

# **BOARD OF FIRE COMMISSIONERS TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1**

MINUTES OF JULY 27, 2009

## **CALL TO ORDER:**

The regular meeting of the Board of Fire Commissioners was called to order by President Nelson at 8:04 p.m. President Nelson announced that the meeting is being held in compliance with the "Open Public Meetings Act". Public Notice of this meeting was mailed to the Clerk of the Township of Ocean and posted at the Oakhurst Firehouse on February 25, 2009, and advertised in The Coaster and in the Atlanticville on March 5, 2009.

After a salute to the flag, a moment of silence was observed.

## **ATTENDANCE:**

The following Board members were present: Thomas Reu, Scott Nelson, Russell Williams and Anthony Palmisano. Fire District Administrator Arthur Schenck, Fire Marshal Timothy Smith, Deputy Fire Marshal Chris Pujat, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

## **MINUTES:**

The minutes of the June 22, 2009 meeting were read. Questions or comments? None. The minutes were unanimously accepted without change.

## **CORRESPONDENCE:**

The following items of correspondence were read for information:

### **Incoming from:**

NJAW Co., Re: No Drain Fire Hydrants: Response

## **EXPENSES:**

Vouchers totalling \$83,007.70 were read and presented by Commissioner Reu for payment. Reu motioned to pay all bills. Williams seconded. Questions or comments on the bills? There were none. Roll call vote: Palmisano and Nelson voted in favor of the motion. Reu abstained from voting on the Voucher payable to Shawn Reu; and, Williams abstained from voting on the Vouchers payable to Russell A. Williams and to Russell E. Williams; both voted in favor of payng all other Vouchers. All Vouchers were approved for payment.

## **DISTRICT NO. 1 ORGANIZATIONS' REPORTS:**

**Chief S. Donohue** reported that the "I Am Responding" test program is up and running.

**FD Captain E. Alexander** thanked the Board for Firehouse Expo in Baltimore.

**FD Lt. J. Morrow** thanked the Board for Firehouse Expo in Baltimore, noting the favorable comments from those attending the H.O.T. Classes.

**FD Lt. R. Nelson** apologized for having to cancel his attendance at Firehouse Expo at the last minute, but work requirements prevented him from attending.

**Fire Marshal Smith** reported 225 Inspections, including 10 State Registered Establishments, revealing 44 Violations, and 3 Investigations were conducted during the month. Three CO calls were followed-up, 1 Pub Ed Session was held with 54 people in attendance, 75 Smoke/CO Inspections were conducted, and \$3,834.00 in fees were collected. The Two OPTICOM units sent for repair were repaired under Warranty.

**Deputy Fire Marshal Pujat** reported that the "I Am Responding" program is working good. It was helpful last week. He thanked Mike for the "road" repair when 131 overheated.

**FAS Lt. D. Willms** reported 114 calls for June. Mutual Aid was given twice and received 6 times. Average Response Time was 7:00 minutes, with a total of 608.26 manhours. He acknowledged and thanked FF's Shamosh, Williams and S. Reu for their help in driving.

**FAS Sgt. L. Degurski** thanked Mike again for his help on calls recently. She thanked all FD First Responders for their help.

**Maintenance/Repair Technician Fiorentino** thanked the Board for Firehouse Expo, Baltimore. He noted that it was helpful to take the H.O.T. classes with other members of our department, all working together. He expressed thanks to FF Hal Lorme for allowing him to use his dump truck for the stone removal at Station No. 2. He also thanked FF Russ Williams (Jr) for his hard work and help removing the stone. He noted that the Water Co. is not renumbering hydrants when they are replaced, and in some cases our Hydrant Markers are not being reinstalled on replacement hydrants.

Commissioner Williams requested that a letter be sent to FF Hal Lorme thanking him for the use of his truck.

#### **OLD BUSINESS:**

**Williams** - M/R Tech Mike Fiorentino, with the help of FF Russ Williams (Jr.), removed all of the stone ballast from the roof of Station No. 2 in preparation for the flat roof sections to be redone. Good job done!

The Roofing Contractor began work on Friday, July 17. Finished work on Monday, July 20.

**Palmisano** - Several District personnel attended the Firehouse Expo in Baltimore, Md. last week. All seemed to find it very worthwhile. The EMS classes were excellent. Thank you to all who attended.

**Nelson** - In light of Commissioner Palmisano's comments on the EMS classes, he suggested that the FAS should consider attending in the future. It may be a good incentive for members as well. He also thanked the Board for the "Downtown" location this year. It was very convenient to be close by.

**NEW BUSINESS:**

**Nelson** - Representatives of the Board met with Simply Cut Lawn Service to express the Board's displeasure with the quality of the lawn service being provided. After discussions with Simply Cut, it was mutually agreed that our relationship with Simply Cut would be terminated, without prejudice.

This being the case, we contacted Complete Landscapes Inc., the next lowest quote that we had received for lawn service in the Spring, and asked if they would be interested in providing Lawn Care Service for the remainder of the 2009 Season, and if they would still honor their quote as previously submitted. Complete Landscapes Inc. was interested and agreed to honor their previous quote.

Complete Landscapes began work immediately, cleaning up, weeding, edging, trimming the bushes and shrubs, replacing some of the flowers and cutting the grass. A significant improvement in the appearance of our Fire Stations has been noted. With proper fertilization, we hope to see our lawns back in shape before long.

**Reu** - As we reported previously, the Annual Audit of the Fire District had been performed. The Audit Report for the year ending December 31, 2008 has been received and reviewed. To accept same, the following Audit Resolution is proposed:

**AUDIT RESOLUTION**

July 27, 2009

**WHEREAS**, NJSA 40A:5A-15 requires the governing body of each fire district to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2008 has been completed and filed with the Board of Fire Commissioners, the Clerk of

the Township of Ocean and the Director of the Division of Local Government Services pursuant to NJSA 40A:5A-15, and

**WHEREAS**, NJSA 40A:5A-17 requires the governing body of each Fire District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board, that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, such resolution of certifications shall be adopted by the governing body no later than forty-five(45) days after receipt of the Annual Audit, as per the regulations of the Local Finance Board, and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of N. J. may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52-to wit:

“A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (DLGS), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Township of Ocean Fire District Number One hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Reu motioned to adopt this resolution. Palmisano seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Nelson was unanimous in favor of the motion.

**Nelson** - As a result of the Annual Audit of the Fire District, two comments/recommendations were made by the Auditor requiring that a Corrective Action Plan Resolution be presented and adopted by the Board. The Resolution is self-explanatory and reads as follows:

**2008 ANNUAL AUDIT  
CORRECTIVE ACTION PLAN RESOLUTION**

**WHEREAS**, The Fire District's Annual Audit Report for the year ending December 31, 2008 has been received and filed, and

**WHEREAS**, the 2008 Annual Audit Report notes two recommendations warranting the attention of the Fire District:

08-01: That the District consider and evaluate the risks of the auditor preparing the Annual Financial Report(AFR).

08-02: That the District deposit all funds within forty-eight hours of receipt.

**WHEREAS**, Recommendation 08-01 states that the District maintains accounting records to insure compliance with budgetary regulations as promulgated by statute. Supplemental analysis is maintained to facilitate the preparation of the AFR, and based on the size of the District, it is not cost effective for the District to employ or contract with an independent individual who has the requisite training and experience to prepare the AFR, and

**WHEREAS**, Recommendation 08-02 refers to some instances of funds not being deposited within forty-eight hours. These are small amounts that result in a greater cost efficiency by sometimes accumulating funds received over a few day period before depositing. Timely and frequent deposits are made.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Fire Commissioners, having evaluated Recommendation 08-01, does not feel that hiring or contracting with an independent individual or someone with the ability to prepare financial statements in a manner other than what is currently done, is a cost effective use of taxpayer funds. That the current practice of having the District Auditor prepare the required financial statements as part of the Annual Audit process, and report thereof, be continued, and

**BE IT FURTHER RESOLVED**, that, as reminded in Recommendation 08-02, all funds recieved by the District will be deposited in a timely manner.

Nelson motioned to adopt this resolution. Reu seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Nelson was unanimous in favor of the motion.

Copies of these Audit related Resolutions, the Group Affidavit, and the Synopsis of the 2008 Annual Audit Report that will be published in the Coaster, will be forwarded to the Division of Local Government Services (DLGS), NJ DCA. The 2008 Annual Audit Report has already been filed with the DLGS, NJ DCA, and will be filed with the Clerk of the Township of Ocean.

**Schenck** - Financial Reports, YTD June 30, 2009 were read, reviewed and highlighted.

**COMMITTEE REPORTS:**

**Equipment and Supplies - FD**..... Hiers

-Replacement 16' & 24' Extension Ladders ordered.

**Hydrants**..... FM Smith

-It has been noticed that hydrants are being repaired.

**Maintenance of Apparatus**..... Reu, Schenck

-37-1-85 Preventive Maintenance/Service performed. New Batteries installed.

**Station Maintenance:**

**Station No. 1**:..... Williams

-Lawn Sprinkler has been repaired.

**Station No. 2**:..... Hiers

-Roof Repaired.

-Carpets cleaned.

-Lawn Sprinkler has been repaired.

**Conventions and Seminars**..... Palmisano

-Firehouse Expo last week.

**Liaison to Township of Ocean**..... Nelson

-Twp Council to take action to have Building Permit Fees waived for the Fire District in the future, without the need to write a letter and have the Council adopt a Resolution to waive the fee each time.

-Questions or Comments ?

First Aider Anthony Schaible thanked the Board for allowing him and Judy to attend the Firehouse Expo.

The meeting adjourned at 8:48 pm.

Respectfully submitted,

Arthur S. Schenck, Jr.  
Fire District Administrator

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