

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

**WORK SESSION**  
January 4, 2010

## **CALL TO ORDER:**

The Work Session meeting of the Board of Fire Commissioners was called to order at 7:30 pm.

This 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. Additionally, the Notice of Hearing and Election was mailed to the Clerk of the Township of Ocean and posted at the Oakhurst Firehouse on November 25, 2009, and advertised in The Coaster and in the Asbury Park Press on December 17, 2009.

## **ATTENDANCE:**

The following Board members were present: Thomas Reu, James Hiers, 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.

## **BUSINESS:**

**Hiers** - The Board wishes everyone a happy and healthy and safe New Year. We are looking forward to working with you, as we collectively provide fire and first aid protection to our community. A big "Thank You" to all of the volunteers and employees of the District.

**Hiers** - Before we get into the regular business of the Board, we would like to acknowledge the actions of the Oakhurst Fire Department at a fire scene on Christmas night, December 25. Commissioner Hiers noted how the FD spends a significant amount of time training and responding to so many Fire Calls being "Routine" or "Nuisance Calls", with a fire, big or small, coming up every now and then; but a call like this is where the training, education, practice and experience all pays off; saving a life. The Board, on behalf of all of the residents of the Fire District says "Thank you" to all members of the Fire Department.

To acknowledge the actions of the FD at this call, the following Commendation Resolution, which is self explanatory, is presented.

2009 Fire Chief Donohue, Captain Earl Alexander, Ex-Chief Stuart Newman, Firefighter Keith Finkelstein and Firefighter Larry Campbell were called to the front of the room.

Commissioner Hiers read the Commendation Resolution. (Copy attached)

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

A copy of the Commendation Resolution was presented to the Fire Department and to each of the four Firefighters who rescued the fire victim.

May we also say, that although we are acknowledging the most positive actions of the Fire Department, we do express our sorrow to the family of the fire victim, who subsequently passed away a couple of days after the fire.

**PUBLIC HEARING ON THE 2010 FIRE DISTRICT BUDGET:**

**Hiers** - The first part of tonight's Work Session meeting is a Public Hearing on the proposed 2010 Fire District Budget.

At our November 23, 2009 Meeting, we Introduced and Approved the 2010 Budget. It was then submitted to the State DCA, Division of Local Government Services. Although we have not received the Certified Copy of the Budget back from the DCA, verbal approval was received on December 16, 2009.

**Hiers** - Ask Commissioner Reu to please read the 2010 Budget Message.

**Reu** - Read the 2010 Budget Message. (Copy attached)

**Hiers** - Ask Commissioner Williams to please read the 2010 Fire District Budget.

**Williams** - Read the 2010 Fire District Budget. (Copy Attached)

**Hiers** - Any questions or comments on the 2010 Fire District Budget? There were none.

**The Public Hearing portion of this meeting is closed.**

**Reu** - Re: 2010 Fire District Budget; The Board has satisfied all budget preparation and filing requirements to date, the most recent being the Public Hearing on the Budget this evening. The next step is to adopt the 2010 Fire District Budget as presented earlier. To do so, the following Resolution was proposed:

**2010 ADOPTED BUDGET RESOLUTION**  
**Board of Fire Commissioners**  
**TOWNSHIP OF OCEAN**  
**Monmouth County**  
**FIRE DISTRICT NO. 1**  
**FISCAL YEAR: January 1, 2010 to December 31, 2010**

**WHEREAS**, the Annual Budget for the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2010 and ending December 31, 2010, has been presented for adoption before the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 at its open public meeting of January 4, 2010; and

**WHEREAS**, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.), and

**WHEREAS**, the Annual Budget as presented for adoption reflects total Revenues of \$1,529,367.00, which includes the amount to be raised by taxation of \$1,339,753.00, and total Appropriations of \$1,529,367.00; and

**WHEREAS**, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners of the Township of Ocean Fire District No. 1, at an open public meeting held on January 4, 2010, that the Annual Budget of the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2010 and ending December 31, 2010 is hereby adopted and shall constitute appropriations for the purposes stated and authorization of total Revenues of \$1,529,367.00, which includes an amount to be raised by taxation of \$1,339,753.00, and Total Appropriations of \$1,529,367.00; and

**BE IT FURTHER RESOLVED**, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**BE IT FURTHER RESOLVED**, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year, the results of which shall be subsequently certified to the Division and the Municipal Assessor.

Reu motioned to Adopt this Resolution. Palmisano seconded. Questions? Roll call vote of Reu,Williams, Palmisano and Hiers was unanimous in favor of the motion.

The Administrator was asked to file the Adopted 2010 Budget with the State of New Jersey and with the Clerk of the Township of Ocean.

**Palmisano** - N.J.A.C. 17:27-3.5, entitled "Designation of Public Agency Compliance Officer" provides that the Board annually designate a Public Agency Compliance Officer (PACO) and advise the State of the designation by January 10 of each year. To comply with same, the following resolution is self explanatory and is hereby proposed for adoption:

**RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, N.J.A.C. 17:27-3.5 provides that each Public Agency in the State of New Jersey must annually designate an officer or employee to serve as their Public Agency Compliance Officer, and

**WHEREAS**, said Public Agency Compliance Officer shall be responsible for ensuring the agency's compliance with the Affirmative Action Rules of N.J.A.C. Chapter 27, and

**WHEREAS**, said Public Agency Compliance Officer may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 does hereby designate the Fire District Administrator, Arthur S. Schenck, Jr., to serve as the Public Agency Compliance Officer for the Township of Ocean Fire District No. 1, for the year 2010;

**BE IT FURTHER RESOLVED** that a copy of this resolution be filed with the State of New Jersey, Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts.

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

**Reu** - The following Cash Management Plan is self explanatory and is hereby presented for adoption:

**CASH MANAGEMENT PLAN**

**WHEREAS**, N.J.S.A. 40A:5-2 of the Local Fiscal Affairs Law, requires a Board of Fire Commissioners to adopt a Cash Management Plan in accordance with N.J.S.A. 40A:5-14, for the deposit, investment, or both deposit and investment, of it's funds pursuant to that plan; and

**WHEREAS**, the Cash Management Plan shall designate a public depository or depositories; the designation of any fund that meets the requirements so noted; and the authorization for investments as permitted, or any combination thereof, as applicable; and,

**WHEREAS**, the Cash Management Plan shall be approved annually by a majority vote of the Board of Fire Commissioners, and may be modified from time to time as deemed necessary by the Board of Fire Commissioners.

**NOW, THEREFORE, BE IT RESOLVED**, that the following Cash Management Plan of the Board of Fire Commissioners, Township of Ocean Fire District No. 1, be and hereby is adopted:

**A. DESIGNATION OF OFFICIAL DEPOSITORIES:**

The following financial institutions are designated official depositories:

Wachovia Bank, N. A.

Valley National Bank

TD Bank

**B. DEPOSIT OF FUNDS:**

All funds shall be deposited within Forty-eight (48) hours of receipt when possible and practical.

When cash flow permits, excess funds from the operating account shall be deposited in Certificate(s) of Deposit to maximize interest earnings.

The designated depositories shall be solicited for best rate and term for Certificate(s) of Deposit.

**C. MONTHLY REPORT OF CHANGES IN DEPOSIT ACCOUNTS:**

Any deposit accounts established or redeemed shall be reported at the next regularly scheduled Board Meeting or Work Session.

**D. AUTHORIZED SIGNERS:**

All five(5) Fire Commissioners shall be authorized signers on all accounts, any three(3) of which must sign to withdraw funds.

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

**Palmisano** - Motion to appoint the auditing firm of William E. Antonides and Company to perform the Annual Fire District Audit for the year ending December 31, 2009. Reu seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Hiers was unanimous in favor of the motion.

**Reu** - Ladder Truck 37-1-90 UL Certification paperwork has finally been received. All ok.

**Williams** - Motion to appoint Deputy Fire Marshal Chris Pujat as Fire District No. 1's representative to the Township of Ocean OEM for 2010. Reu seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Hiers was unanimous in favor of the motion.

**Palmisano** - The FAS Supply Order approved at the last meeting was ordered, and most items have been received. Only a couple of items are back ordered.

**Hiers** - FDIC is in April (Indy), and Firehouse Expo is in July (Baltimore). Now is the time to determine who will be going and to start making registration and reservations. The Board would like to meet with the FD Officers after the meeting to discuss these plans.

**Hiers** - The Board would like to acknowledge Tim Smith for his 29 years of service as Monmouth County Fire Marshal. Tim retired from the Monmouth County Fire Marshal's Office as of December 31, 2009. We know very well the many years of hard work and dedication Tim devoted to the residents of Monmouth County, as Monmouth County Fire Marshal. Tim's relationship with Monmouth County has also benefited our Fire District and the Township of Ocean, both directly and indirectly, over the years. We thank Tim for all that he has done for us and the County. We congratulate him on his retirement and wish him all the best.

**Hiers** - Our Annual Board/Officers/Employees Dinner Get-together is scheduled for Thursday, January 28; 6:00 pm, at Palumbo's in Tinton Falls. If anyone cannot make it please let Art know ASAP.

We would like to get a copy of each organizations' 2009 Calendar Year Activity Percentages for the Life Insurance Incentive Program.

**Reu** - Presented Vouchers for payment totaling \$2,902.72. Reu motioned to pay all bills. Williams seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Hiers was unanimous in favor of the motion.

Reu presented a Voucher to transfer funds to payroll account in the amount of \$32,000.00. Reu motioned to approve. Williams seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano and Hiers was unanimous in favor of the motion.

**Hiers** - Presented 2010 FD 2nd Asst. Chief Earl Alexander with an attache' case and wished him all the best.

**FD Asst. Chief Skinner** reported 55 activities for the month. Mutual Aid was given twice; District #2 and WLB. Average Response Time as :04:50, with an average response of 15 firefighters, and 390.27 manhours experienced. He reported that New Years Day went good.

**FD Captain Morrow** thanked the Board for the detailing of the two Chief's Vehicles.

**FD Lt. Sorrentino** reported that the FD will be holding a Blood Borne Pathogens Drill on Wed, 7:00 pm.

**FAS Captain S. Green** submitted a listing of the Squad's 2010 Officers and a Snow Standby List.

**Fire Marshal Smith and Deputy Fire Marshal Pujat** wished everyone a Happy New Year.

**Maint/Repair Tech Fiorentino** congratulated the four firefighters and the fire department for the December 25th fire actions. He advised that Burn Kits are on 174 and 178. He wished everyone a Happy New Year.

**Questions or comments?**

**Hiers** - Noted that Commissioner Nelson regrets not being here tonight, but he is out of town.

**Hiers** - The Board thanks Art for all of the work done on the 2010 Budget preparation and filings.

**FD Asst. Chief Earl Alexander** addressed everyone in attendance expressing appreciation for the recognition relating to the fire on December 25. He stressed that the actions at the fire were a team effort by all involved, including the dispatchers, drivers, firefighters, etc. Everyone did a good job. He noted that he spoke with the son of the victim who expressed that he was very glad to be able to speak with his mother one more time after the fire, before she passed away.

The Work Session adjourned at 8:07 pm.

Respectfully submitted,

Arthur S. Schenck, Jr.  
Fire District Administrator

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