

**BOARD OF FIRE COMMISSIONERS**  
**TOWNSHIP OF OCEAN**  
**FIRE DISTRICT NO. 1**  
WORK SESSION APRIL 5, 2010

**CALL TO ORDER:**

The Work Session meeting of the Board of Fire Commissioners is called to order at 7:31 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 23, 2010, and advertised in The Coaster and in the Atlanticville on March 4, 2010.

**ATTENDANCE:**

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

**BUSINESS:**

**Nelson** - We would like to start tonight's Work Session with a couple of important personnel matters. In anticipation of the retirement of the Fire Marshal and the Fire District Administrator later this year, we have solicited, through Job Postings in the Fire Stations, resumes from anyone interested in being considered for the positions of Fire Inspector and Assistant Fire District Administrator. Two members of the FD have submitted resumes, one for each position. The Board has accepted these resumes and would like to take action tonight to begin the appointment process. Two resolutions, believed to be self explanatory, will be presented for the Board's consideration.

**Hiers** - In anticipation of Fire Marshal Smith's retirement on June 30, the Board would like to appoint Assistant Fire Inspector Craig Flannigan, currently a part-time employee, to the full-time position of Fire Inspector, as of May 3, 2010. This will provide sufficient time for training and experience that should help make for a smoother transition of personnel. To accomplish this appointment, the following resolution is proposed:

**PERSONNEL APPOINTMENT RESOLUTION**  
**FIRE INSPECTOR**

**WHEREAS**, the Board of Fire Commissioners of the Township of Ocean Fire District No. 1, Monmouth County, has in existence, among others, the full-time, paid position of Fire Inspector; a currently vacant position; and

**WHEREAS**, it is the desire of the Board of Fire Commissioners to fill the position of Fire Inspector at this time, to provide for additional training and experience

needed to fill a staffing shortage that will result from the near future retirement of the Fire Marshal; and

**WHEREAS**, Craig Flannigan, is presently serving in the part-time, paid position of Assistant Fire Inspector in the Fire District; and

**WHEREAS**, it is the desire of the Board of Fire Commissioners to appoint Craig Flannigan to the full-time, paid position of Fire Inspector.

**NOW THEREFORE BE IT RESOLVED** that the Board of Fire Commissioners does hereby appoint Craig Flannigan to the full-time, paid position of Fire Inspector, commencing May 3, 2010, subject to the final passage of the second reading of this resolution; and

**FURTHERMORE**, the second reading and final passage of this resolution will be considered on April 26, 2010, at the Regular Monthly Meeting of the Board of Fire Commissioners, scheduled to begin at 8:00 p.m., at the Oakhurst Firehouse, 72 Larkin Place, Oakhurst, N. J.

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

**Nelson** - The Board has determined that it would be very beneficial, in anticipation of the planned retirement of the Fire District Administrator by the end of the year, to create a part-time, paid position within the Fire District, and to hire an individual to work with and learn the job requirements of the Fire District Administrator, to aid in the efficient transfer of responsibility when the new individual assumes the position of Fire District Administrator.

[NOTE: UNDER THE CIRCUMSTANCES, JAMES HIERS DOES RECUSE HIMSELF FROM DISCUSSION, RECOMMENDATION AND FINAL SELECTION AND APPROVAL OF THE ASSISTANT FIRE DISTRICT ADMINISTRATOR.]

It is the Board's opinion that it would be most beneficial to have an individual in this position who is a member of the Oakhurst Fire Department. Equally important would be to have an individual who is experienced and knowledgeable of the functions and responsibilities of the Fire District; an individual with the skills needed to fulfill the various job requirements of the Fire District Administrator. In our search for such an individual, we have found a long time member of OFD, Ex-Chief and past Fire Commissioner, David Hiers, who we feel meets or exceeds the job qualifications of the position in question.

To create this part-time position of Assistant Fire District Administrator, and to appoint David Hiers to this position, the following Resolution is proposed:

**RESOLUTION TO ESTABLISH THE PART-TIME, PAID POSITION OF**

**ASSISTANT FIRE DISTRICT ADMINISTRATOR**

**and**

**TO APPOINT AN ASSISTANT FIRE DISTRICT ADMINISTRATOR**

**WHEREAS**, the Commissioners of any fire district may, by resolution, establish paid positions within the fire department, or for the fire district, as such positions shall be determined by the Commissioners to be required for the purposes of the fire district; and

**WHEREAS**, having established said paid positions, the Commissioners of the fire district shall, by resolution, appoint persons to, determine the terms of, fix the compensation for, and prescribe the powers, functions and duties of the paid positions; and

**WHEREAS**, the Board of Fire Commissioners of the Township of Ocean Fire District No. 1, Monmouth County, has determined that it would be very beneficial, in anticipation of the planned retirement of the Fire District Administrator by year end 2010, to create a part-time, paid position within the Fire District, and to hire an individual to work with and learn the job requirements of the Fire District Administrator, to aid in the efficient transfer of responsibility when the new individual assumes the position of Fire District Administrator.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 does hereby establish the part-time, paid position of Assistant Fire District Administrator. This position will have the primary function and duty to work with, learn and perform the various job requirements of the Fire District Administrator. The Assistant Fire District Administrator will report to and be under the supervision of the Fire District Administrator.

**BE IT FURTHER RESOLVED** that the compensation range for the position of Assistant Fire District Administrator is established at \$25.00 to \$40.00 per hour; and

**BE IT FURTHER RESOLVED** that the Board of Fire Commissioners does hereby appoint David Hiers to the part-time, paid position of Assistant Fire District Administrator, commencing as of May 3, 2010, subject to the final passage of the second reading of this resolution; and

**FURTHERMORE**, the second reading and final passage of this resolution will be considered on April 26, 2010, at the Regular Monthly Meeting of the Board of Fire Commissioners, scheduled to begin at 8:00 p.m., at the Oakhurst Firehouse, 72 Larkin Place, Oakhurst, N. J.

Nelson motioned to adopt this resolution. Williams seconded. Questions? None. Roll call vote: Reu,

Williams, Palmisano and Nelson voted in favor of the motion. James Hiers did not participate in the vote.

**Reu** - The FD Officers had requested the purchase of five(5) sets of turnout gear. After further review, it was determined that with the purchase of an additional two(2) sets of turnout gear, all members would be in good shape, gear wise, for the immediate future. As a result, seven(7) sets of turnout gear have been ordered.

**Williams** - The Fire Officers have requested the purchase of five(5), 100' lengths of 1/2" Braided Poly Utility Rope. Two price quotes have been obtained:

Continental Fire & Safety \$328.75  
All Hands Fire Equipment \$449.99

Williams motioned to purchase from Continental Fire for \$328.75. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

**Williams** - The Fire Officers have also requested five(5) Cordura Rope Bags for the Utility Rope. The bags requested are available from All Hands Fire Equipment at the quoted price of \$25.99 each, for a total of \$129.95. Williams motioned to purchase these Rope Bags from All Hands for the price of \$129.95. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

**Reu** - 37-1-90 has had the needed repairs done to permit the completion of the UL Testing. This will be scheduled as soon as possible.

**Reu** - New, 600' of 5" hose received today. Will test during Annual Hose Test; End April - Begin May +/-.

**Hiers** - Quotes have been solicited for Lawn Care for the 2010 Season. Of the six requests sent out, three have been received back, plus a quote from Lawn Doctor for a fertilization program. The three quotes received are from Brian Lefferson Landscaping Service, DMR Lawns & Landscapes, and Complete Landscapes, Inc.

We have had previous experience with Complete Landscapes and Brian Lefferson Landscaping. Complete Landscapes has provided both lawn care and fertilization to our satisfaction in the past. Lefferson Landscaping provided both services in the past, but we were not satisfied with the fertilization program.

Looking back at the Board Meeting Minutes of March 24, 2008, where it was noted that "Recalling the Board's displeasure with the fertilization program of Lefferson Landscaping over a few year period, we separated the Lawn Care and

Fertilization Services in 2006, going with Lefferson for Lawn Care and Lawn Doctor for Fertilization. An improvement was noted, and lawn care service was "ok" in 2006."

In 2007, based on a more favor price, Complete Landscapes was selected to provide both Lawn and Fertilization services.

A significant improvement was noted in 2007 for lawn care, flowers, flower/shrub bed maintenance, overall property cleanliness, etc. Although recent prior years had seemed "ok", the improvement noted in 2007 reminded us all of what our lawn and property used to look like, and should look like. We never had to contact Complete Landscapes to get things done, where with recent previous lawn services we frequently had to remind them to weed the beds and trim the bushes.

Based on past experience, it is assumed we would not want to accept the fertilization program of Lefferson Landscaping.

We also note that we went with the lowest quote received last year, only to terminate the service a couple of months in to it, and go with the next highest quote from Complete Landscapes, who was able to pick up the service and finish out the season for us.

Prices quoted for both stations are:

Lawn Doctor; Fertilization Only \$1,409.50

Lefferson Landscaping (Lawn Care, Fertilization and Flowers)  
\$5,802.00

Lefferson Landscaping (Lawn Care and Flowers Only) \$4,552.00

Lefferson Landscaping (Lawn Care, Flowers, + Lawn Doc Fertl.)  
\$5,961.50

DMR Lawns & Landscapes (Lawn Care, Fertilization and Flowers)  
\$14,799.00

DMR Lawns & Landscapes (Lawn Care and Flowers Only) \$12,279.00

DMR Lawns & Landscapes (Lawn Care, Flowers, + Lawn Doc Fertl.)  
\$13,688.50

**NOTE:** DMR's price for flowers of \$2,520.00 total, would actually be less once the exact flower plan was worked out.

Complete Landscapes (Lawn Care, Fertilization and Flowers)  
\$6,400.00

Being satisfied with the fertilization program experience, we see no need to separate this service out with Complete Landscapes.

Although the current quote from Complete Landscapes is \$438.50 more than the combined Lawn Care/Fertilization service of Lefferson + Lawn Doc., it is felt that this small additional cost is more than justified, based on past experience with Complete Landscapes, as previously noted.

Hiers - As a result of the foregoing discussion, it is motioned to accept the quote for 2010 Lawn Care/Maintenance Service from Complete Landscapes, for the quoted price of \$6,400.00. (Same price quoted in 2008 and 2009) Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

**Reu** - Vouchers presented for payment totaling \$48,207.68. Reu motioned to pay all bills. Williams seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

Vouchers payable to the six individuals attending the FDIC Conference in Indianapolis, Schenck, Fiorentino, Pujat, Flannigan, Alexander and Morrow, representing a \$500.00 advance on the expense allowance for the conference, were presented for approval. Reu motioned to approve. Williams seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

Reu presented a voucher to transfer \$33,000.00 to the payroll account. Reu motioned to approve. Hiers seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

**Nelson** - First Aider Charles Kirlew passed away on March 31. The Board expresses it's sympathy to Mrs. Kirlew and family.

**FAS Captain S. Green** - Thank you Mike for taking care of Ambulance 157 at Jersey Shore on Easter.

**Fire Marshal Smith** - This is peek Woods Fire Season. All should be careful.

**Deputy Fire Marshal Pujat** - Thanked the Commissioners for their support at the OEM meeting. The Twp. OEM will be having a C.E.R.T. drill on April 28; they are looking for an ambulance and a truck for lighting. The EMS section of the OEM plan needs to be reviewed and returned.

**M/R Technician Fiorentino** - Plan to install hydrant markers and to repair pot holes in the parking lot. He will be attending a Fire Official Class starting in June. He thanked Chris Pujat for making arrangements for them to attend N.J weekend at the National Fire Academy, May 21, 22 and 23, in Maryland.

**Asst. Fire Inspector Flannigan** thanked the Board for considering him the full time position of Fire Inspector.

**Questions or comments?**

FM Smith suggested that a check be approved for the new Chief Vehicle that is due in before the next Board meeting. All agreed. Commissioner Hiers motioned to approve a check in the amount of \$32,446.25, the price of the previously approved new chief vehicle. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the motion.

David Hiers thanked the Board for considering him for the position of Assistant Fire District Administrator.

First Aider Karen Dougherty commented on the recent FD Drill the FAS attended. It gave the First Aiders an up-front view of what the FD does. It was impressive.

The Work Session adjourned at 7:56 pm.

Respectfully submitted,

Arthur S. Schenck, Jr.  
Fire District Administrator

WSMINAPR10