

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

MINUTES OF AUGUST 23, 2010

## **CALL TO ORDER:**

The regular meeting of the Board of Fire Commissioners was called to order by President Nelson at 8:03 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 23, 2010, and advertised in The Coaster and in the Atlanticville on March 4, 2010.

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

## **ATTENDANCE:**

The following Board members were present: Thomas Reu, James Hiers, Scott Nelson and Anthony Palmisano. Fire District Administrator Arthur Schenck, Assistant Fire District Administrator David Hiers, Acting Fire Marshal Chris Pujat, Fire Inspector Craig Flannigan, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

## **MINUTES:**

The minutes of the July 26, 2010 meeting were read. Questions or comments? None. The minutes were unanimously accepted without change.

## **CORRESPONDENCE:**

None.

## **EXPENSES:**

Vouchers totaling \$43,744.45 were read and presented by Commissioner Reu for payment. Reu motioned to pay all bills. Hiers seconded. Questions or comments on the bills? There were none. Roll call vote: Reu, Hiers and Palmisano voted in favor of the motion. Nelson abstained from voting on the voucher payable to Oceanside Service, voting in favor of paying all others. All vouchers were approved for payment.

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

**Chief Craig Flannigan** reported 87 Calls and one Drill for July. Mutual Aid was given 3 times. Average Response Time was :05:07, with an average of 13 firefighters per call and a total of 1,083 members responding, for a total of 858 man hours experienced. He thanked the Board, Mike Fiorentino, Doug Schenck and Dave Enny for repairing Engine 172 right away at the Festival.

**Assistant Chief D. Skinner** reported the firefighter Larry Campbell is now a regular member. He thanked the Board for the ice machine repair.

**FD Captain J. Morrow** reported that a Pump Ops class is being held on Wednesday, with a hands on session next Wednesday. He thanked the Board for the new equipment for the Chief's vehicles.

**FD Lt. C. Sorrentino** thanked Mike for repairing the soda machine at Station No. 2.

**Acting Fire Marshal Pujat** reported 537 Inspections, including 5 State Registered Establishments, revealing 165 Violations, and 2 Investigations were conducted during the month. Seven CO calls were followed-up; 2 Public Education Sessions were conducted. with 258 people attending. A total of \$3,666.00 in fees were collected. Various Radio and Opticom Repairs were made. Computers have been upgraded in the vehicles. He noted attending several meetings during the month. The Twp. OEM Meeting is Thursday, August 26. He thanked everyone for the Fireworks Standby. Garden Hills Residence is the new name for what has been Wayside Residence on West Park Avenue.

**Commissioner Hiers** commented on the good job being done by the Fire Bureau, noting the large number of Inspections, etc.

**FAS Lt. D. Willms** reported that the Squad is purchasing new jump kits for all members.

**FAS Lt. L. Degurski** reported that the Festival went well, with a few calls handled by the Squad.

**FAS Sgt. L. Zimmerman** reported that the Township Community Day is September 25, and the Squad will be participating.

**Commissioner Nelson** thanked FAS Lt. Degurski for making the Board aware of the letter received from Dr. Meltzer expressing concern over the Squad's response time to a call. She advised that the Squad responded to Dr. Meltzer.

**Commissioner Reu** reported that the Board has been monitoring the Squad's "Rip and Run" response reports since June 14. He noted that response has improved since his Email to the FAS Officers, with some exceptions. There is still need for improvement.

**Maintenance/Repair Technician Fiorentino** reported many repairs made. He thanked Dave Enny and Doug Schenck for helping repair Engine 172 at the Festival. He thanked Scott Nelson for his help with the repair of the Ice Machine.

**OLD BUSINESS:**

**Palmisano** - We have received notice that Cardiac Science will be replacing the three AED's that we have on the ambulances, since they "may experience a rare product issue, where resistors may fail and not be detected by the AED's periodic self-tests". Although the recently completed programing update recall "substantially reduces the risk this issue would not be detected prior to a rescue attempt", they are going to replace all affected AED's. They anticipate the replacement process will require approximately 6 months to complete. We will keep on top of this issue. So long as the "ready light" is green, the unit should be ok. Check frequently.

**Nelson** - On Monday, August 30, Dave and I will be going to Freehold to meet with the Sheriff's Office Business Administrator Jeffrey Sauter to discuss the 9-1-1 Dispatching Fee.

**NEW BUSINESS:**

**Nelson** - Under our Life Insurance Incentive Program, a claim was filed for John Tumpey, who recently passed away, and a check in the amount of \$16,500.00 is being sent from the Insurance Co. to his wife.

**Nelson** - The plaque recognizing Fire Marshal Tim Smith's service to the District has been mounted over the door to the Fire Bureau. A light will be installed.

**Nelson** - Thank you Dave Enny and Doug Schenck for helping Mike repair Engine 172 at the Festival. Let's send a letter to Dave and Doug thanking them for their assistance.

**Reu** - As we reported previously, the Annual Audit of the Fire District had been performed. The Audit Report for the year ending December 31, 2009 has been received and reviewed. To accept same, the following Audit Resolution is proposed:

**AUDIT RESOLUTION**

August 23, 2010

**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, 2009 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, Hiers, Palmisano and Nelson was unanimous in favor of the motion.

**Hiers** - As a result of the Annual Audit of the Fire District, one comment/recommendation was 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:

**2009 ANNUAL AUDIT  
CORRECTIVE ACTION PLAN RESOLUTION**

**WHEREAS**, The Fire District's Annual Audit Report for the year ending December 31, 2009 has been received and filed, and

**WHEREAS**, the 2009 Annual Audit Report notes one recommendation warranting the attention of the Fire District:

09-01: That the District consider and evaluate the risks of the auditor preparing the Annual Financial Report(AFR).

**WHEREAS**, Recommendation 09-01 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.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Fire Commissioners, having evaluated Recommendation 09-01, 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.

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

Copies of these Audit related Resolutions, the Group Affidavit, and the Synopsis of the 2009 Annual Audit Report that will be published in the Coaster, will be forwarded to the Division of Local Government Services (DLGS), NJ DCA. The 2009 Annual Audit Report has already been filed with the DLGS, NJ DCA, and will be filed with the Clerk of the Township of Ocean.

**Hiers** - The Fire Bureau has requested the purchase of two GPS units for their vehicles. Three price quotes have been provided, the most favorable of which is from M & W Communications. The cost per unit is \$274.99. Hiers motioned to purchase two GPS Units for a total cost of \$549.98. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Palmisano and Nelson was unanimous in favor of the motion.

**Hiers** - Also needed with the GPS units is a mounting bracket from Pro-Clip USA. The cost of two mounting brackets is approximately \$120.00. Hiers motioned to approve this purchase. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Palmisano and Nelson was unanimous in favor of the motion.

**Reu** - The subscription for the Fire Department's "IamResponding" system is up for renewal. If we sign up for a three year period, the annual cost will be \$725.00, which is \$75.00 less than the one year cost of \$800.00. Reu motioned to renew the "Iam Responding" system for three years at the annual cost of \$725.00. Hiers seconded. Questions? None. Roll call vote of Reu, Hiers, Palmisano and Nelson was unanimous in favor of the motion.

**Hiers** - Compatible Pre-Plan Software is needed for the Fire Bureau and the Fire Department. The software will be installed in the Fire Bureau, FOC, 130, 131, 174 & 178. The software is available from Emergency Software Products at a cost of \$2,000.00. Hiers motioned to approve this purchase. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Palmisano and Nelson was unanimous in favor of the motion.

**COMMITTEE REPORTS:**

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

-Equipment requested for 166, 167, 168; ordered and received.

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

-Annual Service completed on all Hurst Equipment.

-Preventive Maintenance/Service Performed:

37-1-00 Caprice

37-1-38

37-1-85

37-1-99

37-1-72

-37-1-68 brake cable replaced; shocks replaced. Passed State MV Inspection.

-Engine 178 Exhaust Filter replaced.

**Station Maintenance:**

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

-Preventive Maintenance/Service performed on Emergency Standby Generator.

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

-Preventive Maintenance/Service performed on Emergency Standby Generator

-Phone Line service repaired

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

-State Convention, Wildwood; Sept. 15 - 19

**Insurance and Legal Liaison**..... Nelson

-LIP Claim for John Tumpey filed.

**Questions or Comments ?**

**Nelson** - Next Work Session is on Tuesday, Sept. 7, due to Labor Day Holiday on Monday.

**FM Pujat** - A Thank you letter was sent to a resident for returning a found pager.

**FAS Sgt. Zimmerman** - Thank you Mike for assisting on First Aid Calls.

The meeting adjourned at 8:39 pm.

Respectfully submitted,

Arthur S. Schenck, Jr.  
Fire District Administrator

MINAUG.10