

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

MINUTES OF
November 28, 2011

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 March 2, 2011, and advertised in The Coaster and in the Atlanticville on March 10, 2011.

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 Russell Williams. Anthony Palmisano was not present due to he fell at home. Fire District Administrator J. David Hiers, 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.

Before the meeting started, President Nelson gave an update on Tony Palmisano. Nelson said Tony had a fall at his home today and was taken to the hospital. He is a little scraped up but should be fine, probably a lot sore tomorrow.

MINUTES:

The minutes of the October 24, 2011 meeting were read. There were no questions or comments. The minutes were accepted as read.

CORRESPONDENCE:

There was no correspondence to be read.

EXPENSES:

The Bills this evening were reviewed by the Commissioners prior to the meeting and found to be OK. Copies of the bill list were on the table for anyone to review. A Resolution to pay the Bills totaling \$ 86,051.58 was presented by Commissioner **Reu**. It was seconded by **Hiers**. There were no questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution. Nelson did abstain from his physical fitness bill.

DISTRICT NO. 1 ORGANIZATIONS' REPORTS:

Chief D. Skinner did not have the report for the month of October. He thanked the Board for the equipment that was purchased.

Assistant Chief E. Alexander -

2nd Assistant Chief J. Morrow -

Captain R. Nelson – stated he sent out an e-mail to all the firemen that have fire gear and asked them to leave it at there respective station for the POSHA Inspector to check out.

FD Lt. C. Sorrentino

FD LT. D. Schenck

FAS Captain L. Degurski - reported 118 total activities for the month, which included 109 Emergency calls. Average response time was 4 minutes 40 seconds. A total of 691 Emergency Call Man Hours were experienced. Mutual aid received 3 times and given was 13 times. She stated that the ambulance will be on display at the High School for students to see an ambulance and ask questions. A good community project. She also thanked the fire department for the lift assist that was given.

1st Lt. K. Dougherty – said that the squad recently purchased some new equipment, air vacuum splints which are inflated by hand pumps. They have 1 per ambulance.

2nd Lt. A. Beringer -

Fire Marshal Pujat - reported 160 inspections, including 16 State Registered Establishments, revealing 136 Violations, and 0 Investigations were conducted during the month. Fees collected for the month totaled \$ 3,140. The FM thanked everyone who helped with the various Fire Prevention details. The FM said it was a very successful year. The fire prevention program will be expanded into the Hillel Yeshiva next year. The Monmouth County Radio Room will hold an Open House of the new Eastern Communication Center on 11/29. The MC Radio Room will hold a demo of the new CAD Spillman Software on Dec.7th. The FM also stated that the Twp. Manager is working on reorganizing our OEM.

Fire Inspector Flannigan

Maintenance/Repair Technician Fiorentino – Mike reported that the 5” intake valves have been installed on 74 & 78, the water/foam indicator has been replaced on 74. He thanked the Board for the computer he received for his office. The Hurst tools have been serviced by the Tasc Company. The Cascade System has been reinstalled in the bay area and the 3 burnt out door openers have been replaced.

Old Business:

Nelson – At our last workshop, an issue was brought up by officer Schenck in reference to the Board’s awareness of different issues of officer Schenck’s concerns within the operations of the Board. Officer Schenck stated at that meeting he would be presenting facts pertaining to his concerns in the future.

The Board would very much like to find out what concerns officer Schenck was referring to so the Board could address them for him and all other concerned parties. Officer Schenck was not present at the meeting. President Nelson will try to find out what the concerns are of officer Schenck.

Hiers - The phone system is up and working. It took a while and a lot of work. Hiers said there are still a few issues to take care of. Some lines are still not working. They will be addressed shortly. Please be patient. The old phone system was difficult to trace out due to all the patchwork that was done to it. When the new lines were converted to Cablevision, the old lines became deactivated. They need to be temporarily jumped over to the new system.

NEW BUSINESS:

Nelson – stated that we all heard it will happen but didn't know when. It did happen. Nelson said we are in the midst of a OSHA State Inspection. It should end by next week. Looks like things are going well. The Board would like to thank everyone for the effort that went into compiling the reports and records for the inspector.

Hiers –motioned to have the Administrator make the necessary 2011 Budget, Year End Line Item transfers to off set any over budget accounts. Seconded by **Reu**. There were no questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the motion.

Williams – Mentioned Selective Insurance Company is requesting an updated Driver's list from the fire and first aid departments. This list should include names, dates of birth, and driver's license numbers. Williams asked that this updated information be given to the FDA as soon as you can so it can be submitted to the insurance company.

Reu – An upgrade of software for the tablet Based Inspection Program would enhance our present system. The information gathered out in the field will be easier to getting the inspection information back to the office. The FM received a quote for \$2,500 for this software. **Reu** offered the Resolution to purchase the software upgrade at a cost not to exceed \$2,500. Seconded by **Williams**. No questions were asked. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Hiers – The fire reports from Station 2 presently being faxed over daily to the Fire Marshal's office so the Fire Inspector can fill out the NFIRS report. This can now be done on line and sent over to the Fire Inspector by way of the Internet if we purchased a firewall for Station 2. The piece of equipment needed is a Cisco ASA 5505 – 10 User Edition, just like the one we now have at Station 1. Time will be saved along with ink cartridges. **Hiers** offered the Resolution to purchase the firewall for the cost of \$350. We will also need the software, Omni Form – 5-user

license, for the report forms. This will be installed by our IT man Andrew Calvo. The cost for the software is approximately \$400 - \$500 for 5 user licenses included. **Hiers** also said he would like to include in the Resolution the purchase of the necessary software for the best price available, since we do not know the exact \$ figure. Seconded by **Williams**. There were no questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Reu – To make payments out of the Operating Appropriation Accounts for the start of 2012, it is necessary to adopt a Temporary Budget until the 2012 Annual Budget is adopted. The Board is by law allowed to appropriate up to 14% of the budget to be spent on expenses incurred in the start of 2012. **Reu** offered the following Resolution to adopt the 2012 Temporary Budget in the amount of \$194,927. Seconded by Hiers. No questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Hiers – Stated the Akron Quick Attack Monitor has worked out well when needed on 37-1-78. It has been recommended by the fire officers to purchase another one for 37-1-74. This engine at Station 2 responds to many calls. The Board agrees with the officers. Our District Mechanic, Mike, has obtained 4 price quotes from various dealers for Model 3443 monitor with the Style 4445 nozzle. They are:

Absolute Fire Protection: \$2,203.00
All Hands Fire Equipment: \$2,228.24
New Jersey Fire Equipment: \$2431.68
The Fire Store: \$2,688.49

Hiers said he would like to offer the following Resolution to purchase the Model 3443 with the Style 4445 Nozzle from Absolute Fire Protection for the price of \$2,203. Seconded by **Reu**. No questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Williams – We received a price quote from Shore Awning for a custom manufactured Hose Bed Cover to fit Engine 37-1-74 to cover the 5” hose that was ordered. The quote is \$ 650. **Williams** offered the Resolution to order the hose bed cover for the cost of \$ 650. Seconded by **Reu**. No questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution. The Board would like to thank Tom Donohue and who accompanied him in taking 74 over to Shore Awning to get the quote.

Nelson – To make preparation for the plans for a new fire apparatus, we will need to have a Resolution offered this year so that we can have the Ballot Question placed on at the February 18, 2012 Fire Commissioner’s Election. I offer the following Resolution:

Resolution of the Board of Fire Commissioner Fire District No. 1 Ocean Township Scheduling a Bond Referendum for February 18, 2012

Whereas; The Board of Fire Commissioners of Fire District No. 1 Ocean Township has determined that the acquisition of a new “Quint” fire engine is necessary, desirable and in the public interest; and

Whereas; N.J.S.A. 40A:14-85 authorizes boards of fire commissioners to acquire fire apparatus with the costs thereof to be paid by bonds or notes issued by the fire district and further provides that before a resolution authorizing the issuance of bonds or notes of the district can become effective, it must be submitted to the voters of the district for approval; and

Whereas; A resolution seeking voter approval of a proposed capital expenditure and bond issue may be submitted to the voters at the annual election held for the election of commissioners and appropriation of money for the fire extinguishing purposes; and

Whereas; The Board has determined that the total estimated costs of the new fire engine should not exceed **EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000.00)**.

Now, therefore, be it hereby resolved by the Board of Fire Commissioners of Fire District No. 1 Ocean Township that the purchase of a “Quint” fire engine is hereby authorized at a total cost not to exceed **EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000.00)**.

Be it Further Resolved that the Fire District shall pay the purchase price of the apparatus by either issuing bonds or notes of the District in the amount not to exceed **EIGHT HUNDRED FIFTY THOUSAND DOLLARS (850,000.00)** or entering into a Lease/Purchase agreement, whichever method is most cost effective.

Be it Further Resolved that this resolution shall be inoperative and ineffective unless and until it has been submitted to and approved by the legal voters of the District at the annual election and budget referendum and election of commissioners scheduled for **February 18, 2012**.

The Resolution was second by **Reu**. There were no questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Williams – said we just had 3 garage door openers replaced due to a power failure/ short circuit on the corner of Larkin & Holland, which caused a back feed into our building that caused the damage. We received an insurance check in the amount of \$3,600. This paid for most of the damage we incurred. The other 3 bay door openers are old and non-complaint to the OSHA standards. This is a good time to replace them. We received 3 price quotes to replace the damaged 3 door openers and Nolze Garage Door came in with the lowest quote. That quote was \$1,245 each to replace. If Nolze will replace the other 3 for that price, or no more than \$1270, the Board agrees to replace the remaining three.. **Williams** said he would offer the Resolution to replace the other 3 for a price not to exceed the amount of \$1270 each which is still less then the next lowest quote of \$1295 each. Seconded by **Hiers**. There were no questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Reu – As we all know, the Board is in the process of doing a big change in upgrading our computer system. The Board would like to continue the process of upgrading the software to better control the inventory of the building assets along with the equipment the Board is responsible for. The maintenance records of all the equipment we maintain are also very important for insurance purposes. We would want to go with the bar code system. Good record keeping is most important. We presently are using some different software companies, ESP & Firehouse Software. The FDA along with the staff listened to presentations from ESP, Firehouse Software, & Spillman. We received a quote only from Firehouse Software that would combine the additional programs that would assist our needs at the present. That quote came to approximately \$15,000, plus or minus the addition of user licenses. We would have the opportunity to pay for this software addition over a 3-year period, amounting to about \$5,000 per year. If we pass a resolution now, this upgrade will be paid off in 2013. Next year’s budget we will look at the possibility of adding some other modules, such as the mobile inspection software and other software upgrades. The Board feels this is in the District’s best interest. Before we offer the resolution for this purchase, we will investigate further and hopefully at our work session, a resolution can be offered.

Hiers – The maintenance contract for the copier up in the hallway for the officers is up for renewal. Due to the age of this copier and the annual maintenance contract renewal cost of \$205, it is felt that it is time to look into replacing this copier. The FDA is asked to research the best way to go forward and come back with a recommendation.

Nelson – We need to upgrade the Humat Valve connections on Engines 37-1-74 & 37-1-78 from 3” to 5”. **Nelson** offered the Resolution to purchase the replacement kits for \$939.92 plus the shipping. Seconded by **Hiers**. No questions. Roll call vote of Williams, Reu, Hiers, and Nelson was unanimous in favor of the Resolution.

Williams – Our Mechanic, Mike, had the Fire Department signs installed today, one at W. Park & Larkin and the other at Monmouth & Beecroft.

COMMITTEE REPORTS:

Equipment and Supplies - FD..... J.Hiers
Equipment and Supplies - Fire Bureau..... Nelson
Equipment and Supplies - FAS..... Palmisano, Reu
 The supplies requested have been received

OPTICOM..... FM Pujat
Hydrants..... FM Pujat
Maintenance of Apparatus..... Fiorentino

The ladder truck is out getting new brakes and the replacement of the steering box.

Station Maintenance:

Station No. 1:	Williams
Station No. 2:	J.Hiers
Conventions and Seminars	Palmisano
Insurance and Legal Liaison	Nelson
Liaison to Township of Ocean	Nelson
Fire District Safety/NFPA/OSHA	J.Hiers, Palmisano
Liaison to Fire District No. 2	Nelson, D.Hiers
Liaison to Fire Department	D.Hiers
Liaison to First Aid Squad	D.Hiers
Liaison to Fire Marshal	D.Hiers
Liaison to Police Department	D.Hiers
Human Resources	Reu, Palmisano

The meeting adjourned at 8:46 PM.

Respectfully submitted,

J. David Hiers
Fire District Administrator

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