

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

MINUTES OF
December 19, 2011

CALL TO ORDER:

The regular meeting of the Board of Fire Commissioners was called to order by President Nelson at 8:00 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. Fire District Administrator J. David Hiers, Fire Marshal Chris Pujat, Fire Inspector Craig Flannigan, District Mechanic Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

MINUTES:

Due to the lengthy meeting tonight, the November minutes were motioned by Hiers and second by Reu to be suspended till the January meeting. There were no questions or comments. The minutes were suspended.

Nelson – announced that we have a special guest from Girl Scout Troop 201 to make some presentations this evening. He introduced Jessie Williams, the proud daughter of Commissioner Williams and wife Betty. Very professionally, Jessie made presentations to the Fire Department, First Aid Squad, and the Fire Prevention Bureau

OLD BUSINESS:

Nelson – To establish the part time paid positions of the Emergency Medical Service officers within Fire District No. 1 Ocean Township and also paid part-time firefighters if needed in the future, President Nelson stated we need to now have the second reading of the said Resolution and have a public hearing. The first reading was done on December 5, 2011. The Public Hearing notice was advertised in the Coaster on December 8, 2011 for the Public Hearing to be held on December 19, 2011. After the second reading, Nelson stated he will open the Public Hearing for discussion pertaining to this Resolution. After the Public

Hearing is closed, the Board will take action on said Resolution. President **Nelson** read the Resolution in its entirety. Nelson declared the Public Hearing open for discussion from the audience pertaining to the Resolution. After some discussion, President Nelson closed the Public Hearing. **Nelson** offered the Resolution, which was just read and discussed for adoption. It was seconded by **Williams**. There were no questions pertaining to the Resolution. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution. The Resolution passed and will be officially certified by the Fire District Administrator with the original Resolution attached to these minutes. Thank you.

NEW BUSINESS –

Nelson – Stated the 2012 Budget is ready for introduction and approval. The Budget was prepared by the accountant, Koerner & Koerner. The Board finalized the budget plan for 2012 and the accountant put it together. There will be a special meeting for the adoption of the 2012 Budget on January 17, 2012 at 5 PM at the Oakhurst Firehouse. The special meeting notice will be published in the Coaster. The FDA read the Budget Message and then read the 2012 Budget after which the Board voted for its introduction and approval (Budget Message and the proposed Budget is attached). **Reu** offered the Resolution to introduce and approve the 2012 Budget. It was seconded by **Williams**. There were no questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu – In moving further with the EMS paid service for District #1, it is necessary to apply for a Mobility Assistance, Basic Life Support and Specialty Care Transport Providers License for the Ambulance. After our application is accepted by the State, our ambulances will be inspected by the State to ensure they meet the stringent requirements for transporting patients. This license is good for 2 years. The application fee is \$1,500 non-refundable. **Reu** offered the Resolution to apply for the State license for the non-refundable required fee of \$1,500. Second by **Williams**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu – We are in need to change our e-mail service to a new provider now that we will be using PC's. The Board will be disbanding our present AT&T DSL service, which is expensive and not too reliable and will be moving over to Optimum. Our IT man, Andrew Calvo, the FDA, and Reu had a conference call today to discuss this in detail. The final decision was to use Office 365, a Microsoft Software product that operates with Outlook. This will also allow us to use a calendar that will be computer generated instead of a wall calendar and passing written times & appointments on paper. The cost will be approximately \$6 per e-mail subscriber. Leaving AT&T should offset the cost of Office 365 or end up being a small increase for this better service. Initially the Board was

looking at saving a couple hundred of dollars by switching to Optimum per month. **Reu** offered the Resolution to go forward with Office 365 at a cost of \$6 per e-mail user per month. It was seconded by **Hiers**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution. Further discussion on the conference call was regarding our data back-up service for our computers. Our back up service by IDRIVE.com has expired. It was decided to go with Crash Plan Pro for a total cost of \$7.95 per month. **Reu** offered the Resolution to use Crash Plan Pro for the monthly cost of \$7.95 per month. Second by **Hiers**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Hiers – The gear racks that we have at station 2 are not in really good shape. Additional gear racks are also needed at station 2 due to the increase of firefighters there. As per the officers, the single Groves Mobile Ready Racks would work best at station 2. Each unit holds 3 sets of gear. It was recommended by the officers that the Board purchase 5 single units for station 2. We have received price quotes from All Hands Fire Equipment @ \$779.99 for each unit plus \$285 shipping, from Continental Fire & Safety @ \$848 for each unit plus \$300 shipping, and from Absolute Fire Equipment @ \$783 for each unit plus \$249 shipping. **Hiers** offered the Resolution to purchase 5 single Groves Mobile Ready Racks from All Hands Fire Equipment for \$779.99 each unit, totaling \$3,899.95 plus shipping. It was seconded by **Williams**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Williams – The gear racks at station 1 are in poor shape also. We have received price quotes for the double Groves Mobile Ready Racks that would replace the ones we now have. The quotes received were from Absolute Fire Protection Co. @ \$1,222 for each double unit plus shipping, from All Hands Fire Equipment @ \$1,199.99 for each double unit plus shipping, and from Continental Fire & Safety @ \$1,319 for each double unit plus shipping. **Williams** offered the Resolution to purchase 2 double Groves Mobile Ready Racks from All Hands Fire Equipment for \$1,199.99 each unit, totaling \$2,399.98 plus shipping. Second by **Reu**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu – Beginning the New Year, the Board will be tracking the accounting system in QuickBooks Premier. There are changes coming in 2012 in the accounting system. Some of the changes are 125 Cafeteria plan, pre-tax deductions, AFLAC payments plus other type of deductions and/or changes. These additional accounting tasks can be better handled through QuickBooks. Starting January 1, we will also start using the QuickBooks Advanced Payroll software. This will better keep track of all payroll deductions throughout the year, automatically comply with State and Federal deductions and also allow direct deposit for those that want it.

Hiers – Since we have everything back in the bays, we need an ice machine back here in station #1. The Board is looking into the same type we previously had, a 900 lb. machine. The FDA requested quotes from 3 vendors and to date received 2 quotes back. One quote was from Krohn Refrigeration for \$4,885.58 and the other one from Automatic Ice Maker Co. for \$4,640. We did not receive a quote from All Seasons Service. Hiers offered the Resolution to purchase the ice machine from Automatic Ice Maker for \$4,640. It was seconded by Williams. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu - At the last regular meeting the Board talked about adding to the Firehouse Software modules that we presently have. They are the Equipment and Apparatus Module for maintenance recording along with tracking inventory with the bar coding system included, the Hydrant Module, plus other included Modules. The decision by the Board is to move forward with this project. The only proposal that we received was from Firehouse Software. Spillman and ESP did not provide a quote. The approximate cost is about \$15,000, depending upon the user licenses that we need. This can be paid over a 3-year period. **Reu** offered the Resolution to go ahead with this purchase. The FDA is instructed to see if sufficient funds are available to pay for this upgrade out of the line item for computer equipment/software out of this year's Budget. If not, the Board will proceed with the 3-year plan, paying \$5,000 out of this year's Budget and pay the balance off the next 2 years of if money is available, pay it off next year. It was seconded by **Hiers**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Williams – The fire officers are requesting a new smoke machine. The Board agrees with the officers that this will be an enhancement in the training of smoke filled conditions for new firefighters along with our firefighters training. **Williams** offer the Resolution to purchase the Battle Fogger Smoke Generator plus 4 gallons of liquid smoke from All Hands Fire Equipment for the cost of \$1,068.74. Seconded by **Reu**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu – The Chief is requesting the purchase of 3 iPad2's for the Chief's cars. The incoming Chief explained the reasons and benefits in the Fire Budget proposal. The Board at this time would like to proceed with the purchase of 3 IPAD2's. The Board will follow up with the officers to be assured that these pads will do all as expected. These pads are considerably cheaper than the web-based mobile computers. The State contract price for each IPAD2 is \$729 for 32GB for a total of \$2,187. **Reu** offered the Resolution to purchase 3 IPAD2's, through the state contract bid process for the cost of \$2,187 thru the Apple Store. Second by **Nelson**. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Nelson – Now that the bay floor is finished, the carpeting in the hallways and the south door opening need to be replaced. We have a rough quote to have those runners replaced by Davison Rugs. The quote was for \$886.90. Upon further inspection of the hallway to the bay floor, it was found that a lot more preparation work would be needed. The final price will be no more than \$1,086.90. **Nelson** offered the Resolution to have the 3 runners replaced for no more than \$1,086.90. Seconded by **Hiers**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Williams – We have been planning to move the video/training room downstairs for some time. Money was budgeted again this year for this project. The Board held off to make sure we had enough money because of everything else we had going on. The money is there for this project to proceed. At the last Work Session it was discussed to go ahead and obtain a 120” HDTV motorized video screen. The Board received a quote from HiTech Stereo for the screen in the amount of \$1,625. **Williams** offered the Resolution to purchase the screen for the amount of \$1,625. Seconded by **Reu**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution. There still needs to be additional equipment and wire along with having it professionally installed. This will come out of next year’s budget.

Hiers – It was discussed and agreed at our last Work Session but action was not taken. We decided to purchase two 22”/24” TV’s instead of one 32” TV for the FOC. **Hiers** offered the Resolution to purchase the 2 TV’s for a cost not to exceed \$700. Second by Williams. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Reu – The spare computer that we presently have, Chris’s old PC, is not capable of handling the County’s CAD system. The FDA received a quote from CDW-G in the amount of \$512.96. To be able to utilize the County’s CAD system, **Reu** offered the Resolution to purchase a computer from CDW-G in the amount of \$512.96. Seconded by **Williams**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

Nelson - The Board’s dinner meeting with the officers and the FM, FI and DM had to be changed to Wednesday, January 11, 2012. We will get together at 6 PM at Deal Golf & CC. We are sorry for the change and any conflicts. Dress is sport casual. No jeans or sneakers please.

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. **Reu** offered the Resolution to pay the Bills totaling \$66,247.59 and an addendum was added to the bill list for the ice machine from Automatic Ice Maker Co in the

amount of \$4,640 for the total amount of bills for the month of December totaling \$70,887.59. Seconded by **Williams**. No questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimous in favor of the Resolution.

DISTRICT NO. 1 ORGANIZATIONS' REPORTS:

Chief D. Skinner – came late to the meeting. He and others attended the graduation of 2 new firefighters at the Academy.

1st Assistant Chief E. Alexander

2nd Assistant Chief J. Morrow – Gave the Chief's reports for October and November. For October, Morrow reported 54 activities for the month. Average response time was 5 minutes 53 seconds. Average firefighters per call were 11, for a total of 558 members responding, experiencing 558 man-hours. Mutual aid given 2 times and received 0 times. For the month of November, Morrow reported 39 activities. Average response time was 5 minutes 42 seconds. Average firefighters per call were 10, for a total of 368 members responding, experiencing 437 man-hours. Mutual aid given 3 times and received 0 times. He thanked the Board for the 5" hose and said that Engine 78 has it loaded and Engine 74 will be changed over next. Morrow wished everyone Happy Holidays.

Captain R. Nelson – reported that firefighter Jeff Daley, who graduated from the Fire Academy tonight, received the honored award from his fellow firefighters and Instructors, the Ron Fitzpatrick Award. Clean up of the firehouse will be coming up to prepare for New Year's Day Ceremonies.

FD Lt. C. Sorrentino

FD LT. D. Schenck

FAS Captain L. Degurski reported 121 total activities for the month, which included 111 Emergency calls. Average response time was 7 minutes. A total of 611 Emergency Call Man Hours were experienced. Mutual aid received 4 time and given was 8 times. She wished everyone Happy Holidays

1st Lt. K. Dougherty – reported that the cat that was living here had been captured.

Fire Marshal Pujat - reported 120 inspections, including 56 State Registered Establishments, revealing 164 Violations, and 1 Investigation was conducted during the month. Fees collected for the month totaled \$ 1,665.00. The FM stated that the new Fire Prevention Ordinance has been approved by the Town Council. Temporally the water tank on Sunset Avenue is OOS. He asked that during the cold weather to please notify the Fire Bureau office if any hydrants were used. Pujat said the OEM has been reorganized. Tom Caruso will remain director and the Chief of Police will run the operations (incidents).

Fire Inspector Flannigan

District Mechanic Fiorentino – reported that the heat exchanger in Station 1 failed and had to be replaced. One was ordered and installed on the 20th, the

next day. Engine 74 went back to P&I and had the front brake line replaced and had the air leak under the dash board repaired. He wished everyone a happy holiday.

COMMITTEE REPORTS:

Equipment and Supplies - FD.....	J.Hiers
Equipment and Supplies - Fire Bureau.....	Nelson
Equipment and Supplies - FAS.....	Palmisano, Reu
OPTICOM.....	FM Pujat
Hydrants.....	FM Pujat
Maintenance of Apparatus.....	Fiorentino
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

Meeting adjourned at 8:30 PM

Respectfully Submitted

J. David Hiers
Fire District Administrator

MINDEC11

Items DiscussED prior to the Meeting:

- **Computer for CAD system.**
- **Exposure Control info.**
- **Floors #1 & #2 waxed.**
- **Election – Absentee Ballot w/ Dist. 2.**
- **Budget Introduction**
- **Hallway carpeting**
- **Carl Bennett retiring**
- **Ice Machine**