

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

MINUTES OF
FEBRUARY 28, 2011

CALL TO ORDER:

Vice President Hiers called the regular meeting of the Board of Fire Commissioners to order 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 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, Russell Williams and Anthony Palmisano. Fire District Administrator J. 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.

REORGANIZATION OF THE BOARD FOR 2010:

Vice President Hiers – Congratulated Commissioner Scott Nelson on his reelection to the Board. Thank you to all members and residents who came out to vote. The District's 2011 Budget was approved.

Board Clerk Janice Hiers was asked to administer the Oath of Office to Commissioner Nelson.

Board Clerk Janice Hiers – Administered the Oath of Office.

Hiers – The Board thanks Clerk Janice Hiers for the nice job done on the Election and all related matters.

Hiers – Call for nominations for Board President and Vice President for 2010:

Nomination for President; Williams nominated Nelson. Palmisano seconded. Questions? None. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson were unanimous in favor of the resolution.

Nomination for Vice President; Palmisano nominated J. Hiers. Williams seconded. Questions? None. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson were unanimous in favor of the resolution.

President Nelson - We will continue with the regular order of Business. All Board members have a copy of the "Open Public Meeting Act" meeting dates. He read the resolution pertaining to this Act:

Be it resolved that, in compliance with the guidelines of the Open Public Meetings Act, Chapter 231 of the Public Laws, 1975, the Board of Fire Commissioners, Fire Dist. #1, Township of Ocean hereby gives annual notice that until the next reorganization meeting which will be held in the Oakhurst Fire House at 8:00 pm on Monday, February 27, 2012 or until further notice is given that:

Section 1. The Regular Public Monthly Meetings of the Board are to be held generally on the fourth Monday of every month in the meeting room of the Fire House, 72 Larkin Place, Oakhurst, NJ

At 8:00 p.m. or as follows:

Monday, March 28, 2011	Monday, September 26, 2011
Monday, April 25, 2011	Monday, October 24, 2011
Monday, May 23, 2011	Tuesday, November 28, 2011
Monday, June 27, 2011	Monday, December 19, 2011
Monday, July 25, 2011	Monday, January 23, 2012
Monday, August 22, 2011	Monday, February 27, 2012

The Work Meetings are to be generally held on first Monday of every month in the meeting room of the Fire House, 72 Larkin Place, Oakhurst, NJ at 7:30 p.m. or as otherwise stated:

Tuesday, July 5, 2011	Tuesday, September 6, 2011
Tuesday, January 3, 2012	

Section 2. The annual notice for Board of Fire Commissioners meetings will be published in one (1) of the three (3) recognized official newspapers of the Board, either the Atlanticville, The Coaster, or the Asbury Park Press and will be filed with the Municipal Clerk, Township of Ocean.

Section 3. The President of the Board will announce and have placed in the minutes of each meeting a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.

Section 4. Only emergency meetings as defined by law may be held without complying with the notice requirements of the law.

Section 5. The Board of Fire Commissioners will hold closed meetings only to discuss those matters, which are specifically exempt from the law. Primarily, these closed portions of meetings will involve personnel matters and material, which would constitute an unwarranted invasion of an individual's privacy. Only the twelve types of material listed in the law will be discussed or acted upon in private.

Section 6. Before going into closed session, the Board will adopt a resolution indicating the general nature of the subject to be discussed in the closed session and if and when that discussion can be disclosed to the public.

Section 7. Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes will be available for public inspection except items, which are specifically exempt from disclosure by law.

Section 8. The public's participation in work meetings is welcome and action may be taken.

Section 9. This resolution shall take effect immediately.

Nelson offered the resolution for adoption. J. Hiers seconded it. Questions? None. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson were unanimous in favor of the resolution.

MINUTES:

The minutes of the January 24, 2011 meeting were read. Questions or comments? None. The minutes were unanimously accepted but with change. The change was on page 3 where it should have read Verizon, not AT&T disconnected our internet connection.

CORRESPONDENCE:

There was no correspondence.

Reu – Prior to the reading of the bills, Reu read the following statement: Starting at the next meeting, the Work Session on March 7, 2011, the listing of bills to be presented for payment will be on the meeting table for anyone to view and question. The bills will be reviewed by the Board prior to the meeting for approval. Starting March 7th, the total amount for all bills presented for payment will be read, not the individual vouchers, after which a motion to approved the vouchers will be offered. Questions of any of the vouchers will be entertained. Then a vote will be taken.

Vouchers totaling \$ 50,916.45 were read and presented by Commissioner Reu for payment. The resolution to pay all bills was offered by Reu and seconded by Williams. Questions or comments on the bills? There were none. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the resolution. Williams did abstain from the ABG Electric Bill.

DISTRICT NO. 1 ORGANIZATIONS' REPORTS:

FAS Captain D. Willms reported 127 total activities for the month, which included 62 Emergency calls. Average response time was 6.12 minutes. A total of 420 Emergency Call Man Hours were experienced. Mutual aid received 19 times and given was 17 times. Captain Willms stated that 3 new members were brought into the Squad this past month with 3 more applications in the works. The Squad is in the works of getting a monitor and having it connected shortly to

support the "I Am Responding" Program. President Nelson asked that be done quickly because the Board is paying the monthly premium. Willms said the old cotton stair chair will be retired and sent down to South America. Save the Date for the Squad's annual dinner is April 16th.

FAS Lt. L. Degurski reported that an Epi-pen was recently used on a call to help an Asbury Police Officer.

FAS Sgt. A. Berringer reported he and Judith Brown attended a CEU Head Concussion Course. They will be giving the lecture to a group of Boy Scouts who are working on their First Aid Merit Badge on April 8th and April 15th.

Maintenance/Repair Technician Fiorentino reported that Truck 37-1-90 is going in for brake replacement tomorrow and will be out of service for a few days. Engine 37-1-75 and Truck 37-1-90 had their Thermal Image Cameras batteries replaced. April 6th& 7th, UL will be doing ladder testing. He said the tires on 37-1-72 need to be replaced shortly. Hose testing will be sometime in May. He also reported that the State Dept. was here to inspect the Boiler in Sta.1. Everything passed.

Acting Fire Marshal Pujat reported 180 Inspections, including 13 State Registered Establishments, revealing 173 Violations, and 4 Investigations were conducted during the month. Fees collected for the month totaled \$ 1945.00. The computers on 130, 131, 174, 178, Chief's Office, Fire Bureau Office, FOC, Sta. 1 & 2 were updated. Pujat reported that the Board is eligible to seek reimbursement for a 48-hour period during the 12/26-snow storm. Pujat stated that anytime the OTIHS has an evacuation in the school, the Fire Dept. will be called to assist as the students cross over to the Rec Gym across the street.

Chief D. Skinner reported 50 activities for the month. Average response time was 6 minutes 59 seconds. Average firefighters per call were 13, for a total of 673 members responding, experiencing 283 man-hours. Mutual aid given 4 times and received 0 times. Skinner reported that probationary member Scott Ritter has completed his 20-hour training session and now can ride the apparatus. The Chief requested that the Board reimburse the Fire Dept for the 9/28/10 "Drive To Survive" training course in Eatontown. He said 16 firefighters attended the class and the cost was \$ 480.00. He also asked for reimbursement for the "Fire Ops and Firefighter Safety" seminar which was held at Monmouth University. Eighteen firefighters attended this class for a total of \$ 720.00.

Assistant Chief E. Alexander reported that the fire dept. received a \$ 600.00 Fire Fighter Grant from the NJ American Water. This money will be used to purchase 3 GPS systems for the engines.

FD Captain R. Nelson reported that the Board should consider replacing 5 sections of old 5" hose. He also said that Josh Shamosh is being trained on the Cascade System.

Fire Lt. D. Schenck reported that there will be a drill this Wednesday at the Wayside Firehouse.

OLD BUSINESS:

Hiers - The application that was before the Township's Board of Adjustment in reference to the Copper Gables Yeshiva has been dropped. We will keep a close watch on any future changes with that location.

NEW BUSINESS:

Nelson - Gave a report on the Election. From the tally sheet, he read the results attached.

Palmisano - Acknowledge the \$600 Grant received from American Water. Thanks to Asst. Chief Earl Alexander for his work in getting this Grant.

Nelson: With the upgrading of our computer system, it is felt that it would be in the best interest of the Board to have an IT person ready and available to diagnosis and solve any computer problems that may arise in a timely fashion. Commissioner Reu was asked to please read the resolution.

Resolution to Appoint an IT (Information Technology) Person.

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 purpose of the fire district; and

Whereas, the Board of Fire Commissioners of the Township of Ocean Fire District No. 1, Monmouth County, is in the process of upgrading their entire computer system within their operation. An IT person will be needed for any and all work associated to support the continuous operation of said computer equipment; and

Whereas, the Fire District Administrator made contact with 5 individuals/companies for quotes to perform such service. After reviewing all qualifications and proposals/quotes, it was recommended that Andrew Calvo would serve as the IT person for a period of one year; and

Whereas, the fee schedule is a one time set up fee of \$1,500, and a \$1,000 on going annual maintenance fee, and a fee of \$100 per hour for as-needed computer consulting; and

Now, Therefore Be It Resolved that the Board of Fire Commissioners does hereby appoint Andrew Calvo to a one-year agreement to perform the services as the IT person for Fire District No.1 starting March 1, 2011.

Reu moved to adopt this resolution. Seconded by Williams. Questions. None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the resolution.

Nelson: - The Board has determined the need to renew the services of our Attorney. We are satisfied with the services of attorney Joseph D. Youssef. He is very knowledgeable of, and experienced with, Fire Districts. His fees for service are \$500.00 per meeting, and \$150.00 an hour for other services, plus costs and out of pocket expenses.

To appoint Joseph D. Youssef as Board Attorney, Nelson asked Commissioner Hiers to present the Appointment Resolution:

Hiers - Read Appointment Resolution:

**RESOLUTION APPOINTING JOSEPH D. YOUSSEF, ESQ.
BOARD ATTORNEY FOR THE YEAR 2011**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertisement for bids if the contract is for "Professional services"; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssef is a duly licensed attorney admitted to the practice of law in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 1, Township of Ocean, that a contract for professional services be and the same is hereby awarded to Joseph D. Youssef, Esq. for the year 2011.

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

Williams - At the last work session, the Board had a meeting with Acting Fire Marshal Pujat. The purpose of the meeting was to discuss his progress since he assumed the new position on July 1, 2010. The Board is pleased with his performance since accepting his new role. The Board wants to remove the word "Acting" from his title and have him designated as the Fire Marshal of Fire District No.1. I hereby present the following resolution:

RESOLUTION TO APPOINT A FIRE MARSHAL

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 Marshal; and

WHEREAS, Christopher Pujat, the current Acting Fire Marshal, has assumed said position as Acting Fire Marshal since July 1, 2010, which was created, to avoid any vacancy in this position; and

WHEREAS, in accordance with Ordinance #1312 of the Township of Ocean, the Fire Marshal is the Fire Official in charge of the Local Enforcing Agency, the Fire District, as required under the New Jersey Uniform Fire Prevention Code; and

WHEREAS, the Fire Marshal is required to be a Certified Fire Official by the New Jersey State Division of Fire Safety.

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioners does hereby appoint/promote Acting Fire Marshal Christopher Pujat to the position of Fire Marshal, commencing March 1, 2011.

Williams offered the Resolution to appoint Christopher Pujat as the Fire Marshal effective March 1, 2011. It was seconded by Palmisano. There were no questions. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the resolution.

Palmisano - We finally received the NJ DCA Certification of our adopted Budget on February 4, 2011.

Nelson - The 2011 Meeting and Work Schedule. Each Commissioner has a copy. Motion to approve and advertise as required. Seconded by J. Hiers. Questions? None. Roll call vote of Reu, Hiers, Williams, Palmisano and Nelson was unanimous in favor of the resolution.

Nelson - A meeting was held Friday at the Fire House for the purpose of beginning discussions on starting the Floor Replacement Project out in the Bay Area. Nelson Engineering, our attorney, Joseph Youssoup, a few Board members, Mike and Dave were at the meeting. The meeting was very productive. We are looking to go out to bid on or about March 21st with looking

to start the work the beginning of June. A lot of cooperation and support on every ones part is important with seeing this project thru completion. Any questions?

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

Ladder Truck 37-1-90 is scheduled to have the brakes replaced. Batteries repl in 37-1-75 & 37-1-90. UL ladder testing 4/6 & \$/7. 37-1-72 needs tires, Hose testing in May.

Station Maintenance:

Station No. 1:.....	Williams
Station No. 2:.....	J. Hiers
Conventions and Seminars.....	Palmisano
FDIC Convention starts March 21st – 26th	
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

-Questions or Comments ? Reminder of March 19th, Art's dinner.

-Adjournment 2115.

Respectfully Submitted,

J.David Hiers
Fire District Administrator

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