

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

MINUTES OF  
June 27, 2011

## **CALL TO ORDER:**

President Nelson called the regular meeting of the Board of Fire Commissioners to order at 8:00p.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: James Hiers, Scott Nelson, Russell Williams and Anthony Palmisano. Fire District Administrator J. David Hiers, Fire Marshal Chris Pujat, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

## **MINUTES:**

The minutes of the May 23, 2011 meeting were read. There were no questions or comments. The minutes were unanimously accepted as read.

**CORRESPONDENCE:** None

## **EXPENSES:**

The Bills this evening were reviewed by the Commissioners prior to the meeting and found to be OK. Copies of the bill lists were on the table for anyone to review. A Resolution to pay the Bills totaling \$ 117320.90 was presented by Commissioner Hiers. Williams seconded it. There was one question on the Peet Bros. Co. bill. The bill list described it for sprinklers. It should have been for the weather station in Station #2. So noted on the bill list. Roll call vote of Williams, Palmisano, Hiers and Nelson was unanimous in favor of the Resolution.

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

**Chief D. Skinner** reported 48 activities for the month of May. Average response time was 5 minutes 34 seconds. Average firefighters per call were 9, for a total of 384 members responding, experiencing 132 man-hours. Mutual aid given 4 times and received 0 times. The Chief announced that Scott Ritter graduated from The Middletown Fire Academy.

**1<sup>st</sup> Assistant Chief E. Alexander.**

**2<sup>nd</sup> Assistant Chief J. Morrow** informed everyone the Township's fire works would be on July 2<sup>nd</sup>. He said our department would be standing by for the WLB Fire Department's fire works on July 4<sup>th</sup> at our fire house.

**Captain R. Nelson** stated that there would be a drill on June 29, to prep for the fireworks. He said the department is having problems with enrolling new members into the County Fire Academy. The County is not informing us if the new member has been accepted at the time when he registers. The County notifies those accepted in August, which interferes with our scheduling. The cost of sending a new member to Middletown Fire Academy is \$350. Nelson also said there is a concern about Dr. Wortzel not doing the new members physical in a timely fashion. The FDA said there was about only a 2-week span that he was aware of while his x-ray machine was down. The FDA will report back at the next meeting after he checks with the Membership Committee.

**FD LT. C. Sorrentino.**

**FD LT. D. Schenck** thanked those who helped this past Saturday on working on 37-1-85. There will be another work detail this Wednesday. He mentioned that plans are in the works for Wildwood. He mentioned to the Board that the excess equipment off of 85 is in the Station 2 Bay floor area. He asked that be gone over and sort out to see what can be used and what can be removed from our inventory.

**FAS Captain D. Willms** reported 100 total activities for the month, which included 90 Emergency calls. Average response time was 6:06 minutes. A total of 387 Emergency Call Man Hours were experienced. Mutual aid received 4 times and given 5 times.

**1<sup>st</sup> LT. L. Degurski** said the FAS would be standing by at the fireworks and the Italian/American Festival.

**2<sup>nd</sup> LT K. Dougherty** reported that 3 new members have started their EMT class and they are working on 3 new members. July 2<sup>nd</sup>, the FA Cadets will be setting up a First Aid Station for minor cuts and bee stings, etc. at Palaia Park. She also said the Dr. Wortzel called one of the new members to come in for there physical.

**SGT. A. Beringer** said they met with another BSA group and it proved to be beneficial. He thanked the Board for their support during the floor project.

**Fire Marshal Pujat** reported 244 Inspections, including 24 State Registered Establishments, revealing 145 Violations, and 5 Investigations were conducted during the month. Fees collected for the month totaled \$ 7,032.00. He stated that there will no Memorial Day Parade next year but the Ceremonial will be held at

Town Hall. A new weather station has been installed at Station 2. He also mentioned that a film production would be in town in July at Mike & Nellie's  
**Fire Inspector Flannigan.**

**Maintenance/Repair Technician Fiorentino** reported 37-1-90 is going to have the steering box replaced next week. 37-1-74 is going to Campbell to have the door repaired.

### **Old Business:**

**Williams** – The ladies bathroom sink has been attended to. Everything should be OK now.

**Nelson** - Dave gave an update on our floor project and where we stand.

### **New Business:**

**Nelson** – stated we need to do an add-on for the Floor project. The replacement of the North apron door entrance was overlooked. It needs to match up with the new apron for drainage purposes. The additional cost for this change order is \$ 11, 400.01. The new concrete work is well within its pricing limits. There is a question regarding the additional plumbing. The FDA is working with the Engineer to see what is the best way to deal with this and if the additional cost is reasonable. The concrete work has to be done. We will come to a decision shortly but action is needed tonight so there is no delay to the project. I offer the Resolution to approved change order #1 for the amount not to exceed \$11,400.01. Seconded by Hiers. Questions? None. Roll call vote of Williams, Palmisano, Hiers and Nelson was unanimous in favor of the Resolution.

**Nelson** – Andrew, our IT man, is presently installing our computers and is setting up our server. Our new computer should be up and running shortly. We will be phasing in the new PC's and slowly phasing out the Mac's. The Mac's will be kept for a back up temporarily. A thank you goes out to Commissioner's Russ and Jim for of their hard work in doing all the prep work for our new system. We saved a lot of money by doing this project in house. Thank you Mike and Craig for all your assistance in running the wire and everything else you did.

**Palmisano** – Looks like we have a good group going to the Baltimore Expo. We have 17 people registered. Rooms are set for Wednesday night thru Friday night.

**Williams** – The Truck Committee has met twice already. We are in the beginning stages as to defining what our needs are. Some committee members went to look at Wayside's Quint. We are scheduling future visits to look at other Quints.

**Hiers** – So far the tent is working out fine. The quarters are tight. Be extra careful when leaving and returning. The Board asks that you have someone back up the driver of the vehicle if there is any doubt.

**Palmisano** – The old AED here in the meeting room has finally expired. We received a price quote under State Contract from Team Life in the amount of \$ 1,312.00 to replace it. We will move the new AED to one of the rigs and bring the oldest AED to the meeting room. Palmisano offered the Resolution to purchase a new AED for the amount of \$ 1,312.00. Seconded by Williams. Questions? None. Roll call vote of Williams, Palmisano, Hiers and Nelson was unanimous in favor of the Resolution.

**Hiers** – The Board has asked the FDA to update some of the policies we have in place. The “Use of District Cars/Trucks” revision reads as follows:

**POLICY MEMORANDUM: "DISTRICT CARS/TRUCKS; USE OF"**  
**ISSUED: October 2, 1990**  
**REVISED: June 27, 2011**  
**APPLIES TO: All District Personnel Assigned/Using a Car**

Recognizing that the District's cars are titled, insured, maintained and fueled by the Board of Fire Commissioners, it is imperative that they are utilized with the best interest of the Fire Company, the First Aid Squad and the Fire District in mind.

The benefit of a quicker and safer response to an emergency call, having the tools and equipment carried in the vehicles on the scene, and the maximum communications capability available at all times, warrants the use of the vehicles by those to whom they are assigned anytime they are traveling locally and have the potential to respond to a call. Longer "trips" for Fire Company, First Aid Squad or Fire District business/functions, would also warrant the use of the vehicle.

It is recognized that such use of a vehicle will result in the individual's family or friends being transported in the vehicle. There will undoubtedly be occasions when a call will be received and the individual will respond to the call with family or friends in the car. This is understandable. However, responding to calls with family members or friends in the car should be avoided whenever possible.

In light of the above, the extent to which a District Car is utilized for personal use relies heavily on the good judgment and common sense of the person to whom it is assigned (permanently or temporarily). However, failure to exercise good judgment and common sense, in the opinion of the Board, could result in the suspension or forfeiture of the privilege of using the vehicle.

In the case of the Fire Company and First Aid Squad assigned vehicles, it is expected that the officers, collectively, will monitor the use of the vehicles concerned, police themselves and take the necessary action to avoid or handle any improper use of the vehicles; cars, engines, trucks, ambulances, etc.

This policy also is in effect for all Employees of the Board of Fire Commissioners who are authorized and are assigned vehicles for personal use.

I move to accept the revision on the "Use of District Cars/Trucks" policy. Seconded by Williams. Questions? None. Roll call vote of Williams, Palmisano, Hiers and Nelson was unanimous in favor of the motion.

The other policy change pertains to our "Fitness Program" The Revision reads as follows:

**POLICY MEMORANDUM: "FITNESS PROGRAM"**

**ISSUED: April 22, 1991**

**REVISED: June 27, 2011**

**APPLIES TO: All Fire District No. 1 Personnel**

In an effort to encourage and promote good health and physical fitness, the Board of Fire Commissioners offer the opportunity to its members to engage in a physical fitness program offered by a recognized Physical Fitness Training Center.

**I. Requirements:**

It is required by the member to obtain a register/log from the Physical Fitness Center, verifying the day and date of your attendance. You will be reimbursed by the Board one (1) time for each day up to a maximum of nine (9) days per month. The amount to be reimbursed by the Board will be \$4.00 per day. The maximum reimbursement will be \$36.00 per month.

**II. Off Site Injury:**

**It should be noted that any injury incurred not in the line of duty will not be covered by the Board. This also refers to physical training at a Fitness Center.**

**III. Rules:**

All personnel are asked to observe all rules and regulations of the Fitness Centers. While participating in this program you are a representative of Oakhurst Fire Company, or Oakhurst First Aid Squad, or Oakhurst Ladies Auxiliary, and Fire District No. 1.

I move to accept the revision on the "Fitness Program" policy. Seconded by Williams. Questions? None. Roll call vote of Williams, Palmisano, Hiers and Nelson was unanimous in favor of the motion.

There will be further policy revisions or new policies presented in the future.

**COMMITTEE REPORTS: mentioned in departmental reports.**

<b>Equipment and Supplies - FD.....</b>	<b>J.Hiers</b>
<b>Equipment and Supplies - Fire Bureau.....</b>	<b>Nelson</b>
<b>Equipment and Supplies - FAS.....</b>	<b>Palmisano, Reu</b>
<b>OPTICOM.....</b>	<b>FM Pujat</b>
<b>Hydrants.....</b>	<b>FM Pujat</b>

**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

There were no questions or comments.  
 -Adjournment 8:47 PM.

Respectfully submitted,

J. David Hiers  
 Fire District Administrator

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