

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

MINUTES OF
September 26, 2011

CALL TO ORDER:

The regular meeting of the Board of Fire Commissioners was called to order by President Nelson at 8:02 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, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

MINUTES:

The minutes of the August 22, 2011 meeting were read. There were no questions or comments. The minutes were unanimously accepted as read.

CORRESPONDENCE:

The following items of correspondence were read for information:

Outgoing to: None.

Incoming from: Valley National Bank is reducing their interest rate on our Business Account. I.D.M. Medical Gas Co. informed us that there will an increase for their service.

EXPENSES:

Reu - The Bills this evening were reviewed by the Commissioners prior to the meeting and found to be OK. Copies of the bill list are on the table for anyone to review. **Reu** offered the Resolution to pay the Bills totaling \$ 39,764.87. Seconded by **Hiers**. There were no questions or comments regarding the bills. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution. Money had to be transferred from the Investors Money Market to the Investors Business Checking for the purpose of paying the expenses for the month. The Township check for 3rd quarter taxes came later than expected. **Reu**

offer the Resolution that the transfer of funds from the Investors Savings Bank Money Market Account to the Investors Savings Business Checking Account in the amount of \$ 75,000 be approved. Seconded by **Hiers**. There were no questions. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution.

DISTRICT NO. 1 ORGANIZATIONS' REPORTS:

Chief D. Skinner was absent. There was no Chief's report given.

Assistant Chief E. 2nd Assistant Chief J. Morrow

FD Lt. C. Sorrentino

Captain R. Nelson – reported that the fire drill on the 22nd went very well at 404 Sherman Ave. The hands on-training especially for the new members went well. He said there will be a Rescue Class held at Tinton Falls #2 in the near future. There is a Fit Test Drill this Wednesday. He also noted that the new member, Muhammad Javaad, quit the company. He also stated that a new member joined the company, Brendan Berndt.

FD LT. D. Schenck – a fire call came in and Lt. Schenck had to leave to respond. He returned later to the meeting.

FAS Captain L. Degurski reported 129 total activities for the month, which included 115 Emergency calls. Average response time was 5.86 minutes. A total of 565 Emergency Call Man Hours were experienced. Mutual aid received 6 times and given was 9 times. She said they were planning a show & tell for the children at the Wesley School.

1st Lt. K. Dougherty – Brought up about the recent wiring on 37-1-57 for their computer. It will be rewired so not to affect the wearing down of the battery. She has someone planned to work on it in the near very future. She reported that a First Responder Class will begin this Saturday. She welcomed all who are interested to attend.

2nd Lt. A. Beringer -

Fire Marshal Pujat - reported 272 inspections, including 14 State Registered Establishments, revealing 125 Violations, and 5 Investigations were conducted during the month. Fees collected for the month totaled \$ 7,177.00. FM Pujat also stated that we received our State Registered LEA Rebate in the amount of \$7,344.01. The FM stated that the Fire Prevention detail are and anyone interested would be welcomed to assist. About half of Poplar Village is vacant. Plans are under way to remove and rebuild to higher grounds. The next OEM meeting will be on Oct. 20th. It was recommended that anyone dealing with the elements during the storm, if they had not had a Tetanus shot recently, they should get one.. The Health Department will be giving them free to First Responders through a grant. A head count is needed. It was asked that the fire department if interested submit a list to the FM as soon as possible.

Fire Inspector Flannigan – said he is presently attending an Arson Class. He is getting a lot out of the class and will be helpful in future investigations.

Maintenance/Repair Technician Fiorentino – reported that the special ladder ordered for 37-1-90 had to be returned because it was the wrong size. He is getting price quotes for the water/foam gauge replacement on 37-1-74. Door switches are on order to repair the ones on 37-1-78. The order for roof tar is in to take care of Station 1 & 2.

OLD BUSINESS:

Hiers – At the last Work Session on September 6, the Board decided to engage the services of an accountant due to the ongoing changes in the accounting policies along with the implementation of QuickBooks Pro. A formal Resolution for professional services is required. I would like to read the following Resolution:

**RESOLUTION APPOINTING Koerner, Koerner, Galati & Oriel, P.A.
Certified Public Accountants for the balance of Year 2011**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an accountant to provide such accounting 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 or persons licensed in accounting services 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; Koerner, Koerner, Galati & Oriel, P.A. is a duly Certified Public Accountant firm certified to the accounting principles 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 Korner, Koerner, Galati & Oriel, P.A. for the balance of year 2011.

Hiers resolved to adopt this Appointment Resolution. It was seconded by **Williams**. There were no questions. None. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution on the 26 day of September, 2011.

NEW BUSINESS:

Nelson – Gave a report of the follow up meeting between District #1 & #2 with the town. He summarized the topics that were generally discussed, The OEM, the First Aid, and the Dispatching. The main points that were brought out at the meeting 1) that the OEM has to be revisited and make changes to assist all parties involved in attending to major emergencies within our community, 2) Scott informed the Town that the Boards are working on a way to improve the EMS responses, 3) the Boards do not feel that the time is right for Township dispatching. The feelings of the fire departments are that the resources are not up to the necessary standards that will give completed dedication to either or both departments if needed due to the police activities. The Boards said they can and will review the dispatching discussion when there appears to be new additions or changes for improvement.

Nelson – Read the Proclamation for Fire Prevention Week:

**Board of Fire Commissioners Township of Ocean Fire District # 1
Proclamation**

WHEREAS, the Township of Ocean Fire District # 1 is committed to ensuring the safety and security of all those living in and visiting our township; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,500 people in the United States in 2009, according to the latest research from the nonprofit National Fire Protection Association (NFPA), and fire departments in the United States responded to more than 360,000 home fires; and

WHEREAS, cooking equipment is the leading cause of home structure fires and associated injuries, and the third leading cause of home fire deaths; and

WHEREAS, heating and electrical equipment and smoking materials are among the leading causes of all reported home fires; and

WHEREAS, home candle fires are reported to a US fire department every 30 minutes, on average; and

WHEREAS, the risk of dying in a home structure fire caused by smoking materials rises with age; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, automatic fire sprinkler systems cut the risk of dying in a home fire by about 80%; and

WHEREAS, Township of Ocean Fire District # 1 first responders are dedicated to

reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Township of Ocean Fire District # 1 residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, the 2011 Fire Prevention Week theme, "It's Fire Prevention Week. Protect your Family from Fire!" effectively serves to remind us all of the simple actions we can take to keep our homes and families safe from fire during Fire Prevention Week and year-round.

THEREFORE, I Scott Nelson President of Board of Fire Commissioners Fire District # 1 do hereby proclaim October 9-15, 2011 as Fire Prevention Week throughout this state, and I urge all the people of Township of Ocean Fire District # 1 to protect their homes and families by heeding the important safety messages of Fire Prevention Week 2011, and to support the many public safety activities and efforts of Township of Ocean Fire District # 1 fire and emergency services.

Williams – Flu Shots will be given by Dr. Wortzel on October 19, 2011 here at Station 1 between 6:30 – 7:30 PM. This is open to all the members of the Fire, First Aid and Ladies Auxiliary, and their Spouses. Fire and First Aid officers, please pass along to your membership

Williams – Gave a quick update on the floor/bay project. The boiler and plumbing for the heated aprons are just about done. NJNG is planning to upgrade our gas service in the beginning of October. The floor representative was here and took moisture samples of the floor and it is still too damp to start the coating. Readings will be taken again this Friday. A meeting was held concerning the south apron as to how it is to be corrected. The repair by Adrex will begin next Wednesday. Looks like we are running a little behind schedule but the issues are being taken care of.

Reu – Stated the FDA would like to have the percentage of both departments from Oct. 1 – Sept. 30 so he can prepare for the end of the year expense reimbursement. If you haven't handed in your 2012 budget request, please do so ASAP so the process can begin.

Hiers – Stated our present phone system is outdated and not working well at all. We have received a price quote from Mark Jakubiak, a private vendor whose installation price is \$ 800. We are going to purchase 11 phones and a base cabinet directly from Avaya in the amount of \$ 2,630. **Hiers** offered the resolution to go forward with this project. Seconded by **Williams**. Questions none. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution.

Reu – Our new computer system will be up and running shortly. Our IT man is working on the conversion. The computers for the fire marshal and fire inspector are over 10 years old and out dated. I would like to offer a resolution to purchase new computers and software along with equipment to expand the capabilities of the Fire Prevention Bureau at a cost not to exceed \$3,400 from CDW-G. This will also enhance the operation in the FOC. Seconded by **Williams**. Questions none. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution.

I would also offer a resolution to purchase QuickBooks 2012 Premiere for the accounting software upgrade for the Board operations from CDW-G for 3 users not to exceed \$650. This will also include the Advance Payroll addition. Seconded by **Williams**. Questions none. Roll call vote of Williams, Reu, Hiers and Nelson was unanimously in favor of the Resolution.

Hiers – Reported that we have received notification from the FY 2011 Assistance to Firefighters Grant Program that our grant was received. We were told that awarding of the grant can take from 3 months to a year to find out.

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's new brakes are working out nicely.
- 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

-Questions or Comments.

Doug Willms said that the First Aid Cadet Program is really working out nicely. There will be a invitation to new candidates at the end of November. **Matt**

Halsey – passed out a flier that he made up to help recruit members. The flier was distributed through the schools and other areas. **Commissioner Hiers** said that one of his children brought one home from school. **Halsey** thanked the Board for his attendance to the Baltimore Expo where he got the idea from one of the seminars he attended.

The meeting adjourned at 8:44 PM.

Respectfully submitted,

J. David Hiers
Fire District Administrator

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