

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

Items for discussion prior to the Work Session:

AFG Award – paper work completed

Go over Firehouse Software proposal

Pay Period Changed for Part Time Employees and Commissioners. QuickBooks Payroll Starts Jan. 1, 2012.

New fuel provider – Allied

Open new Bank Acct for AFLAC. Most likely new signature cards will be needed.

Petitions are due tomorrow by 4 PM.

Donation

The Accountant is helping with the transition to our new system and getting us ready for the audit. The summary of assets is being revised and with the purchase of new software, bar coding will be in place for our inventory.

WORK SESSION January 3, 2012

CALL TO ORDER: The Work Session meeting of the Board of Fire Commissioners was called to order at 7:32 pm.

This 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.

ATTENDANCE:

The following Board members were present: Thomas Reu, James Hiers, and Scott Nelson. Russell Williams and Anthony Palmisano. Fire District Administrator David Hiers, Fire Marshal Chris Pujat, Fire Inspector Craig Flannigan, Maintenance/Repair Technician Michael Fiorentino, and the Fire Department. The First Aid Squad Officers were not present. Captain Degurski informed the FDA that she was working that evening.

BUSINESS:

Nelson – extended congratulations to the newly installed officers along with the advancement of the present officers within their ranks. Nelson stated may you all continue doing the great job you do for our community. The Board looks forward in supporting your endeavors in the future as we have done in the past. The Board also extends Happy New Year Greetings for a safe and healthy 2012 to all the members within their departments. Set the date aside, the Board/Officers/Staff Dinner meeting will be on January 11, 2012. Due to special pricing, this is the only night available to take advantage of the pricing.

Nelson – Noted the filing deadline of petitions for the Election of Fire Commissioner for a three year term is tomorrow, January 4th, 4 PM. Anyone wishing to run needs to file by the deadline. See the Board Clerk, Janice Hiers, or the FDA for petitions. A minimum of 10 signatures are required.

Williams – said we need additional equipment for the video/training Project. We do have the large motorized screen. We have received a quote from HiTech Stereo & Video for a new Conference Room Projector for the amount of \$1,660. **Williams** offered the Resolution to purchase the Conference Room projector from HiTech Stereo & Video for the amount of \$1,660. Second by **Reu**. There were no questions. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution.

Reu – For 2012, a Resolution for the Cash Management Plan needs to be adopted. Reu read the following Resolution.

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1
Monmouth County, New Jersey**

CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-2 of the Local Fiscal Affairs Law, requires a Board of Fire Commissioners to adopt a Cash Management Plan in accordance with N.J.S.A. 40A:5-14, for the deposit, investment, or both deposit and investment, of its funds pursuant to that plan; and

WHEREAS, the Cash Management Plan shall designate a public depository or depositories; the designation of any fund that meets the requirements so noted; and the authorization for investments as permitted, or any combination thereof, as applicable; and,

WHEREAS, the Cash Management Plan shall be approved annually by a majority vote of the Board of Fire Commissioners, and may be modified from time to time as deemed necessary by the Board of Fire Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Board of Fire Commissioners, Township of Ocean Fire District No. 1, be and hereby is adopted:

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:
Wells Fargo Bank
Investors Bank
TD Bank

B. DEPOSIT OF FUNDS:

All funds shall be deposited within Forty-eight (48) hours of receipt when possible and practical.

When cash flow permits, excess funds from the operating account shall be deposited in Certificate(s) of Deposit to maximize interest earnings.

The designated depositories shall be solicited for best rate and term for Certificate(s) of Deposit.

C. MONTHLY REPORT OF CHANGES IN DEPOSIT ACCOUNTS:

Any deposit accounts established or redeemed shall be reported at the next regularly scheduled Board Meeting or Work Session.

D. AUTHORIZED SIGNERS:

All five (5) Fire Commissioners shall be authorized signers on all accounts, any three (3) of which must sign to withdraw funds.

Reu moved to adopt the Cash Management Plan Resolution. Second by **Williams**. No questions. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution. This Cash Management Plan was adopted by the Board of Fire Commissioners, Fire District No. 1, Township of Ocean, and is so noted in the Minutes of the Meeting Held on January 3, 2012.

Hiers – Said the Board needs to adopt a Resolution to Designate a Public Agency Compliance Officer for 2012.

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1
Monmouth County, New Jersey**

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, N.J.A.C. 17:27-3.5 provides that each Public Agency in the State of New Jersey must annually designate an officer or employee to serve as their Public Agency Compliance Officer, and

WHEREAS, said Public Agency Compliance Officer shall be responsible for ensuring the agency's compliance with the Affirmative Action Rules of N.J.A.C. Chapter 27, and

WHEREAS, said Public Agency Compliance Officer may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office;

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 does hereby designate the Fire District Administrator, J. David Hiers, to serve as the Public Agency Compliance Officer for the Township of Ocean Fire District No. 1, for the year 2011;

BE IT FURTHER RESOLVED that a copy of this resolution be filed with the State of New Jersey, Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts.

Hiers motioned to adopt said resolution. Second by **Palmisano**. No questions. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution.

Palmisano – Through AFLAC, the Board has registered the 125 Cafeteria Plan with the State at no charge to the Board. AFLAC has offered some polices directly to our

employees who wish to participate in, such as Dependent Child Care, unreimbursed medical expenses, plus others. The Board needs to set up an independent bank account just for those offerings so they can be paid for. The monies come out of the employees pay and into the new bank account, and then one check is submitted to AFLAC monthly.

Palmisano offered the Resolution for the FDA to open a bank account with an initial deposit of \$500 transferred from the checking account to an AFLAC checking account in Investors Bank. Second by **Williams**. No questions. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution.

Nelson - The FDIC Convention is going to be held this year during the week of April 16-21, 2012 at the Indiana Convention Center. The FDA would like to get everyone registered as soon as possible. This year WLB will be combining their registration with us. The WLB Chief is meeting with the FDA this Wednesday to set up their registration. This will reduce cost for both departments.

Hiers - Our Mechanic, Carl Bennett, has retired. He has served us well and will be missed. The FDA will be exploring options that are available to service the engines and trucks. Any suggestions or ideas please see the FDA. The Board will review those options and make a decision as to how we will proceed.

Nelson – Announced that the Board has just received a very sizable donation from a District No. 1 resident in the amount of \$10,000 to be used for 2 thermal imaging cameras. This is an excellent gesture from a caring individual who also is a volunteer fireman in a neighboring town. Chief Alexander received a price quote from the Bullard Company distributor for this area, who is under State Contract, in the amount of \$10,011.60 for the 2 thermal imaging cameras. **Nelson** offered the Resolution to purchase 2 Bullard Thermal Imaging Cameras under State Contract for the amount of \$10,011.60 plus shipping. Second by **Hiers**. No questions. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution.

Reu – Stated on January 17th, there will be a Special Meeting held here at the Oakhurst Fire House at 5 PM. The agenda is to have a Public Hearing on the 2012 Budget. After the Public Hearing the Board will act on the acceptance of the 2012 Budget. The Special Meeting notice will be published in the Coaster and the Atlanticville on Thursday, January 5, 2012. Come out and support your Budget.

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 were on the table for anyone to review. **Reu** offer the Resolution to pay the Bills totaling \$ \$5,919.02. Seconded by **Williams**. No questions on any of the bills. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution. **Reu** offered the Resolution to transfer funds from the Operating Account to the Payroll Account in the amount of \$28,000. Seconded by **Palmisano**. Questions? _____. Roll call vote of Williams, Palmisano, Reu, Hiers and Nelson was in favor of the Resolution.

REPORTS:

Fire Officers: **Chief Alexander** said he and the officers were looking forward to 2012. He thanked the Board for all the equipment that was ordered. **First Asst. Morrow** said the gear racks are in and the smoke generator has arrived. He also thanked the Board for the equipment.

First Aid Officers: Were not present.

Fire Marshal: **FM Pujat** wished everyone a Happy New Year. The Sunset Avenue water tank is back in service. He reminded the fire department to notify his office if a hydrant is used for a fire. His department will follow up with NJAW and make sure they are dry and do not freeze.

Fire Inspector: **Flannigan** thanked the Board for the AFLAC Insurance plans that are available to the employees.

District Mechanic: Fiorentino said he met a roofer at Station 2 to survey the leaks. Future work will be done to clear that up. He said he replaced the heat exchanger at Station 1. All of the CO meters were recalibrated. The monitor that was ordered should be here shortly

There being no further business, the work session adjourned at 7:55 PM.

Respectfully Submitted,

J. David Hiers

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