

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

MINUTES OF  
November 26, 2012

## **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 hand delivered to the Clerk of the Township of Ocean and posted at the Oakhurst Firehouse on March 2, 2012, and advertised in The Coaster and in the Atlanticville on March 8, 2012.

After a salute to the flag, a moment of silence was observed.

## **ATTENDANCE:**

The following Board members were present: Thomas Reu, Russ Williams, Jim Hiers, Scott Nelson and Stu Newman. Fire District Administrator J. David Hiers, Fire Marshal Chris Pujat and the Fire Department and First Aid Squad Officers were also present. District Mechanic Fiorentino was out sick.

## **MINUTES:**

Minutes of Previous Meeting were placed on the table for everyone's review, comments or corrections. There were no questions pertaining to the November 5, 2012 minutes. Nelson moved for them to be accepted as written. It was second by Hiers. No questions to the motion. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion.

## **CORRESPONDENCE:**

The following items of correspondence were read for information:

**Outgoing to: None**

**Incoming from: None**

## **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. A Resolution to pay the Bills totaling \$63,899.18 was presented by Commissioner Reu. It was seconded by Williams. There were no questions. Roll

call vote of Newman, Reu and Nelson, Hiers and Newman was unanimous in favor of the Resolution.

### **DISTRICT NO. 1 ORGANIZATION's REPORTS:**

**Chief E. Alexander** – was not present

**1<sup>st</sup> Assistant Chief John Morrow** – was not present

**2<sup>nd</sup> Assistant Chief Bob Nelson** – Hurricane Sandy made for a very busy month. He reported 188 activities for the month. Average response time was 5 minutes 08 seconds. Average firefighters per call were 23, for a total of 4,292 members responding, experiencing 1,292 total man-hours. Mutual aid was given 1 time and received 0 times.

**Captain C. Sorrentino** was not present.

**1<sup>st</sup> Lt. J. Kruse** - said this Wednesday there is a Christmas decorating drill.

**2<sup>nd</sup> Lt. M. Guarda** thanked all who assisted during the hurricane.

**FAS Captain I. Degurski** reported 85 total activities for the month, which included 38 Emergency calls. Average response time was 5 minutes 45 seconds. A total of 319 Emergency Call Man Hours were experienced. Mutual aid received was 0 times and given was 2 times.

**1<sup>st</sup> Lt. K. Dougherty** – reported that the 2<sup>nd</sup> call during the day was answered by our volunteers 15 times. The volunteers are still active and doing a good job.

**2<sup>nd</sup> Lt. A. Beringer** – said everything was going smoothly.

**Sergeant J. Brown** was not present.

**FIRE MARSHAL C. Pujat** – gave the October along with the November reports. He reported for October that there were 224 inspections, including 25 State Registered Establishments, revealing 106 violations, and 2 investigations were conducted during the month. Fees collected for the month totaled \$9,357. For November there were 90 inspections, including 2 State Registered Establishments, revealing 25 violations, and 5 investigations were conducted during the month. Fees collected for the month totaled \$3,405.

**DISTRICT MECHANIC Fiorentino** – was not present. He was out on sick leave for the day.

### **OLD BUSINESS:**

**Nelson** – The employee contracts were finally completed for 2012 but due to the lateness in the year, the Board has decided that they do not have to be signed for this year. New Contracts will be handed out the end of February 2013. If there is anything anyone wishes to discuss in reference to the contracts, please contact myself or one of the other Commissioners and we will gladly go over it with you.

**Reu** – The Auditor has finished the 2011 Audit. Overall we did fine. One of his findings, for 2011, was the salaries were not mentioned and approved in the minutes. Therefore for 2012 we are going to pass the salary guide of the employee’s wages and this will cover the Auditor’s requirement for notification. These salaries have been approved by the Board back in Feb. 2012 but not included in the minutes. Therefore I offer the Resolution for the salaries the Board has granted for the employees beginning March 1, 2012 thru Feb. 28, 2013 to be included in the November minutes. They are as follows:

- Fire District Administrator J. David Hiers - \$87,360 per/yr.
- Fire Marshal Chris Pujat - \$68,162 per/yr.
- Fire Inspector Craig Flannigan - \$52,531 per/yr.
- District Mechanic Michael Fiorentino – 53,300 per/yr.
- Board Clerk Janice Hiers - \$14,780 per/yr.
- Administrative Assistant Maurita Vecchio - \$20.45 p/hr.
- Part Time Assistant Wayne Keegan - \$12.00 p/hr.
- 5 Commissioners - \$3,000 each per/yr.

Second by Hiers. There were no questions. Roll call vote of Reu, Nelson, Hiers, Williams and Newman was unanimous in favor of the Resolution.

**NEW BUSINESS:**

**Nelson** – Now that we have the audit report back from the Auditor, we need a Resolution affirming that the Board of Fire Commissioner Fire District No.1 have complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and that the Board attested to the Group Affidavit Form and the Certification of Governing Body. I will read the Resolution.

**Fire District No. 1, Township of Ocean  
County of Monmouth Resolution**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local unit to cause an annual audit of its accounts to be made and,

**WHEREAS**, the Annual Report of Audit for the fiscal year ended December 31, 2011 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and,

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each Fire District to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board, that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit entitled “General Comments and Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and,

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual report entitled “General Comments and

Recommendations” and has evidenced same by the group affidavit in the form prescribed by the Local Finance Board, and,

**WHEREAS**, such resolution of certifications shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board, and,

**WHEREAS**, all members of the governing body have received and familiarized themselves with the least minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of Fire District No. 1 Township of Ocean, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I offer this Resolution for adoption. Second by Reu. There were no questions. Roll call vote of Reu, Nelson, Hiers, Williams and Newman was unanimous in favor of the Resolution.

**Nelson** – The Board along with FDA have been working on the 2013 Budget. It is ready for introduction and approval tonight. The Budget was prepared by the accountant, Koerner & Koerner. The Board finalized the budget plan for 2013 and the accountant put it together. At the January 7, 2013 meeting, there will be a public meeting to discuss the 2013 Budget. The meeting notice will be published in The Coaster for anyone to hear and discuss the Budget. The FDA will read the Budget Message and then read the 2013 Budget. After the reading of the budget message and the 2013 proposed Budget, President Nelson stated that now we have to offer a Resolution to introduce and approve the 2013 Budget. I will read the 2013 Budget Resolution:

2013 Budget Resolution

Township of Ocean, Monmouth County  
Fire District No. 1  
FISCAL YEAR: From January 1, 2013 to December 31, 2013

**WHEREAS**, the Annual Budget for the Fire District No. 1 Township of Ocean Monmouth County for the fiscal year beginning January 1, 2013 and ending December 31, 2013 has been presented before the Board of Fire Commissioners of Fire District No. 1 at its open public meeting of November 26, 2012; and

**WHEREAS**, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. Seq.); and,

**WHEREAS**, the Annual Budget as introduced reflects Total Revenue of \$2,068,267, which includes amount to be raised by taxation of \$1,531,631, and Total Appropriations of \$2,068,267; and

**WHEREAS**, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and,

**WHEREAS**, in calculating the amount to be raised by taxation, the Fire District No. 1 has taken into account the assessed valuation of taxable property in the Fire District No. 1,

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners of the Fire District No. 1, at an open public meeting held on November 26, 2012 that the Annual Budget, Including appended Supplemental Schedules, of the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2013 and ending December 31, 2013 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Fire District's outstanding debt obligation, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the Board of Fire Commissioners of Fire District No. 1 Township of Ocean will consider the Annual Budget for adoption on January 7. 2013.

November 26, 2012

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Scott A. Nelson  
Board President

The Resolution was seconded by Williams. A certified copy of this Resolution is attached to these minutes.

Board of Fire Commissioners Recorded Vote:

Member	Aye	Nay	Abstain	Absent
Nelson, S.	X			
Hiers, J.	X			
Reu, T	X			
Williams, R	X			
Newman, S	X			

**Williams** – The FDA has finally received clearance from the NJ State MVC Security Access Dept. to do Driver’s License Abstracts on all volunteers and employees. The goal is to have everybody’s license reviewed at least once a year. The FDA will be checking with the Insurance Company to see if there can be any reductions in the annual premium.

**Reu** – From the 2011 Annual Audit, there is Recommendation 11-01 that needs a Corrected Action Plan Resolution which I will read:

**TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1  
2011 ANNUAL AUDIT  
CORRECTIVE ACTION PLAN RESOLUTION**

**WHEREAS**, The Fire District’s Annual Audit Report for the year ending December 31, 2011 has been received and filed, and

**WHEREAS**, the 2011 Annual Audit Report notes one recommendation warranting the attention of the Fire District:

11-01: **Criteria** – New Jersey Statute 40A:11-36 requires that any sale of assets be properly advertised so that bids can be received and any other requirements or restrictions are made known.

**Condition** - There was one instance where an asset was sold without advertisement.

**Recommendation** – That the District adhere to procedures established by the New Jersey Statute in regards to the sale of assets.

**WHEREAS**, Recommendation 11-01 states that the District failed to advertise for the sale of an asset. The District did seek out bids for said asset and received bids of which the highest bid was accepted. Due to the fact of the unique asset, a 30’ X 60’ X 13’ Tent, it was felt to seek out the unique vendors to bid on said tent.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Fire Commissioners, having evaluated Recommendation 11-01, directed the Fire District Administrator from this time forward to advertise all sale of assets as per New Jersey Statute 40A:11-36.

Reu offered this Corrected Action Plan Resolution for adoption. It was second by Newman. There were no questions. Roll call vote of Reu, Nelson, Hiers, Williams and Newman was unanimous in favor of the Resolution.

**Newman** – The First Aid Department had a camera system temporarily installed in 37-1-57 on a trial. The department’s decision was not to keep it. The Board presently sees it as a useful tool for the ambulance. All the wiring is installed just the cameras have been removed. The cost to have the cameras installed and the software setup is \$5,887.50. I offer the Resolution to have 37-1-57 set up with the cameras by Quality Communications Systems Inc. which is under State Contract, at the cost of \$5,887.50. It was second by Williams. There were no questions. Roll call vote of Reu, Nelson, Hiers, Williams and Newman was unanimous in favor of the Resolution.

**Reu** - The FDA met with representatives from Kyocera to discuss a maintenance agreement and toner cartridge replacement for 10 printers that we have here in station 1. The quote states “Contract will be billed quarterly for \$76.50 (\$25.50 p/mo.). The contract will include all toner, drums, and maintenance kits as well as parts and labor if needed at no additional charge.” This is figured on using 1500 prints p/mo. If we go over the 1500, it will cost \$0.017 p/sheet. This would amount to a large savings in toner replacement for the Board plus including the other printers. Reu offered the resolution that the FDA go forward with this maintenance agreement with Kyocera. It was second by Hiers. There were no questions. Roll call vote of Reu, Nelson, Hiers, Williams and Newman was unanimous in favor of the Resolution.

**Williams** – The Board is looking into acquiring a piece of property in the North West end of our existing property for future use. This piece is behind the ball field. The Board needs approval from the Oakhurst FD and FAS Memorial Association. The FDA has given Fire Department President Penta a copy of the proposed plan prepared by Nelson Engineering. Once approval is given by the Memorial Association, the Board can bring this plan to the Township for a subdivision. The plan is on the table for anyone’s review. There was no further business presented before the Board. The meeting adjourned 8:37 pm.

Respectfully Submitted,

J. David Hiers  
Fire District Administrator

MINNOV12

November 26, 2012

Items for Discussion prior to the Meeting:

- Special meeting tonight on blacktop & FM vehicle.
- Fire Protection Agreement-additional \$1,000 to be added for hurricane standby.
- Nor'easter combined w/snow – 8 Hr. Standby
- Met with SCBA rep. and had questions answered. Ordered 36 Packs

- 3- Panasonic Toughpads \$7,500 total. Should be available Jan. 2013.
- Attended FEMA meeting in Freehold on the 14<sup>th</sup> with FM.
- Met with McSweeney on the 14<sup>th</sup> to finish Medicaid forms.
- Mixalia – final payment
- MVC – Driver's license abstracts
- Camera reinstall in 37-1-57
- W/C back injury – EMS pd. p/t EMP.
- Next mtg. - NJ State Assoc. of FD is on 12/1/12 at Monmouth Junction FD.
- Audit
- Budget