

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

WORK SESSION
November 5, 2012

CALL TO ORDER:

The Work Session meeting of the Board of Fire Commissioners was called to order at 7:34 pm.

This 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.

ATTENDANCE:

The following Board members were present: Thomas Reu, Scott Nelson and Stuart Newman. James Hiers and Russ Williams were working. Fire District Administrator David Hiers, Fire Marshal Chris Pujat, District Mechanic Michael Fiorentino, and the Fire Department and First Aid Squad Officers were also present.

BUSINESS:

Nelson – First of all, the regular meeting scheduled for Oct. 29th was cancelled due to Hurricane Sandy. On behalf of the Board, I want to take this opportunity to thank everyone for their great support in spending countless hours serving and protecting our community. There were a total over 100 fire and first aid emergency calls attended to. We have not seen anything like this in a long time and for a lot of you, this might have been the biggest event you experienced. The cleanup is going to take a long time before we get back to normal. I am sure our residents feel the same as the Board for all your efforts. Please convey our sentiments to your membership.

Nelson - Minutes of the previous meeting were placed on the table for everyone's review, comments or corrections. If no corrections are noted, the Board by motion will accept them as written. Are there any questions or corrections pertaining to the September 24, 2012 minutes? If none, I moved for them to be accepted as written. It was second by Newman. There were no questions to the motion. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion.

-Correspondence: None

Reu - The Bills this evening were reviewed by the Commissioners prior to the meeting and found to be OK. There are 2 bill lists, one for Oct. 29th and one for Nov. 5th because the Oct. 29th meeting was canceled due to Hurricane Sandy. Copies of the bill list are on the table for anyone to review. I offer the Resolution to pay the Bills for Oct. 29th totaling

\$85,612.35. It was seconded by Newman. Nelson asked if there were any questions pertaining to the Oct. 29 bill list. There were no questions. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion. I offer the Resolution to pay the Bills for tonight's meeting, Nov. 5th totaling \$6,362.96. It was seconded by Newman. There were no questions. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion. I offer the Resolution to transfer funds from the Operating Account to the Payroll Account in the amount of \$31,000. It was seconded by Newman. There were no questions. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion.

ORGANIZATION REPORTS:

-Fire Chief's Report:

Chief Alexander: was not present.

1st Assistant Chief John Morrow: reported 49 activities for the month. Average response time was 5 minutes 38 seconds. Average firefighters per call were 12, for a total of 501 members responding, experiencing 834 total man-hours. Mutual aid was given 2 times (Wanamassa) and received 1 time (Wanamassa). Morrow praised and thanked everybody for their hard work during Hurricane Sandy. He said it was a total team effort.

2nd Asst. Chief Nelson: echoed the chief's comments. He said that during the height of the storm, a group had to do emergency repair to our radio tower to keep it from falling down. He said it was quite an experience being up in 37-1-90 during the storm. He mentioned that the standby hours were turned in to the FDA. There were a total of 546.5 hours standby hours by 22 firemen.

Captain Sorrentino: was not present.

1st Lt. Kruse: also thanked everyone for their efforts.

2nd Lt. Guarda: mentioned that on Friday, Nov. 4th, a crew of 7 firemen went to the Highlands Firehouse and stood by for a 12 hour shift. Everything went well.

-Fire Marshal's Report:

FM Pujat: also thanked everybody for the fine job that was done by all. The EOC and the FOC worked very well and did a good job. His monthly report will be given at the next meeting. He is still complying statistics.

-First Aid Captain's Report:

FAS Captain L. Degurski: reported 64 total activities for the month, which included 42 Emergency calls. Average response time was 7 minutes. A total of 411 Emergency Call Man Hours were experienced. Mutual aid received 2 times and given was 0 times. She reported that the EMS went well during the hurricane. Borderline vitals were taken during the fire department's fit testing drill. She pointed out that the volunteers and the paid part time volunteers worked together well during the storm.

1st Lt. Dougherty: echoed the Captain's sentiments for the hurricane. She is going to send an updated report of the pending nor'easter coming Wednesday. District mechanic is waiting for a part to be shipped to repair the air ride on 37-1-57.

2nd Lt. Beringer: said that having a standby crew at station 2 worked out very well. It was very difficult to cross the highway due to not having electricity and traffic lights out. Station handled the calls west of the highway and station 1 handled the east side.

Sgt. Brown: said there was a "trunk & treat" for Halloween at the pool complex. The cadets decorated the haunted ambulance. The event was heavily attended.

-District Mechanic Fiorentino: reported that 37-1-74, 78, 57 & 58 were serviced before the hurricane arrived. October 24 the fit test was performed. There are 2 individuals that

have not been tested since 2006. He stated that this should not be allowed. The 2 in-house generators were serviced in the beginning of October, prior to the storm. They held up well with no problems. Tried to have the units checked out but the company is too busy at the present. The company gave Mike a check list for him to check out both units. There was minor roof damage at Station 2. The roofer has been notified and is coming to make repairs. The parts for 37-1-57 should be here this Tuesday and will be replaced.

OLD BUSINESS:

Nelson – The Board is looking to complete the employee’s contracts for 2012. It was requested by the employees to have a resolution adopted addressing the State Health Benefits Program upon retiring and having their benefits and their spouses paid for by the Board as the last 2 retired employees have. I will read the resolution prepared by our attorney. This Resolution will supersede the previous Resolution adopted on April 3, 1990.

**Resolution of the Board of Fire Commissioners
Fire District No. 1 Township of Ocean
Regarding SHBP Participation for Retiring Employees**

WHEREAS; The Board of Fire Commissioners of Fire District No. 1 Township of Ocean heretofore adopted a Resolution authorizing participation in the State of New Jersey Health Benefits Program (SHBP) for all full-time employees of the Board; and

WHEREAS; The SHBP provides that an individual is permitted coverage as an employee, retiree or dependent of an employee; and

WHEREAS; The Board has three (3) full time employees: the Fire Marshal, Fire Inspector and District Mechanic, who have been provided benefits pursuant to the SHBP; and

WHEREAS; It is the intention of the Board to provide continuing SHBP coverage to these full-time employees upon their retirement from employment with the Board of Fire Commissioners based on 25 years of service.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 1 Township of Ocean that the Board of Fire Commissioners shall provide lifetime SHBP coverage to all full-time employees who were employed by the Board of Fire Commissioners prior to January 1, 2012 subsequent to their retirement pursuant to State regulations in accordance with either PERS or the PFRS requirements. The Board will retain the right to modify this agreement to anyone who is hired after January 1, 2012 by adopting a Resolution pursuant to this Resolution.

BE IT FURTHER RESOLVED that SHBP coverage shall only be extended to the retiring employees and their spouses and will not be provided to other family members or dependents.

BE IT FURTHER RESOLVED THAT A CERTIFIED TRUE COPY OF THIS Resolution be provided to each covered employee of the Board of Fire Commissioners by the Administrator of the Board.

Moved by: **President Nelson**

Seconded by: **Commissioner T. Reu**

It was asked if there are there any questions, comments or discussion regarding this Resolution before we proceed to vote. There were no questions.

Roll Call Vote:

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No. 1 Township of Ocean on the _ day of __, 2012.

President Nelson asked the FDA to finish the contracts for the employees and have them signed by each when they received them.

NEW BUSINESS:

Reu – At the November 7, 2011 Work Session, a Resolution was introduced and adopted for the grading and resurfacing of Station #1’s parking lot. A Special Meeting was advertised and held on November 23, 2011 for the public to vote on said project. The cost of the Black Top Project was not to exceed \$275,000. By those in attendance, it passed unanimously. Further review of the 2012 Budget, it was recognized that the capital expenditure for the radio room was not included into the 2012 budget. An amended budget, approved by the State, allowed \$215,000 for the Black Top Project and \$60,000 for the Radio Room Project, totaling a \$275,000 Capital Expenditure for 2012. It was decided by the Board to expand the Black Top Project to include a compliant ADA ramp to enter the building, outside LED perimeter lighting and complete re-landscaping. The total estimate for this Project is now \$345,000. This amounts to an increase of \$130,000. This will complete the outside work tied in with the Bay Floor and Apron Project just completed. Another Special Meeting will be needed to obtain voter’s approval for this additional amount of \$130,000. We are looking to have the special meeting before our regular November 26th meeting.

Also to be included at the special meeting will be another capital expenditure. The Board is looking into purchasing a new Fire Marshal vehicle in 2013. The present FM Vehicle will be passed down to the fire inspector and the fire inspector’s vehicle will be the utility vehicle for the District. This keeps the Board current with the 10 year plan for replacing vehicles in the Fire Bureau. Vehicle 37-1-99 will be retired and 37-1-37 can be passed down to the FA. The estimated cost for said new vehicle is \$60,000. I would propose that this resolution be added to the special meeting agenda on November 26, 2012. I offer the following Resolution for introduction:

Resolution of the Board of Fire Commissioners of Fire District No. 1 Ocean Township Scheduling a Special Meeting for November 26, 2012.

WHEREAS; The Board of Fire Commissioners has carefully examined the condition of the existing parking lot at the 72 Larkin Place firehouse and has determined that it is in need of repairs and resurfacing. It is also determined that a compliant ADA ramp needs to be installed, that adequate lighting in the parking lot is needed along with redoing the landscape; and

WHEREAS; The Board of Fire Commissioners wish to purchase a new Fire Marshal’s vehicle in 2013. This follows the ten year replacement plan; and

WHEREAS; N.J.S.A. 40A:14-84 provides, in relevant part, that the legal voters of a fire district may vote to raise money for capital improvements to a firehouse and to acquire equipment and apparatus used for the fire suppression/fire protection purposes at a “Special Meeting called on ten days’ notice for such purposes; and

WHEREAS; Said statute further provides that if the proposed capital improvement project is approved by the voters participating in the “Special Meeting”, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section of the budget reserved for capital appropriations; and

WHEREAS; It is the considered opinion of the Board of Fire Commissioners that the parking lot improvements at the Larkin Place firehouse and the purchase of a Fire Marshal vehicle may be accomplished without the imposition of an additional tax burden on the District's taxpayers as the monies to be expended will be taken from existing capital reserve funds accumulated by the Board in previous budgets.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 1, Township of Ocean that a "Special Meeting" be, and the same is hereby scheduled for November 26, 2012 commencing at 7:30 p.m. at the Oakhurst Firehouse, 72 Larkin Place, Township of Ocean for the purpose of requesting voter approval of the above specified capital improvement project at a total cost not to exceed \$130,000 (One Hundred Thirty Thousand Dollars) and the capital expenditure for the purchase of a Fire Marshal vehicle at a total cost not to exceed \$60,000 (Sixty Thousand Dollars).

BE IT FURTHER RESOLVED that at said special meeting the assembled voters shall be asked to vote upon the following questions:

Question # 1:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 TOWNSHIP OF OCEAN BE AUTHORIZED TO REPAIR AND IMPROVE THE EXISTING LARKIN PLACE FIREHOUSE PARKING LOT AT A TOTAL SUPPLEMENTAL COST NOT TO EXCEED ONE HUNDRED THIRTY THOUSAND (\$130,000) WITH THE COSTS THEREOF TO BE PAID FROM EXISTING CAPITAL RESERVE FUNDS AND INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD AS A CAPITAL EXPENDITURE?

Question # 2:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 TOWNSHIP OF OCEAN BE AUTHORIZED TO PURCHASE A FIRE MARSHAL VEHICLE AT A COST NOT TO EXCEED \$60,000 (SIXTY THOUSAND DOLLARS) WITH THE COST THEREOF TO BE PAID FROM EXISTING CAPITAL RESERVE FUNDS AND INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD AS A CAPITAL EXPENDITURE?

Moved by: **Commissioner T. Reu** Second by: **Commissioner Newman**

Roll Call Vote:

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

Certified to be a true copy of a Resolution by the Board of Fire Commissioners of Fire District No. 1 Township of Ocean on the 26th day of November, 2012.

J. David Hiers
Fire District Administrator)

Nelson – The elevator in this building has been an issue for years and been a large maintenance expense for the little use it gets. The State and Township have been contacted to see if it can be decommissioned. The Board has received a letter from the Town saying it can be decommissioned. The FDA is now moving forward to follow up on the proper procedures for decommissioning the elevator. The Board plans to have 2

closets installed to fill that space. The Board will have the construction designed by Nelson Engineering and the work will be put out to bid.

Newman – Flu Shots we given by Dr. Wortzel on October 17th. There was a good turnout. A total of 30 people came out for their shots that night. Next year Tetanus shots are being planned to be given in the spring.

Reu – The Township OEM is trying to get a small rescue type boat for any major water emergency. The grant that they received is not enough for us to get the boat we feel would best serve our needs and the communities. The OEM is about \$1,500 short. I offer the Resolution to allow for \$1,500 to be advanced to the Township OEM \$1,500 so that the rescue boat can be purchased. Seconded by Newman. There were no questions. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion.

Newman – The spare refrigerator in the storage room is no longer working. It is not worth repairing. The Board wishes to replace the refrigerator. The District Mechanic has asked for 3 price quotes. Two quotes were received, one quote from Johnson Restaurant Equipment for \$2,356 with a 1 year parts and warranty and 5 year warranty on the compressor and one from Automatic Ice Maker for \$2,310 with a 2 year parts & labor warranty with 5 years on the compressor. I offer the Resolution to purchase the refrigerator from Automatic Ice Maker for the total price of \$2,310. It was seconded by Reu. There were no questions. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion.

Reu – It is that time of year when the Board needs to solicit bids for the yearly janitorial cleaning services. The FDA requested bids from 3 companies – Kleen-Rite, United Cleaning and Urucorp. Urucorp quote is for \$11,610, United Cleaning is for \$11,585 and Kleen-Rite is for \$10,260. I would recommend and offer the Resolution to accept the bid from Kleen-Rite in the amount \$10,260. It was seconded by Newman. There were no questions. A comment by Addie Meistrich that she was not happy with the present cleaning service. Roll call vote of Newman, Reu and Nelson was unanimous in favor of the motion. Reu stated if there are issues with the cleaning or areas of concern please fill out a 3 part form and give it to the FDA, stating the problem. I do ask the FDA to communicate the Boards feeling to Kleen-Rite that we want clean buildings. If there are continual problems, we will go to the next lowest bid.

Newman – The FDA is meeting with the representative from NJ Fire Equipment on Wednesday at 10 am to place the order for the 36 SCBA packs. After the meeting would the officers and Mike go over quickly one more time with the FDA, the order to make sure we all agree on what we are ordering?

Nelson – Acknowledged the first aid cadets for their 1st place finish in the New Jersey State First Aid Competition held annually. Judyth & Doug introduced the participating cadets present and gave the names of those who were not here. Doug gave some background of the event. A rousing hand of applause was given cadets.

Nelson – For information, the annual Board of Fire Commissioner's Election will be held on February 16, 2013 from 2pm – 9pm here at the firehouse. Petitions will be available starting next week. See the FDA or the Board Clerk for petitions. They must be in by January 3, 2013.

Questions or comments:

Addie Meistrich stated that she was honored to be on the of administrators during the NJ First Aid Cadet Testing.

FM Chris Pujat informed both organization not to rely on the Opticom System now. The heads may be facing in the wrong direction or just not working.
Go through the intersection with extreme caution.

1st Lt. Karen Dougherty ask the Board if they would take over the maintenance and repair of their Tough Book Computers. She does not have the time to keep up with their problems.

Commissioner Reu, on behalf of the EOC and himself, also thank everyone involved with the operation of Hurricane Sandy. A complete TEAM effort got us through this huge event. The cooperation was great between the EOC & the FOC and volunteers.

There being no further business to be brought before the Board, the work session adjourned at 8:19 pm.

Respectfully Submitted,

J. David Hiers
Fire District Administrator

WSMINNOV12

Items for Discussion prior to the November Work Session/Meeting:

- Hurricane Sandy

- Janitorial Bids
- Supplemental Resolution for Blacktop Project
- AT&T – received the credit balance refund - \$602.33
- SHBP Resolution
- FM Vehicle Resolution
- EMS amended corp. papers signed and given back to atty.
- Nelson Eng. Landscape to attend work session prior to Nov. mtg.
- Received permission from town & State that elevator can be removed.
- Flu Shots & Tetanus shots
- Training room – Hi-Tech Stereo.
- D M Billing/Chuck will stop by to complete more forms.
- SCBA is going to be ordered this week.
- Date for meeting with officers in January at Deal Golf & CC