

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

**MINUTES OF  
JULY 27, 2015**

## **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 5, 2015, and advertised in The Coaster and in the Atlanticville on March 5, 2015.

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

## **ATTENDANCE:**

The following Board members were present: Thomas Reu, Russ Williams, John Morrow, Scott Nelson and Stu Newman. Fire District Administrator J. David Hiers, Fire Marshal Chris Pujat, Deputy Fire Marshal Craig Flannigan, District Mechanic Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

## **MINUTES:**

Minutes of Previous Meeting were placed on the table for everyone's review, comments or corrections. There were no questions pertaining to the June 29, 2015 minutes or the July 6, 2015 work session minutes. Nelson moved for them to be accepted as written. It was second by Reu. No questions to the motion. Roll call vote of yes was unanimous in favor of the motion.

## **CORRESPONDENCE:**

The following items of correspondence were read for information:

**Incoming from:** Received from our attorney, Joseph Youssouf, a Professional Services Agreement for the year 2015. It has been signed and returned.

**Outgoing to:** None

## **EXPENSES:**

The Bills 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 \$ 98,931.48 was presented by Commissioner Reu. It was second Morrow. There were no questions. Roll call vote of Williams, Newman, Morrow, Reu and Nelson was unanimous in favor of the Resolution.

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

**Chief Chris Sorrentino** – Not present - vacation

### **1<sup>st</sup> Assistant Chief - John Kruse –**

- Chief Kruse mentioned that the Baltimore Convention will be moving to Nashville in 2016.
- The Officers have received the new bar codes from the county Fire Marshal's office.
- Michael Fiorentino has been appointed as Captain of the fire department.

### **2<sup>nd</sup> Assistant Chief - Miguel Guarda-**

- The department will be setting up for the Italian American Festival next week.
- The department will be conducting a truck operations course. This course will be mandatory for members who wish to drive 91.

**Captain – Michael Fiorentino** – No Report

### **1<sup>st</sup> Lt. Shawn Reu –**

- Thank you for the opportunity to attend the Baltimore Convention. The training was very good.

### **2<sup>nd</sup> Lt. Sean Edson –**

- Thank you for the opportunity to attend the Baltimore Convention. The training was very good.

**FAS Captain Karen Dougherty** – Not Present – Out on injury

**1<sup>st</sup> Lt. Patty Dougherty** – Not present

### **Sergeant Andy Beringer –**

- Captain Dougherty will hand the monthly report in shortly.
- 6-10 shifts have been a struggle but the squad continues to do their best to cover.
- The squad will be covering the festival with a minimal crew.
- The squad has requested that the Board have the paid EMS staff cover the hours of the festival. They will cover the district for all calls.
- President Nelson discussed with Sgt. Beringer that the squad needs to let the Board know further in advance when the paid EMS service will be needed. This is an additional expense to the EMS Corp. that shouldn't be. Better planning and communications are really needed to prevent these expenses. Too late to pass them off to the Festival committee.

**Fire Marshal C. Pujat** - reported 177 inspections, including 10 State Registered Establishments, revealing 105 violations, and 2 investigations were conducted during the month. Fees collected for the month totaled \$13,184.18.

**Dep. Fire Marshal Craig Flannigan** – No report

**District Mechanic M. Fiorentino –**

- 1-74's generator is OOS. He has already started to receive quotes for a new generator and installation.
- The striping install is scheduled for this week weather permitting for 1-59

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Nelson –** The Board along with the FDA recently reviewed District policies regarding full-time employees. It is felt that the following policy be adopted to allow all full-time employees a better understanding of requesting unscheduled time off.

**POLICY MEMORANDUM: REQUEST FOR UNSCHEDULED LEAVE**

ISSUED: JULY, 2015

REVISED:

APPLIES: ALL FULL-TIME FIRE DISTRICT EMPLOYEES

A. PURPOSE: It is the purpose of this policy to establish a uniform system for paid employees of the Fire District to request unscheduled time off.

B. AUTHORITY: Board of Fire Commissioners, Township of Ocean Fire District 1.

C. APPLICATION: The policy included herein shall apply ONLY to those full-time paid employees of the Fire District.

D. RESPONSIBILITY: The Fire District Administrator and Board of Commissioners shall be responsible for the implementation and administration of this policy.

E. POLICY:

1. All full-time paid Fire District employees shall request unscheduled time off at least 48 hours in advance.
2. All employees will email the Fire District Administrator requesting vacation or compensation time.
3. Unscheduled time off requests will ONLY be valid after the approval of the Fire District Administrator.
4. Time off will be at the discretion of the Fire District Administrator.

Nelson offered the resolution to have the policy for Unscheduled Leave to be adopted. Second by Reu. There were no questions. Roll call vote of Williams, Newman, Morrow, Reu and Nelson was unanimous in favor of the Resolution.

**Williams:** The Fire Officers have received quotes for the installation of all emergency equipment for the new chief's vehicle. Also received was a quote for the striping and graphics for the new vehicle.

The following quotes are for lighting equipment and installation:

- |    |                                     |                     |
|----|-------------------------------------|---------------------|
| 1. | East Coast Emergency Lighting -     | \$ 10,048.68        |
| 2. | Spectrum Communications -           | \$ 10,905.29        |
| 3. | 10-75 Emergency Lighting -          | \$ 11,623.50        |
| 4. | First Priority Emergency Vehicles - | (no quote returned) |

The following quote is for striping and graphics:

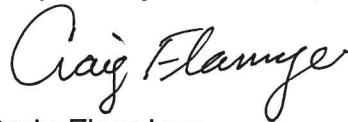
1. Vitural F/X - 665.00

Williams offered the resolution to have East Coast Emergency Lighting complete the installation of all emergency equipment for the quoted price of \$10,048.65. Second by Morrow. There were no questions on the resolution. Roll call vote of Williams, Newman, Morrow, Reu and Nelson was unanimous in favor of the Resolution.

Williams offered the resolution to have Virtual F/X complete the installation of the striping and graphics for the quoted price of \$665.00. Second by Morrow. There were no questions on the resolution. Roll call vote of Williams, Newman, Morrow, Reu and Nelson was unanimous in favor of the Resolution.

There was no further business presented before the Board. The meeting adjourned 8:32 pm.

Respectfully Submitted,



Craig Flannigan  
Deputy Fire Marshal

MIN July 27, 2015