

**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 1**

Township of Ocean  
72 Larkin Place  
Oakhurst, NJ 07755



**Meeting Agenda**

Monday, September 11, 2023

6:30 pm

Board Conference Room

**Board of Commissioners**

*President Thomas Reu  
Commissioner Stuart Newman  
Commissioner John Morrow  
Commissioner Andrew Beringer  
Commissioner Alan Roussell*

**WORKSHOP MEETING**  
**BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1**  
**TOWNSHIP OF OCEAN**  
**(6:30)**

**STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT.**

The notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the meeting date, time, and location were sent to the Asbury Park Press, The Coaster, and filed in the office of the Municipal Clerk on March 8, 2023.

**ITEMS FOR DISCUSSION:**

- Employees
  - Phone Interviews have been conducted, with a total of 20.
  - We will be scheduling in-person interviews the week of the 11<sup>th</sup>.
  - The plan is to have a candidate for your approval by the next meeting – Sept. 25<sup>th</sup>.
- Station 2 Update
  - Maurice called to ask if the Board could review and sign off on the plans that have been provided. These plans are not complete since they are missing the hydronic specs. I told Maurice that the Board would not sign off on the plans until they received the file.
  - Maurice also asked about plan changes or modifications throughout the build after the Board signed off on a specific item. More specifically, they asked if the Board signed off on a particular item, but later in the build, they found a cheaper, similar item. Could they use it? I explained that I assumed they expected to have completed whatever the Board approved during their final review. I told him I did not have the authority to make that call, and I knew the Board would want some guidance from their professionals before deciding. I told Maurice to put their questions in writing, and the Board and their professionals will review them.
- Humat Valves
  - I spoke to Chief Parnell, and he's very thankful for the donations. He said he would be up in the area in the next few months and pick them up then.
- Insurance
  - JIF renewal paperwork has been filed for 2024.
- Flu Shots scheduled for October 18 6:30 to 7:30
- EMS
  - The new ambulance was delivered today.
  - The 2022 Audit draft is in Teams for your review. This is the sixth year in a row with a clean audit.
- Board Meeting Date: October and November, meeting dates are as follows
  - October Tuesday 10<sup>th</sup> and Oct 23. (Special mtg also 6-9 pm)
  - November 6<sup>th</sup> and 20<sup>th</sup>
  - These changes are because of the holidays.
- Special Meeting – 6pm – 9 pm
  - October 23<sup>rd</sup> for capital items to be included in the 2024 budget
    - 140k for two vehicles
      - 130 – F250
      - 137 – F250

**Closed session:**  
Resolution 2023-09-01  
**Authorizing Executive Session**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the Public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Fire District 1 of the Township of Ocean, County of Monmouth, as follows:

Second by Newman. There were no questions. The roll call vote of yes was unanimous in favor of the Resolution.

Items for discussion:

- New Hire
  - All resumes are in Teams for you. I have selected seven applicants to interview. I may drop this number to 5.
    - I aim to hire by the next meeting and start training the first week of October. The new hire will work with Maurita from early October to November 30<sup>th</sup>. Full-time starts December 1<sup>st</sup> or soon after that.
    - The new hire will work a few days a week at \$21 p/h and be paid monthly.
- Employee contracts
  - Jamie has our current contract templates and is working on drafting a three-year contract for you to review.
    - I spoke to Jamie today, who said the current contracts are acceptable. He asked me to add the specific language you would like for year %'s salaries. He recommended no more than two-year contracts.
      - 3 % first year
      - 2 ½ % second year
      - [REDACTED]
      - \$60 is a 27% increase of \$3k on employer cons to pension
      - \$52 is 15% increase \$2.6k on employer cons to pension
      - \$50 is an 11% increase of \$2.5 on employer cons to pension
      - [REDACTED]
    - All increases will result in a 5% increase in employer cons for pension
    - EVS training?
  - Jamie also has the Board policy book, which he will update for your review.
    - I hope to have the book ready for approval by November – December.

**AGENDA**  
**BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1**  
**TOWNSHIP OF OCEAN**  
**(7:30 pm)**

The notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the meeting date, time, and location were sent to the Asbury Park Press, The Coaster, and filed in the office of the Municipal Clerk on March 8, 2023.

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

**CORRESPONDENCE:**

Letter from District 2

**EXPENSES:**

**Newman** - The Bills were reviewed by the Commissioners and found acceptable. Copies of the bill list are on the table for anyone to review.

RESOLUTION 2023-09-02  
**APPROVING THE PAYMENT OF THE BILLS TOTALING \$49,291.50**

Second by Morrow. There were no questions. The roll call vote of yes was unanimous in favor of the Resolution.

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**OLD BUSINESS:** None

**NEW BUSINESS:**

**Morrow:** The Officers have removed the humat valves and portable hydrants from service as of August 2023. The Board has received a request from the Salisbury Fire Department, NC, asking the Board to donate the surplus equipment.

Morrow offered:

RESOLUTION 2023-09-03  
**BOARD OF FIRE COMMISSIONERS**  
**TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1**  
**AUTHORIZING THE CONVEYANCE OF FIREFIGHTING EQUIPMENT TO**  
**SALISBURY FD., NC PURSUANT TO N.J.S.A.**  
**40A: 11-36 (6)**

- (4) Humat Valve
- (1) Portable Hydrant

Second by Beringer. There were no questions. The roll call vote of yes was unanimous in favor of the Resolution.

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**Reu:** To ensure the ongoing management of a safe and dependable emergency fleet, the Board of Fire Commissioners has approved the purchase of two new emergency vehicles to replace aging vehicles. These older vehicles include a 2006 E350 and a 2004 Chevy Tahoe.

To move forward, the Board will hold a Special Meeting on October 23, 2023, at Station 1 from 6 pm to 9 pm, where the Board will ask for voter approval to include the required funds in the 2024 Budget.

Reu offered:

RESOLUTION 2023-09-04

**APPROVING THE BOARD TO SCHEDULE A SPECIAL MEETING ON OCTOBER 23, 2023, SEEKING VOTER APPROVAL TO INCLUDE ONE HUNDRED AND FORTY THOUSAND DOLLARS (\$140,000.00) INTO THE 2024 BUDGET TO PURCHASE TWO EMERGENCY VEHICLES.**

Second by Morrow. There were no questions. The roll call vote of yes was unanimous in favor of the Resolution.

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**DISTRICT NO. 1 ORGANIZATION'S REPORTS:**

Fire Chief S. Donohue: NR

1<sup>st</sup> Asst. Chief T. Caruso: NR

2<sup>nd</sup> Asst. Chief C. Sorrentino: NR

Captain: J. Shamosh: NP

1<sup>st</sup> Lt. P. Mannion: NR

2<sup>nd</sup> Lt. D. Cohen: NP

**Fire Marshal C. Flannigan:**

- Board Meeting Date: October and November, meeting dates are as follows
  - October Tuesday 10th and Oct 23.
  - November 6<sup>th</sup> and 20<sup>th</sup>

**EMS Operations:** None

**District Mechanic:** Read report

**Public Comments:** None

**Adjournment:** 7:53 pm

RESOLUTION 2023-09-03

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 TOWNSHIP OF OCEAN AUTHORIZING THE CONVEYANCE OF FIREFIGHTING EQUIPMENT TO THE SALISBURY FIRE DEPARTMENT, NC PURSUANT TO N.J.S.A. 40A: 11-36 (6)**

**WHEREAS;** The Board of Fire Commissioners of Fire District No. 1 Township of Ocean owns 5 Hummat valves and 1 portable hydrant, which is no longer useable for public fire protection purposes and does not meet fire protection standards; and

**WHEREAS;** N.J.S.A. 40A: 11-36 (6) provides that if said firefighting equipment does not exceed 15% of the bid threshold (i.e., \$2,625.00) and is no longer useful. The Board is authorized to donate said firefighting gear without going to a public auction and

**WHEREAS;** The Salisbury Fire Department, NC, has requested that said equipment be transferred to it free of charge to use for their purposes; and

**WHEREAS;** It is the opinion of the Board that the conveyance of the above-described firefighting equipment to the Salisbury Fire Department would benefit their organization.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No. 1 Township of Ocean that the above firefighting equipment be conveyed to the Salisbury Fire Department.

**BE IT FURTHER RESOLVED** that the Board President and Fire District Administrator of the Board of Fire Commissioners are authorized to execute any documents necessary to effectuate the purposes of this Resolution.

**BE IT FURTHER RESOLVED** that this transfer is made on the express understanding that the Board shall be held harmless and indemnified from any claims that may arise in connection with or out of the operation and subsequent use of said firefighting gear by the Township of Ocean.

Resolution offered by: Morrow

Second by: Beringer

Roll call vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
	5	0	0	0

**Certified Copy of the Resolution Adopted on September 11, 2023**

**Craig Flannigan  
Fire District Administrator**

RESOLUTION 2023-09-04

**APPROVING THE BOARD TO SCHEDULE A SPECIAL MEETING ON OCTOBER 23, 2023, SEEKING VOTER APPROVAL TO INCLUDE ONE HUNDRED AND FORTY THOUSAND DOLLARS (\$140,000.00) INTO THE 2024 BUDGET TO PURCHASE TWO EMERGENCY VEHICLES.**

**WHEREAS;** To ensure the ongoing management of a secure and dependable emergency fleet, the Board of Fire Commissioners has decided to acquire two new emergency vehicles to replace older ones. These older vehicles include a 2006 E350 and a 2004 Chevy Tahoe.

**WHEREAS;** N.J.S.A. 40A:14-84 provides that the legal voters of a fire district may vote to raise money for capital improvements to district equipment 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 opinion of the Board of Fire Commissioners that purchasing two emergency vehicles can be accomplished without imposing an additional tax burden on the District's taxpayers.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No. 1 Ocean Township that a "Special Meeting" is hereby scheduled for October 23, 2023, commencing at 6 pm and closing at 9 pm at the Oakhurst Firehouse 72 Larkin Place Ocean Twp. to request voter approval of the above-specified capital purchases at a total cost not to exceed **ONE HUNDRED AND FORTY THOUSAND DOLLARS (\$140,000.00).**

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

**SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1, TOWNSHIP OF OCEAN, BE AUTHORIZED TO PURCHASE TWO EMERGENCY VEHICLES THAT WILL REPLACE AGING VEHICLES FROM FLEET VEHICLES MAINTAINED BY THE FIRE DISTRICT AT A TOTAL COST NOT TO EXCEED ONE HUNDRED AND FORTY THOUSAND DOLLARS (\$140,000.00), WITH THE COSTS THEREOF TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD AS A CAPITAL EXPENDITURE?**

Moved by: Reu

Seconded by: Morrow

Roll call vote:

Yes  
5

No  
0

Abstain  
0

Absent  
0

**Certified Copy of the Resolution Adopted on September 11, 2023**

**Craig Flannigan  
Fire District Administrator**

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF OCEAN FIRE  
DISTRICT NO. 1  
CASH PAYMENTS JOURNAL**

MONTH: Septembr 2023

DATE	CHECK PAYABLE TO:	DESCRIPTION:	CHK NO.	AMOUNT
11-Sep	Alconic, LLC	Website Host/6mo Maint		\$1,725.00
11-Sep	Braslow, Richard Edq	Profl Legal Serv: August		\$750.00
11-Sep	Bound Tree	Jump Bags & Supplies		\$1,331.34
11-Sep	F.I.S. On-Site Service	Repr/Srv:30,31,37,53,57,59		\$3,324.26
11-Sep	Fire Security Technologies	Fire Alarm Monitoring: Sta 2		\$425.00
11-Sep	J C P & L Co	Electric Service		\$1,543.60
11-Sep	J Swanton Fuel Oil Co	Diesel & Gas Fuels		\$2,570.88
11-Sep	Kepwel Natl Spring Water	Bottled Water		\$55.00
11-Sep	NAPA Auto Parts	Various Parts: 37,57,58		\$940.65
11-Sep	OHD, LLC	Qfit Annual Calibration		\$935.00
11-Sep	Optimum	Cable & Phone		\$611.19
11-Sep	Plosia Cohen, LLC	Profl Legal Serv: August		\$1,548.00
11-Sep	Safe-T LLC	Harness (5) & FD Gear		\$26,367.85
11-Sep	Schenck, Arthur S, Jr	Reimb:Medi PtB;3rd Qtr (2)		\$989.40
11-Sep	Smith, Timothy J	Reimb:Medi PtB;3rd Qtr (2)		\$494.70
11-Sep	Techna-Pro Electric, LLC	Opticom Repr/Srv		\$4,014.63
11-Sep	United Cleaning Contract	Cleaning: August		\$1,005.00
11-Sep	US Postal Service	Postage Stamps		\$660.00
	<b>T O T A L S</b>		.	\$49,291.50