

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

Township of Ocean
72 Larkin Place
Oakhurst, NJ 07755



Meeting Agenda

Monday, October 23, 2023

6:30 pm

Board Conference Room

Board of Commissioners

*President Thomas Reu
Commissioner Stuart Newman – Not Present
Commissioner John Morrow
Commissioner Andrew Beringer – Not Present
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:

- 2024 Budget
 - Special Mtg. 6-9 on Monday, October 23. – Capital Items
 - CNC was provided today
- Plymovents – Chris will update you.
- FDIC – Early registration is complete. Who will be attending from the FD? I will confirm, but I believe Stu is up to attend.
- Station 2 - Hillel Meeting

Closed session:
Resolution 2023-10-06
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. Questions. Roll Call

Items for discussion:

- EMS Staffing
 - Year-end update on the organization. The following is on the agenda to share with the Board on Monday.
 - Tim will stay on P/T to continue and assist with Admin operations and, at the same time, teach Korey.
 - With the board's approval, Korey will assume the Supervisor role. In the short term, Korey will remain on the rig, covering his shift. (recommend \$60)
 - Matthis will start F/T on December 1 to fill the 5th stop covered by P/T folks.
 - The 6th stop will remain a P/Y shift, so we maintain our per-diem staff.
 - The schedule is covered until the 1st of the year.

At this point, we are in a good position and will continue as normal. Tim will be at the meeting on Monday to assist me with the update.

See Teams (EMS-Year-end) for more information

- Policy Draft
 - Please see Teams (District Policies – 2023 Policy Manual Draft #1) for more information
 - We are still reviewing it ourselves.

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:

Thank you letter from Western Monmouth Utility Authority for allowing them to refill their mobile air system.

Reu - Minutes of the previous meetings were placed on the table for everyone's review and comments. Questions or corrections:

RESOLUTION 2023-10-07
A RESOLUTION TO APPROVE THE
September 25, 2023, Meeting Minutes
October 10, 2023, Meeting Minutes

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

EXPENSES:

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

RESOLUTION 2023-10-08
APPROVING THE PAYMENT OF THE BILLS TOTALING \$30,722.11

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

OLD BUSINESS: None

NEW BUSINESS:

Roussell: The Board has reviewed the annual compensation ranges of all paid positions and has concluded that said ranges should be revised and established as follows:

(1st reading approved on October 10, 2023, and published in The Coaster on October 19, 2023)

Offered the second reading:

RESOLUTION 2023-10-09
**APPROVING ADJUSTMENTS TO BE APPLIED TO THE ANNUAL
COMPENSATION RANGES FOR THE FOLLOWING PAID POSITIONS.**

Fire Bureau Administrative Assistant – Full-Time \$45,000 - \$50,000

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

Roussell: 2024 Janitorial Contact

Offered:

RESOLUTION 2023-10-10
**AWARDING THE JANITORIAL CONTRACT TO UNITED CLEANING COMPANY
FOR THE ANNUAL FEE OF \$15,765.00. THE CONTRACT TERM IS FROM
NOVEMBER 1, 2023, THROUGH OCTOBER 31, 2024.**

King Carpet Cleaning: \$19,675.00

United Cleaning Company: \$15,765.00

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

DISTRICT NO. 1 ORGANIZATION'S REPORTS:

Fire Chief S. Donohue: NP

1st Asst. Chief T. Caruso: NR

2nd Asst. Chief C. Sorrentino: NR

Captain: J. Shamosh: NP

1st Lt. P. Mannion: NR

2nd Lt. D. Cohen: NR

Fire Marshal C. Flannigan – September Report

Fire Inspections: 105

Co/Smoke: 91

State Registered: 22

Investigations:0

Total revenue for the month: \$9,448.68

Comments: None

EMS Operations: September Report

of Incidents: 147

Transport: 87

RMAs:41

Average on-scene time: 12 min

Average call time: 60 min

District Mechanic: Read report

Public Comments:

Adjournment: 7: 55 pm

RESOLUTION 2023-10-09
**APPROVING ADJUSTMENTS TO BE APPLIED TO THE ANNUAL
COMPENSATION RANGES FOR THE FOLLOWING PAID POSITIONS.**

WHEREAS; The Board of Fire Commissioners has reviewed the annual compensation ranges of all paid positions and has concluded that said ranges should be revised and established as follows:

Fire Bureau Administrative Assistant – Full-Time \$45,000 - \$50,000

NOW, THEREFORE BE IT RESOLVED, Newman offered a motion to accept the 2nd reading of the proposed adjustments to be applied to the annual compensation ranges

Moved by: Roussell

Second by: Morrow

Roll Call Vote:

	Ayes:	Nays:	Absent:	Abstain:
Reu	XXX			
Newman:			XXX	
Morrow:	XXX			
Beringer:			XXX	
Roussell:	XXX			

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No. 1 Ocean Township on October 23, 2023.

Craig Flannigan,
Craig Flannigan
Fire District Administrator

Resolution 2023-10-10

A resolution awarding the janitorial contract to United Cleaning Company for the annual fee of \$15,765.00. The term of the contract is from November 1, 2023, through October 31, 2024.

King Carpet Cleaning: \$19,675.00
United Cleaning Company: \$15,765.00

NOW, THEREFORE BE IT RESOLVED, Roussell offered a motion to award United Cleaning the 2023-2024 cleaning contract at \$15,765.00.

Moved by: Roussell

Second by: Morrow

Roll Call Vote:

	Ayes:	Nays:	Absent:	Abstain:
Reu	XXX			
Newman:			XXX	
Morrow:	XXX			
Beringer:			XXX	
Roussell:	XXX			

I am certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No. 1 Ocean Township on October 23, 2023.

Craig Flannigan,
Craig Flannigan
Fire District Administrator

BOARD OF FIRE COMMISSIONERS				
TOWNSHIP OF OCEAN FIRE DISTRICT NO. 1				
CASH PAYMENTS JOURNAL				
MONTH: Oct-23				
DATE	CHECK PAYABLE TO:	DESCRIPTION:	CHK NO	AMOUNT
13-Oct	NJ SHBP	Hospitaliza:Active: Oct	TEPS	\$10,242.42
13-Oct	NJ SHBP	Hospitaliza:Retirees: Oct	TEPS	\$1,153.14
23-Oct	Delta Dental Plan of NJ	Dental Coverage: Nov (8)		\$631.70
23-Oct	F.I.S. On-Site Service	Serv/Repr:30,31,37,67		\$907.83
23-Oct	Gannett NJ	Recuitment: FB Admin Assist		\$240.90
23-Oct	Grainger	Smoke Detect Tester/Battery		\$193.34
23-Oct	Home Depot Credit Serv	EMS & Apparatus Part		\$203.06
23-Oct	J C P & L Co	Electric: Sta 2		\$485.85
23-Oct	J Swanton Fuel Oil Co	Diesel Fuel		\$1,109.46
23-Oct	Middlesex Cty Fire Acad	Drill		\$420.00
23-Oct	Motorola Solutions Inc	Pagers (8)		\$3,138.00
23-Oct	New Jersey American Water	Water & Fire Service		\$850.66
23-Oct	NJ Natural Gas Co	Gas Service		\$742.37
23-Oct	Oakhurst EMS Inc	Reimbursements		\$3,336.00
23-Oct	Optimum	Cable/Phone Serv		\$1,001.01
23-Oct	Safe-T, LLC	Shield: Lieutenant		\$73.40
23-Oct	Seaboard Welding Supply	EMS Oxygen		\$120.00
23-Oct	Sherwin-Williams Auto Finish	Cleaning		\$135.70
23-Oct	Stryker Sales	EMS Bolster Mattresses		\$1,094.40
TOTALS				\$26,079.24