

THE BOARD OF FIRE COMMISSIONERS

DISTRICT No. 4 — RAMTOWN
HOWELL TOWNSHIP MONMOUTH COUNTY
88 RAMTOWN-GREENVILLE RD.
HOWELL, N.J. 07731-2790

Special Budget Meeting, September 28, 2015

Chairman Gregory Scarlato called the meeting to order at 20:00 hours, followed by the Pledge of Allegiance.

Chairman Scarlato read the Opening Statement, noting this meeting was advertised on Sunday, December 28, 2014 in the Asbury Park Press and posted on two (2) municipal Bulletin Boards and in the firehouse, as required by the Open Public Meetings Act, commonly referred to as "The Sunshine Law."

Roll call was taken with Commissioners Scarlato, Bommer, Acampora, Eadicicco, and Stalling being present.

It was noted that there were two (2) members of the public present at the start of the meeting. The two (2) members were the board's attorney (Jay Sendzik) and the board's accountant (Barry Osborn).

Chairman Scarlato stated that this is a special meeting for the preparation and formation of the 2016 budget.

Clerk Acampora distributed copies of the existing 2015 budget for reference and a worksheet to compile proposed figures for 2016. It was also noted that the 2014 audited financial report that was compiled by Mr. Osborn was also available for review.

Chairman Scarlato stated that he and Commissioner Bommer attended the executive board meeting on 9/24/15. He stated that Mayor Gotto attended the meeting and discussed the resent re-evaluation that is taking place in Howell and that many tax payers are seeing an increase in their property taxes and they are also starting to bring up questions pertaining to the tax dollars for their fire budgets. It was discussed that if things continue to move in this direction, that the town may have to step in and take over all the fire districts.

Attorney Sendzik stated that the town can only step in and take over the district if they receive a signed petition by 5% of the registered voters for each particular district. This would start the process in motion and then a question would have to be placed on a special ballot in order for the town to take over the districts. Mr. Sendzik stated that we need to calculate what District #4s budget is as a percent of the towns overall budget.

At this time, an open dialogue ensued regarding the 2015 budget and the projected 2016 budget. Mr. Osborn and Mr. Sendzik contributed their knowledge and guided the board in preparing the 2016 budget. Below is the tentative budget for 2016:

Operating Appropriations - 2016 BUDGET

	Proposed		
Current Operating Expenses	2014	2015	2016
Advertising	\$2,000.00	\$2,000.00	\$2,000.00
Commissioner Comp	\$56,000.00	\$56,000.00	\$56,000.00
Election	\$2,000.00	\$2,000.00	\$3,500.00
Fire Hydrant Rent	\$75,000.00	\$75,000.00	\$80,000.00
Insurance	\$82,000.00	\$85,000.00	\$85,000.00
Maintenance & Repair	\$80,000.00	\$80,000.00	\$80,000.00

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Materials & Supplies	\$105,500.00	\$113,804.00	\$114,000.00
Office Expense	\$7,000.00	\$7,000.00	\$10,000.00
Payroll Tax	\$13,100.00	\$17,000.00	\$17,000.00
Professional Services	\$25,000.00	\$25,000.00	\$30,000.00
Reimbursement for Expenses & Losses	\$27,000.00	\$27,000.00	\$27,000.00
Rental Charge	\$44,000.00	\$44,000.00	\$71,500.00
Training and Education	\$19,500.00	\$22,500.00	\$22,500.00
Utilities	\$33,000.00	\$33,000.00	\$33,000.00
Length of Service Awards	\$67,000.00	\$67,000.00	\$67,000.00
Total Current Operating Expenses	\$640,114.00	\$658,319.00	\$698,500.00
Capital Appropriations	\$200,000.00	\$265,000.00	TBD
Total Appropriations	\$840,114.00	\$923,319.00	
Less: Miscellaneous Revenue and Fund Balances	\$77,897.00	\$140,774.00	TBD
Amount to be raised by Taxation	\$762,217.00	\$782,545.00	TBD

It was discussed that the board would like to create a temporary operating budget for January 1, 2016 through April 1, 2016. Mr. Sendzik stated that we can create a temporary budget using 14% of the 2015 operating budget (\$92,165).

The following special meetings will be held in pertaining to the 2016 budget:

- Tuesday, November 10, 2015 @ 6:45pm – Special budget meeting to discuss and approve capital expenditures for 2016
- Tuesday, December 8, 2015 @ 6:45pm – Special meeting to approve the 2016 budget
- Tuesday, January 12, 2016 @ 6:45pm – Special meeting to approve the 2016 budget

Mr. Sendzik will advertise all special meetings via the appropriate media channels. Clerk Acampora will post the special meeting notices in the appropriate public places.

Chairman Scarlato also addressed increasing the clothing allowances to \$5 per call in 2016. The board will also review the 2015 budget to determine if the \$5 per call allowance can be implemented for the 2015 budget.

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Commissioner Bommer also noted that the new tables for the training center can be ordered in 2015, as funds are still available in the training budget.

Mr. Sendzik and Mr. Osborn were thanked for assisting the board in developing the 2016 budget. They were dismissed from the meeting.

Assistant Chief Connolly, Captain Pallitto, and Lt. Romano presented the board with the 2016 Equipment and Maintenance budget for the line officers. Their presentation is attached below:

Howell Twp Fire District 4 2016 Equipment and Maintenance Budget Proposal Presented by Ramtown Fire Co. Officers

TOOLS & EQUIPMENT :

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>1</u>	Various FF Equipment Knives-Helmet Bands- Door Chocks, Spanner Wrenches, Flashlights. Tools ETC.		\$5,000	Replace or issued FF equipment	\$5,000	
<u>2</u>	Weather Tech Floor Liners for command vehicles.	2	200.00	Maintain interior of command vehicles	400	
<u>3</u>	Remote Start command vehicle.	1		Installed by dealer New 4-66	400	
<u>4</u>	Upgrade Red Alert Program Modules (NIFRS)			Various upgrades to improve operations and record keeping.	15,000	
<u>5</u>	Panasonic Toughbook CF-53 for 466/467	2	5,000		10,000	
<u>6</u>	32 inch TV Monitor for radio room and engine room.	2	250	Truck Bay Bulletin Board System	500	
<u>7</u>	Computer upgrades			Servers and Printers	8,000	

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PROPOSED COSTS :\$39,300

APPROVED COSTS:

FIREMATIC Supplies :

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>18</u>	Class A Foam	5 gal	100	Replacement as needed (15 pails)	1,500	
<u>19</u>	Class B Foam	5 gal	130	Replace as needed (5)	650	
<u>20</u>						

PROPOSED COSTS :\$2,150

APPROVED COSTS:

EXTRICATION EQUIPMENT : None

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>1</u>						
<u>2</u>						

PROPOSED COSTS :

APPROVED COSTS:

Personal Protective Equipment :

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>21</u>	SCBA Masks AV3000	5	280	Replace as needed	1,400	
<u>22</u>	SCBA Bags	5	<u>22</u>	Replace as needed	110	
<u>23</u>	Gloves FF	10	80	Replace as needed	800	
<u>24</u>	Nomex FF Hood	15	35	Purchase as needed	525	
<u>25</u>	Voice Commander Amplifier for Scott	10	400	Replace or issue as needed	4,000	

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PROPOSED COSTS :\$6,835

APPROVED COSTS:

EMS Supplies & Equipment

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>27</u>	SUPPLIES			Yearly Consumables/replacements	3,500	

PROPOSED COSTS : \$3,500

APPROVED COSTS:

Gear & Uniforms

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>28</u>	TURNOUT GEAR	5	2500	Turnouts, Pants Jacket accessories.	12,500	
<u>29</u>	UNIFORMS	3	500	Class A	1,500	
<u>30</u>	STRUCTRAL FF BOOTS	5	300	Replace as needed	1,500	

PROPOSED COSTS : \$15,500

APPROVED COSTS:

Communications Equipment

ITEM #	ITEM	QTY	COST\$	COMMENTS	TOTAL	Y/N
<u>31</u>	Various radio equipment.		???	Replace radio equipment as needed, Portables, Antennas, Base Charges.	4,000	
<u>32</u>	Reserve for Fire Bureau				5,000	
<u>33</u>	E-Dispatch/		1,600	Yearly contract	1,600	

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PROPOSED COSTS : \$10,600

APPROVED COSTS:

Equipment Maintenance and Testing			
<u>Aerial Ladder</u>			
Unit Cost	Amount to be Tested	Cost	Comments
\$925 per apparatus Includes inspection, load testing, drift testing, X-rays of welds, metallurgy analysis	490	(09)\$925	Annual aerial ladder certification by Underwriters Laboratories Aerial Ladder Testing Underwriters Laboratories (Fire Service Equipment Testing) fes@ul.com (800) 677-5227 (877) 854-3577
<u>Pump Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
<u>Hose Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
See prior spreadsheets for total hose inventories			(Was 2000 in 2015) Hose testing By Fail Safe 732-506-6037
<u>Scott AirPakPosi-check Testing& FIT Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
			Mid-Atlantic Fire & Air (Nat Alexander 856-783-0720)
\$40 per /40 FFs		1600	PE-OSH and NIOSH Compliant testing
SCBA Bottle Hydra Test 8 due 2016			

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<u>Gas Meter Cartridge</u>			
Unit Cost	Amount to be Tested	Cost	Comments
Annual chemical cartridge unit replacement for existing multi-gas meter \$150 per		\$600	Complete annual sensor replacement for 4 meters
<u>Extrication Equipment Maintenance</u>			
Unit Cost	Amount to be Tested	Cost	Comments
Annual servicing of all rescue and extrication equipment		\$1200	Maintenance currently completed annually on this equipment by Holmatro ESI

<u>Communications Maintenance</u>			
Yearly Maint Program	50 Portables 15 Mobiles	Cost	Comments
		\$ 3000	

<u>Fleet Maintenance</u>		
Description	Cost	Comments
Batteries	500	SCBA & Lights

<u>TRAINING</u>		
Description	Cost	Comments
Fire Escape System Training hands on full refresher training.	1100	
Middlesex Fire Academy/ Brick Fire Academy	500	

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PROPOSED COSTS : \$16,600 + 600 (previous page)=\$17,200
APPROVED COSTS:

PROPOSED COST

The Chief's annual budget is usually around \$103,000, this year's budget is almost \$8,000 under budget. We are proposing implementing a wellness program encouraging firefighters to join a fitness center. Details of requirements for reimbursement will have to be discussed but we could support 33 firefighters at \$20.00 per month.

- Item #4 was increased from \$15,000 to \$20,000
- Item #6 was increase from 2 monitors @ \$500 to 4 monitors @ \$1,000
- Item #18 was increase from 15 pails @ \$1,500 to 30 pails @ \$3,000
- Item #19 was increase from 5 pails @ \$650 to 30 pails @ \$3,900

The total budget was increased from \$95,085 to \$105,335.

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The board thanked the line officers for a great presentation and for taking the time to prepare this detailed presentation.

This concluded the budget meeting. A motion was made by Commissioner Stalling and seconded Commissioner Bommer to close the meeting. Motion passed unanimously by the Board.

Meeting closed at 21:35 hours.

Respectfully Submitted:



Michael L. Acampora
Clerk of the Board