

THE BOARD OF FIRE COMMISSIONERS

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

Regular Meeting, March 8, 2016

Chairman Gregory Scarlato called the meeting to order at 20:00 hours, followed by the Pledge of Allegiance and a moment of silence for slain NJ State Trooper Sean Cullen .

Chairman Gregory Scarlato read the following legal disclosure:

The New Jersey Open Public Meetings Law, N.J.S.A. 10:4-6 et seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting its interest is discussed or acted upon.

In accordance with the provisions of this Act, the Board of Fire Commissioners of Fire District No. 4, Township of Howell, has caused notice of this meeting to be published by having the date, time, place and agenda, to the extent known thereof, posted as follows:

- Published in the Asbury Park Press on January 8, 2016
- Published in the Tri-Town News on January 14, 2016
- Filed written notice with the Township Clerk on January 6, 2016
- Posted written notice on the Official Bulletin Board at the Township Municipal Building
- Posted on www.njfiredistricts.org

The above postings indicate that Formal Action May be Taken.

Roll call was taken with Commissioners Scarlato, Acampora, Bommer, Stalling, and Bailey all present.

It was noted that there were eight (8) members of the public present at the start of the meeting.

ADMINISTERING the OATH of OFFICE: None

The Clerk reported that the Regular Workshop Meeting minutes of February 8, 2016 were posted. The Clerk then read the minutes of the Regular Meeting of February 9, 2016.

A motion to approve both minutes was made by Commissioner Stalling and seconded by Commissioner Bailey, and passed by the board.

PAYMENT OF BILLS: Commissioner Bailey presented the following bills for payment:

Bills	Amount
James Eadicicco	\$ 93.67
Netlink Web Service	\$ 199.00
Taylor Towing	\$ 510.00
Optimum	\$ 110.49
micromedia publication inc	\$ 64.10
liberty mutual ins	\$ 10,429.00
alpine software corp	\$ 14,681.25
Verizon	\$ 225.61
Roy press inc	\$ 465.00
all industrial safety product	\$ 97.70
bobs uniform shop inc	\$ 1,087.32

Taylor oil co	\$ 188.71
csm	\$ 142.20
all industrial safety product	\$ 328.72
all com	\$ 640.00
tasc fire apparatus inc	\$ 192.00
first priority	\$ 717.71
bricktown medical center	\$ 640.00
Michael Acampora	\$ 50.36
Gregory scarlato	\$ 44.31
new jersey american water	\$ 2,615.80
1st priority	\$ 343.97
Taylor oil company	\$ 148.14
foremost pro	\$ 340.98
CIT	\$ 99.00
Barry Osborn	\$ 2,950.00
Sendzik and Sendzik	\$ 17,360.50
Collin Murphy	\$ 150.00
Chris Zmuda	\$ 150.00
Robert Lawlor	\$ 150.00
LOSAP	\$ 58,415.00
Total Bills	\$ 113,630.54

A motion was made by Commissioner Acampora and seconded by Commissioner Stalling to pay the bills. A roll call vote was taken with the following result:

Scarlato – Yes, present on my own bill
 Bommer - Yes
 Stalling - Yes
 Acampora - Yes, present on my own bill
 Bailey - Yes

The motion passed unanimously: 5 – 0.

COMMUNICATIONS

Sent

Chairman Scarlato sent e-mail correspondence to Access Health Systems
 Liberty Mutual Insurance – copy of Certificate of Occupancy (met Bill Wallace at fire house in order to perform final construction inspection)

Received

Sendzik & Sendzik – Notice of Election results
 Notification of Howell Twp. that budget election passed
 Notification of DCA that budget election passed

Bricktown Medical physical forms – Bardsley
 Pallitto
 Bommer
 Major

COMMITTEES

Executive Board: The Executive Board met on 2/28/16 and discussed the following outstanding items: vehicle maintenance contract is being sent to 19-5s attorney for file review before

THE BOARD OF FIRE COMMISSIONERS

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

it will be advertised for open bidding; 19-4 informed other companies that they will be using Access Health Systems to perform their fire fighter physicals and requested what dates other fire companies will be performing their physicals. Chief Lewis requested that ALL boards review the current Executive Board guidelines, as they need to be revised since the Fire Bureau is now under the jurisdiction of the town. Chairman Scarlato and Commissioner Bommer attended this meeting. Next meeting is March 24, 2016.

Chief's Report: Call report was turned in for February 2016, along with vehicle reports for 466 and 467. Chief Eadicicco reported that the following testing will be completed:

Hose Testing – 3/21/16

Ladder testing (ground and Ladder 490) – 3/11/16, to be performed by UL

SCBA - Flow and Hydro testing was completed on 3/7/16. We had 2 SCBA packs that needed to be repaired, all PASS device batteries were replaced, and one (1) SCBA bottle had to be destroyed as it was past its useful service date.

Laptop computers were installed in vehicles 486 and 467. They are currently being tested in order to get them in proper operating condition.

March monthly training will be Right to Know, Blood Borne Pathogens, and HAZMAT awareness.

Chief Engineer: Engine 480 had two (2) batteries replaced that were bad (covered under warranty). The air actuator on Tanker 495 has been replaced, but the additional parts still need to be installed. Utility 488 will be going to NJEV for installation of a new inverter in the next week or two.

Purchaser: The Chief submitted documents for the purchase of the following items:

- Equipment Labeling stickers
- Computer software
- White board and projector
- EMS supplies and batteries
- Capital expenditures – New Chiefs vehicle
Lighting package for the vehicle
Conversion package for vehicle

A motion made was by Commissioner Bommer and seconded by Commissioner Stalling to purchase equipment labeling stickers not to exceed \$305. Motion passed unanimously by the Board.

A motion was made by Commissioner Bommer and seconded by Commissioner Stalling to purchase batteries for the SCBA packs and miscellaneous EMS supplies. Motion passed unanimously by the Board.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to purchase the Red Alert computer software upgrades totaling \$2,490. Motion passed unanimously by the Board.

A motion was made by Commissioner Bailey and seconded by Commissioner Bommer to purchase the interactive projector (\$2,349) and a white board (\$769.10). Motion passed unanimously by the Board.

Chief Eadicicco discussed upgrading the network in the firehouse. He had CSM at the firehouse and they stated that we really do not have a network or backup to store all of our electronic information. CSM has provided a price of \$6,192.53 to install a new server that will allow all of the computers in the fire house to be housed on the network and internet capability will be enhanced.

Chairman Scarlato asked if CSM was a state bid contractor. Chief Eadicicco presented the price
STATION 19-4, HOWELL TOWNSHIP, N.J. • PHONE (732) 458-0222 / FAX (732) 458-6398

THE BOARD OF FIRE COMMISSIONERS

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

quote that reflects CSM state #40121. A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to purchase a new server from CSM in the amount of \$6,192.53. Motion passed unanimously by the Board. Chairman Scarlato requested we obtain his state contractor papers.

Commissioner Bailey made a motion, which was seconded by Commissioner Bommer, to purchase a new hose, hose reel, and nozzle for washing the trucks. Total cost not to exceed \$225.00. Motion passed unanimously by the Board.

NEW TRUCK: A motion was made by Commissioner Stalling and seconded by Commissioner Bommer to close out the Capital project for Engine 480 and return any excess funds to the Capital account. Motion passed unanimously by the Board. Chairman Scarlato will contact our attorney to determine how we should proceed.

OLD BUSINESS: Access Health Systems will be performing all fire fighters physicals for 2016 on Saturday, May 7, 2016 from 9am – 12 noon at the Ramtown fire house. They are capable of assessing 5 fire fighters at 30 minute intervals, for a total of 30 fire fighters. Chairman Scarlato stated that we may need to schedule another night, depending on how many fire fighters need a physical for 2016. He is waiting to hear back from Access Health Systems to confirm all information.

Commissioner Bommer made a motion that was seconded by Commissioner Stalling to accept the new Standard Operating Procedures for Medical and Physical Fitness Guidelines. Motion passed unanimously by the Board.

A question was asked regarding when a fire fighter gets injured, which doctor the Board would use in order to clear the fire fighter to return to duty. Clerk Acampora stated that he will contact our insurance carrier to determine if we are locked in with a specific physician.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to pay 35 fire fighters their LOSAP stipend of \$1,669 each for the year 2015. Total LOSAP disbursement will be \$58,415. A roll call vote was taken with the following result:

Scarlato – Yes
Bommer – Yes
Stalling – Yes
Bailey – Yes
Acampora – Yes

The motion passed unanimously with a vote of 5 – 0.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to approve Michael Siano's request for 100% LOSAP distribution. Clerk Acampora verified that Mr. Siano has achieved his 5 year vesting status and is entitled to the full balance in his account. The motion was approved unanimously by the Board. Clerk Acampora stated that he will work with Mr. Siano and have him sign the correct paper and the Clerk will submit it to Valic/AIG.

Commissioner Bailey asked Chief Eadicicco if new gear had been ordered for fire fighter McGowan yet. The Chief stated that it had not been ordered. Chairman Scarlato stated that prior to ordering fire fighter McGowan new gear, all existing gear should be sized to see if it will fit him and thus decrease the expense of ordering new gear. The Chief stated that he and his line officers will handle this.

NEW BUSINESS: Chief Eadicicco presented the Board with the following information pertaining to the purchase of Capital items that were approved with the passing of the 2016 budget via the February 2016 election:

STATION 19-4, HOWELL TOWNSHIP, N.J. • PHONE (732) 458-0222 / FAX (732) 458-6398

THE BOARD OF FIRE COMMISSIONERS

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

- Purchase of 40 pagers at a cost of \$470.40 per pager through Allcom Technologies. (Allcomm is license as a state bidder) The total cost of the pagers will be \$18,816. For an additional cost of \$2,400, we can extend the warranty from 2 years to 5 years, for a total cost of \$21,216. With the addition of the pagers, the fire fighter radios will be phased out, as the HT1250 is no longer repairable. Instead of each member having portable radios, ALL riding positions on the trucks will be manned with a portable radio for each riding position. The fire fighters will be responsible for grabbing a portable radio when they board the apparatus.
- Discussed the purchase of a new command vehicle (all price quotes have been attached to the minutes). The cost of the vehicle (which is under state contract bid) is \$43,014. The cost of the light package (which is under state contract bid) is \$7,205.66. The cost of the conversion upgrade (i.e. center console, back cabinets, etc.) would be \$14,725. It was noted that since the conversion upgrade is not under state contract, we will need 2 additional price quotes.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to contact Attorney Sendzik and have him prepare resolutions for the purchase of the pagers, the command vehicle, and the light package for the vehicle. We will not prepare a resolution for the conversion package until we have additional price quotes. Motion passed unanimously by the Board.

GOOD AND WELFARE: None

JOINT PURCHASING COMMITTEE: None

APPLICATIONS/TERMINATIONS: None

PAYROLL: 1st Quarter payroll was prepared. A transfer is being made from the operating account to payroll account in order to cover the payroll. Chairman Scarlato will contact ADP and provide the payroll information to them.

TREASURER'S REPORT: Treasurer Stalling reported the following balances for the checking account:

OPENING BALANCE	\$ 46,856.47
INTEREST	\$ 3.77
TRANSFER	<u>\$ 90,000.00</u>
 SUB-TOTAL	 \$ 136,860.24
 NJ-PERS TEPS Payment	 - 0.00
Bills Paid	-\$ 34,455.04
Additional invoices	-\$ 20,760.50
LOSAP payments	<u>-\$ 58,415.00</u>
 CLOSING BALANCE	 \$ 23,229.70

He also reported the following balances for the Savings Account:

OPENING BALANCE	\$1,465,357.01
DEPOSITS	

STATION 19-4, HOWELL TOWNSHIP, N.J. • PHONE (732) 458-0222 / FAX (732) 458-6398

THE BOARD OF FIRE COMMISSIONERS

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

INTEREST

SUB-TOTAL	\$1,465,592.19
TRANSFER TO PAYROLL	- 4,000.00
TRANSFER TO CHECKING	- <u>90,000.00</u>
CLOSING BALANCE	\$1,371,592.19

He also reported the following balances for the Payroll Account:

OPENING BALANCE	\$ 10,780.98
TRANSFER	\$ 4,000.00
INTEREST	+ \$ <u>1.82</u>
SUB-TOTAL	\$ 14,782.80
PAYROLL FEES	-\$
CREDIT	+\$
PAYROLL PAID	-\$
TRASFER	+ <u> </u>
CLOSING BALANCE	\$14,782.80

The Treasurer's Report was accepted on a motion by Commissioners Acampora and Stalling, and passed unanimously by the board.

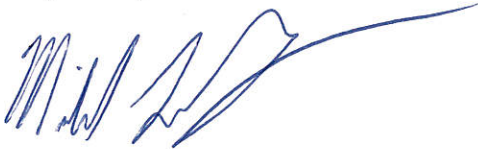
PUBLIC COMMENT: There eight (8) members of the public in attendance at the end of the meeting. Comments on agenda items were taken while the items were before the Board for action.

EXECUTIVE SESSION: There was no Executive Session.

ADJOURNMENT: This concluded the business before the Board, so a motion to adjourn was made by Commissioner Bommer and seconded by Commissioner Bailey. The motion passed unanimously by the Board.

The meeting closed at 21:45 hours.

Respectfully Submitted:



Michael L. Acampora
Clerk of the Board