

THE BOARD OF FIRE COMMISSIONERS

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

Regular Meeting, February 8, 2016

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

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, and Stalling being present. Commissioner Bommer was absent.

It was noted that there were five (5) 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 January 11, 2016 were posted. The Clerk then read the minutes of the Regular Meeting of January 12, 2016.

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

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

| | Bills | Amount |
|----|---------------------------|-------------|
| 1 | Tom Connolly | \$ 25.55 |
| 2 | | \$ 125.00 |
| 3 | Taylor Oil Co | \$ 170.64 |
| 4 | Verizon | \$ 171.08 |
| 5 | Blaine's Jewelry Box | \$ 795.00 |
| 6 | KZ Crafts | \$ 755.09 |
| 7 | 1st First Priority | \$ 336.00 |
| 8 | Taylor Oil Co | \$ 261.92 |
| 9 | ERS Fleet Repairs | \$ 1,573.33 |
| 10 | Sal Scarlato | \$ 108.00 |
| 11 | NJEV | \$ 173.25 |
| 12 | Hathaazi Garage Doors LLC | \$ 350.00 |

| | | |
|--------------|-----------------------------|---------------------|
| 13 | NetLink Web Service | \$ 199.00 |
| 14 | Ontimum | \$ 110.49 |
| 15 | Fire Fighter Equipment Co | \$ 945.96 |
| 16 | CSM | \$ 4,387.86 |
| 17 | Bricktown Medical Group | \$ 873.00 |
| 18 | CSM | \$ 1,368.58 |
| 19 | James Eadicicco | \$ 106.79 |
| 20 | Peggy Doyle | \$ 576.00 |
| 21 | Asbury Park Press | \$ 140.75 |
| 22 | CIT | \$ 99.00 |
| 23 | NJ American Water | \$ 2,615.80 |
| 24 | Lab Corp | \$ 459.28 |
| 25 | Micromedia Publications Inc | \$ 78.80 |
| 26 | | |
| Total | | \$ 16,806.17 |

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

Stalling - Yes

Acampora - Yes

The motion passed 3 – 0.

COMMUNICATIONS

Sent

None

Received

NJ DMV registration for Chief's car - Excursion

US Census Bureau

NJ Department of Labor - correspondence

Jersey Coast Fire – bottle destruction list

FCC License Renewal notice

COMMITTEES

Executive Board: The Executive Board met on 1/28/16 and discussed the following outstanding items: purchase of gear, fleet maintenance, and annual physicals. A deadline of 2/10/16 was established by Chief Robert Lewis for all companies to send their maintenance requests to him. As of this meeting only 19-5 and 19-4 had submitted their equipment and maintenance list to him. Chairman Scarlato and Commissioner Bommer attended this meeting.

Chief's Report: Chief Eadicicco stated the computer for the line officers has been delivered and installed in the new office. The NIFRS reporting system has also been installed on the computer and is synced with the computer in the radio room. The laptop computers for vehicle 486 & 467 will be installed on 2/12/16. At the present time there is an issue with the laptop in 466, which seems to be losing internet connection. FIT testing is currently underway for 2016. The FIT testing program needs to be loaded on the new computer in the officer's room. The FIT testing equipment needs calibration, as it needs to be done annually and has not been performed in the past 2 – 3 years. The cost of the service is approximately \$695 and the machine must be sent out in order to be completed.

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CPR and Defibulator training was performed in January 2016. The First Responder has been moved to April 2016.

The Chief met with a representative of the DCA at the fire house and the representative stated that we can apply to have the fire house approved on the states approved training center. The chief obtaining the application and a copy of the resolution that the board would need to pass. He will work on this once the additional training equipment (i.e. computer and SMART board) have been installed.

There is a NJ Emergency Preparedness training seminar in Atlantic City on May 2 – 5, 2016. The cost to attend is \$90 per person, if registered prior to 2/28/16, \$135 per person after 2/28/16. Chairman Scarlato noted that the commissioners were also looking at attending the same seminar. The Chief stated that he is looking to have 2 line officers attend this year and 2 attend next year. The Commissioners are will also look at the same rotation – 2 to attend in 2016 and alternate every year. A motion was made by Commissioner Stalling and seconded by Commissioner Acampora, for 2 (two) line officers and 2 (two) commissioners to attend the NJ Emergency Preparedness seminar in Atlantic City, NJ on May 2 -5, 2016, at a cost of \$90 per person (\$360 total), to be paid for via voucher. Motion passed unanimously by the board.

Chief stated that he is currently working on information for the new command vehicle and he should have it ready for submission for the March 2016 meeting. Hose testing is currently scheduled for 3/21/16, weather permitting and the SCBA Fit and Flow testing will be completed on 3/7 and 3/8/16. There will be a Solar Panel Awareness class at the Monmouth County Fire Academy on Sunday (3/28/16) from 8am-4pm. The cost is \$350 per department in order to attend.

Chief Engineer: Chief Eadicicco stated that Engine 480 is currently at First Priority having punch list items addressed. The engine should be back at the house by 2/19/16. Commissioner Stalling stated that we need to look at hose colors and make sure they are in the same pre-connect spot that is listed on the pump panel. (i.e. – the orange hose should not be in the slot in which the lever on the pump panel states yellow output).

Purchaser: A motion was made by Commissioner Stalling and seconded by Commissioner Acampora, to purchase computer ink for the officer's computer. Motion passed unanimously by the Board.

NEW TRUCK: As noted in the Chief Engineers report

OLD BUSINESS: Chairman Scarlato noted that there has been 100% compliance for fire fighter physicals as of this meeting. He thanked the line officers for assisting the board with completing this task. There is currently no update on the storage room for the turnout gear. Chairman Scarlato stated that we are currently holding off on moving forward with the Medical Director position. We do not have sufficient information to proceed forward and our attorney has not received an updated contract from the Medical Director applying for the position.

The Chairman stated that our attorney has reviewed the information from Access Health System and he has approved with us moving forward and having them perform the annual fire fighter physicals. The board has approved to move forward with this company. Chairman Scarlato asked that Clerk Acampora send a letter to the fire company and Chief Eadicicco stating that the annual physicals for 2016 will be performed by Access Health Systems and the date and time will be known to all fire fighters.

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NEW BUSINESS:

A motion was made by Commissioner Stalling and seconded by Commissioner Acampora to pass Resolution #02092016-4: Authorization of Certain Medical Services

Roll call vote was taken with the following results:

Scarlato – yes

Stalling – yes

Acampora – yes

Resolution passes with 3- yes and zero (0) – no.

Clerk Acampora stated that a list of qualifying LOSAP recipients has been placed in the display case in the hallway for review by all fire fighters. If anyone would like to appeal their qualifications, they have 30 days to do so in writing. Payment will be made to VALIC/AIG by 3/31/16. The maximum payment allowed for 2015 is \$1,669.

Chairman Scarlato stated that the board is in the process of updating our policies. The following policies were given to the Chief for his review:

- Health and Safety
- Health Information
- Personal Protective Equipment
- Respiratory Protection
- Blood Borne Pathogens
- Emergency Apparatus and Vehicle

The Chairman has asked that they line officers review the policy and have their comments for the March 2016 meeting.

GOOD AND WELFARE: None

JOINT PURCHASING COMMITTEE: None

APPLICATIONS/TERMINATIONS: None

PAYROLL: None

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

| | |
|--------------------------|-------------------|
| OPENING BALANCE | \$ 43,788.59 |
| INTEREST | \$ 4.05 |
| TRANSFER | \$ 10,000.00 |
| Voided Check #13109 | \$ 9,720.00 |
| Voided Checks | <u>\$ 150.00</u> |
| SUB-TOTAL | \$ 63,662.64 |
| NJ-PERS TEPS Payment | - 0.00 |
| Bills Paid | -\$15,903.17 |
| Additional invoices | <u>-\$ 903.00</u> |
| CLOSING BALANCE | \$46,856.47 |

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He also reported the following balances for the Savings Account:

| | |
|----------------------|---|
| OPENING BALANCE | \$1,475,133.97 (balance corrected from \$1,495,133.97) |
| DEPOSITS | |
| INTEREST | + 223.04 |
| | |
| SUB-TOTAL | \$1,475,357.01 |
| TRANSFER TO PAYROLL | - |
| TRANSFER TO CHECKING | - 10,000.00 |
| CLOSING BALANCE | \$1,465,357.01 |

He also reported the following balances for the Payroll Account:

| | |
|-----------------|--------------|
| OPENING BALANCE | \$ 11,013.94 |
| TRANSFER | \$ |
| INTEREST | + \$ 1.73 |
| SUB-TOTAL | \$ 11,015.67 |
| | |
| PAYROLL FEES | -\$ 271.63 |
| CREDIT | +\$ 36.94 |
| PAYROLL PAID | -\$ |
| TRASFER | + |
| CLOSING BALANCE | \$10,780.98 |

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

PUBLIC COMMENT: There six (6) 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 Stalling and seconded by Commissioner Acamapora. The motion passed unanimously by the Board.

The meeting closed at 21:37 hours.

Respectfully Submitted:



Michael L. Acampora
Clerk of the Board