

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 October 3, 2016

Chairman Gregory Scarlato called the meeting to order at 19:00 hours followed by the Pledge of Allegiance.

Chairman 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 know 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, Bommer, Stalling, Bailey, and Acampora all in attendance.

It was recorded that there were five (5) members of the public in attendance, including our accountant – Barry Osborn.

It was noted that the meeting will review 2016 budget and recommendations will be made for the 2017 budget.

Barry Osborn stated that since we have not received the CNC3 tax form yet from the town, we do not know what the tax rate will be and we do not know if there will be any change to the ratables in town. Barry reviewed the figures from the actual 2015 budget that were filed with the state, the projected figures for the 2016 budget, and what the actual expenses were year to date for 2016. Mr. Osborn stated that there are no major areas of concern for the 2017 budget. All line items for 2016 appear to be within the proposed 2016 budget figures.

Chief Eadicicco presented a very thorough outline of his proposed 2017 budget (see attached budget proposal).

THE BOARD OF FIRE COMMISSIONERS

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A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to accept the proposed 2017 Chief's budget as presented by Chief Eadicicco. The motion passed unanimously by the Board.

The proposed 2017 budget is attached and will be submitted to the Mr. Osborn for review. The budget will be reviewed and discussed at the November Workshop meeting on 11/7/16.

Public Comment: There were five (5) members of the public present and there were no public comments offered.

Adjournment: This concluded the business for the workshop, so a motion to adjourn was made by Commissioner Bommer and seconded by Commissioner Bailey. Motion passed unanimously by the board.

The meeting was closed at 20:45 hours.

Respectfully submitted:



Michael L. Acampora
Clerk
The Board of Fire Commissioners
District No. 4 - Ramtown

HOWELL FIRE DISTRICT NO. 4
2016 BUDGET WORKSHEET

	<u>2015</u>	<u>2016</u>	2017
OPERATING APPROPRIATIONS			
ADVERTISING	2,000	2,000 ✓	
COMMISSIONER COMP.	56,000	56,000 ✓	
ELECTIONS	2,000	3,500 ✓	
FIRE HYDRANT RENT	75,000	80,000 ✓	
INSURANCE	85,000	85,000 ✓	115,000
MAINTENANCE & REPAIRS	80,000	80,000 ✓	
MATERIALS & SUPPLIES	113,804	114,000 ✓	125,000
ADMINISTRATIVE	7,000	10,000 ✓	
PAYROLL TAX	17,000	17,000 ✓	
PROFESSIONAL SERVICES	25,000	30,000 ✓	40,000
REIMBURSEMENT FOR EXPENSES & LOSSES	27,000	27,000 ✓	
RENTAL CHARGE	44,000	71,500 ✓	
TRAINING & EDUCATION	22,500	22,500 ✓	
UTILITIES	33,000	33,000 ✓	
LENGTH OF SERVICE AWARDS	67,000	67,000 ✓	
TOTAL	<u>656,304</u>	<u>698,500</u>	
CAPITAL APPROPRIATION	<u>265,000</u>	<u>270,000</u>	200,000
TOTAL APPROPRIATIONS	921,304	968,500	
LESS, MISCELLANEOUS REVENUES AND FUND BALANCES	<u>140,774</u>	<u>172,347</u>	
AMOUNT TO BE RAISED BY TAXATION	<u><u>780,530</u></u>	<u><u>796,153</u></u>	

11/7/16 - Next Meeting To Discuss Budget

Operating Budget - 2017

	2014	2015	2016	2017
vertising	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Commissioner Compensation	\$56,000.00	\$56,000.00	\$56,000.00	\$56,000.00
Election	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
Fire Hydrant Rental	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00
Insurance	\$82,000.00	\$85,000.00	\$85,000.00	\$115,000.00
Maintenance & Repairs	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
Materials and Supplies	\$105,500.00	\$113,804.00	\$114,000.00	\$125,000.00
Administrative	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00
Payroll Tax	\$13,100.00	\$17,000.00	\$17,000.00	\$17,000.00
Professional Services	\$25,000.00	\$25,000.00	\$30,000.00	\$40,000.00
Reimbursement for Expenses & Losses	\$27,000.00	\$27,000.00	\$27,000.00	\$27,000.00
Rental Expense	\$44,000.00	\$44,000.00	\$71,500.00	\$71,500.00
Training and Education	\$19,500.00	\$22,500.00	\$22,500.00	\$22,500.00
Utilities	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00
Length of Service Awards	\$67,000.00	\$67,000.00	\$67,000.00	\$67,000.00
Total Operating Expenses	\$640,114.00	\$656,304.00	\$698,500.00	\$751,517.00

BOARD OF FIRE COMMISSIONERS
DISTRICT NO. 4
TOWNSHIP OF HOWELL
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
YEAR ENDED DECEMBER 31, 2015

	<u>Budgeted</u> <u>Original</u>	<u>Amounts</u> <u>Final</u>	Actual (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues				
Sale of Vehicle	-	-	9,897	9,897
Amount raised by taxation	780,530	780,530	780,530	-
Interest income	3,000	3,000	3,012	12
Fund balance utilized	<u>137,774</u>	<u>137,774</u>	<u>137,774</u>	<u>-</u>
Total revenues	<u>921,304</u>	<u>921,304</u>	<u>931,213</u>	<u>9,909</u>
Expenditures				
Advertising	2,000	2,000	1,394	606
Capital appropriations	265,000	265,000	265,000	-
Elections	2,000	2,000	567	1,433
Fringe benefits	17,000	17,000	6,773	10,227
Hydrant rent	75,000	75,000	61,677	13,323
Insurance	85,000	115,000	114,788	212
LOSAP	67,000	67,000	61,753	5,247
Maintenance and repairs	80,000	80,000	51,708	28,292
Materials and supplies	113,804	67,804	54,786	13,018
Office expenses	7,000	12,000	10,958	1,042
Professional services	25,000	36,000	35,324	676
Reimbursement for losses and expenses	27,000	27,000	15,860	11,140
Rental charges	44,000	44,000	43,667	333
Salary – Commissioners	56,000	56,000	48,300	7,700
Training and education	22,500	22,500	11,745	10,755
Utilities	<u>33,000</u>	<u>33,000</u>	<u>18,548</u>	<u>14,452</u>
Total expenditures	<u>921,304</u>	<u>921,304</u>	<u>802,848</u>	<u>118,456</u>
Excess of Revenues Over Expenditures	-	-	<u>\$128,365</u>	<u>\$128,365</u>

The accompanying notes are an integral part
of these financial statements

Operating Budget - 2017

	2014	2015	2016	2017
Advertising	\$2,000.00	\$2,000.00	\$2,000.00	2,000
Commissioner Compensation	\$56,000.00	\$56,000.00	\$56,000.00	56,000
Election	\$2,000.00	\$2,000.00	\$3,500.00	3,500
Fire Hydrant Rental	\$75,000.00	\$75,000.00	\$80,000.00	80,000
Insurance	\$82,000.00	\$85,000.00	\$85,000.00	115,000
Maintenance & Repairs	\$80,000.00	\$80,000.00	\$80,000.00	80,000
Materials and Supplies	\$105,500.00	\$113,804.00	\$114,000.00	125,000
Office Expense	\$7,000.00	\$7,000.00	^{19,000} \$1,000.00	10,000
Payroll Tax	\$13,100.00	\$15,667.00	\$15,611.00	17,000
Professional Services	\$25,000.00	\$25,000.00	\$30,000.00	40,000
Reimbursement for Expenses & Losses	\$27,000.00	\$27,000.00	\$27,000.00	27,000
Rental Expense	\$44,000.00	\$44,000.00	\$71,500.00	71,500
Training and Education	\$19,500.00	\$22,500.00	\$22,500.00	22,500
Utilities	\$33,000.00	\$33,000.00	\$33,000.00	33,000
Length of Service Awards	\$67,000.00	\$67,000.00	\$67,000.00	67,000
Total Operating Expenses	\$640,114.00	\$654,971.00	\$688,111.00 697,111	749,500

**Howell Twp Fire District 4
2017 Equipment and Maintenance
Budget Proposal
Presented by
Ramtown Fire Co. Officers**

TOOLS & EQUIPMENT :

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>1</u>	Various FF Equipment Knives-Helmet Bands- Door Chocks, Spanner Wrenches, Flashlights. Tools ETC.		\$5,000 3,000	Replace or issued FF equipment	\$3,000	
<u>2</u>	K-2 Thermal Camera Kit	4	\$1,200		\$4,800	
<u>3</u>	Building material to build props		\$2,000		\$2,000	
<u>4</u>	Upgrade Red Alert Program Modules (NIFRS)			Various upgrades to improve operations and record keeping.	7,000	
<u>5</u>	Panasonic Toughbook CF-20 for 475	1	6,000	Computer from 467 moved to 475, CF-20 for 4-67	6,000	
<u>6</u>	32 inch TV Monitor for radio room.	1	300	Truck Bay Bulletin Board System	300	
<u>7</u>	Sterling F4 SafeTech Escape System	10	229.00	Outfit members who don't have them	2,290	

PROPOSED COSTS :\$25,390

APPROVED COSTS:

FIREMATIC Supplies :

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>8</u>	Class A Foam	5 gal	100	Replacement as needed (15 pails)	1,500	
<u>9</u>	Class B Foam	5 gal	130	Replace as needed (5)	650	
<u>10</u>						

PROPOSED COSTS :\$2,150 ✓
 APPROVED COSTS:

Misc.

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>11</u>	Radio Room Rehab			Remodel radio room take down walls sheetrock paint, install new work station including base radio	18,000	

PROPOSED COSTS : \$18,000 ?
 APPROVED COSTS:

Personal Protective Equipment :

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>12</u>	SCBA Masks AV3000	5	280	Replace as needed	1,400	
<u>13</u>	SCBA Bags	5	<u>22</u>	Replace as needed	110	
<u>14</u>	Gloves FF	10	80	Replace as needed	800	
<u>15</u>	Nomex FF Hood	15	35	Purchase as needed	525	
<u>16</u>	Voice Commander Amplifier for Scott	10	400	Replace or issue as needed	4,000	

PROPOSED COSTS :\$6,835 ✓

APPROVED COSTS:

EMS Supplies & Equipment

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>17</u>	SUPPLIES			Yearly Consumables/replacements	3,500	
<u>18</u>	Single bottle O2 bottle cascade fill	1	8,000 ?		8,000	

PROPOSED COSTS : \$11,500 ✓

APPROVED COSTS:

Gear & Uniforms

ITEM M#	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>19</u>	TURNOUT GEAR	5	2500	Turnouts, Pants Jacket accessories.	12,500	
<u>20</u>	UNIFORMS	3	500	Class A	1,500	
<u>21</u>	STRUCTURAL FF BOOTS	5	300	Replace as needed	1,500	
<u>22</u>	5.11 Men's Station Shirt with embroidered	50	42.49		2,625	
<u>23</u>	5.11 Station Shorts	50	40.79		2,800	
<u>24</u>	5.11 Station Pants	50	49.95		2,500	

PROPOSED COSTS : \$23,425 ✓

APPROVED COSTS:

Communications Equipment

ITEM #	ITEM	QTY	COSTS	COMMENTS	TOTAL	Y/N
<u>25</u>	Various radio equipment.	2		Replace radio equipment as needed, Portables, Antennas, Base Charges.	14,000	
<u>26</u>	Reserve for Fire Bureau				5,000	
<u>27</u>	E-Dispatch/		1,600	Yearly contract	1,600	
<u>28</u>	Alpine Software Service contract		4,000		4,000	

PROPOSED COSTS : \$24,600 ✓

APPROVED COSTS:

2017 Budget- Officers Proposal

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	5,000 ✓	Annual aerial ladder certification by Underwriters Laboratories Staff for testing \$600
<u>Pump Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
<u>Ground Ladders</u>		3,500 ✓	

2017 Budget- Officers Proposal

<u>Hose Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
See prior spreadsheets for total hose inventories		2,255 ✓	Hose testing By Fail Safe Annual contract price good for three years.

<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		1700 ✓	PE-OSH and NIOSH Compliant testing
SCBA Bottle Hydra Test 8 due 2016			

<u>Gas Meter Cartridge/Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments
Annual chemical cartridge unit replacement for existing multi-gas meter \$150 per		\$1,500 ✓	Complete annual sensor replacement and service

<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
		\$ 1000	

2017 Budget- Officers Proposal

Fleet Maintenance		
Description	Cost	Comments
Batteries	500	SCBA & Lights

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

Estimated Fleet Fuel Cost		
Description	Cost	Comments
Fuel for all apparatus	10,000	

PROPOSED COSTS : \$11,600 + 1,500 (previous page)=\$13,100

APPROVED COSTS:

2017 Budget- Officers Proposal

Apparatus Maintenance Improvements			
	Apparatus	Cost	Comments
<u>Pump Testing</u>			
Unit Cost	Amount to be Tested	Cost	Comments

PROPOSED COST

Total Budget for Materials and Supplies **\$125,000**



Estimate

Date	Estimate #
9/23/2016	EST14696

All Hands Fire Equipment

PO Box 1245
 Wall NJ 07719
 Tel:(732) 502 8060
 Fax:(732) 502 8064
 www.allhandsfire.com

Bill To
HOWELL FIRE DISTRICT #4 Board of Fire Commissioners Accounts Payable 88 Ramtown-Greenville Road Howell NJ 07731

Ship To
Attn: James Eadicicco Howell Fire District #4 35 Conifer St Howell NJ 07731

****We will try to match or beat any price****

Expires	Sales Rep	Ship Via
10/23/2016	Colarusso, Donald M	Shipping & Handling

Item Name	Qty.	Description	Options	Rate	Amount
SR-F4ST-Without Bag-GT	1	Sterling F4 SafeTech Escape System - No Bag, Lightning GT Hook LIST PRICE: \$338.00	Bag: Without Bag Hook: Lightning GT Hook	229.00	229.00
				Subtotal	229.00
				Shipping Cost (Shipping & Handling)	0.00
				Total	\$229.00

****Please review your Estimate in great detail to ensure all items, qty., spec, etc. are correct. Please inform us asap if there is an error.****



EST14696



Estimate

Date	Estimate #
9/26/2016	EST14712

All Hands Fire Equipment

PO Box 1245
 Wall NJ 07719
 Tel: (732) 502 8060
 Fax: (732) 502 8064
 www.allhandsfire.com

Bill To
HOWELL FIRE DISTRICT #4 Board of Fire Commissioners Accounts Payable 88 Ramtown-Greenville Road Howell NJ 07731

Ship To
Attn: James Eadicicco Howell Fire District #4 35 Conifer St Howell NJ 07731

****We will try to match or beat any price****

Expires	Sales Rep	Ship Via
4/30/2017	Baviello, Sandra	Shipping & Handling

Item Name	Qty.	Description	Options	Rate	Amount
511-46124-Large	50	5.11 MENS STATION SHIRT CLASS B S/S	Size: Large	42.49	2,124.50
		***CUSTOMER TO CONFIRM SIZE(S). PRICE INCREASE FOR XXXL			
EMB-NAME	50	EMBROIDERED NAME / PERSONALIZATION 1/2" Block Letters, Caps		5.99	299.50
		SIDE: ***CUSTOMER TO CONFIRM			
		COLOR: ***CUSTOMER TO CONFIRM			
SOP	50	SEW ON PATCH PATCH TO BE PROVIDED BY CUSTOMER		4.00	200.00
		***CUSTOMER TO CONFIRM SIDE			
511-73285-FireNavy-36	50	5.11 TACTICAL SHORT - COTTON	Color: Fire Navy Waist Size: 36	40.79	2,039.50
		***CUSTOMER TO CONFIRM SIZES			
EMB-CUSTOM-EMBROIDERY	50	CUSTOM EMBROIDERY Charged by stitch count in most instances		15.00	750.00
		***ADDITIONAL CHARGES MAY APPLY DEPENDING ON DESIGN			
			Subtotal		5,413.50
			Shipping Cost (Shipping & Handling)		31.99
			Total		\$5,445.49

****Please review your Estimate in great detail to ensure all items, qty., spec, etc. are correct. Please inform us asap if there is an error.****



EST14712

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Questions?
How can I help?



Live Chat by LivePerson

TESTIMONIALS

“Just wanted to send you a quick note to say thanks for the recommendations on the hoods and gloves. They were exactly as described and worked better...”

FF Pete Sykes
Irvington Fire Department (NJ)

[> More Testimonials](#)

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- Trusted Brand Names
- No Hassle Return Policy
- About Us & Testimonials



5.11 Fire Navy Company Firefighter Station Pant

\$49.99

Item Code: 511-74398



* Waist Size

* Pant Length

Quantity

[\[+\] Write your own review](#)

Detail Description

5.11 Fire Navy Company Pant

- Comfortable, durable, affordable
- Permanent creases
- Self-adjusting tunnel waistband
- Fade, shrink, and wrinkle resistant
- 100% Cotton Twill
- Reinforced belt loops
- Full gusseted crotch

Our classic Company Pant offers superior durability and lasting comfort at an affordable price. Built from 100% cotton twill for breathability and resilience, the Company Pant features a fade, shrink, and wrinkle resistant fabric treatment for a professional appearance in and out of the station. A self-adjusting tunnel waistband an full gusseted crotch give you the ability to move freely, and reinforced belt loops provide plenty of support for mission critical gear.

Reviews

Related Items



5.11 Taclite Pro Pants - Unhemmed



5.11 Tactical Pants



5.11 TDU Pant - Twill



5.11 Taclite Women's TDU Pant



5.11 1 1/2" Plain Leather Belt



1st Choice Safety Equipment

1262 Concord Dr., Brick, NJ 08724

Phone: 908-910-2732

Email: DSanchez931@gmail.com

Quote

To: Asst. Chief Jamey Pallitto Ramtown Fire Company (Howell Fire District #4) 88 Ramtown-Greenville Rd. Howell, N.J. 07731 Phone 732-202-8379		Ship To: Asst. Chief Jamey Pallitto Ramtown Fire Company (Howell Fire District #4) 88 Ramtown-Greenville Rd. Howell, N.J. 07731 Phone 732-202-8379	
Salesperson	Date	Terms	Quote
1	9/22/2016		201600153

Item	Item Description	Price per unit	Quantity	Total per item
73701-0101	K-2 Thermal Camera Kit	\$1,200.00	6	\$7,200.00
			Sub Total	\$7,200.00
			Tax(7%)	\$0.00
			Shipping	\$0.00
			Total	\$ 7,200.00



Alpine Software Corporation T: (585) 264-9080 F: (585) 264-9844 PO Box 281, Pittsford, NY 14534

Attention: Jim Eadicicco
Ramtown-Howell Fire Company #2
88 Ramtown-Greenville Road
Howell, NJ 07731

Proposal: RMTN-459
RedNMX Attendance Kiosk System for Key FOBs

Date: 09/30/2016

PO Number:

A. Modules

Modules Discounted

Quantity	Description	List	Cost
1	Key FOB: Kiosk Application -Utilizes a touch screen monitor for enhanced incident and attendance logging. -Specifically designed for use with integrated touch screen finger reader kiosk device. - Utilizes key fob readers for automatic call attendance. - Allows member to select event, apparatus, and position or task. - Custom configuration to Department specific parameters. -Accommodates multiple calls. -Hardware sold separately from module.	2,995.00	2,995.00
Totals:		2,995.00	2,995.00
Module Total:			2,995.00

B1 - Hardware

Quantity	Description	Cost
1	Attendance Kiosk and Key FOB Reader - 15" Touchcomputer with Windows 10 - Intergrated PC & Touch Screen - Remote Support Access System - Standard Desk Mount - 1 key fob reader device per kiosk included. - Mounting for key fob reader included. *** Requires Power and LAN Connection *** *** Unit can have Wireless Builtin for an additional cost ***	\$1,550
Hardware Total:		1,550.00

B3 - Installation and Customization

Length	Description	Cost
2.00	Kiosk Software Installation Install software on kiosk and server.	\$240.00
8.00	Kiosk Customization Custom attendance workflow to meet department's specifications.	\$960.00
Installation Totals:		1,200.00

C. Training

Training Total: 120.00

1 hour of training and consulting provided remotely via standard support connection.

I. Terms and Comments

LogMeln, Remote Desktop or similar connection software and internet access are required for system installation and support. Remote software and installation are not included with this proposal. Please call Alpine for additional information if necessary.

Additional modules, hardware, software, customization , custom reports, configuration services, training,

network licensing, data conversion and other services will be quoted separately upon request by the department.

It is the Department's responsibility to mount the Attendance Kiosk in the Fire Station and supply Power and Network connectivity to them. Hardware specifications may change based on product availability.

Additional modules will be calculated into annual support.

Proposal valid for 90 days.

J. Cost Summary

A - Modules	2,995.00
B1 - Hardware	1,550.00
B3 - Installation and Customization	1,200.00
C - System Training	120.00
Total:	5,865.00