

THE BOARD OF FIRE COMMISSIONERS

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

Regular Meeting July 14, 2020

Chairman Gregory Scarlato called the meeting to order at 20:00 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 December 18, 2019
- Published in the Howell Times on December 21, 2019
- Filed written notice with the Township Clerk on December 16, 2019
- 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 noted that there were four (4) members of the public in attendance.

Administering the Oath of Office: None

A motion to forgo the reading of the June 9, 2020 and approve the minutes as they have been posted to the Board's website, was made by Commissioner Bommer and seconded by Commissioner Stalling. The motion passed unanimously by the Board.

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PAYMENT OF BILLS: Commissioner Bailey presented the following bills for payment for the month of July 2020:

Bills	Amount
Greg Scarlato	\$ 232.10
Salvatore Scarlato	\$ 239.59
csm	\$ 356.00
netlink web service	\$ 199.00
alpine software	\$ 480.00
defender	\$ 1,095.38
Taylor oil	\$ 268.86
liberty mutual	\$ 2,070.07
ul LLC	\$ 4,095.75
van wickle auto	\$ 147.96
optimum	\$ 169.57
cit	\$ 96.75
batteries plus bulbs	\$ 92.85
esi	\$ 2,226.00
Verizon	\$ 304.08
1st choice safety equipment	\$ 1,015.50
Totals	\$ 13,089.46

A motion was made by Commissioner Stalling and seconded by Clerk Acampora to pay the bills for July 2020. A roll call vote was taken with the following results:

Scarlato – Yes, present on own bills

Bommer – Yes

Stalling – Yes

Bailey – Yes

Acampora – Yes

The motion passed unanimously 5-0.

COMMUNICATIONS

Received

VFIS insurance claim for damaged light pole due to tree falling on it during recent storm

Apparatus quote from Fire and Safety Services

Joint Board meeting minutes from 7/9/2020 meeting

Fire Bureau reports

Medical letter for Josh D'Arcy for return to work date 7/6/2020

Meridian Health free anti-body test for First Responders

Liberty Mutual Audit results

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Sendzik & Sendzik – Notice to Bidders

Local Finance Board information for purchasing through co-ops
Amboy National – annual letter pertaining to GUDPA

Sent

None

COMMITTEES

Joint Board Meeting

Meeting held 7/9/2020 at 19-2 in which all districts approved to move forward with starting process for upgrading the radio system. A representative from each district will now comprise a committee that will beginning meeting with town and the state to discuss how we can proceed forward with their assistance.

Chief's Report

All monthly reports were turned in for review the Board

Chief Engineer

All items that were noted as a result of the UL testing will be addressed and cured by Defender Emergency Services.

Tanker 495 – Air pig tail to be fixed

Utility 487 – Battery had to be replaced (\$191). It is recommended that a “cut-off” switch be installed to turn the battery off when the vehicle is parked in the bays so the battery does not continue to drain. The vehicle also needs four (4) new tires.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to install the “cut-off” switch, install four (4) new tires, and fix the front seat in Utility 487. Motion passed unanimously by the Board.

Purchaser:

New Gear – spec will be going out to bid on 7/14/2020.

New Fit testing machine – All Hands Fire Equipment - \$12,500

Witmer - \$9,500

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to purchase a new Fit Testing machine from Witmer for a maximum price of \$9,500.00. Motion passed unanimously by the Board.

The part for 19-1s fit testing machine has been ordered and should be received soon.
The Motorola batteries for the 1250 portable radios have been ordered.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to purchase the following equipment:

- FAST Board and training demo - \$2,625

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- Four (4) fire shelters for Brush 494 @ \$00 each – Total \$1,600
- Two (2) Indian tanks for Brush 494 @ \$170 each – Total \$340
- Four (4) gear bags @ \$60 each – Total \$240
- Six (6) BLS Back Packs @ \$219 each – Total \$1,314
- Three (3) Min Pro Bar hooks @ \$110 each – Total \$330

The motion passed unanimously by the Board.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to purchase a UPS battery backup for the computers at a cost not to exceed \$400. Motion passed unanimously by the Board.

TRUCK COMMITTEE:

Progress

OLD BUSINESS:

Fire company physicals will be held at the fire house on 9/26/2020 from 9am – 12 noon.

NEW BUSINESS:

Solicitor Jay Sendzik was in attendance at this meeting.

He stated that the gear spec went out to bid today and will be due back by 7/23/2020 at 5pm.

He has already received requests for packages from Witmer, Continental, and a 3rd vendor.

A motion was made by Commissioner Bommer and seconded by Commissioner Bailey to have Chairman Scarlato approve the purchase of the gear after the bid opening on 7/23/2020 and award it to the lowest bidder. The motion passed unanimously by the Board.

Solicitor Sendzik also discussed the new truck to be purchased through Pierce via Sourcewell co-op. He stated we have to provide Pierce with our Sourcewell number and complete the full spec. We should request a full price specific bid via Pierce. We should look for comparable vehicles to determine if our price is in line with other comparable vehicles. We will need to advertise to use Sourcewell as a vendor.

The Board is seeking to change accountants for year 2021. Mr. Sendzik is recommending Steve Burns, from Koerner and Koerner. We should use Robert Elliott to prepare the 2021 budget in October. Solicitor Sendzik will speak with Barry Osborn about the Boards termination with him after 2020.

Mr. Sendzik recommended hiring a Qualified Purchasing Agent in 2021, which allow the Board to purchase items up to \$46,000 without having to go out to bid. We will contact a QPA and have him/her attend our August meeting.

We discussed the price of the upcoming radio upgrade and Mr. Sendzik suggested that we put \$400,000 - \$450,000 as a lien item figure into our 2021 budget.

GOOD AND WELFARE: None

JOINT PURCHASING COMMITTEE: None

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APPLICATIONS/TERMINATIONS: None

PAYROLL: None

TREASURER'S REPORT: Commissioner Stalling reported the following balances for the Board's account activity for the month of July 2020:

Operating Account

Opening Balance	\$39,211.61
Interest	\$5.57
Canceled Checks	
Transfers	\$10,000.00
	<u>\$49,217.18</u>

NJ PERS TEPS	
Bills Paid	\$13,089.46
Bills Paid	
Bills (Radio Consulting)	
Service Charge	
Ending Balance	<u>\$36,127.72</u>

Savings Account

Opening balance	\$2,223,487.47
Deposit	\$199,705.28
Interest	\$699.18
	<u>\$2,423,891.93</u>

Transfers	\$10,000.00
Ending Balance	<u>\$2,413,891.93</u>

Payroll Account

Opening Balance	\$22,694.84
Interest	\$2.46
Transfer	
ADP	
	<u>\$22,697.30</u>

	\$22,697.30
Payroll	\$9,365.86
Fees	\$132.93
Fees - taxes	<u>\$4,697.96</u>
Ending Balance	\$8,500.55

The Treasurer's report was accepted on a motion by Commissioner Acampora and seconded by Commissioner Bommer and passed unanimously by the Board.

PUBLIC COMMENT: There were four (4) members of the public in attendance at the end of the meeting.

EXECUTIVE SESSION: None

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

The meeting closed at 21:47 hours.

Respectfully submitted:



Michael L. Acampora
Clerk