

Regular Meeting, September 10, 2013

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

Chairman Equils then read the Opening Statement, noting this meeting was advertised on Sunday, December 30, 2012 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 Eadicicco, Equils, Kelly, Scarlato and Stalling being present. It was recorded that six (6) firefighters were present at the start of the meeting. It is also recorded that there were zero (0) members of the public present at the start of the meeting.

The Clerk reported that the minutes of the Regular Workshop Meeting of August 12 were posted. The Clerk then read the minutes of the Regular Meeting of August 13. A motion to approve both was made by Commissioners Stalling and Scarlato, and passed by the board.

PAYMENT OF BILLS Purchaser Eadicicco presented the following bills:

| | |
|--------------------------------------|--------------------|
| Motorola | \$384.00 |
| The Photo Center | 64.97 |
| Verizon Wireless | 48.84 |
| LabCorp | 264.60 |
| Barry J. Osborn | 5,075.00 |
| Postmaster – Eatontown | 46.00 |
| James Eadicicco | 25.59 |
| New Jersey Turnpike Authority | 2.00 |
| Bound Tree Medical | 480.79 |
| Battery Zone | 329.55 |
| Skylands Area Fire Equipment | 4,714.82 |
| New Jersey Division of Pensions | 180.66 |
| Firefighters Equipment Company | 11,642.40 |
| New Jersey American Water Company | 2,528.80 |
| Brick Municipal Utilities Authority | 7,781.40 |
| Firefighters Equipment Company | 893.25 |
| ERS Fleet Repair | 117.50 |
| MV8-Foxfire | 764.80 |
| Blue Trap Financial | 72.28 |
| Fire & Safety Services, Ltd. | 45.37 |
| Point Bay fuel Company | 1,698.73 |
| Advanced Automotive & Diesel Service | 412.30 |
| BWP Carquest Auto Parts | 44.10 |
| Van Wickle – NAPA Auto Parts | 40.62 |
| Y-Pers | 98.68 |
| NetLink Web Services, LLC | 199.00 |
| VFIS | 6,278.34 |
| Bricktown Medical Group, PA | + 75.00 |
| TOTAL BILLS | \$44,309.39 |

The bills were paid on a motion by Commissioners Stalling and Scarlato, and passed by the board.

COMMUNICATIONS The following correspondence was sent:

| | |
|--------------------------------|-----------------------------------|
| VFIS of New Jersey | Notice of 3 Blood Borne Exposures |
| Liberty Mutual Insurance Group | Notice of 3 Blood Borne Exposures |

The following correspondence was received:

| | |
|--------------------------------|--|
| Howell Fire Bureau | Minutes of Joint Board Meeting – June 6 |
| CIT Technical Fin Svcs | Past Due Notice - Copier Lease |
| ERS Fleet Repair | Notice – new Contact Phone Number |
| Joseph Gilsean | Medical Examination Form |
| Glatfelter/AIG Insurance | Insurance Premium Notice & Insured Roster |
| Amboy Bank | 3 Account Statements |
| Barry J. Osborn, CPA | 2011/2012 Year Audit Report |
| Holmes & McDowell, Inc. | Insurance Solicitation |
| Meridian/Ocean Medical Center | Notice - Past Due Invoice |
| Point Pleasant/Brick Radiology | Notice – Past Due Invoice |
| Liberty Mutual Insurance Group | 3 Acknowledgements – Blood Borne Incidents |
| Bricktown Medical Group, PA | Paperwork/Invoice – T. Smigelsky Exposure |
| Witmer Group | Past Due Invoice – Turn Out Boots |
| Bricktown Medical Group | Account Statement |
| Sendzik & Sendzik | Legal Advisor – HIPPA |
| Campbell Supply Company | Account Statement - Credit Due Balance |
| Lifesavers | Product Information – Defibrillators |
| Atlantic Detroit Diesel | Account Information Update |

COMMITTEES.....

Executive Board Chairman Equils reported on the meeting held July 25, attended by himself only. Vice Chairman Scarlato was absent to travel out of town.

He reminded all of the Valor Award presentation at town hall on Tuesday, 9/24 and the upcoming National Night Out.

On radio communications – Still waiting on resolution from insurance company on replacing the storm damaged radio tower.

He reported the proposal from 19-1 Commissioner Toby Roe, to formally reconstitute the Joint Board was being sent to various attorneys for review, discussion, and action by Joint Board members. He also reported on pricing from Commissioner Roe on joint purchasing of hose & other materials.

Next meeting to be on September 26.

Chief's Report Chief Bob Nichols submitted his Call, Percentage, Vehicle, and Chief Engineer's Reports. Vehicle report was also received from 1st Asst Chief Bailey.

Chief Nichols reported his vehicle was serviced today at Pine Belt Chevrolet. Cleaned clogged fuel injector, rotated tires, replaced rear brakes.

He reported Oak Glen Road is closed, but partially passable at times. Water is temporarily disconnected at former Weyerhaeuser Lumber facility, at railroad crossing.

Hydrant mapping is still ongoing, and the township drill is coming up. He also reported new helmets were received, will be distributed next Tuesday.

Chief Engineer Chief reviewed the Chief Engineer's Report with the board, noting annual services are due to start on all trucks, including Ladder 490, and the emergency generator, and the SCBA air compressor.

Purchaser Purchaser Eadicicco reported he will be ordering the power tools tomorrow, and he still needs to order the firefighter issued door chocks. He is still looking at the work bench for the bay area, probably will not purchase it in 2013. Now looking for something different for purchase in 2014.

Commissioner Scarlato brought up purchasing the Rear Vision Camera for Unit 486 and the Front Cab Front Brow Floodlight Assembly (each budgeted at \$2,100.00.)

Commissioners Kelly and Scarlato made a motion to confirm the exact price, or to move forward with the purchase, with a maximum expenditure of \$4, 200.00. The motion was passed unanimously by the board.

Following a request by Chief Nichols, Commissioners Kelly and Scarlato made a motion to purchase two (@) SCBA Masks, size to be determined. This motion was passed unanimously by the board.

Chief Nichols asked what the balance is from the \$105,500.00 budgeted in the Materials & Supplies Account and how much has been spent on motor fuels. Treasurer Stalling was unable to provide the figures tonight, but will have them for the October meeting.

Clerk Kelly suggested that Chief Nichols came to the October meeting with a prepared list of additional unbudgeted items he would like to see purchased, so the board can start to study his request, prior to the December meeting, which Chief Nichols agreed to do.

NEW TRUCK Chairman Equils reported the board opened two (2) proposals from vendors last night at the workshop. The proposals were from Pierce Manufacturing and KME Apparatus.

The board will meeting in public on Friday, October 4 to review the Perce Proposal. And again on Thursday, October 11, to review KME's. Both meetings will start at 19:00 hours, and will be advertised per the requirements of the Open Public Meetings Act.

OLD BUSINESS No old business was presented.

NEW BUSINESS Clerk Kelly reported Quarterly payroll totaling \$16,125.00 has been calculated. A motion to pay the payroll was made by Commissioners Scarlato and Eadicicco, and passed unanimously by the board.

Chairman Equils reminded firefighters present that the board will provide Hepatitis B Vaccinations for any member wanting them. But members were reminded to see the clerk first, before making an appointment at Bricktown Medical.

Also, as board develops its policy manual, the vaccination program will become a more formal part of the medical examination schedule.

GOOD AND WELFARE Nothing was reported.

JOINT PURCHASING COMMITTEE Nothing was presented.

APPLICATIONS/TERMINATIONS No applications were presented.

TREASURER'S REPORT Treasurer Stalling reported the following:

| | |
|-----------------|-------------|
| OPENING BALANCE | \$9,087.21 |
| INTEREST | 4.90 |
| TRANSFER | + 50,000.00 |
| SUB-TOTAL | \$59,092.11 |
| EXPENDITURES | - 44,309.39 |
| CLOSING BALANCE | \$14,782.72 |

He also reported the following balances for the Savings Account:

| | |
|----------------------|----------------|
| OPENING BALANCE | \$1,630,395.97 |
| INTEREST | + 238.53 |
| SUB-TOTAL | \$1,630,634.47 |
| TRANSFER TO PAYROLL | - 15,000.00 |
| TRANSFER TO CHECKING | - 50,000.00 |
| CLOSING BALANCE | \$1,565,634.47 |

He also reported the following balances for the Payroll Account:

| | |
|----------------------|-------------|
| OPENING BALANCE | \$10,689.60 |
| INTEREST | + 1.32 |
| TRANSFER | + 15,000.00 |
| SUB-TOTAL | \$25,690.92 |
| PAYROLL EXPENDITURES | - 0.00 |
| CLOSING BALANCE | \$25,690.92 |

The Treasurer's Report was accepted on a motion by Commissioners Eadicicco and Kelly, and passed unanimously by the Board.

PUBLIC COMMENT There were five (5) firefighters and there were zero (0) member of the public in attendance. Comments on agenda items were taken while the items were before the Board for action. No non-agenda comments were offered.

EXECUTIVE SESSION There was no Executive Session.

ADJOURNMENT This concluded the business before the Board so a motion to adjourn was made by Commissioner Scarlato and Stalling, and passed by the Board.

The meeting closed at 20:50 hours.

Respectfully Submitted,

Robert J. Kelly
Clerk of the Board

RJK/rjk

Workshop Meeting, September 9, 2013

Chairman Raymond Equils called the meeting to order at 19:00 hours, followed by the Pledge of Allegiance. Chairman Equils then read the Opening Statement, noting this meeting was advertised on Sunday, December 30, 2013 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 Eadicicco, Equils, Kelly, Scarlato, and Stalling being present. Also present was the district's auditor, Mr. Barry J. Osborn; Mr. John Phillips representing 1st Priority Emergency Vehicles/KME Fire Apparatus, and Mr. John O'Keefe, representing Fire & Safety, Ltd./Pierce Manufacturing. It was also recorded that there were zero (0) line officers or firefighters present; and there were zero (0) members of the public present at the start of the meeting.

Purchaser Eadicicco began preparing the bills and vouchers, for recording and processing to print checks by Treasurer Stalling.

Chairman Equils then turned the floor over to Mr. Osborn, to allow for him to conduct the required review of the Annual Audit for the Years 2011-2012; prior to acceptance by the board, and filing with the Dept. of Community Affairs.

Following Mr. Osborn's page-by-page review, the board took the following actions:

Commissioner Scarlato introduced **RESOLUTION #09092013-01; A RESOLUTION DESIGNATING BUDGET TRANSFERS**. The resolution was seconded by Commissioner Eadicicco, and passed on a unanimous Roll Call Vote with Commissioners Eadicicco, Equils, Kelly, Scarlato, and Stalling all voting in the affirmative. There were no negative votes cast, nor any absences by any commissioner.

Commissioner Scarlato then introduced **RESOLUTION #09092013-02; A RESOLUTION ACCEPTING ANNUAL AUDIT AND AUTHORIZING PUBLICATION OF SYNOPSIS**. The resolution was seconded by Commissioner Stalling, and passed on a unanimous Roll Call Vote with Commissioners Eadicicco, Equils, Kelly, Scarlato, and Stalling all voting in the affirmative. There were no negative votes cast, nor any absences by any commissioner.

Clerk Kelly was advised by Auditor Osborn that it is new regulations required the Budget Synopsis to be published two (2) separate times in the newspaper. Can be two different papers or two time in the same one. Clerk will do accordingly.

Commissioner Scarlato then introduced **RESOLUTION #09092013-03; A RESOLUTION CERTIFYING COMPLIANCE WITH N.J.S.A. 40:5 A-19**. The resolution was seconded by Commissioner Stalling, and passed on a unanimous Roll Call Vote with Commissioners Eadicicco, Equils, Kelly, Scarlato, and Stalling all voting in the affirmative. There were no negative votes cast, nor any absences by any commissioner.

Clerk Kelly asked Mr. Osborn to provide electronic copies of Approved Budgets, and Audit Reports for the Years 2010, 2011, 2012, so they can be loaded onto the district web page, as required. Mr Osborn responded he would have his office staff scan the documents for forwarding.

This concluded Mr. Osborn's review and he left the meeting.

Chairman Equils announced the board has received two (2) sealed responses from its Request for Proposal (RFP) for the possible purchase of a new fire apparatus. Responders were from 1st Priority Emergency Vehicles and Fire and Safety Services, Ltd., both of whose representatives were present. Chairman Equils then proceeded to open the two sealed proposals with the following results:

1st Priority Emergency Vehicles proposed a sale price of \$616,639.00; inclusive of 2 pages containing 11 exceptions to the prepared specifications;

Fire and Safety Services, Ltd. Proposed a sale price of \$667,093.81; inclusive of 5 pages containing 60 exceptions to the prepared specifications.

Chairman Equils noted the board would not be able to review the totality of both proposals tonight. After discussion, the board members agreed to review the proposals in one or two separate meetings, starting with Friday, October 4, 2013, and commencing at 18:30 hours.

Commissioners Eadicicco and Kelly made a motion to place the item on tomorrow's agenda for formal action, and to authorize placing a legal notice for the Special Meetings(s) in the newspaper. The motion was passed unanimously by the board.

CRITICAL CORRESPONDENCE: Clerk Kelly reported the following:

Liberty Mutual Insurance Group – 1st Notice of Injury filed for Blood Borne incident for F/F's K. Miller, S. Scarlato, and T. Smigelsky;
Bricktown Medical Group – Follow up medical testing of T. Smigelsky from incident;
ESI Equipment Company – Holmatro Service Contract ;
Quality Communications Invoice – Issue with payment vs. Service Contract.

OLD BUSINESS: Vice Chairman Scarlato asked about rate of federal & state taxes being withheld, are they correct. Chairman Equils noted all board members filed corrected Federal W-4 forms. Chairman Equils will check with the payroll company for their accuracy.

NEW BUSINESS: Clerk Kelly reported Quarterly Payroll is calculated and needs to be approved. Motion to place on tomorrow's agenda made by Commissioners Scarlato and Stalling, and passed by the board.

Purchaser Eadicicco asked why Unit 488 did not have an EZPass unit in it. Clerk Kelly responded he has not had time to register the truck and anyone traveling toll roads should just pay the toll and then be reimbursed after the fact. After further discussion, the clerk stated he would turn over anything to do with EZPass to Purchaser Eadicicco for him to handle it.

On a question from Vice Chairman Scarlato, Clerk Kelly reported he will have the web page manager set up individual email addresses based on the board titles; for members to use for district related communications, so they do not have to use their private and personal email accounts.

Hepatitis Vaccinations – Clerk Kelly suggested the board needs to implement a formal policy advising on availability of inoculations, and requiring use of the Declination Form for those refusing it.

NEW TRUCK On a questions about capital expenditures, Clerk Kelly opined that any balance in the current Capital Project can be used for tools and equipment for the new apparatus; but funds must be carried over by formal action, if not committed or "spent" this year.

TREASURER'S REPORT Following the completion of the voucher and check entry by Treasurer Stalling, he reported bills totaling \$44,309.39, requiring a transfer of \$50,000.00. These amounts agreed with the calculations prepared by Purchaser Eadicicco.

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

GOOD AND WELFARE Nothing was presented.

PUBLIC COMMENT There was one (1) firefighters and zero (0) members of the public present, and there were no other comments offered.

ADJOURNMENT This concluded the business for the workshop, so a motion to adjourn was made by Commissioners Stalling and Eadicicco, and passed by the board.

The meeting closed at 20:43 hours.
Respectfully Submitted,

Robert J. Kelly
Clerk of the Board

RJK/rjk

9/09/2013