

# THE BOARD OF FIRE COMMISSIONERS

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

**Regular Meeting, December 8, 2015**

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

Chairman Scarlato read the Opening Statement, noting this meeting was advertised on Sunday, December 28, 2014 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 Scarlato, Bommer, Acampora, Eadicicco, and Stalling being present.

It was noted that there were two (2) 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 November 9, 2015 were posted. The Clerk then read the minutes of the Regular Meeting of November 10, 2015.

A motion to approve both minutes was made by Commissioners Bommer and Stalling, and passed by the board.

**PAYMENT OF BILLS:** Commissioner Eadicicco presented the following bills for payment:

<b>Bills</b>	<b>Amount</b>
James Eadicicco	\$ 215.75
CIT	\$ 99.00
New Jersey American Water	\$ 55.10
EJ Schuster's	\$ 6,140.00
Taylor Oil Company	\$ 501.78
ESI Equipment	\$ 74.35
Howell Mower	\$ 74.85
ERS Fleet	\$ 2,708.74
Liberty Mutual Insurance	\$ 3,720.61
Van Wickle Auto Supply	\$ 356.98
Fire & Safety Services	\$ 703.87
Optimum	\$ 40.77
Bricktown Medical	\$ 1,070.00
Roberts Nichols	\$ 250.00
Safety Kleen	\$ 135.50
Lab Corp	\$ 705.60
Ramtown Fire Co-Rent/Utilities/Training	\$ 23,305.67
Ramtown Fire Co-Members Clothing Allowance	\$ 22,510.00
James Eadicicco	\$ 150.00
Greg Scarlato	\$ 150.00
William Bommer	\$ 150.00
Mike Acampora	\$ 150.00

Rich Stalling	\$ 150.00
James Bailey	\$ 150.00
Tom Connolly	\$ 150.00
James Pallitto	\$ 150.00
Ricky Romano	\$ 150.00
Marty Kelly	\$ 150.00
<b>TOAL BILLS</b>	<b>\$ 64,168.57</b>

A motion was made by Commissioner Bommer 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, present on my own bill  
 Stalling - Yes, present on my own bill  
 Eadicicco - Yes, present on my own bill  
 Acampora - Yes, present on my own bill

The motion passed 5 – 0, with 5 presents.

### COMMUNICATIONS

#### Sent

E-mail sent to William Wallace at VFIS explaining our 1<sup>st</sup> Responder program  
 OPRA request response to Charlene Roache that we do not have the electronic information that she is requesting  
 Sendzik & Sendzik and Barry Osborn, CPA – CNC3 received from Howell Township  
 Commissioner stipends for 2014  
 Vehicle descriptions for 2016 budget

#### Received

OPRA request from Charlene Roache requesting all purchase invoices in electronic format  
 Brian Wallace – E-mail Quote for additional premium to increase umbrella policy  
 Brian Wallace – E-mail response pertaining to 1<sup>st</sup> responder coverage  
 Austin Higgins – medical bill \$1,455  
 IRS Notice – 20008 Charge \$862.23 (given to Barry Osborn CPA)  
 Sendzik & Sendzik – Records Destruction schedule from the state of NJ  
 Medical Exam Form – Raymond Equils  
 James Eadicicco  
 Sal Scarlato  
 Gregory E. Scarlato  
 Daniel Gaul  
 James Jerome  
 Robert Nichols  
 Chris Maher  
 Richard Stalling  
 Martin Kelly

### COMMITTEES

**Executive Board:** Joint Board meeting was held on 12/3/15 and commissioners Scarlato, Bommer, Stalling, and Acampora were in attendance. The Joint Board approved to move forward with the township wide fleet maintenance plan for ALL emergency fire apparatus. District 5 will have their attorney review the proposal with their attorney and will report back to the board. The line officers from the 5 companies are going to create a gear spec that the entire town can use when purchasing gear from one vendor. The gear will reflect the name Howell Township with the fire fighters last name. The helmets will remain the same, with the shield reflecting the particular department number. The next Executive Board meeting is scheduled for 12/17/15.

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**Chief's Report:** Chief Bailey's report was only one of thanks to the board for all of their assistance over the past 2 years that he has been chief. He was very appreciative for all that the Board has done for him.

**Chief Engineer:** The following list was received from Chief Engineer Kelly:

Ladder 490 power supply wire needs to be replaced leading to the radios  
Engine 480 – CO meter is not charging in the truck and Velcro straps need to be added in order to hold the unit in the charger  
Unit 488 – the power inverter in the truck is still not working. Will need to speak with PL Custom to determine the issue  
Engine 475 – Shelf needs to be scheduled to be fixed and taken to 1<sup>st</sup> Priority. Also the refrigerator latch needs to be replaced.

**Purchaser:** Chief Bailey reported that new gear needs to be ordered for Connor McGowan. Daniel Gaul will be attending the fire academy in January 2016 and will also need new gear upon graduation. He will be measured the same time as Connor so the gear company has his measurements and we can just call to order when he graduates. Ken Miller needs new boots, as his current boots have a hole in them.

Motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to purchase new gear for Connor McGowan and new boots for Ken Miller. Motion passed unanimously by the board.

Chief Bailey requested to have vehicle 466 and 467 serviced prior to the end of the year for annual maintenance. The board stated that no motion was needed, as this is a regular maintenance item.

The Chief stated that they are still looking for the correct cell phone chargers for purchase for the apparatus.

Commissioner Eadicicco stated that the Red Alert System upgrade is still ongoing. He received the Tough pad for Unit 486 and will be obtaining a wireless card in order to install it in the vehicle.

**NEW TRUCK:** Still working on punch list items to be provided to the vendor.

**OLD BUSINESS:** Commissioner Eadicicco discussed the hiring of the Medical Advisor for the company. The advisor will assist in training and instruction. He stated that the line officers are in favor of moving forward with this as soon as possible. Chairman Scarlato stated that we received a contract from the Medical Director and we have forwarded it to our attorney for review. The cost is \$2,000 per year

A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to pass Resolution #12082015-17 – The creation of a Medical Director/Administrator

(Pending review and guidance of the Board's legal counsel)

Roll call vote was taken with the following results:

Scarlato – yes  
Bommer – yes  
Stalling – yes  
Eadicicco – yes  
Acampora – yes

Resolution passes with 5- yes and zero (0) – no.

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Commissioner Acampora stated that he received a quote from VFIS that increasing the Board's umbrella policy from \$2MM/\$4MM to \$5MM/\$10MM will only increase our insurance premium by \$1,800 annually. A motion was made by Commissioner Eadicicco and seconded by Commissioner Stalling to move forward with increasing the umbrella policy to \$5MM/\$10MM. The motion passed unanimously by the Board. Commissioner Acampora noted that this increase will not be in effect until the policy renews in April 2016.

Chairman Scarlato discussed the possibility of changing the doctor that performs our physicals. Members have stated that Bricktown Medical has not been convenient for scheduling their annual physicals. He has been told that the x-ray technician is only in 2 days a week and it is difficult for our members to schedule to appointments to have the x-rays completed. Chairman Scarlato stated that several other Howell companies use a medical company that comes directly to your firehouse (either annually or bi-annually) and conducts the physicals on-site. He has reached out to the company and representative will be attending the January 2016 workshop meeting.

Chairman Scarlato reviewed the list of members that still needing physicals. There are still 13 members that need to have their physicals completed before the end of 2015. He noted that if it is not completed prior to the end of the year, the board will have to take action against these members, which may include suspension. The list was turned over to Chief Bailey to address with the members still needing physicals.

Commissioner Bommer stated that he has obtained prices for replacing the light bar and siren on Brush 494. The light bar and siren will cost \$2,041. The quote was obtained through East Coast Vehicles. A motion was made by Commissioner Eadicicco and seconded by Commissioner Acampora to obtain 2 additional quotes and move forward with the lowest bidder, for the replacement of the light bar and siren on Brush 494. Motion passed by a vote of 3 – 2.

## NEW BUSINESS:

A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to pass Resolution #12082015-13: Notice of Public Meetings

Roll call vote was taken with the following results:

Scarlato – yes

Bommer – yes

Stalling – yes

Eadicicco – yes

Acampora – yes

Resolution passes with 5- yes and zero (0) – no.

A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to pass Resolution #12082015-14: Authorization of Payment of Certain Contractual Obligations Between Regularly Scheduled Public Meetings

Roll call vote was taken with the following results:

Scarlato – yes

Bommer – yes

Stalling – yes

Eadicicco – yes

Acampora – yes

Resolution passes with 5- yes and zero (0) – no.

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A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to pass Resolution #12082015-15: Establishment of Temporary Operating Budget

Roll call vote was taken with the following results:

Scarlato – yes  
Bommer – yes  
Stalling – yes  
Eadicicco – yes  
Acampora – yes

Resolution passes with 5- yes and zero (0) – no.

A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to pass Resolution #12082015-16: Payment of Claims

Roll call vote was taken with the following results:

Scarlato – yes  
Bommer – yes  
Stalling – yes  
Eadicicco – yes  
Acampora – yes

Resolution passes with 5- yes and zero (0) – no.

Commissioner Bommer made a motion, seconded by Commissioner Stalling, to purchase office furniture not to exceed \$3,000. Motion passed unanimously by the board.

Chairman Scarlato noted that the fire fighter stipend for 2015 was increased from \$4.00 to \$5.00 per call. All members will be required to sign the check stub as proof of receipt for their check.

**GOOD AND WELFARE:** Chairman Scarlato noted that Howell Township Fire Bureau Chief Robert Hotmar was in attendance. He stated that Chief Hotmar will be retiring from the bureau on 12/31/15 after 38 years of service with the township. Chairman Scarlato thanked Chief Hotmar for all his assistance that he provided to Howell Fire District #4 and wished him good luck in retirement.

**JOINT PURCHASING COMMITTEE:** None

**APPLICATIONS/TERMINATIONS:** An application from Daniel Gaul was received for membership into the fire company. The application included a doctor's physical examination, which Mr. Gaul has passed. A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to accept Daniel Gaul as a fire fighter. The motion passed unanimously by the Board.

**PAYROLL:** The 4<sup>th</sup> quarter payroll was completed by Commissioner Acampora and reviewed by Chairman Scarlato. Chairman Scarlato will submit the payroll to ADP for payment. (see attached payroll calculation sheet)

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

OPENING BALANCE	\$13,241.21
INTEREST	\$ 1.85
TRANSFER	<u>+ \$70,000.00</u>
 SUB-TOTAL	 \$83,243.06

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

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NJ-PERS TEPS Payment	- 0.00
EXPENDITURES	<u>-\$64,168.57</u>

CLOSING BALANCE	\$19,074.49
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He also reported the following balances for the Savings Account:

OPENING BALANCE	\$1,425,747.55
DEPOSITS(Howell Twp Quarterly)	-\$ 243,915.62
INTEREST	<u>+ 229.72</u>

SUB-TOTAL	\$1,669,892.89
TRANSFER TO PAYROLL	- 20,000
TRANSFER TO CHECKING	<u>- 70,000.00</u>
CLOSING BALANCE	<del>\$1,599,892.89</del> <u>1,579,892.89</u>

He also reported the following balances for the Payroll Account:

OPENING BALANCE	\$ 7,097.31
TRANSFER	\$
INTEREST	+ \$ .90
SUB-TOTAL	<u>\$ 7,098.21</u>

PAYROLL FEES	-\$
PAYROLL PAID	-\$
TRASFER	<u>+ \$20,000.00</u>
CLOSING BALANCE	\$27,098.21

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

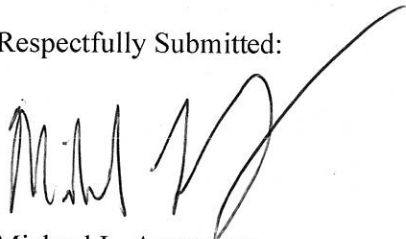
**PUBLIC COMMENT:** There nine (9) members of the public in attendance at the end of the meeting.

**EXECUTIVE SESSION:** There was no Executive Session.

**ADJOURNMENT:** This concluded the business before the Board, so a motion to adjourn was made by Commissioner Eadicicco and Bommer, and passed by the Board.

The meeting closed at 20:50 hours.

Respectfully Submitted:



Michael L. Acampora  
Clerk of the Board