

THE BOARD OF FIRE COMMISSIONERS

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

Workshop Meeting, March 9, 2015

Chairman Gregory Scarlato called the meeting to order at 19:00 hours, followed by the Pledge of Allegiance. Chairman Scarlato then 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 also recorded that there were zero (0) fire officers and one (1) member of the public present at the start of the meeting. The one (1) public member was the Boards attorney, Jay Senzik.

CRITICAL CORRESPONDENCE:

Clerk Acampora did not report any correspondence being sent out, as the outgoing Clerk did not leave a list of what had been sent out.

Received letter from Liberty Mutual Insurance requesting our roster of fire fighters and number of apparatus.

IRS letter stating that IRS Form 940 is not required to filed.

NJ State Association of Fire District minutes form 12/6/14 meeting.

Attorney Sendzik was invited to attend this meeting in order to advise the Board on any operational questions that they may have. He realized that there are two (2) new members that have been elected to the Board and he offered his assistance in making the transition. Chairman Scarlato asked Mr. Sendzik what needed to be done to place Engine 478 up for sale, since we will be accepting the delivery of our new engine sometime in April or May 2015. Mr. Sendzik stated that we be able to place the property for sale on govdeals.com. We would need a resolution allowing the Board to place the property up for sale. We can place a minimum bid of \$10,000 and the bid period would be for 14 days. If there are no winning bidders, we can then list the property for sale privately. The details of the sale must also include a list of any equipment that is being included with the apparatus for sale.

Chairman Scarlato also discussed that the Board is looking into purchasing a new air compressor for filling SCBA bottles. The approximate cost will be \$65,000 and these funds have already been appropriated out of the Capital account. The current vendor that we are looking to purchase the compressor from is not on the approved state contractor list for New Jersey. The contractor states that they are UL approved and is the only vendor in the state that will sell this type of compressor that will fill the new SCBA bottles. Mr. Sendzik informed us that any purchase over \$17,500 must go out to public bid. Purchases between \$2,500 - \$17,500 need only price estimates.

It was discussed that when paying monthly bills they must be deducted from the property line item account. Only after November 1st can you transfer dollar amounts between line item accounts to cover shortages.

Chairman Scarlato also asked Mr. Sendzik how the Board can dispose of an out of date gas generator that was used to power the firehouse during storm related incidents. The generator has no value. Mr. Sendzik stated that a motion would be needed to "convey ownership of the

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property to Fire Company, as the property is no longer needed for public use and there is no or minimal value “.

Commissioner Stalling discussed the 2015 and 2016 budget and the change in rent for 2016. It was noted that we need to get the information to accountant for 2016 budget earlier than we did last year. The audit needs to be completed by 4/30/15. Our accountant and attorney will be invited to the May 2015 Board meeting to discuss the audit and the 2016 budget. We will begin the budget process in late August or early September, instead of October when it has been done in the past.

The Board discussed obtaining internet access for the Board's computer, as well as establishing personal e-mail accounts. We will also be looking into getting our own telephone number, separate from the fire company. Commissioner Acampora stated he will contact our website provider (Netlink) regarding the e-mail accounts.

Mr. Sendzik went over the process for posting our annual meetings. The list of meeting dates needs to be forwarded to the Township Clerk and needs to be advertised in 2 newspapers (currently we use the Asbury Park Press and the Tri County News). It was recommended that we add the Star Ledger to our list. If the meeting dates need to be adjusted or other meetings need to be added, the list needs to be sent to the Township Clerk and advertised a minimum of 48 hours prior to the meeting. The agenda for the meeting should be posted to the Boards website prior to the meetings.

We need to make sure that all the old vouchers have been disposed and that we are using the new vouchers with the correct verbiage.

The Board discussed the possibility of creating a fulltime, paid assistant clerk to help with the daily paperwork. The position would have to be created and duties and responsibilities laid out. An add will have to be posted 2 times in the paper and it would take two (2) meetings to approve the hiring.

OLD BUSINESS: Nothing was presented.

NEW BUSINESS: None.

EXECUTIVE SESSION: There was no Executive Session.

NEW TRUCK: Items are on agenda for discussion and possible action tomorrow night.

PAYROLL: No payroll actions were taken at this meeting.

TREASURER'S REPORT: Following the completion of the voucher and check entry by Treasurer Stalling; he reported bills totaling \$9,438.39. In order to cover the expenses, \$9,000.00 was transferred.

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

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GOOD AND WELFARE:

Nothing was reported.
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PUBLIC COMMENT: There were zero (0) officers or firefighters and one (1) 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 Acampora and Stalling, and passed by the board.
The meeting closed at 21:1 hours.

Respectfully Submitted:



Michael L. Acampora
Clerk of the Board