

# THE BOARD OF FIRE COMMISSIONERS

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

## Regular Meeting, May12, 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, Stalling, and Eadicicco being present.

It was noted that there were six (6) members of the public present at the start of the meeting.

**ADMINISTERING the OATH of OFFICE:** No oaths were administered this meeting.

The Clerk reported that the minutes of the Regular Workshop Meeting of April 13, 2015 were posted. The Clerk then read the minutes of the Regular Meeting of April 14, 2015.

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

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

Larson Ford	\$3,409.38
Van Wickle Auto	\$51.45
Pennsylvania Turnpike Auth	\$40.70
Bobs Uniforms	\$519.95
Allcom Technologies	\$7,833.76
Netlink Web services	\$199.00
ERS Fleet repair	\$130.00
All Hands Fire	\$3,572.77
New Jersey American Water	\$2,528.80
First Priority Emergency Services	\$507.76
Bound Tree Medical	\$512.20
Taylor Oil	\$788.86
James Eadicicco	\$200.00
James Eadicicco	\$85.43
Greg Scarlato	\$72.38
CIT Financial	\$99.00
Nat Alexander	\$272.50
Skylands Area Fire	\$6,700.00
Bricktown Medical	\$640.00
Ramtown Fire Company	\$14,555.67
KME	\$614,055.00
Total Expenses	\$656,774.61

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

## COMMUNICATIONS

### Sent

Liberty Mutual Insurance – Claim for Austin Higgins finger injury  
Liberty Mutual Insurance – Self audit completed and sent back

### Received

ERS Fleet repair  
Liberty Mutual insurance forms and notices  
G1 Voice Pager advertisement  
DMV – 494,478, & 488 registrations  
Verizon bill - \$18.50 credit balance  
Liberty Mutual – Payroll information  
Liberty Mutual – Policy update  
Sendzik & Sendzik – Notice to Bidders advertisement in payment  
Brick Medical physical – John Thompson  
Govdeals.com – contract  
Bob's Uniform – Dale Steitz Class A uniform bill  
Liberty Mutual – Policy information  
Liberty Mutual – Austin Higgins injury report  
Liberty Mutual – Refund check \$1,800.82  
All Hands Fire invoice  
ISG – returned check due to overpayment  
EZ Pass – toll violation  
DMV receipt – returned licenses plates from Bob Kelly due to previous vehicles being sold  
Brick Medical physical – Robert Kelly  
Letter from Michael Terraciano requesting to withdraw funds from VALIC account  
1<sup>st</sup> Priority – letter of request

## COMMITTEES

**Executive Board:** Chairman Scarlato and Vice Chairman Bommer attended the most recent Executive Board meeting. Minutes from the meeting are attached. Chairman Scarlato stated that the bureau hired Mark Hopkins as a full time inspector and Josh D'Rey as a part-time inspector. There will be a Joint Board meeting on 6/4/15 at 8pm at station 19-5

**Chief's Report:** Chief Bailey requested to bring the chief's vehicle (466) to Pinebelt Chevy for an annual inspection and to replace the Chevy emblem on the back of the vehicle. Station 19-3 has opened up its membership for their HAZ MAT response team. The Chief stated that 5 members (Chris Maher, Chief Bailey, Sal Scarlato, Colin Murphy, and Ricky Romano) attended a meeting regarding the team. Fire Fighter Maher has all the qualification currently to become part of the team. 19-3 is looking into hosting training classes for members wishing to join the team.

The Chief spoke about sending fire fighters to the fire fighters training/Expo in Baltimore in July 2015. He stated they must sign up by June 1 to receive a discount. There was a discussion regarding how many fire fighters will attend and how the training funds will be allotted. A motion was made by Commissioner Acampora and seconded by Commissioner Bommer to provide Chief Bailey \$4,000 in training funds for expenses associated with the Baltimore training expo. The motion was passed unanimously by the board.

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Assistant Chief Eadicicco reported that he has been speaking with Peggy Doyle from MONOC regarding a change in the procedure for boarding and collaring a patient, as well as head mobilization. He stated that all members will have to be updated with the new procedure. Commissioner Bommer will follow-up with Peggy to discuss with her.

**Chief Engineer:** Chairman Scarlato stated there was a leak on 495 and it has been corrected

**Purchaser:** Commissioner Eadicicco requested to purchase 15 fire fighter hoods at a cost of \$35 apiece. A motion was made by Commissioner Bommer and seconded by Commissioner Acampora to purchase 15 hoods totaling \$525. Motion passed unanimously by the board.

**NEW TRUCK:** It was noted by Commissioner Eadicicco that the Tough Book laptop has been order for Engine 480. He also spoke about purchasing a W Tool for the truck. After a brief discussion, a motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to purchase the W Tool for a maximum price of \$3,200. Motion passed unanimously by the board. A voucher will be provided to the line officers to purchase this tool in Harrisburg at the Expo.

Discussed purchasing two (2) new radios for Engine 480 – one (1) UHF and one (1) VHF, as the ones that were removed from Engine 478 are too old and are not compatible with the new radio system. The price of the radio is \$900 each, plus \$225 installation. A motion was made by Commissioner Bommer and seconded by Commissioner Stalling to purchase the new radios, not to exceed \$2,500. The motion passed unanimously by the board.

Chairman Scarlato requested that Treasurer Stalling prepare a total dollar amount (the purchase of the truck and accessories) for the July 2015 board meeting.

Chairman Scarlato requested the following items be purchased for the Engine 480:

Air hose, real, pressure hose accessories

Milwaukee too kit (similar to the one on 486)

A motion was made by Commissioner Eadicicco and seconded by Commissioner Acampora to purchase the above accessories from Northern Tool for \$1,312.95. Motion passed unanimously by the board.

A motion was made by Commissioner Stalling and seconded by Commissioner Eadicicco to purchase additional air hose fittings not to exceed \$400. Motion passed unanimously by the board.

Additional request by Chairman Scarlato to purchase first aid equipment for Engine 480, to include back boards, head stabilization, splints, collars, bags, etc. A motion was made by Commissioner Bommer and seconded by Commissioner Eadicicco to purchase the first aid supplies from Boundtree for a maximum amount of \$3,100. Motion passed unanimously by the board.

The commissioners discussed the new thermal imaging camera that is going to be purchase for Engine 480. It was decided that after reviewing serval models, the best one for our purposes is the Argus camera. A motion was made by Commissioner Stalling and seconded by Commissioner Eadicicco that we purchase the Argus Camera from Safe T for \$8,995. The motion passed unanimously by the board. It was noted that the salesman from Safe T (John) has informed us that he will providing training on the new camera once we receive it.

Chairman Scarlato stated that Engine 480 should be arriving any day now. The check has already been written for final payment upon delivery and inspection of the vehicle. Chairman Scarlato has

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received a Power of Attorney from Howell, N.J. Jay Sendzik that will allow him to register the vehicle at the Division of Motor Vehicles on behalf of the board of fire commissioners.

John Thompson, Servicing Manager for 1<sup>st</sup> Priority, has submitted a letter to the board requesting the use of the custom roll out tray that 1<sup>st</sup> Priority fabricated for Engine 480. 1<sup>st</sup> Priority would like to bring the tray to the Harrisburg Expo for display. 1<sup>st</sup> Priority has provided us with proof of insurance. On motion by Commissioner Bommer and seconded by Commissioner Stalling, the board voted unanimously to let 1<sup>st</sup> Priority use the tray for display in Harrisburg.

**OLD BUSINESS:** Chairman Scarlato stated the bid for the new air compressor will be going out for advertisement on 5/13/15. Jay Sendzik will handle the advertisement and distribution of the specs to all interested vendors. Notice to Bidders will be posted at the firehouse and town hall. The bids will be due at the firehouse on Friday, June, 4, 2015 at 5pm. A motion was made by Commissioner Eadicicco and second by Commissioner Bommer that Jay Sendzik advertises the Notice to Bidders on 5/13/15 in the local newspapers.. Motion was unanimously passed by the board

Chairman Scarlato stated that he had been contacted by an interested party regarding the purchase of Engine 478. He has made several additional attempts to contact this person, but there has been no response. Jay Sendzik will be placing Engine 478 back on Govbids.com for 7 days. The minimum bid will be \$10,000.

Once Engine 480 arrives, there will be no additional room in the firehouse to house all of the apparatus, until Engine 478 is sold. In order to accommodate all of the apparatus, Utility Truck 488 will be parked outside the back of the firehouse underneath the overhang of the building.

Commissioner Bommer stated that he has been in contact with Cablevision regarding getting a new phone line and internet service, separate from the fire company. Once a new number is obtained, we will update the commissioner's website and the fire company answering machine will need to be updated with the new commissioner's number.

Chairman Scarlato noted that the new Knox box that is being purchase for Engine 480 will not be activated by radio tones. It will now be released by a security code that will need to be entered via the keypad located on the Knox box. Once the key is removed, a blue light will remain on, alerting you that the key has been removed. This light will stay on until the key is placed back in the box. The issue that needs to be decided is that do we use a standard access code for each truck, or are we going to provide all members with their own private code in order to record who has removed the key. The board will continue to discuss and make a decision prior to the installation of the unit.

**NEW BUSINESS:** Chairman Scarlato discussed purchasing a dedication plaque to be mounted on Engine 480. He contacted Crown Printing in Freehold for pricing. It will cost approximately \$500. A motion was made by Commissioner Eadicicco and seconded by Commissioner Bommer to purchase a dedication plaque for Engine 480 not to exceed \$500. Motion passed unanimously by the board. I was noted by Commissioner Acampora that neither his name nor Commissioner Bommer's name will appear on the plaque. Ex-commissioner Kelly and Equils names will be on the plaque, since they were involved with the design.

Commissioner Eadicicco discussed moving the date for the workshop meetings. He is suggesting additional time between the workshop meeting and the regular commissioner meeting. Our attorney had notified us that should be placing our agenda on our website 7 days prior to our meeting, so the

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general public will be made aware of what is being discussed. Since the state is reviewing all district websites when the budget is being reviewed, we need to make sure that our website is compliant. After further discussion, it was agreed that the workshop meetings will remain the same and we will not have to advertise a change in meeting dates. We will post an agenda on the board's website 7 days prior to our meeting. The agenda will reflect all bills for payment. The commissioners were advised to send all agenda items to Clerk Acampora by the 1<sup>st</sup> of the month so he can develop the agenda.

Commissioner Bommer discussed what type of security system will be in place when the building renovation has been completed. He met with the contractor's representative and a new key fob system will cost approximately \$3,000 per door. Chairman Scarlato stated that we should obtain a price from our current provide (Roberts) and also the company the Chris Maher works for.

Commissioner Acampora stated that he received a letter from Michael Terraciano requesting us to sign a distribution form so he can withdraw the funds from his VALIC account (LOSAP). I contacted our VALIC rep (Eric Anderson) and he stated that Mr. Terraciano did not meet the 5 year vesting guideline and is not entitled to his funds. Mr. Terraciano received LOSAP deposits in 2009, 2010, 2011, and 2012. A motion was made by Commissioner Stalling and seconded by Commissioner Eadicicco that we send Mr. Terraciano a letter stating he is not entitled to receive his funds due to non-vesting. Motion passed unanimously by the board. I was also noted by Commissioner Acampora that Mr. Anderson is sending us a full update of all participants in the LOSAP program to we can review to determine what funds the board can request back from members that have left the company and were not 100% vested.

The board received a letter for our attorney (Jay Sendzik) addressing compliancy on the fire district website. It was discussed when that when the new telephone number is received from Optimum, that we will have to update the website. The board also discussed possibly going back to purchasing cellphones and providing one to each board member for their use. Commissioner Bommer is going to look into the new Free Wheel phones and report back to the board.

Ex-Commissioner Kelly turned in receipts from the NJ DMV for the disposition of license plates from past board vehicles that were sold.

A motion was made by Commissioner Stalling and seconded by Commissioner Bommer, to pass Resolution 05112015-8 This resolution will resolution will allow the board to transfer \$1,000 from Utilities budget to the Elections budget in order to cover a shortfall during the first quarter of 2015.

Roll call vote was taken:

Chairman Scarlato – Yes

Vice Chairman Bommer – Yes

Purchase Eadicicco – yes

Treasurer Stalling – yes

Clerk Acampora – Yes

The resolution passes with five (5) votes for and zero (0) votes against.

A motion was also made by Commissioner Stalling and seconded by Commissioner Bommer to pass Resolution 05112015-6. This will allow Jay Sendzik to certify the audit to local finance board with 45 days of adoption.

Roll call vote was taken:

Chairman Scarlato – Yes

Vice Chairman Bommer – Yes

Purchase Eadicicco – yes

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Treasurer Stalling – yes

Clerk Acampora – Yes

The resolution passes with five (5) votes for and zero (0) votes against.

A motion was made by Commissioner Stalling and seconded by Commissioner Eadicicco that we pass Resolution 05112015 – 7. This resolution states the board is accepting the annual audit and authorizes the publication of the Synopsis of Audit.

Roll call vote was taken:

Chairman Scarlato – Yes

Vice Chairman Bommer – Yes

Purchase Eadicicco – yes

Treasurer Stalling – yes

Clerk Acampora – Yes

The resolution passes with five (5) votes for and zero (0) votes against.

A motion was made by Commissioner Bommer and seconded by commissioner Stalling to have the Board of Fire Commissioners sign the Certification of Audit form.

Roll call vote was taken:

Chairman Scarlato – Yes

Vice Chairman Bommer – Yes

Purchase Eadicicco – yes

Treasurer Stalling – yes

Clerk Acampora – Yes

The resolution passes with five (5) votes for and zero (0) votes against.

A motion was made by Commissioner Bommer and seconded by Commissioner Eadicicco to accept the Power of Attorney that Jay Sendzik has prepared authorizing Chairman Scarlato to register Engine 480 at the DMV. Motion was unanimously passed by the board.

**GOOD AND WELFARE:** None

**JOINT PURCHASING COMMITTEE:** None

**APPLICATIONS/TERMINATIONS:** None

**PAYROLL:** None

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

OPENING BALANCE	\$13,069.30
INTEREST	7.65
TRANSFER	+ \$655,000.00
SUB-TOTAL	\$668,076.95
NJ-PERS TEPS Payment	- 1,333.33
EXPENDITURES	<u>-656,774.61</u>
CLOSING BALANCE	\$ 9,969.01

He also reported the following balances for the Savings Account:

OPENING BALANCE	\$1,972,583.29
Deposit	\$ 1,800.82

# INTEREST      **THE BOARD OF FIRE COMMISSIONERS**

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SUB-TOTAL	\$1,974,672.52
TRANSFER TO CHECKING	- 655,000.00
CLOSING BALANCE	\$1,319,672.52

He also reported the following balances for the Payroll Account:

OPENING BALANCE	\$12,733.49
TRANSFER	
INTEREST	<u>      + 1.68</u>
SUB-TOTAL	\$12,735.17
PAYROLL FEES	-
PAYROLL PAID	-
PAYROLL TAXES	<u>                  -</u>
CLOSING BALANCE	\$12,735.17

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

**PUBLIC COMMENT:** There six (6) members of the public in attendance at the end of the meeting. 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 Stalling and Bommer, and passed by the Board.

The meeting closed at 21:36 hours.

Respectfully Submitted:



Michael L. Acampora  
Clerk of the Board