

OCEAN GROVE BOARD OF FIRE COMMISSIONERS

MINUTES MARCH 6, 2012

OPENING

Meeting called to order.

Flag Salute

The Clerk announced the meeting is held in compliance with the provisions of Chapter 231, New Jersey Public Laws of 1975, "Open Public Meetings", having been advertised in a March 2011 issue of the Asbury Park Press and The Coaster.

UNFINISHED BUSINESS OF THE OUTGOING BOARD

Motion to adjourn the Board sine die by Commissioner Jarmer, second by Commissioner Gannon, unanimously approved.

ELECTION REPORT

The Clerk reported the district election was held on February 18, 2012.

For the two commissioner positions, Edwin Deuchar received 49 votes, Robert McEwan received 73 votes, and William Mockridge received 45 votes. The budget passed 87 to 1, the public question received 89 "yes" votes. No votes were cast in opposition to the question

Commissioner Robert McEwan and Commissioner Edwin Deuchar were sworn in to three year terms.

REORGANIZATION

On the motion of Commissioner Ball and second of Commissioner Jarmer and unanimous approval, Robert McEwan was selected to act as temporary Chairman

Robert McEwan was nominated by Comm. Jarmer and second by Comm. Ball for the office of Chairman for the next year. Unanimously approved.

Scott Jarmer was nominated for Secretary of the Board of Fire Commissioners by Robert McEwan, second by William Ball, and unanimously elected.

Bill Ball was nominated for the office of Treasurer of the Board of Fire Commissioners by Scott Jarmer, seconded by Matthew Gannon, and unanimously elected.

APPOINTMENTS

Resolution 2012-3-01 (attached) **A RESOLUTION TO ESTABLISH STAFF POSITIONS**

Offered by: Comm. Jarmer
Second by: Comm Deuchar
Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution 2012-3-2 (attached) **TO ESTABLISH SCHEDULE OF MEETINGS** from April 2012 through March 2013 and the Fire District Election

Offered by: Comm Jarmer
Second by: Comm Ball
Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution #2012-3-3 (attached) **TO APPOINT PROFESSIONALS** (auditor & attorney)

Offered by: Comm Gannon
Second by: Comm Jarmer

Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution #2012-3-4 (attached) **DESIGNATE DEPOSITORIES FOR MUNICIPAL FUNDS**

Offered by: Comm Jarmer
Second by: Comm Deuchar
Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution #2012-3-5 (attached) **TO DESIGNATE OFFICIAL NEWSPAPERS** for legal notices for the Board

Offered by: Comm Deuchar
Second by: Comm Jarmer
Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution (#2012-3-6) **DESIGNATE INDIVIDUAL COMMISSIONERS TO SUPERVISE SPECIFIC AREAS** of the Neptune Township Fire District #2 (Ocean Grove Fire District).

Offered by: Comm Ball
Second by: Comm Gannon
Voting in Favor

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Motion to resume the regular meeting agenda by Commissioner Jarmer, second by Commissioner Gannon, unanimously approved.

COMMUNICATIONS

Eagle Hook & Ladder Co. #1., advising of 4 applications for the fire department.

Washington Fire Company No. 1., request for hose bed divider with quote attached.
Washington Fire Company No. 1 advising of an applicant and further advising deferment of swearing in until the April meeting.

Verbal communication from Eagle requesting repairs to company room, indicating problem with flat screen monitor, and requests for equipment and training DVDs, and advising that Captain Joe Ryan or Lt. Christian Stevens would provide written lists at meeting, as same were not provided to company secretary prior to this meeting.

ACTION ON COMMUNICATIONS

Authorization to purchase hosebed divider, not to exceed \$1,427.92 offered by Comm Gannon, second by Comm Deuchar, unanimously approved.

TREASURER'S REPORT

CFO Rick Cuttrell provided the Treasurer's report. The bill list was moved for payment by Comm Ball, second by Comm Jarmer, and unanimously approved.

OLD BUSINESS

Roof repair was done at Eagle. Stove at Eagle repaired. Additional actions to limit squirrels entering the Eagle firehouse have been implemented.

NEW BUSINESS

Motion authorizing closed session to discuss personnel matter and litigation matter was offered by Comm Gannon, second by Comm Jarmer, approved by Comm Ball, Comm Jarmer, Comm Deuchar, Comm Gannon, and Comm Mc Ewan.

FIRE OFFICIAL AND CHIEF'S REPORT

Reports were received from the Fire Official and the Chief.

PUBLIC HEARING

The floor was opened to the public. There were no comments.

The closed session followed.

On the motion of Comm Deuchar and second of Comm Ball, with unanimous consent, the meeting was reopened. No action was taken in the open session that followed, other than adjournment.

ADJOURNMENT

Motion by Comm Jarmer, second by Comm Gannon, unanimously approved.

approved 4/12/2012
WMS

BILL LIST - MARCH 2012

CHECK	PAYEE	DESCRIPTION	AMOUNT
1288	Ronald Cole Jr.	Payroll	\$3,248.25
1289	Ronald Cole Jr.	Payroll	\$3,248.25
1290	Richard J. Cuttrell	Payroll	\$845.36
1291	Scott Liddick	Payroll	\$318.75
1292	David Shotwell, Jr.	Payroll	\$559.15
1293	Ronald Cole Jr.	Payroll	\$260.42
1294	Barbara Williams	Payroll	\$545.02
1295	William Mockridge	Payroll	\$268.90
1296	Eagle Hook & Ladder Co.	Building maintenance	\$700.00
1297	Washington Fire Co.	Building maintenance	\$700.00
1298	Stokes Fire Co.	Building maintenance	\$700.00
1299	JCP&L	Electric	\$867.55
1300	NJAWC	Hydrants/water	\$2,724.85
1301	NJNG	Natural gas	\$931.65
1302	Nextel Communications	Cell phones	\$208.68
1303	Verizon	Phones	\$68.58
1304	Township of Neptune	2nd ins pymt/gas/tires for Insp. Car	\$14,699.25
1305	Treasurer - State of NJ	Liddick - Fire Official Cert renewal	\$45.00
1306	Fire Hooks Unlimited	Various hooks/tools Wash. Co.	\$561.60
1307	Cablevision	Internet/phone	\$174.75
1308	NJEV	Preventative Maint. on Van	\$493.41
1309	Clancy's	Meals for election	\$85.47
1310	Robert Perkins	Election worker	\$100.00
1311	Neil DenBraven	Election worker	\$75.00
1312	Ben Benfer	Election worker	\$75.00
1313	Roy Press, Inc.	Election ballots/authorities	\$425.00
1314	Cowley's Pest Control	Monthly service	\$100.00
1315	New Jersey Fire Equipment Co.	Turnout gear/5" hose and valves	\$14,574.09
1316	All Hands Fire Equipment	Eye shields/job shirts/hydrant markers	\$3,089.69
1317	Craftmaster Printing	Signature Stamp	\$30.70
1318	Atlantic Restaurant Repairs	Repairs to oven	\$551.10
1319	Fire Security Technologies	Fire Alarm inspections	\$1,050.00
1320	VOID		\$0.00
1321	Prudential Retirement	Pension Payments	\$107.63
1322	Meridian Occupational Health	OSHA questionnaire review	\$90.00
1323	Ronald Cole Jr.	Postage reimbursement	\$5.75
1324	Brick Twp Bureau of Fire Safety	Dept Drill - Live burn	\$490.00
1325	A.R. Communications	5 Motorola pagers	\$2,095.00
1326	Ocean Grove Hardware	Building supplies	\$3.47
1327	James Hundley	Legal services	\$2,184.00
1328	Postmaster	Postage	\$90.00
Dir. Debit	PFRS	Annual pension contribution	\$23,585.00
Dir. Debit	PERS	Annual pension contribution	\$13,558.00
Dir. Debit	Internal Revenue Service	Payroll Taxes	\$1,843.92
Dir. Debit	NJSHBP	Health Benefits	\$6,159.66
Dir. Debit	PFRS/PERS/PERS Life Ins.	Pension Payments	\$936.38

BILL LIST TOTAL**\$103,474.28**

**OCEAN GROVE BOARD OF FIRE COMMISSIONERS
MONTHLY BUDGET STATEMENT - AS OF FEBRUARY 29, 2012**

<u>REVENUES</u>	<u>2012 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
SURPLUS	\$80,000.00	\$80,000.00	\$0.00
STATE FEES	\$10,000.00	\$0.00	\$10,000.00
LOCAL FEES	\$15,000.00	\$0.00	\$15,000.00
STATE FIRE GRANT	\$6,000.00	\$0.00	\$6,000.00
INTEREST EARNED	\$500.00	\$19.86	\$480.14
AMOUNT RAISED BY TAX	\$628,834.00	\$51,844.81	\$576,989.19
TOTAL REVENUES	\$740,334.00	\$131,864.67	\$608,469.33

<u>APPROPRIATIONS</u>	<u>2012 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
SALARIES	\$154,239.00	\$23,251.95	\$130,987.05
Administration	\$33,400.00	\$3,999.98	\$29,400.02
Operations	\$95,839.00	\$14,102.94	\$81,736.06
Uniform Fire Safety	\$25,000.00	\$5,149.03	\$19,850.97
BENEFITS	\$130,095.00	\$12,855.44	\$117,239.56
Administration	\$54,083.00	\$8,333.17	\$45,749.83
Operations	\$76,012.00	\$4,522.27	\$71,489.73
HYDRANT RENTAL	\$32,000.00	\$2,676.54	\$29,323.46
RESERVE FOR CAPITAL	\$20,000.00	\$0.00	\$20,000.00
INSURANCE	\$83,000.00	\$13,429.25	\$69,570.75
PROFESSIONAL SERVICES	\$22,000.00	\$377.00	\$21,623.00
ADVERTISING	\$1,500.00	\$456.43	\$1,043.57
ELECTION	\$1,500.00	\$4.50	\$1,495.50
TRAVEL	\$3,000.00	\$0.00	\$3,000.00
DUES	\$3,000.00	\$30.00	\$2,970.00
SUPPLIES	\$60,000.00	\$4,657.93	\$55,342.07
UTILITIES	\$36,000.00	\$2,204.28	\$33,795.72
OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00
MAINTENANCE & REPAIRS	\$120,000.00	\$10,219.54	\$109,780.46
TRAINING	\$3,000.00	\$50.00	\$2,950.00
COMMUNICATIONS	\$22,000.00	\$311.55	\$21,688.45
FIRE SAFETY - OTHER EXP.	\$27,000.00	\$151.36	\$26,848.64
INTERLOCAL - CSOs	\$15,000.00	\$0.00	\$15,000.00
TOTAL APPROPRIATIONS	\$740,334.00	\$70,675.77	\$669,658.23

2011 APPROPRIATION RESERVES	\$96,587.18	\$35,875.54	\$60,711.64
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CASH ON HAND

PNC MONEY MARKET	\$234,441.94		
CENTRAL JERSEY CHECKING	\$78,986.45		
TOTAL	\$313,428.39		
	GENERAL FUND	\$198,428.39	
	CAPITAL RESERVE FUND	\$115,000.00	

OCEAN GROVE BUREAU OF FIRE PREVENTION

50 OLIN STREET
OCEAN GROVE, NJ 07756
732-774-0306

Ronald Cole, Fire Official

Scott Liddick, Fire Inspector

March 6, 2012

Fire Official Summary Report Feb/ Mar

1. Inspected Quaker Inn – Certificate issued
2. Inspected Warrington Hotel – Violation Notice Issued
3. Inspected 144 Lake Ave – Certificate Issued
4. Inspected 89 Main Ave, multiple dwelling, Building is vacant and under construction
5. Inspected Francis Asbury Manor – Certificate issued
6. Inspected Manor By the Sea – Certificate issued
7. Inspected Jersey Shore Arts Center – Certificate issued
8. NFIRS Reports

-While installing the Hydrant Flags, I noticed that the water company painted the wrong color on some hydrants

-The court date for the Parkview Inn has been moved again

-While doing the inspection of the Warrington Hotel, the Fire Official found that the alarm company was in the process of installing the Fire Alarm

-Roof was repaired at Eagles and the Squirrels were removed

-The stove at Eagle Fire House was repaired

Ocean Grove Fire Department Chiefs Report

March 6, 2012

Fire Calls:

02-11-12	19 Main Ave – Fire Alarm, steam from shower	1240hrs
02-17-12	62a Main Ave – Elevator Alarm	1636hrs
02-21-12	108 S Main St – Fire Alarm, Bad battery	1412hrs
02-22-12	92 Lake Ave – CO2 alarm, Bad battery	1618hrs
03-03-12	106 ½ Mt Tabor Way – Smell of gas, pilot light	1000hrs
03-06-12	106 ½ Mt Tabor Way – CO2 alarm, bad battery	0304hrs

Total Calls: ~~19~~20

RTK, Blood Borne, Hazmat Awareness training will be held on two nights, March 13th and March 15th at 6:30pm.

The Live Burn at Bricktown Fire Academy will be held on April 7th from 1 – 4 pm. Members are asked to be at the firehouse by 12:15pm and also to let the chief know if they will be attending. I got word to the OGFDFAS Captain to see if they can provide us with a crew for that day, if not then I will make other arrangements to get a rig.

Still working on getting with all the officers to get the proper certifications that are accepted by the State of New Jersey! This was brought up at our officers meeting. The new Certifications for all Fire Officers from the State were included in Februarys Commissioners meeting.

For those who did not get fit tested, there will be a make-up date soon. TBA

RESOLUTION #2012-03-01
A RESOLUTION TO ESTABLISH STAFF POSITIONS

BE IT RESOLVED, That the following designated staff positions are approved and assigned as shown:

Ronald G. Cole Jr.	Paid Firefighter
Ronald G. Cole Jr.	Fire Official
Scott Liddick	Fire Inspector
David M. Shotwell Jr.	Clerk of the Board
Richard J. Cuttrel	Financial Officer
James Hundley	Attorney
Vincent J. Alvino	Auditor
Rev. Walter Quigg	Chaplin
Rev. Richard Twidle	Chaplin
Rev. Scott Hoffman	Chaplin

RESOLUTION NO. 2012-03-02
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

BE IT RESOLVED, That pursuant to the Open Public Meetings Act, the Board of Fire Commissioners, Fire District No. 2, (Ocean Grove Fire District) Neptune, N.J. adopts the following schedule of meetings for the balance of the year 2012-2013, said meetings to be held at the Ocean Grove Fire Headquarters, 50 Olin Street, Ocean Grove, on the dates listed at 7:30 P.M., unless otherwise indicated:

Thursday, April 12, 2012
Thursday, May 10, 2012
Thursday, June 14, 2012
Thursday, July 12, 2012
Thursday, August 9, 2012
Tuesday, September 13, 2012
Thursday, October 11, 2012
Thursday, November 8, 2012
Thursday, December 13, 2012
Thursday, January 10, 2013
Thursday, February 14, 2013

Tuesday, March 5, 2013 Organizational Meeting

Saturday, February 16, 2013 Fire District Election
(2PM – 9PM)

BE IT FURTHER RESOLVED, That the clerk of the Board be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

RESOLUTION NO. 2012-03-03
A RESOLUTION TO APPOINT PROFESSIONALS

WHEREAS, There exists a need by the Board of Fire Commissioners for various professional services including legal and audit; and,

WHEREAS, These appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners of the Fire District No. 2 (Ocean Grove Fire District) Neptune, N.J, that the Chairman and Clerk be and they are hereby authorized and directed to engage the services of:

Vincent J. Alvino

Auditor

James Hundley

Attorney

BE IT FURTHER RESOLVED, That these appointments are being made pending submission and approval of service contracts; and,

BE IT FURTHER RESOLVED, That the clerk of the Board be and he is authorized and directed to publish this resolution in accordance with NJSA 40A:11-1.

RESOLUTION #2012-03-04
A RESOLUTION TO DESIGNATE DEPOSITORIES FOR MUNICIPAL
FUNDS

BE IT RESOLVED, that the Central Jersey Bank and PNC Bank are hereby designated as the depository for the Neptune Fire District No.2 (Ocean Grove Fire District) funds; and,

BE IT FURTHER RESOLVED, that the Central Jersey Bank is hereby authorized to make payment from the funds on deposit in said institutions to the credit of Neptune Fire District No. 2 (Ocean Grove Fire District) in the following accounts: General and Payroll, upon and according to the checks drawn bearing three signatures from any three as follows:

Signature of: Chairman, Secretary, Treasurer or Financial Officer.

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners' safe deposit box shall also require three signatures from three as follows:

Signature of: Chairman, Secretary, Treasurer or Financial Officer.

RESOLUTION #2012-03-05
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Asbury Park Press and the Coaster be designated as the official newspapers for the insertion of legal notices for the Board of Fire Commissioners, Fire District No.2, (Ocean Grove Fire District) Neptune, NJ.

RESOLUTION #2012-03-06

A RESOLUTION TO DESIGNATE INDIVIDUAL COMMISSIONERS TO SUPERVISE SPECIFIC AREAS

BE IT RESOLVED, the following areas shall fall under the supervision of the indicated Commissioners:

FACILITIES: Commissioner Matthew Gannon

ADMINISTRATION & FINANCE: Commissioner William Ball

PERSONNEL: Commissioner Scott Jarmer

APPARATUS: Commissioner Edwin Deuchar