

OCEAN GROVE BOARD OF FIRE COMMISSIONERS

MINUTES MARCH 5, 2013

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 2012 issue of the Asbury Park Press and The Coaster.

Present were Commissioners Robert McEwan, William Ball, Edwin Deuchar, Matthew Gannon, and Scott Jarmer.

UNFINISHED BUSINESS OF THE OUTGOING BOARD

Motion to adjourn the Board sine die by Commissioner Gannon, second by Commissioner Jarmer, with all voting in favor.

ELECTION REPORT

The Clerk reported the district election was held on February 16, 2013.

For the open commissioner position, Matthew Gannon received the majority of the votes. The budget passed by a majority of the votes.

Investiture of Matthew Gannon to the position of Commissioner.

REORGANIZATION

On the motion of Commissioner Matthew Gannon and second of Commissioner Robert McEwan, and approval of all commissioners, Scott Jarmer was selected to act as temporary Chairman

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

All Commissioners voted in favor.

Scott Jarmer was nominated for Secretary of the Board of Fire Commissioners by Commissioner Gannon, second by Commissioner Deuchar, and unanimously elected.

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

APPOINTMENTS

Resolution 2013-3-01 (attached) A RESOLUTION TO ESTABLISH STAFF POSITIONS

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 2013-3-2 (attached) TO ESTABLISH SCHEDULE OF MEETINGS from April 2013 through March 2014 and the Fire District Election

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 #2013-3-3 (attached) TO APPOINT PROFESSIONALS (auditor & attorney)

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 #2013-3-4 (attached) **DESIGNATE DEPOSITORIES FOR MUNICIPAL FUNDS**

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

Commissioner Ball
Commissioner Jarmer
Commissioner Deuchar
Commissioner Gannon
Commissioner McEwan

None opposed, none abstained

Resolution #2013-3-5 (attached) **TO DESIGNATE OFFICIAL NEWSPAPERS** for legal notices for the Board

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 (#2013-3-6) **DESIGNATE INDIVIDUAL COMMISSIONERS TO SUPERVISE SPECIFIC AREAS** of the Neptune Township Fire District #2 (Ocean Grove Fire District).

Offered by: Comm Gannon
Second by: Comm Deuchar
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

None

ACTION ON COMMUNICATIONS

None

TREASURER'S REPORT

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

OLD BUSINESS

None

NEW BUSINESS

None

FIRE OFFICIAL AND CHIEF'S REPORT

Fire Official. The emergency generator is operating at full capacity but is not sufficient for the typical power requirements for the building. Upgrade and replacement are recommended.

Chief. There have been 32 alarms to date.

PUBLIC HEARING

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

ADJOURNMENT

Motion by Comm Jarmer, second by Comm Gannon, unanimously approved at 1945 hrs.

*Certified
Rick Cuttrell*

RESOLUTION #2013-03-01
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. Cuttrell | Financial Officer |
| James Hundley | Attorney |
| Vincent J. Alvino | Auditor |
| Rev. Walter Quigg | Chaplin |
| Rev. Richard Twidle | Chaplin |

RESOLUTION NO. 2013-03-02
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 2013-2014, 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 11, 2013
Thursday, May 9, 2013
Thursday, June 13, 2013
Thursday, July 11, 2013
Thursday, August 8, 2013
Tuesday, September 12, 2013
Thursday, October 10, 2013
Thursday, November 14, 2013
Thursday, December 12, 2013
Thursday, January 8, 2014
Thursday, February 13, 2014

Tuesday, March 4, 2014 Organizational Meeting

Saturday, February 15 2014 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. 2013-03-03
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 #2013-03-04
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 #2013-03-05
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 #2013-03-06

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

**OCEAN GROVE BOARD OF FIRE COMMISSIONERS
MONTHLY BUDGET STATEMENT - AS OF FEBRUARY 28, 2013**

| <u>REVENUES</u> | <u>2013 BUDGET</u> | <u>REALIZED</u> | <u>UNREALIZED</u> |
|-----------------------------|---------------------|---------------------|---------------------|
| SURPLUS | \$80,000.00 | \$80,000.00 | \$0.00 |
| STATE FEES | \$10,000.00 | \$1,716.32 | \$8,283.68 |
| LOCAL FEES | \$15,000.00 | \$0.00 | \$15,000.00 |
| STATE FIRE GRANT | \$6,000.00 | \$0.00 | \$6,000.00 |
| INTEREST EARNED | \$300.00 | \$43.86 | \$256.14 |
| AMOUNT RAISED BY TAX | \$644,742.00 | \$105,028.86 | \$539,713.14 |
| TOTAL REVENUES | \$756,042.00 | \$186,789.04 | \$569,252.96 |
| | | | |
| <u>APPROPRIATIONS</u> | <u>2013 BUDGET</u> | <u>REALIZED</u> | <u>UNREALIZED</u> |
| SALARIES | \$157,836.00 | \$26,169.46 | \$131,666.54 |
| Administration | \$34,620.00 | \$4,119.98 | \$30,500.02 |
| Operations | \$98,216.00 | \$17,557.38 | \$80,658.62 |
| Uniform Fire Safety | \$25,000.00 | \$4,492.10 | \$20,507.90 |
| BENEFITS | \$138,206.00 | \$12,167.81 | \$126,038.19 |
| Administration | \$58,887.00 | \$7,922.74 | \$50,964.26 |
| Operations | \$79,319.00 | \$4,245.07 | \$75,073.93 |
| HYDRANT RENTAL | \$32,000.00 | \$2,790.40 | \$29,209.60 |
| RESERVE FOR CAPITAL | \$20,000.00 | \$0.00 | \$20,000.00 |
| INSURANCE | \$85,000.00 | \$200.00 | \$84,800.00 |
| PROFESSIONAL SERVICES | \$24,000.00 | \$0.00 | \$24,000.00 |
| ADVERTISING | \$1,500.00 | \$320.74 | \$1,179.26 |
| ELECTION | \$1,500.00 | \$0.00 | \$1,500.00 |
| TRAVEL | \$3,000.00 | \$0.00 | \$3,000.00 |
| DUES | \$3,000.00 | \$0.00 | \$3,000.00 |
| SUPPLIES | \$80,000.00 | \$2,915.20 | \$77,084.80 |
| UTILITIES | \$36,000.00 | \$2,915.05 | \$33,084.95 |
| OFFICE SUPPLIES | \$7,000.00 | \$85.13 | \$6,914.87 |
| MAINTENANCE & REPAIRS | \$100,000.00 | \$6,243.29 | \$93,756.71 |
| TRAINING | \$3,000.00 | \$0.00 | \$3,000.00 |
| COMMUNICATIONS | \$22,000.00 | \$1,790.82 | \$20,209.18 |
| FIRE SAFETY - OTHER EXP. | \$27,000.00 | \$131.45 | \$26,868.55 |
| INTERLOCAL - CSOs | \$15,000.00 | \$0.00 | \$15,000.00 |
| TOTAL APPROPRIATIONS | \$756,042.00 | \$55,729.35 | \$700,312.65 |
| | | | |
| 2012 APPROPRIATION RESERVES | \$92,163.51 | \$15,863.08 | \$76,300.43 |
| | | | |
| <u>CASH ON HAND</u> | | | |
| PNC MONEY MARKET | \$234,733.55 | | |
| CENTRAL JERSEY CHECKING | \$158,903.90 | | |
| TOTAL | \$393,637.45 | | |
| | | | |
| GENERAL FUND | | \$258,637.45 | |
| CAPITAL RESERVE FUND | | \$135,000.00 | |

BILL LIST - MARCH 2013

| CHECK | PAYEE | DESCRIPTION | AMOUNT |
|------------|---------------------------------|--------------------------------|-------------|
| 1739 | Ronald Cole Jr. | Payroll | \$3,258.97 |
| 1740 | Ronald Cole Jr. | Payroll | \$3,258.97 |
| 1741 | Richard J. Cuttrell | Payroll | \$844.94 |
| 1742 | Scott Liddick | Payroll | \$290.81 |
| 1743 | David Shotwell, Jr. | Payroll | \$561.62 |
| 1744 | Ronald Cole Jr. | Payroll - Overtime | \$133.80 |
| 1745 | Eagle Hook & Ladder Co. | Building maintenance | \$700.00 |
| 1746 | Washington Fire Co. | Building maintenance | \$700.00 |
| 1747 | Stokes Fire Co. | Building maintenance | \$700.00 |
| 1748 | JCP&L | Electric | \$888.64 |
| 1749 | NJAWC | Hydrants/water | |
| 1750 | NJNG | Natural gas | \$1,726.32 |
| 1751 | Optimum | Internet/phone | \$215.65 |
| 1752 | Verizon | Phones | \$73.38 |
| 1753 | Township of Neptune | 1st ins installment/gas | \$14,080.14 |
| 1754 | R.N. Demaio | Building supplies | \$321.31 |
| 1755 | Ronald Cole Jr. | Postage reimbursement | \$6.11 |
| 1756 | Ted Hall Locksmith | Door repair/closers/locks/keys | \$2,784.50 |
| 1757 | Seaboard Welding Supply | Compressed air | \$171.50 |
| 1758 | Roy Press Printers | Election ballots | \$445.00 |
| 1759 | Daniel VanOrden | Election worker | \$100.00 |
| 1760 | Robert Perkins | Election worker | \$100.00 |
| 1761 | Christopher Bedrosian | Election worker | \$100.00 |
| 1762 | Atlantic Lock & Safe | Keys | \$32.00 |
| 1763 | S&J Mechanical | New Thermostat - Eagle | \$195.00 |
| 1764 | Clancy's Tavern | Election workers | \$56.20 |
| 1765 | Prudential Retirement | Pension Payments | \$107.61 |
| 1766 | Kempton Flag | Flagpole/flag | \$1,194.00 |
| 1767 | All Hands Fire Equipment | Gloves/tags/hats/pants | \$2,040.73 |
| 1768 | Industrial Appraisal Company | Annual appraisal | \$135.00 |
| 1769 | Monmouth County Fire Prot. Assn | Dues | \$30.00 |
| 1770 | Postmaster | Postage | \$92.00 |
| 1771 | RZ Termite & Pest Control | Monthly pest control | \$100.00 |
| 1772 | A.R. Communication | Service radio | \$85.00 |
| 1773 | PL Custom | Repair light tower/siren | \$1,388.25 |
| Dir. Debit | PFRS | Annual Employer Contribution | \$25,114.00 |
| Dir. Debit | PERS | Annual Employer Contribution | \$12,975.00 |
| Dir. Debit | Internal Revenue Service | Payroll Taxes | \$1,690.07 |
| Dir. Debit | NJSHBP | Health Benefits | \$5,983.52 |
| Dir. Debit | PFRS/PERS/PERS Life Ins. | Pension Payments | \$965.22 |

BILL LIST TOTAL**\$83,645.26**