

February 11, 2016 (Corrected 03/10/16)

Meeting duly advertised and called to order at 7:00pm with reading of the Open Public Meeting statement and Pledge of Allegiance.

Commissioners' Poppe Jr., Symons, Rubio, Ryan and Wickham in attendance. Attorney Rich Braslow will be available by phone if needed. Former District 1 Commissioners R. Redington and M. Fleming, Fire Dist Administrator S. Rauch.

CVFC was represented by Chief, Assistant Chief, and Company President. WVFC was represented by the Chief and Ass't Chief. Career FF's were represented by J Mergner.

**Administrator's Report** (Attached). All submitted purchase requests were approved as well as requested schools with the stipulation that if a member doesn't attend he will be responsible for payment.

**CVFC Report** A signed lease was presented to the Board by the CVFC President. Chief advises progress.

**WVFC Report** Looking to purchase Class 'A' uniforms – possibly 12. B Reddington discussed Whitesville's plan to turn their unused basement area into a township wide training room.

**Career Lt/FF Report** Progress.

S Rauch will attempt to contact area roofers to advise that a bid package is available for St 56-1

RIT progress discussed – CVFC Chief advised should be ready within a month to a month and a half.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Ryan to accept 2 military vehicles from the Township; approved.

Boy Scouts are requesting to add an additional storage container. Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Ryan to deny; approved.

CVFC President had questions regarding LOSAP that will be referred to Attorney Braslow.

Motion by Commissioner Wickham, 2<sup>nd</sup> by Commissioner Ryan to go to closed session at 1945 hours.

Motion to reopen meeting by Commissioner Wickham, 2<sup>nd</sup> by Commissioner Ryan. Meeting reopened at 2020 hours.

Discussed and agreed that the sidewalk lights should be replaced with something similar.

The Board is requesting the Administrator's monthly report earlier in the week of the meeting. Also, the Fire Company Chief's will give their own respective reports.

Repairs to St 56 bay door was discussed. CVFC advises that the contract will be amended and also the door repair will be deducted from the fire company's next quarterly check.

CDL requirements are to be enforced. The Board will reimburse the cost of the license and physical if necessary. The fire companies will conduct the training.

Motion to adjourn by Commissioner Ryan, 2<sup>nd</sup> by Commissioner Rubio at 2035 hours.

11:58 AM

District 2 Board of Fire Commissioners

Approve to Pay

February 2016

02/11/16

Accrual Basis

Date	Num	Name	Memo	Amount
<b>Feb 16</b>				
02/15/2016	SNHB 02 16	NJSHBP	Health Benefits Monthly Billing	-17,092.86
02/11/2016	20449	A T & T	0205973458001	-48.79
02/11/2016	20450	Atlantic Printing & Graphics		-246.45
02/11/2016	20451	Attention to Detail		-260.00
02/11/2016	20452	Battery Clearance LLC		-563.29
02/11/2016	20453	Braslow, Richard		-1,350.00
02/11/2016	20454	Cablevision		-366.67
02/11/2016	20455	County Line Hardware		-347.42
02/11/2016	20456	Custom Bandag Inc	0034233	-270.00
02/11/2016	20457	Ed Brown's Heating & Cooling		-767.29
02/11/2016	20458	Emergency Services Marketing Corp ...		-15.26
02/11/2016	20459	GPS Trackit		-125.00
02/11/2016	20460	HealthQuest Community Education		-115.00
02/11/2016	20461	Hunter Peterbilt		-9.98
02/11/2016	20462	Jackson Municipal Utilities Authority		-570.30
02/11/2016	20463	Jackson Twp Fire District No. 3		-520.95
02/11/2016	20464	Jersey Central Power & Light	100015400045	-190.31
02/11/2016	20465	Kansas State Bank	3342091	-63,771.88
02/11/2016	20466	Koerner & Koerner PA	Client No. 31110	-2,572.00
02/11/2016	20467	Lane J Biviano Esq		-405.00
02/11/2016	20468	Micromedia Publications Inc.		-200.00
02/11/2016	20469	Moore Medical		-149.09
02/11/2016	20470	National Parts Supply Co	LW3100	-937.83
02/11/2016	20471	POPPE III, JOHN		-152.98
02/11/2016	20472	Twin Rocks Spring Water		-3.00
02/11/2016	20473	Velting Overhead Doors		-610.00
02/11/2016	20474	Verizon Wireless		-61.43
02/11/2016	20475	Waste Management		-311.15
02/11/2016	20476	WB Mason		-72.47
02/11/2016	2016009	Freehold Cartage Inc.	60066000	-118.90
02/11/2016	2016010	Home Depot	6035322500449628	-95.11
02/11/2016	2016011	Jersey Central Power & Light	100015400045	-682.02
02/11/2016	2016012	Leaf Capital Funding		-203.00
02/11/2016	2016013	NJ Natural Gas	22-0013-5208-06	-1,279.40
02/11/2016	2016014	Speedway Fleet	0461-00-716420-5	-889.21
02/11/2016	2016015	Travelers	6JUB-901X864-6-15	-19,823.08
02/11/2016	2016016	Verizon	732928910034807Y	-172.01
<b>Feb 16</b>				<b>-115,369.13</b>

<b>MONTHLY BUDGET RECONCILIATION</b>				
2/11/2016 0:00	2016 TEMP BUDGET	2016 YTD EXPENSES	2016 BUDGET BALANCES	
<b><u>OPERATING APPROPRIATIONS</u></b>				
Salaries/Wages	56,246.00	68,522.00	(12,276.00)	
Salaries/Wages - OT		0.00	0.00	
Salaries/Wages - Commissioners		0.00	0.00	
Fringe Benefits	26,698.00	37,165.00	(10,467.00)	
Rental Charges (Hydrant)	2,520.00		2,520.00	
Other Rentals	4,200.00		4,200.00	
Insurance Premiums **Incl WC - YTD	16,100.00	29,449.00	(13,349.00)	
LOSAP	0.00		0.00	
Utilities & Related Services	5,600.00	2,957.00	2,643.00	
Professional Services	7,000.00	3,105.00	3,895.00	
Other Outside Services			0.00	
Advertising	420.00	200.00	220.00	
Travel Expense	28.00		28.00	
Elections	168.00	246.00	(78.00)	
Membership/Dues	42.00		42.00	
Training & Education	2,800.00	115.00	2,685.00	
Convention Expense (in-house line item only)				
Uniforms & Personnel Equipment	3,500.00		3,500.00	
Maintenance & Repairs	14,000.00	8,181.00	5,819.00	
Other Operating Materials & Supplies	4,900.00	1,038.00	3,862.00	
Office Supplies/Postage	560.00	543.00	17.00	
Purchase of Non-Bondable Assets***	3,815.00		3,815.00	
Replacement Equipment	4,235.00		4,235.00	
Extrication Equipment	1,050.00		1,050.00	
Fire Prevention Bureau Exp	3,682.00		3,682.00	
Fire District 1 Payroll Expense				
UFSG Expenses	651.00		651.00	
Contingent	350.00		350.00	
Joint District Expense	7,000.00		7,000.00	
			0.00	
<b><u>TOTAL OPERATING APPROPRIATIONS</u></b>	<b>165,565.00</b>	<b>151,521.00</b>	<b>14,044.00</b>	
<b><u>CAPITAL APPROPRIATIONS</u></b>				
Capital Outlay (New Apparatus)	0.00		0.00	
Capital Improvement (Firehouse)			0.00	
Capital Reserve-Future Outlay			0.00	
Debt Service (Principal)	0.00	48,197.00	(48,197.00)	
Debt Service (Interest)	0.00	15,575.00	(15,575.00)	
<b><u>TOTAL CAPITAL APPROPRIATIONS</u></b>	<b>0.00</b>	<b>63,772.00</b>	<b>-63,772.00</b>	
<b><u>TOTAL BUDGET APPROPRIATIONS</u></b>	<b>165,565.00</b>	<b>215,293.00</b>	<b>-49,728.00</b>	
<b><u>CASH BALANCES</u></b>				
Cash (Regular Checking)	27,171.62	02/11/16		
Cash (Money Market)	1,865,695.67	02/11/16		
Cash (Payroll Checking)	76,579.53	02/11/16		
Cash (Capital Improvement Account)	239,872.13	02/11/16		
<b><u>TOTAL CASH BALANCES</u></b>	<b>2,209,318.95</b>			
2/11/2016 10:21	2016 BUDGET	RECEIVED	ANTICIPATED	BALANCE
<b><u>REVENUE/INCOME</u></b>				
Fund Balance Utilized	0.00			0.00



## District 2 Monthly Report for February 2016

### Day Shift

#### Station 56-1

Total Runs: 34

EMS: 24

Fire: 10

Training: 3

#### Station 57

Total Runs: 19

EMS: 9

Fire: 10, 1 Still

Drills: 2

### Companies;

#### Station 56

Total Runs: 26

Out of First Due Area: 7 (2 out of town M/A)

Drills: 2

#### Station 57

Total Runs: 23

Out of First Due Area: 16

Drills: 2

### Company Reports;

#### Station 56

Looking to outfit 14 members with Class A uniforms. These are new members over the last couple of years and have not yet received a Class A. The Company is currently shopping around for the best price

Looking to replace two XTS2500 portables that were originally in the Chiefs cars but were taken out and given to the two safety officers.

Obtaining quotes for the few pieces of equipment needed to outfit the truck for RIC.

We are currently using a program called DeviceMagic. This a program that we use to create forms that are used to report information including needed truck repairs, training reports, fire reports, and activity reports. The app is loaded in all the tablets and a member uses these forms to get information out to the appropriate people in real time without having to call people. Both companies are using this and recently changes were made to some of the forms such as who receives the reports along with information included on them.

Currently we are using the free version of this program which means any single change made to any one form requires someone to make the change on the same form located in each individual device. It is a very time consuming process. Recent changes took four hours to process across all the tablets.

Both companies are using this program so Districtwide it is being used in approximately 20 devices.

There is a paid version of this program. This would allow any changes to automatically update across all the devices at once. The cost is \$3,060.00 annually.

Station 57

PPE Inspections complete. Have a list of repairs and needs to them.

**Station Needs;**

Station 56-1

Roof and Generator status

Station 57

Lighting on Apparatus floor needs to be updated and replaced. Fixtures are 30+years old and are failing; replacement parts are hard to come by and are not energy efficient. The company is investigating alternative options and obtaining quotes to discuss at a future time.

**Other;**

Marty II and Bob would like to open discussions into converting the basement at Whitesville to a dedicated Training Room for District use and have it available for other Township Emergency Services Agencies. They are in the beginning stages of deciding on a layout and needs and would like to discuss it further. It is anticipated that \$20,000 would be needed to outfit the room properly.

## **Physicals;**

Looking to contract with Interstate Mobile for physicals. Been using this company for a number of years over in Whitesville. Their prices are the same as last year.

Respiratory Physical Exam \$119

Includes review of medical and occupational history, pulmonary function test, and hands-on physical exam by physician

EKG (including interpretation) \$55

Recommended as a baseline, *as medically indicated* at age 40 and up (based on symptoms reported, medical history, or physical exam), or annually.

DOT Medical Card \$52

Includes urinalysis, vision test, and completion of federal forms.

The physician is DOT certified, certain medical issues might dictate the card to be valid for less than two years. Letters from personal physician might be required for those who have suffered a previous heart attack or stroke. Certain medications will disqualify individuals or require letters from personal physician.

Travel charge \$275 each date.

Looking to set up two dates, one on each meeting night of each company at their respective firehouses. This will give members of both companies' two opportunities.

Paperwork for Cassville and any new member of Whitesville would be provided ahead of time for the member to complete prior to the actual physical.

Based on last physicals

Whitesville 24 members - \$4,379 (physical/DOT/travel) not including any EKGs

Cassville 35 members (35 Physicals/28 DOT) - \$5,896 (physical/DOT/travel), not including any EKGs

District 2 spent about \$10,000 in 2014 and it appears that not everyone had a pulmonary function test, not all did a complete DOT physical

District 1 spent about \$3100 last year, no DOT, Respiratory only

## **Apparatus;**

Annual Testing. Looking to go with Fireflow. \$7,129.50 for annual pump, hose, aerial and ground ladder testing. Cost is middle of the three quotes. This company came out in the middle of our testing last year, no questions asked, when we fired the company we were using. Looking at setting up in the beginning of April

Annual P/Ms. We have been using Blaze. Looking at using a new vendor, Emergency Equipment Sales. Pricing is comparable to Blaze. Looking to begin setting that up beginning in March

5621, going to East Coast Lighting to repair the arrow stick

5611, repaired the driver's door handle and charging issue, in house

5639, obtaining quotes for lettering

5701, installed the LED lighting on the rear of the truck, in house

5708, recently returned from Blaze where it had a new generator installed. We took back the old one and are having it looked at further to see about possibly repairing it for stock.

5700, tune up completed.

5790, having brakes looked at for a possible caliper hanging up

**Equipment;**

Seven SCBA cylinders and two SCBA harnesses were received and inventoried

**Training;**

FDIC, looking to send 4 members of the volunteer companies and 1 career staff. Whitesville has not expressed interest. Cassville has interest from several members and will pick four based on response percentages. The career member will be decided based on current rotation. Price, including Hands on Training, classroom participation, entrance to exhibits, hotel, and \$50 per day for meals, was quoted two ways. \$8,035 using personal transportation or a company SUV and \$8,809 which includes renting a van.

Members who participate in this training will be required to bring back what they learned to the companies and career staff. They will hold a one night session where they will review what they participated in and what they learned.

Sending one career member to NJ Weekend. The member will conduct on daytime and one nighttime training session where he will review what he participated in and what he learned.

**Station 56**

Will have one or two members going to OCFA for Water Shuttle Class; information from this class will be used to develop a two- night training session here in District.

One member is attending OCFA for FF1

**Station 57**

Has one member currently attending TRFA for FF1/FF2



Three members attending MCFA for I200.

Both company Captains and one career staff member will be meeting at the end of the month to begin looking at standardizing training plans across the District

**Bureau;**

Station 56 Area

Inspections: 3

Reinspections: 13

Station 57 Area

Complaint: 1

Inspections: 11

Reinspections: 16

Permits: 2

SFGA/Outlet Mall:

Inspections: 9

Reinspections: 18

There is money in the Cassville Trust account amounting to \$22,452.01. This was received through Dedicated Penalties issued by the Bureau prior to District 3 taking it over. This is money the company can request to be spent on training and equipment for the company itself. Speaking with the Chief, he would like to fund Class A uniforms, the balance of his RIC equipment, 2 portable radios, and the FDIC trip for four of his members.

**Requests for Purchase;**

- Physicals. See above

\$10,275 based on previous participation.

- Attendance to FDIC Intern'l for 4 volunteer/1 career member. Includes hotel, hands-on training, classroom, and entrance to exhibits over four days. Additionally \$50/day/attendee for meals and transportation (van rental)

\$8,809.00

- Fireflow. Conduct annual hose, pump, ground and aerial ladder testing

\$7,129.50

- DeviceMagic.com. See Station 56 report above

\$3,060 annually

- Portable Radios. 2 refurbished XTS2500 Portable radios, speaker mics, and vehicle chargers for 5600 and 5610 vehicles.

\$1,906 plus shipping

- Minitor V Programming Kit. This will allow us to interchange pagers between the Fire Companies. Change dispatch tones.

\$203.20

- Defibrillator Cabinet. EMS equipment was removed from 5647, now have an extra defib. Would like to place the cabinet in the hall or hallway or wherever is appropriate for the public to have access to it during hall rentals.

\$180.00 plus shipping