

**MONROE TOWNSHIP FIRE DISTRICT NO. 1**  
**BOARD OF FIRE COMMISSIONERS**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, AUGUST 8, 2018**

The Monroe Township Board of Fire Commissioners of Fire District No. 1 met at the new Firehouse, 467 Spotswood-Englishtown Road, Monroe Township, New Jersey for a Regular Meeting. The meeting was called to order with a salute to the Flag at 7:00 PM. There was a moment of silence for fallen soldiers, firefighters, EMS workers, etc.

Board Attorney Joseph D. Youssouf announced that the meeting is being held in accordance with the Open Public Meetings Act (copy attached) and that adequate notice of the meeting has been provided by the following: posted on the bulletin board of the Township Clerk in the Municipal Complex and published in the Home News Tribune.

UPON ROLL CALL the following members of the Monroe Township Board of Fire Commissioners of District No. 1 were present: Raymond Perry, Charles Dipierro and Christian Ventriello.

ABSENT: Michael Costello and Vincent DiLieto

ALSO PRESENT: Board Attorney Joseph D. Youssouf, Board Accountant Joseph Massoni, Chief Anthony Costa, Fire Official Ernest Zih, Jr. and Fire Inspector Pat Reardon

The minutes of July 11, 2018 were tabled.

**INSURANCE REPORT:** Commissioner Christian Ventriello stated that there are no new claims.

**FIRE PREVENTION REPORT:** Ernie was present and gave report. (Attached) He stated that the annual school inspections have been completed as mandated by the State and additional inspections will be completed before school starts.

Ernie met with Verizon regarding the billing. He recommends keeping one phone line as well as internet capacity for the old firehouse @ 24 Harrison

Avenue. The use of cell phones in the Bureau office for outgoing calls has been helpful in keeping the Verizon bill down. He also asked the Board for another telephone because one is shared amongst the Bureau office and two calls can't be answered at one time. A fax machine is needed as well. An additional iPad was ordered and is currently in operation by the day crew.

The carbon monoxide detectors were priced out as requested per the new code. We could either pay \$523 for (15) 10-year battery ones or an integrated system for \$6,000.00. Ernie recommends the battery backup ones and the Board agrees. Charlie said we could budget next year for the integrated system to be installed.

ESP computer inspection program is now installed on all Bureau computers, allowing everyone to work simultaneously. Joe is in the process of installing RED ALERT, the Fire Departments reporting program.

The Fire Prevention trailer was utilized and run continuously from start to finish at this year's National Night Out.

The Township Assessor's office has generated a report of all Farm classified properties in our District. This will help with the annual inspections of all commercial farm buildings as mandated by the NJ Division of Fire Safety.

**CHIEF'S REPORT:** Chief Anthony Costa was present and gave report. (Attached) He stated that there were 37 calls, 3 drills and 2 new members. There are 3 firefighters currently attending FF1. The new Ladder Truck is at Absolute for lettering, a drawing will be provided to the Board as well as a delivery date. It should be ready to show off in Wildwood! Turn out gear has been ordered before the July 31<sup>st</sup> deadline for a 10% discount.

Chief received three quotes for a cordless, battery powered Blow Hard fan for the new truck. He is requesting three, but only one was approved for now, with all in favor, in the amount of \$3,465 from Skylands Area Fire Equipment and Training, as per proposal dated 7/21/2018. Valid until 9/30/2018.

The Recruitment Party is scheduled here at the firehouse on August 18<sup>th</sup> from 11AM – 3PM. A car will be cut up in the back parking lot, the smoke trailer will be on site & the trucks will be out front. An ice cream truck will come, there will be two bounce houses, a balloon artist and one of the members is donating their time to do face painting. The insurance company must be notified of the event to make sure we have the proper coverage.

Regency at Monroe is starting a new phase that will encompass 450 feet from the center of Spotswood Englishtown Road, which falls in our district. At previous consolidation meetings, the Township Attorney determined that Mayor and Council cannot change the fire district lines, in fact the voters have to do so. The Tax Assessor said that the subdivided lots get created by where the mother lot was established. Fortunately, our District will have the ratables from the Celebrations @ Monroe subdivision, corner of Spotswood-Englishtown Road and Mount's Mills Road.

A list of completed physicals should be obtained from Bill Gardener. If not completed by a certain date, those individuals cannot ride the truck.

**LEGAL REPORT:** Board Attorney Joseph D. Youssouf stated that representatives of the Board of Fire Commissioners have engaged in bona fide negotiations with representatives of Local 3170 of the International Association of Firefighters and reached a Collective Bargaining Agreement that covers the period commencing January 1, 2010 through December 31, 2021.

UPON MOTION MADE by Raymond Perry and seconded by Christian Ventriello, the Board approved and authorized execution of the Collective Bargaining Agreement between the Board and Local 3170, IAFF.

ROLL CALL:	Commissioner Raymond Perry	Aye
	Commissioner Christian Ventriello	Aye
	Commissioner Charles Dipierro	Aye

The Board of Fire Commissioners have received and reviewed a proposed "STIPULATED REQUEST FOR CONSENT ORDER AS TO SETTLEMENT" with regards to the previously discussed litigation bearing Docket No. MID-C-2017-17. The proposed Consent Order includes all matters in controversy between the Board and Local 3170 and is the end result of protracted litigation and negotiations between the parties.

UPON MOTION MADE by Raymond Perry and seconded by Christian Ventriello, the Board authorized execution of the Settlement Stipulation in the matter of IAFF Local 3170 vs. Monroe Township BOFC FD#1.

ROLL CALL:	Commissioner Raymond Perry	Aye
	Commissioner Christian Ventriello	Aye
	Commissioner Charles Dipierro	Aye

**ACCOUNTANT'S REPORT:** Board Accountant Joseph Massoni was present. The financial reports through July 31<sup>st</sup> were circulated to the Board. All bank accounts have been reconciled & all accounts have been analyzed to date. There are two accounts that are over budget right now: Office Supplies and Secretarial costs because we had the two secretaries during the transition. Other than that, everything is at or below expectation. We've been doing a real good job of managing the cash flow of the District. We will keep an eye out for the next revenue check expected the first week in September.

We are waiting for the 2017 Annual Audit to be completed. A draft copy was sent over and Joe had a chance to go over it. We are hoping to have a revised report by next meeting for the Board's approval.

If a purchase is made in the future with a State contract vendor, we must identify the State contract number on the purchase order. The proper procedure for purchasing is that someone is supposed to bring a request to the Board, the request is supposed to be approved & a purchase order is issued. We then go out and fulfill the purchase order. Once the product is received, we issue payment. The other item we have is that we do reimburse the Volunteer Fire Company for certain expenditures. Those expenditures require receipts and a summary on an expense report. This expense report is reviewed by the Board prior to authorizing payment. The auditors are saying that we need to adopt a formal policy. The bid threshold must be adhered to prior to authorizing certain types of expenditures.

**TREASURER'S REPORT:** Commissioner Christian Ventriello read the list of August bills to be paid.

Standard Waste Services	\$252.00	O-8
JCP&L	\$1,887.58	O-8
NJ American Water	\$181.95	A-6
Verizon Wireless	\$1,251.23	O-7
Witmer Public Safety Group, Inc.	\$3,674.43	O-15
Circle Janitorial Supplies	\$290.65	O-8
Agri-Tech Turf Maint. Inc.	\$174.32	O-8
Tint Tech, LLC.	\$2,200.00	O-8
Lombardy Door Sales & Service	\$360.00	O-15
Casey's Cleaning Services	\$2,025.00	O-8
Complete Document Solutions	\$165.06	A-8
Grainger	\$1,123.64	O-8
Pal Automotive Specialties, Inc.	\$132.64	O-15

Great America Financial Services	\$196.41	A-8
National Fuel Oil, Inc.	\$1,426.11	O-9
Middlesex County Fire Academy	\$713.00	O-16
A Cut Above Landscaping	\$1,550.00	O-8
PSE&G	\$86.60	O-8
Lonnie Pipero	\$1,800.00	O-16
RumZDad, LLC.	\$2,755.00	O-7
Coffee Distributors, LLC.	\$59.85	O-8
Coskey Electronic Systems	\$3,458.50	O-8

TOTAL: \$25,763.97

FIRE PREVENTION

Verizon (Old Firehouse)	\$951.39	F-3
Verizon (New Firehouse)	\$891.55	F-3
Amanda's Web, LLC.	\$300.00	F-3
Ernie Zih	\$165.48	F-3

TOTAL: \$2,308.42

UPON MOTION MADE by Christian Ventriello and seconded by Raymond Perry, with all in favor, the Board approved the payment of the bills read.

ROLL CALL:                      Commissioner Raymond Perry                      Aye  
    Commissioner Christian Ventriello                      Aye  
    Commissioner Charles Dipierro                      Aye

**OLD BUSINESS:** None

**NEW BUSINESS:** Chairman Charles Dipierro stated that following:

Chairman Dipierro met with Jack Purvis regarding the back parking lot. Maser Engineering is to make a report on the back parking lot. Joe Youssouf will send a letter to the bond company and the attorney for the general contractor to put them on notice about the repairs to the parking lot. We are very close to the expiration of the two year maintenance bond coming off the project. The plan for the parking lot from Brandy Place to the diesel tank includes road repair, so we may receive a grant from the State or Federal government for

some paving and there's a good possibility they will include Brandy Place from Spotswood-Englishtown Road to a point not known at this time. If they do a mill and re-pave, then the District will not have to do the paving, only the concrete part. He will have quotes by the next meeting.

There was a Township OEM drill that the district attended. The Fire, EMS and Police were all present. These are necessary to get everyone on the same page.

**CORRESPONDENCE:** None

**MEETING OPENED TO THE PUBLIC:** None

**EXECUTIVE SESSION:** None

UPON MOTION MADE by Raymond Perry and seconded by Christian Ventriello, the meeting was adjourned at 8:10PM.

*Prepared by: Tricia A. Mercado*