

**MONROE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MINUTES OF REGULAR MEETING
WEDNESDAY, MAY 9, 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.

Chairman Charles Dipierro 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: Vincent Dilieto, Raymond Perry, Charles Dipierro, Michael Costello and Christian Ventriello.

ALSO PRESENT: Board Attorney Joseph D. Youssof, Board Accountant Joseph Massoni, Deputy Chief Lonnie Piperio, President Paul Ivans, Fire Official Ernest Zih, Jr. and Fire Inspector Pat Reardon

UPON MOTION MADE by Raymond Perry and seconded by Vincent Dilieto, with all in favor, the Board approved the minutes of the Regular Meeting of April 11, 2018 subject to the same being provided to the public during, and subsequent to this meeting.

INSURANCE REPORT: Commissioner Vincent Dilieto reported that they closed out the last open case and sent out the check for the last individual. There is nothing pending.

CHIEF'S REPORT: Deputy Chief Lonnie Piperio was present and gave report. (attached) He stated the following:

There are 5 firefighters attending FF1 and 4 firefighters attending FF2, both ending beginning of July.

Preventative Maintenance on 51-2 and 51-3 is done and 51-4 is out now. The ladder will be next for preventative maintenance.

With Memorial Day coming, they are gearing up with supplies and getting ready for cleanup/waxing of trucks and diamond plate. We will participate in the 28th Annual Jamesburg and Spotswood parades this year.

All required classes by the Health Coordinator are complete to date. (CPR/AED/Sexual Harassment/Right to Know/BBP/Autism Awareness)

Chief Costa submitted a quote (attached) for a replacement computer *Dell Latitude 5490*, including the mobility kit; totaling \$1300.17.

UPON MOTION MADE by Michael Costello and seconded by Christian Ventriello, with all in favor, the Board approved the purchase of this replacement computer.

ROLL CALL:
Commissioner Vincent DiLieto Aye
Commissioner Raymond Perry Aye
Commissioner Charles Dipierro Aye
Commissioner Michael Costello Aye
Commissioner Christian Ventriello Aye

FIRE PREVENTION REPORT: Ernie was present and gave report. (attached) Ernie reported that there are improvements in the Bureau office, as well as the Commissioner's office. The desks, files, printers and equipment have been moved from the old office. The move is about 90% complete and everything should be completely out by months end. Some of the computers are operational. It has been a smooth transfer thus far.

Deputy Chief Lonnie Phipps stated that the goal for the Red Building is to clean it out and use it as a training facility. It is currently used as vehicle storage. The trench trailer, smokehouse and boat are there, along with years of boxes of storage in the attic.

Ernie suggested that someone sit down with Jared to discuss phone lines/extensions and fax lines in the new building. As far as the old firehouse, it was determined that there is a functional radio room there with secondary dispatching, therefore it needs at least one phone line and has to have a strong internet.

Artemis has been contacted for record destruction permission and Pat Reardon is in the process of setting up our account, as he has experience with the system.

In conjunction with the Fire Company, a Fire Truck demonstration was completed for a Cub Scout "Hero Day" recruitment event at the Recreation Center.

Posters for the school Fire Prevention Contest were judged at the April County meeting. Results are to be announced at next Thursdays meeting.

Chairman Charles Dipierro questioned the review of plans for Celebrations at Monroe off of Mount's Mills Road. The concern was whether or not our firetrucks could get around all the buildings comfortably. Ernie responded that they had a big disagreement with the original plan, indicating that the rear of the structures faces a retention basin and could possibly be difficult for firefighting operations. After hours of research utilizing NFPA guidelines, it was determined that there is adequate distance to set up ladders for rescue operations. The result was that they moved the retaining wall and put an extra egress window on the side of the building. After such changes were complete, the plans were approved by the Office of Fire Official.

PRESIDENT'S REPORT: President Paul Ivans was present. Paul asked if he should look in to signage for the public to be directed to the meeting room for our monthly Fire Commission meetings. Chairman Dipierro said it was okay to purchase an A-frame sign.

Chairman Dipierro asked if there was still a diesel oil tank at the old firehouse. We don't want it to become an environmental issue. Deputy Chief Pipro stated that he doesn't think we should take it out because it's a good back up to have, but it definitely should be emptied, cleaned and serviced.

Chairman Dipierro questioned the cleanliness of the old firehouse for the neighbors. Paul replied that there is only one car that was donated for cut up. The dumpster was moved. The building is being power washed on June 4th and the landscaper is taking care of the weeds.

LEGAL REPORT: Board Attorney Joseph D. Youssof presented a resolution authorizing the execution of the memorandum of agreement between the Board of Fire Commissioners and Local 3170, International Association of Firefighters, AFL-CIO authorizing issuance of retroactive payments. The Treasurer is authorized to render all properly due payments of back salary and adjusted pay to Board's paid professional firefighters. As a result of this, there will be no more Longevity or acting officer hours.

The Board has been working with the Architect and Engineer regarding the reconstruction and modification of the firehouse driveway at Brandy Place. Bids will be received by the Board of Fire Commissioners of Fire District No. 1 on June 13, 2018 @ 7:00 PM. Each bidder must submit its bid on the proposal form supplied with the bidding documents. The purchase price of bidding packages is \$100.00, payable by cashier's check or money order made payable to Jack A. Purvis, AIA. All bids submitted shall remain valid for 60 days. The award of the contract will made at the July meeting and is subject to the necessary monies to do the work being provided by the Board of Fire Commissioners in accordance with budgetary appropriations and approvals as required by law.

Board Attorney Joseph D. Youssof stated that OPRA (Open Public Records Act) decisions recently came down. All of the Volunteer Fire Company's records are subject to public examination and open for review. If we receive any requests for any information pertaining to the Volunteer Fire Company, they must be filled.

ACCOUNTANT'S REPORT: Board Accountant Joseph Massoni was present.

The financial reports through April 30th were circulated to the Board. A detailed review of actual vs. budget reports shows that we are at or below expectation in just about all the line items of where they should be as of now. One of the things identified is that cash flow is challenging due to certain obligations coming due, like the capital lease. We're taking advantage of any vendor terms that we have, like 15-30 days net; to ease that burden. The financial statement audit is going well. The new audit firm has been to the Accounting office three times so far. They are good people, very thorough and knowledgeable. There has been lots of interaction with them and so far the feedback has been extremely positive. Records are in good shape and its moving along. There are a few items on insurance coverage waiting for a response.

ROLL CALL:
Commissioner Vincent Diliato Aye
Commissioner Raymond Perry Aye
Commissioner Charles Dipietro Aye
Commissioner Michael Costello Aye
Commissioner Christian Ventriello Aye

UPON MOTION MADE by Michael Costello and seconded by Vincent Diliato, with all in favor, the Board approved the Resolution.

Mr. Massoni has gone through the entire retro check calculation and put together an initial spreadsheet that was approved. Once the operating memorandum is finalized, the numbers calculated will be in that check and starting the following week will be the new rates based on the contractual amounts we already agreed on.

TREASURER'S REPORT: Commissioner Michael Costello read the list of May bills to be paid.

A-8	\$127.37	Complete Document Solutions
O-15	\$1,614.95	Advanced Air Systems, LLC.
O-8	\$447.00	Jamesburg Hardware
O-7	\$1,701.73	Verizon Wireless
A-6	\$179.74	NJ American Water
A-8	\$2,246.72	W.B. Mason
O-16	\$100.00	Middlesex County Fire Academy
O-8	\$600.00	Atlantic Alarm Systems
O-8	\$2,584.32	JCP&L
O-9	\$1,352.85	National Fuel Oil, Inc.
A-8	\$196.41	Great America Financial Services
O-15	\$3,746.68	Absolute Fire Protection Co, Inc.
O-15	\$639.97	Discount Auto Centers
O-8	\$252.00	Standard Waste Service
O-8	\$639.94	W.B. Mason
A-8	\$328.36	W.B. Mason
O-8	\$386.81	Cintas
O-8	\$18.55	Better Living Hardware & Appliance
A-6	\$43,312.50	MTUD
A-11	\$14,957.01	Plosia Cohen, LLC.
O-8	\$4,875.00	Watts Electric, LLC.
O-8	\$579.42	PS&G
A-11	\$10,125.00	Ramer Search Consultants
A-8	\$100.00	Amanda's Web, LLC.
O-7	\$4,735.00	RumZdad, LLC.
TOTAL: \$95,847.33		
<u>FIRE PREVENTION</u>		
F-3	\$946.93	Verizon (Old Firehouse)
F-3	\$873.26	Verizon (New Firehouse)
F-3	\$66.00	Ernie Zih - Reimbursement
TOTAL: \$1,886.19		

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

ROLL CALL:

Commissioner Vincent Dilieto
 Commissioner Raymond Perry
 Commissioner Charles Dipierro
 Commissioner Michael Costello
 Commissioner Christian Ventriello
 Aye
 Aye
 Aye
 Aye
 Aye

OLD BUSINESS: Fire Official Ernest Zih re-submitted letters to the Board regarding the approvals of Celebrations at Monroe. They outlined all the concerns spoken about.

NEW BUSINESS: Commissioner Christian Ventriello spoke about a new laptop for the Commissioner's office. After speaking to Joe, it was decided that the Dell Latitude 5490 best suits our needs and could act as a backup to our system. He would also like to purchase the mobile transport kit which includes a backpack, an extra battery and a wireless portable mouse. This purchase totals \$1,657.17

UPON MOTION MADE by Christian Ventriello and seconded by Michael Costello, with all in favor, the Board approved the purchase of this laptop computer.

ROLL CALL:

- Commissioner Vincent DiLaeto Aye
- Commissioner Raymond Pery Aye
- Commissioner Charles Dipierro Aye
- Commissioner Michael Costello Aye
- Commissioner Christian Ventriello Aye

Chairman Charles Dipierro stated that he is meeting with the Construction official and a few of the inspectors to walk the building, hopefully for the last time; to go for a final TCO (temporary certificate of occupancy).

The Lock Company is coming to figure out some problems we're having and get us straightened up and running.

The parking lot in the back has a lot of spider cracks. The architect has been contacted and a soft letter will be sent to the contractor to see what needs to be done. We have protection because the bond is still in place.

The Board presented Joanne Hayes with a gift certificate for appreciation of all her dedicated years of service and wished her well.

MEETING OPENED TO THE PUBLIC: Mrs. Germanski of 5 Texas Road questioned the buffer area on the side of the parking lot and the grading of the land. Chairman Dipierro responded that there will be 12 more evergreen trees added this season and additional landscaping at the time the parking lot is done. He also added that the land will be lowered when the drainage gets put underneath the parking lot.

Mrs. Germanski added that the grass cuttings begin at 7 am and asked that they come a little later.

CORRESPONDENCE: Commissioner Christian Ventriello spoke about a letter outlining the audit from Lerch, Vinci and Higgins and notice of the quarterly meetings of the New Jersey State Association of Fire Districts.

UPON MOTION MADE by Vincent Dilieto and seconded by Raymond Perry, the Board entered into Executive Session at 8:20PM to discuss employment matters and Attorney-Client privileged matters.

ROLL CALL:

Commissioner Vincent Dilieto	Aye
Commissioner Raymond Perry	Aye
Commissioner Charles Dipierro	Aye
Commissioner Michael Costello	Aye
Commissioner Christian Ventriello	Aye

The public portion of the meeting re-opened at 9:14PM.

UPON MOTION MADE by Michael Costello and seconded by Vincent Dilieto, with all in favor, the meeting was adjourned at 9:15PM.

Prepared by: Tricia A. Mercado