

DELTRAN TOWNSHIP FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING
AUGUST 28, 2018

The regular meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening August 28, 2018 at the Fire District office with President Kendra calling the meeting to order at 7:30 pm.

The President announced that this meeting is being conducted within the provisions of N.J.S.10-4.6 to N.J.S. 10:4-41 titled Open Public Meetings and that the time and place has been posted on the bulletin board of the Municipal Buildings and was advertised in the Burlington County Times on February 22, 2018.

Other members of the Board and appointed persons present were: Commissioners James Bauer; James Turcich; Dave Kinney; and Joseph Parento. Also present were: Chief John Martino; Battalion Chief #231 Forman Shemeley; President #231 Tony Quaciari; and Insurance Broker Ryan Jones. Fire Official Bauer; Deputy Chief Cunningham; and Station 232 Battalion Chief Peak were excused to attend the Annual Caucus meeting of the NJ State Firemen's Association.

James Turcich made a motion, which was seconded by Joseph Parento to approve July 24, 2018 regular meeting minutes. The Board was polled. All AYES. The motion was carried.

COMMUNICATIONS: All communications that were received have been distributed to the Board members.

SECRETARY: The Secretary reported that everything is up to date.

CHIEF: The Chief reported on several incidents from the past month.

DEPUTY CHIEF: No report.

STATION 231 BATTALION CHIEF: Battalion Chief Shemeley submitted a written report (attached) and also reported that the two new recruitment signs have been posted; one on the corner in front of Station #231, and the other on the corner of Conrow and Haines Mill Roads.

STATION 232 BATTALION CHIEF: No report.

OTHER LINE OFFICER'S REPORTS: None

FIRE OFFICIAL: No report.

SOLICITOR'S REPORT: No report.

APPARATUS OFFICER: Commissioner Parento reported that: 1.) 2312's water gauge is not working; 2.) 2316 is waiting on its upgrade work to start; waiting on information to order a new cable; and the discharge pressure gauge not working; 3.) 2318 is waiting on a new light bar; and 4.) 2319's number one air bottle is still leaking and will need to be serviced.

FIRE EQUIPMENT: No report.

STATION PRESIDENT'S REPORT: #231- President Quaciari reported that the sea box storage unit will be relocated from one side of the back lot to the other so that work on the parking lot can proceed and that bay door in front of 2311 was repaired.

STATION TRUSTEE REPORT: Station 232 Trustee Tom Mann reported that the engine room was painted. He also advised that the station was getting quotes to replace the floor in the front entrance area and the hallway to the offices. Due to moisture, the wood floor needs to be replaced. The Delran High School Homecoming projects start at the stations October 5-12. Work is still progressing on the I AM RESPONDING service project but will be done shortly.

INSURANCE – A written report was submitted. (Attached)
From recent unrelated injuries, two firefighters received hospital invoices that were turned over to the insurance broker to be handled by the District insurance. A certificate of liability will need to be issued for the dodge ball game at Riverside High School in November.

EMERGENCY SQUAD: No report.

MASTER PLAN: James Bauer advised of the upcoming meetings schedule as follows: Sept 9- building upgrades; Sept 16- apparatus upgrades; Sept 23- master planning.

BUILDING & GROUNDS: #232- James Bauer reported the replacement heating project at Station 232 will start August 28. A thank you letter needs to be sent to Penmoni Associates, thanking them for providing one of their engineers, Rich Roberts, to check out a possible structural problem at Station 232. Mr. Roberts checked the area in question, and consulted with the original engineering firm and was able to determine that there were no structural problems with the area in question.

PUBLIC RELATION: No report.

OFFICE SPACE & EQUIPMENT

Commissioner Turcich reported that he is working with Atlantic Tomorrows Office on some security upgrades to the server and the network. He is progressing on the office furniture upgrade, and finalizing the bid information for publication.

CHIEF'S DINNER/BUSINESS RECOGNITION: No report.

FIRE PREVENTION: The fire prevention materials are in.

EMERGENCY MANAGEMENT: No report.

UNIFORMS: Angela Bauer reported that the Class B uniforms that were back-ordered have been received.

SAFETY: No report.

WEB PAGE: Nothing new to report.

GRANT: Deputy Chief Cunningham reported that we have not heard any news about the Safer Grant.

BILLS FOR PAYMENT: Joseph Parento made the motion, which was seconded by Dave Kinney to pay all bills present. The Board was polled. All AYES. The motion was carried.

TREASURER'S REPORT: James Turcich made the motion, which was seconded by Joe Parento to accept the Treasurer's report. The Board was polled. All AYES. The motion was carried.

Commissioner Turcich also reported on the following: 1) Some of the servers went down over the weekend. The problem was found on Saturday when he tried to log in and was unable to. Atlantic Tommorrow's Office (Atlantic) and they had the system up and running by Sunday morning. 2) He is meeting Atlantic on September 10 to review needed upgrades for our IT equipment and prepare for the 2019 budget. 3) Still have an outstanding PO from 2017 with Wallace Paving for 231's parking lot. 4) Reminder to the Stations that they are tax exempt organizations and we shouldn't be paying sales tax on any purchases. 5) He and Chief Cunningham will be attending another seminar on NJ Pensions and pension payments on September 11 in Vineland. 6) He would like to have all budget requests by September 16. 7) We have had discussions with Chief Cunningham about the tablets in the vehicles and at this time our feeling is that we are best served by having them in the command vehicles and perhaps the Fire Official's vehicle and put stand-alone GPS units in the other 10 vehicles. We have been quoted a price of \$199.99 per unit. These would have 7" touch screens with voice activation.

OLD BUSINESS:

- 1) Hurricane Irene FEMA reimbursement payment. (Nothing new to report)
- 2) Gov.Deals Auction of outdated equipment: Retired FM vehicle; Surplus SCBA equipment; and obsolete radios. (No progress at this time)

At June's Commissioners Meeting, the Board approved the DFD Breast Cancer Awareness t-shirt that F/F Gunson presented. F/F received an invoice for the shirts, and materials which presented to the Treasurer for payment. A motion was made by James Turcich and seconded by James Bauer to add this invoice to the August bill list for payment. All AYES. The motion was carried.

NEW BUSINESS: Angela Bauer reported that the Burlington County Cooperative Purchasing Program awarded the diesel and gasoline contract to Riggins Fuels of Vineland and that the necessary account was set up.

PUBLIC COMMENTS: No public comments.

EXECUTIVE SESSION: James Turcich made a motion, which was seconded by Dave Kinney to enter into closed session under N.J.S.A. 10:4-12 to discuss personnel matters. It was stated that the matters to be discussed will be made public when the interests of the District no longer exist to retain the matters as confidential.

COMMISSIONERS COMMENTS: There were no additional comments from the Board members

President Kendra asked if anyone had any further business to discuss. Hearing none he asked for a motion to adjourn. James Turcich made a motion that was seconded by Joe Parento to adjourn the meeting at 9:45 pm. The Board was polled. The motion was approved unanimously.

Respectfully submitted,
Angela Bauer
Angela M. Bauer
Clerk of the Board

DELRAN TOWNSHIP FIRE DISTRICT #1

August 28, 2018

Treasurer's Report

- 1.) Work is progressing on the office furniture upgrade. I am in the final stages of getting the bid information out for publication.
- 2.) Some of the servers went down over the weekend. Found the problem on Saturday when I tried to log in and was unable to. Contacted Atlantic Tomorrow's Office (Atlantic) and they had the system up and running by Sunday morning. They also sent a technician (Joe Ochtun) out to the office, first thing Monday morning.
- 3.) I am meeting with Atlantic on September 10 to review needed upgrades for our IT equipment and prepare for the 2019 budget.
- 4.) Still have an outstanding PO from 2017 with Wallace Paving for 231's parking lot.
- 5.) Reminder to the Stations that they are tax exempt organizations and we shouldn't be paying sales tax on any purchases. I believe that both companies have tax exempt numbers that can be used for purchasing.
- 6.) Chief Cunningham and I will be attending another seminar on NJ Pensions and Pension payments on September 11 in Vineland.
- 7.) I would like to have all budget requests in hand by September 16. Chief Martino has already submitted his request.
- 8.) Have had discussions with Chief Cunningham about the tablets in the vehicles and at this time out feeling is that we are best served by having them in the command vehicles and perhaps the Fire Official's vehicle and put stand-alone GPS units in the other 10 vehicles. We have been quoted a price of \$199.99 per unit. These would have 7" touch screens with voice activation.

Delran Township Fire District #1
Check Register
For the Period From Aug 1, 2018 to Aug 31, 2018

Filter Criteria includes: Report order is by Check Number.

| Check # | Date | Payee | Cash Account | Amount |
|---------|---------|--------------------------------|--------------|------------|
| 28000 | 8/15/18 | Advance Learning | 10000 | 198.00 |
| 28001 | 8/15/18 | A. M. Leonard | 10000 | 116.98 |
| 28002 | 8/15/18 | Business Management Daily | 10000 | 179.00 |
| 28003 | 8/15/18 | ReadyRefresh by Nestle | 10000 | 701.63 |
| 28004 | 8/15/18 | Earthborne Trucks & Equipt | 10000 | 364.50 |
| 28005 | 8/15/18 | Erin Cleaners | 10000 | 22.60 |
| 28006 | 8/15/18 | Flagg's Pest Control | 10000 | 170.00 |
| 28007 | 8/15/18 | First Responder Joint Ins Fund | 10000 | 34,189.00 |
| 28008 | 8/15/18 | Napa Auto Parts | 10000 | 197.01 |
| 28009 | 8/15/18 | N/J American Water Co. | 10000 | 1,760.04 |
| 28010 | 8/15/18 | New Jersey/American Water Co. | 10000 | 14,447.04 |
| 28011 | 8/15/18 | PNC Equipment Finance | 10000 | 116,987.52 |
| 28012 | 8/15/18 | Public Service Elec & Gas | 10000 | 3,675.85 |
| 28013 | 8/15/18 | Sprint/Nextel Communications | 10000 | 900.08 |
| 28014 | 8/15/18 | James T. Turcich | 10000 | 3,043.18 |
| 28015 | 8/15/18 | USCG AUXILIARY Flotilla 18-08 | 10000 | 450.00 |
| 28016 | 8/15/18 | Verizon | 10000 | 464.40 |
| 28017 | 8/28/18 | Alert-All Corporation | 10000 | 1,749.50 |
| 28018 | 8/28/18 | Angela Bauer | 10000 | 517.00 |
| 28019 | 8/28/18 | Burlington County BCIT | 10000 | 275.00 |
| 28020 | 8/28/18 | Burlington Overhead Door Co. | 10000 | 557.25 |
| 28021 | 8/28/18 | Capehart & Scatchard, P.A. | 10000 | 1,560.00 |
| 28022 | 8/28/18 | Comcast Cable | 10000 | 1,722.72 |
| 28023 | 8/28/18 | Continental Fire & Safety | 10000 | 887.50 |
| 28024 | 8/28/18 | Joseph Cunningham | 10000 | 438.53 |
| 28025 | 8/28/18 | Joseph Cuningham, Jr. | 10000 | 373.54 |
| 28026 | 8/28/18 | Curry Office Supply | 10000 | 609.08 |
| 28027 | 8/28/18 | DeLage Landen Financial Servic | 10000 | 810.00 |
| 28028 | 8/28/18 | Delran Fire Co. #1 | 10000 | 1,836.22 |
| 28029 | 8/28/18 | Delran Fire Co. #2 | 10000 | 1,958.18 |
| 28030 | 8/28/18 | PRIMEPOINT - DelVal Payroll | 10000 | 86.50 |
| 28031 | 8/28/18 | Dredge Harbor Boat Ctr., LLC | 10000 | 4,215.11 |
| 28032 | 8/28/18 | Fire & Safety Services, LTD | 10000 | 3,300.46 |
| 28033 | 8/28/18 | Fire Safety Education | 10000 | 370.00 |
| 28034 | 8/28/18 | Fitness Machine Technicians | 10000 | 396.00 |

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|--------------|---------|------------------------------|--------------|--------------------------|
| 28035 | 8/28/18 | Flagg's Pest Control | 10000 | 170.00 |
| 28036 | 8/28/18 | Foremost Promotions | 10000 | 225.00 |
| 28037 | 8/28/18 | Forman Signs | 10000 | 7,889.00 |
| 28038 | 8/28/18 | Joseph D'Agostino | 10000 | 160.00 |
| 28039 | 8/28/18 | John's Lawn Service | 10000 | 1,116.50 |
| 28040 | 8/28/18 | Kaeser & Blair | 10000 | 451.00 |
| 28041 | 8/28/18 | MDM Electrical Construction | 10000 | 2,638.76 |
| 28042 | 8/28/18 | Municipal Emergency Services | 10000 | 8,200.05 |
| 28043 | 8/28/18 | NJ Chapter - IAAI | 10000 | 1,050.00 |
| 28044 | 8/28/18 | Kevin F. Peak | 10000 | 295.28 |
| 28045 | 8/28/18 | Positive Promotions | 10000 | 397.00 |
| 28046 | 8/28/18 | Atlantic Tomorrow's Office | 10000 | 2,288.74 |
| 28047 | 8/28/18 | Press Electric | 10000 | 400.00 |
| 28048 | 8/28/18 | Riggins Oil | 10000 | 899.70 |
| 28049 | 8/28/18 | Runnemed Truck Refrigeration | 10000 | 459.45 |
| 28050 | 8/28/18 | Scott R. Seybert | 10000 | 1,494.00 |
| 28051 | 8/28/18 | STEDDY PAINTING | 10000 | 9,600.00 |
| Total | | | | <u>237,263.90</u> |