

## Board of Fire Commissioners

### District 2, Wall NJ

April 27, 2016

### Meeting Minutes

- The regular monthly meeting of the Board of Fire Commissioners District 2, Wall NJ was call to order by Chairman John Tennissen at 7:00 pm. Members present were Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read and approved.
- **Bills**
  - Approved
- **Chief Report**
  - 60 Calls 3 Drills
  - Somerset Fire Academy went well
  - 240 gallons of ARAFFF foam in our trailer
  - Extrication drill June 12<sup>th</sup> to be split with District 3. Cost \$2460 for each part of drill. 2 parts to drill.
  - Chief Brice requested a meeting on March 30<sup>th</sup> about extrication in the north end of town. Board to discuss further. Board to draft a letter to Chief Brice.
  - Approval for a gear dryer cost of \$3962.
  - Quote of \$6824.70, per pack, for Scott Packs.
  - Chief to advise members that are not up to date with yearly requirements.
- **Correspondence**
  - Letter from town about financial disclosure for Harlon Bauter
  - Letter from Jay Sendzik in reference to joint meeting with Districts 1, 2 and 3.
  - Copies of relevant records retention schedule from Jay Sendzik.
  - Resolution making an application to local finance board from Jay Sendzik.
  - Resolution for Jay Sendzik authorizing public solicitation for bids for a financing a lease/purchase.
  - Notice from Jay Sendzik of intent to award a contract under an alternate procurement method.
  - Notice from Jay Sendzik reference to OPRA requests.
- **House**
  - Rob to turn on sprinklers
  - Renovations on house 1 progress

- Under Pressure H2O to come out to clean outside of building of house 1.
- Rob to approach town about digital sign for house 1.
- Commissioner Jannarone reiterated again about closing the bay doors after leaving fire house on calls.
- **Board of Fire Prevention**
  - Progress
  - Joint board meeting Thursday April 28<sup>th</sup> at District 3.
- **Trucks and Equipment**
  - No Report
- **Old Business**
  - None
- **New Business**
  - Resolution 16-12 to enter into a contract with Pierce Manufacturing for a Quint Fire Truck for \$879,000.  
Approved 5 years 0 nays.
- **Personnel**
  - Payroll on-line progress
- **Treasurers Report**
  - Placed in folder

Meeting adjourned 8:20pm

Respectfully submitted

Harlon D Bauter, Clerk

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## Board of Fire Commissioners

### District 2, Wall NJ

June 22, 2016

### Meeting Minutes

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. Members present were Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read, corrected and approved.
- **Bills:** Approved
- **Chief Report:** 28 Calls 3 Drills
  - Gear Dryer Received.
  - ESI extrication drill completed
  - Request for 5 new portables for \$14,861.20 under state contract.
  - Request for a rescue manikin for \$1,323. Approved
  - 6 new air pack received.
  - Request for 6 new air tank for packs \$1,082 each. Approved
  - Extrication equipment needed for complete outfit would cost approx. \$70,000.
  - No trucks needed for the township fair, rehab trailer was asked for by PD. Fireworks July 3<sup>rd</sup> chief to handle. Firecracker 5 is July 4<sup>th</sup>.
  - Improvements to Camp Evans for their Halloween show.
  - Building being done in town.
  - Situation at Brick Recycling improving. Seeing if they will fund a decon.
- **Correspondence**
  - Final audit from NJM
  - Packet from First Responder Joint Insurance Fund. Commissioner Tennissen to handle.
- **House**
  - Dave Newberry working around Firehouse.
- **Board of Fire Prevention**
  - No meeting
- **Trucks and Equipment**
  - New truck ordered

- Commissioner Trainor requested prices and demo of the T.I.C for Scott air mask.
- **Old Business**
  - Word document of the policies rules and regulations and SOGs to be sent to Commissioner Jannarone.
  - Commissioner Tennissen talked to Attorney Sendzik about incentive program. A sit down with Attorney Sendzik is needed.
- **New Business**
  - Commissioner Jannarone inquired about the scope of the wire pulling around Firehouse. Wires for cameras, locks etc. Commissioner Coman advised it should take about 56 more hours.
  - Commissioner Jannarone wants to reinstitute the per diem firefighter program. Motion made to reinstitute program for a 3-11 shift 6 days a week. Passed vote of 3 yeas 2 nays. Next month a list of interested candidates will be presented.
  - Commissioner Coman suggests that Captain Rosenfeld go back to doing truck inspections and Commissioner Coman will take administration details.
- **Personnel**
  - Disciplinary action needs to be addressed in closed session.
- **Treasurers Report**
  - Places in folder
- At 8:15pm the Board went into closed session for personnel issue. No issue was found.

Meeting Adjourned 8:25pm

Respectfully submitted

Harlon D Bauter, Clerk

## **JUNE 2016 REPORT**

### **APPARATUS & EQUIPMENT**

- 2-76 COMPOUND PRESSURE GAUGE HAS REPLACED BY DEFENDER
- 2-96 RELIEF VALVE REPLACED DUE TO A MALFUNCTION UNDER PRESSURE.
- ADDITIONAL 4 CYCLE SEF PURCHASED FOR 2-94.
- CHANGED THE SPARK PLUG ON THE WATER PUMP FOR 2-94. SPARE SPARK PLUGS FOR 2-94 PLACED IN THE ENGINEERS COMPARTMENT.
- 1 SCBA WAS FOUND TO HAVE A BROKEN REGULATOR, REGULATOR WAS SWAPPED OUT WITH A SPARE AND THE DAMAGED ONE WILL BE SENT OUT FOR REPAIR.
- 2 CYLINDERS SENT OUT FOR HYDRO.
- THE NEW SCOTT PACKS ARRIVED, ALL PACKS, CYLINDERS AND MASKS HAVE BEEN LOGGED IN THE INVENTORY AND THE EQUIPMENT HAS MARKED AND STICKERED AS DISTRICT 2 PROPERTY.
- CONTRACT FOR THE NEW 52-2-90 HAS BEEN SIGNED AND PURCHASE ORDER HAS ISSUED. DELIVERY IS EXPECTED
- 2-75 IS MISSING A PRINCESS RING OFF THE DRIVERS SIDE FRONT TIRE, DEFENDER WILL REPLACE IT.
- VEHICLE 2-68 HAD NEW TIRES INSTALLED.

### **HOUSE**

- THE NEW GEAR DRYER HAS ARRIVED AND BEEN PLACED IN THE LAUNDRY AREA. FOWLER EQUIPMENT HAS SCHEDULED A SERVICE TECH TO COME OUT AND HOOK UP THE DRYER.
- CONTACTED NEVRON TO HOOK UP THE GASOLINE TANKS FUEL PUMP. THE GASOLINE TANK WITH HOLD DIESEL FUEL INSTEAD OF GASOLINE.
- ORDERED MAGNETIC DOOR STOPS FROM GRAINGER.
- PLACE A TROUBLE CALL WITH CARRIER, RTU #1 WASN'T WORKING. CARRIER WAS ON LOCATION AND FIXED THE PROBLEM.

### **PERSONNEL**

- CALLED IN PAYROLL FOR 6/10 & 6/24.
- TRANSFERRED MONEY TO THE PAYROLL ACCOUNT.

### **ADMINISTRATIVE**

- ENTERED FIRE, DRILLS, EXTRA CREDIT AND LOSAP INFORMATION INTO NFIRS
- PRINTED NFIRS REPORT FOR PERCENTAGES, ALARMS TO DATE AND LOSAP
- RETRIEVED MAIL FROM THE POST OFFICE FOR THE COMPANY AND THE FIRE DISTRICT
- SUBMITTED PARKWAY SERVICE TICKETS TO THE TURNPIKE AUTHORITY FOR REIMBURSEMENT

- ENTERED MONTHLY BILLS, FILLED OUT PAYMENT VOUCHERS AND PRINTED CHECKS FOR PAYMENT
- PREPARED ADDITIONAL INFORMATION FOR THE 2015 AUDIT.
- COMPLETED THE ISO AUDIT OF THE DISTRICT.
- MET WITH NJM ON JUNE 3<sup>RD</sup> AND PROVIDED ALL NECESSARY INFORMATION FOR THE WORKERS COMP AND PAYROLL AUDIT.
- CONTACTED DIVISION OF PENSION & BENEFITS REGARDING COMMISSIONER TRAINOR AND DCRP. THE CORRECT FORM WAS EMAILED TO ME AND SUBMITTED BACK TO THE STATE.
- ESTABLISHED AN ACCOUNT WITH COOPER ELECTRIC.

RESPECTFULLY SUBMITTED,  
CAPTAIN CHRIS ROSENFELD

## **Board of Fire Commissioners**

**District 2, Wall NJ**

**July 25, 2016**

### **Meeting Minutes**

A special meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order at 7:00 pm by Chairman John Tennissen. Members present were Rob Coman Craig Trainor Jeff Jannarone and Harlon Bauter.

The reason for the meeting was to discuss by-laws, rules and regulations and other legal matters.

- Discussion held about meeting agendas needed for the District.
- Discussion held about emails to board members. Emails on topics for discussion are not allowed.
- Resolution needed for new position.
- Discussion about per diem program.
- Discussion about disciplinary action.

Adjourn at 9:14 pm

Respectively submitted

Harlon D Bauter,

Clerk of the board

## **Board of Fire Commissioners**

### **District 2, Wall NJ**

**July 27, 2016**

### **Meeting Minutes**

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. After the salute to the flag roll call was taken. Members present were John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read and approved
  
- **Correspondence**
  - Chairman Tennissen took care of the 2017 Census of Government Survey
  - Letter from Attorney Sendzik affidavit for Asbury Park Press for Special meeting.
  - Meeting agenda for the Board
  - Certification of payroll deduction
  - 4 copies of letters from Attorney Sendzik to Asbury Park Press notice of special meeting
  - 4 copies of letters from Attorney Sendzik to Wall Township Clerk notice of special meeting
  - 2 letters from Attorney Sendzik to Board Clerk notice of special meeting
  - Letter and policies from Attorney Sendzik for the Board to consider
  - Letter from Attorney Sendzik notice of special meeting
  - Letter from Prudential confirmation of receipt of funds
  - Resolution authorizing closed session
  - 2 letters from Holms & McDowell reference to workers comp.
  
- **Approval of Vouchers and Bills**
  - Motion by Commissioner Jannarone second Commissioner Trainor approval of bills

- **Fire Chief's Report**
  - 36 Fire Calls, 3 Fire Drills
  - Fire at Taylors Towing, 3 injuries reported, all paperwork completed
  - Problem with Fire Marshalls Office
  - Portable and mobile radio issues at fire
  - Commissioner Jannarone to donate 2 12x12 tents for Chief
  - Command board inadequate. \$1495.00 each for new command board
  - Request again for new portables that was asked last month
  - Request for speedy dry
  - Meeting with Chief Brice and LT. Wilbert from Wall PD in September
  - New SCBA masks approx. \$248 each
  - Request for use of an engine for a video. Approved
  - Ryan Fitzpatrick completed F.F. II. He paid \$289 for class
  - 5" hose needed for 2-76. Approx. 2000'
  
- **Committee Reports**
  - **House**
    - Commissioner Coman met with LED lighting person from Cooper Electric. Found issues with wiring in firehouse
    - Bulk of wiring completed. Locks need to be installed
  - **Fire Prevention**
    - Meeting in August
  - **Trucks & Equipment**
    - Light Bar 2-96 repaired
  - **Personnel**
    - Motion by Commissioner Jannarone second by Commissioner Coman first reading creating a Coordinator of Maintenance and Security of Fire Station. Approved 5 yeas 0 nays
    - Motion by Commissioner Jannarone second by Commissioner Coman Stan O'Brian and Ryan Dulea,

after a medical and criminal check, be hired as per diem firefighters. Approved 5 years 0 days

- Motion by Commissioner Jannarone second by Commissioner Trainor to reimburse Ryan Fitzpatrick \$289 for completion of F.F. II
- Recommend a special meeting for a workshop for by-laws and policies and procedures

- **Unfinished Business**

- Motion by Commissioner Coman second by Commissioner Trainor to buy 5 new portables under state contract not to exceed \$15,000.00.

- **New Business**

- Spring Lake Fire Company requested to have fit test done. Motion by Commissioner Jannarone second by Commissioner Trainor that Spring Lake has medical requirements and certificate of insurance.
- Motion by Commissioner Coman Second by Commissioner Jannarone to accept consent to public record. Approved 5 years 0 days.

- **Chairman's Report**

- Thank you for the patience with the new meeting format.

- **Future Agenda Items**

- Coordinator of Maintenance and Security of Fire Stations job description.
- House 2 cleaning

- **Next meeting will be August 24, 2016**

- Motion by Commissioner Jannarone second by Commissioner Coman to adjourn.

Meeting Adjourned 8:38pm

Respectfully submitted

Harlon D Bauter, Clerk

## **JULY 2016 REPORT**

### **APPARATUS & EQUIPMENT**

- 2-76'S PTO TRANSFER SWITCH WAS REPAIRED BY DEFENDER
- 2-96'S RELIEF VALVE REPAIRED BY DEFENDER
- 2 QUICK VENT SAW REPAIRED BY COUNTY LINE HARDWARE.
- 1 APX600 PORTABLE SENT OUT FOR REPAIR.
- 5 HT750 BATTERIES ORDERED.
- NEW SCOTT PACKS PLACED INTO SERVICE ON THE 2-73, 2-73'S OLD PACKS MOVED OVER TO 2-75

### **HOUSE**

- THE NEW GEAR DRYER HAS ARRIVED AND BEEN PLACED IN THE LAUNDRY AREA. FOWLER
- RYMAR IS SCHEDULED TO HOOK UP THE DRYER
- 2<sup>ND</sup> FUEL PUMP HAS BEEN PAINTED AND HOOKED UP, THE TANK WILL BE FILLED WITH DIESEL
- NEVRON DID VARIOUS ELECTRICAL WORK.
- NEVRON TO ADDRESS THE SIGN LIGHT ON THE BUILDING.

### **PERSONNEL**

- CALLED IN PAYROLL FOR 7/8 & 7/22.
- TRANSFERRED MONEY TO THE PAYROLL ACCOUNT.

### **ADMINISTRATIVE**

- ENTERED FIRE, DRILLS, EXTRA CREDIT AND LOSAP INFORMATION INTO NFIRS
- PRINTED NFIRS REPORT FOR PERCENTAGES, ALARMS TO DATE AND LOSAP
- RETRIEVED MAIL FROM THE POST OFFICE FOR THE COMPANY AND THE FIRE DISTRICT
- SUBMITTED PARKWAY SERVICE TICKETS TO THE TURNPIKE AUTHORITY FOR REIMBURSEMENT
- ENTERED MONTHLY BILLS, FILLED OUT PAYMENT VOUCHERS AND PRINTED CHECKS FOR PAYMENT
- PREPARED ADDITIONAL INFORMATION FOR THE 2015 AUDIT.
- COMMISSIONER TRAINOR IS NOW ENROLLED IN THE STATE DCRP
- COMPLETED 2015 LOSAP TOTALS, 14 RECIPIENTS FOR \$12,852.00

RESPECTFULLY SUBMITTED,  
CAPTAIN CHRIS ROSENFELD

## Board of Fire Commissioners

### District 2, Wall NJ

May 25, 2016

### Meeting Minutes

- The regular monthly meeting of the Board of Fire Commissioners District 2, Wall NJ was called to order by Chairman John Tennissen at 7:00 pm. Members present were Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bouter. Minutes of the previous meeting were read, corrected and approved.
- **Bills**
  - Approved
- **Chief Report**
  - 29 calls 3 drills
  - 6 SCBAs ordered
  - 6/12/16 Extrication drill with ESI
  - Safety vests ordered and received for trucks
  - Members to sign out equipment
  - \$1000 each for SCBA masks with TIC in mask
  - Dryer orders for turnout gear
  - Request for new portable radios approx. \$1800 each. Chief will get quotes.
  - ISO did audit of Fire District. Improvements needed.
- **Correspondence**
  - Letter from NJM Insurance Group to visit June 3<sup>rd</sup> reference to workers comp payroll audit
  - Letter from Attorney Sendzik reference payment of claims
  - Flyer from Paychex Insurance Agency reference to pay-as-you-go workers comp service
  - Letter from Township of Wall reference to primary elections June 7<sup>th</sup>
  - Letter from U.S. Census Bureau reference to 2016 Gov. unit survey
  - Letter from Attorney Sendzik reference to O.P.R.A.
  - Letter from Attorney Sendzik reference to Notice of Intent to award a contract under an Alternative Procurement Method
  - Letter from Attorney Sendzik reference to Notice of Alternative Procurement Method
  - Letter from Attorney Sendzik reference notice of special meeting on March 31, 2016

- Letter from Attorney Sendzik reference to Policies, Rules and Regulations, and SOGs for the District.
- **House**
  - Under Pressure H2O cleaned outside of firehouse
  - Bid specs needs to be made because of price for multi-purpose room.
  - Proposal made by Commissioner Jannarone to turn the multi-purpose room over to the company. To be discussed further.
- **Board of Fire Prevention**
  - Meeting Last Week. Nothing to report
- **Trucks and Equipment**
  - Problem with Chris's vehicle. Vehicle should be replaced.
  - Discussion held about District vehicles being taken for training. Motion by Commissioner Jannarone for members to take vehicles, if available, for any training, to and from, in Monmouth County. Motion defeated 2 yeas 3 nays.
- **Old Business**
  - Progress on door locks.
- **New Business**
  - Motion by Commissioner Coman to rehire Dave Newberry as a per diem. Passed 5 yeas 0 nays.
  - Commissioner Trainor not part of the DCRP because of paper applications are not accepted.
  - Forming of a joint board is being declined by District 2.
  - A discussion held about shared services for truck repairs. No decision made at this time.
- **Personnel**
  - None
- **Treasurers Report**
  - Placed in folder

Meeting adjourned 9:06pm

Respectfully submitted

Harlon D Bauter, Clerk

**Board of Fire Commissioners**  
**District 2, Wall N.J.**  
**Workshop Meeting Minutes**  
**August 18, 2016**

A workshop meeting of the Board of Fire Commissioners District 2, Wall N.J. was called to order at 6pm by Chairman John Tennissen. Members present John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter.

Board Attorney Jay Sendzik was also in attendance.

The reason for the workshop was to discuss by-laws, policies and bond financing.

- First reading of the by-laws for the Board of Commissioners. Motion by Commissioner Trainor second by Commissioner Coman to approve by-laws. Approved 5 yeas 0 nays.
- Resolution 16-14 to authorize Chairman and Treasurer to make certain related determinations and certain actions related to bond sale.

Motion by Commissioner Jannarone second by Commissioner Coman to adjourn.

Meeting adjourn 7:30pm

Respectfully submitted

Harlon D Bauter, Clerk

**Board of Fire Commissioners**  
**District 2, Wall N.J.**  
**Workshop Meeting Minutes**  
**September 8, 2016**

A workshop meeting of the Board of Fire Commissioners District 2, Wall N.J. was called to order at 6pm on September 8 2016 by Chairman John Tennissen. Members present John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter.

Board Attorney Jay Sendzik was also in attendance.

The purpose of the meeting was to discuss the by-laws, policy and procedures, bond refinancing, and new maintenance position.

- Progress on the bond refinancing.
- Discussion held on the policy and procedures. Change of the drug and alcohol policy. Change amount from .2 to .04. Motion by Commissioner Coman second Commissioner Trainor on a first reading of the policy and procedures with stated changes.
- Discussion held on the new job position. Job posting postponed until possible October. Further discussion to be held about position.

Motion by Commissioner Coman second by Commissioner Trainor to adjourn.

Meeting adjourn 6:37pm

Respectfully submitted

Harlon D Bauter, Clerk

## **Board of Fire Commissioners**

### **District 2, Wall NJ**

**September 28, 2016**

#### **Meeting Minutes**

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. After the salute to the flag roll call was taken. Members present were John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read and approved on a motion by Commissioner Jannarone and a second by Commissioner Tennissen. Minutes of the September 8, 2016 workshop meeting were read and approved on a motion by Commissioner Coman and second by Commissioner Trainor.
- **Correspondence**
  - Minutes of the N.J. State association of fire districts June 4<sup>th</sup> meeting.
  - Resignation letter from Scott C Murray Jr.
  - Letter from Attorney Sendzik reference reimbursement of Hep B inoculations
  - Letter from Attorney Sendzik reference notice of special meeting
  - Letter from Spring Lake Goodwill Fire Company asking for more time for storage of their fire truck
  - 2 letters from Wall Township for tax exempt forms
  - Letter from Attorney Sendzik notice of special meeting
  - ISO report
  - 2 copies of letters from Attorney Sendzik to Asbury Park Press reference notice of special meeting
  - Copy of letter from Attorney Sendzik to Wall Township Clerk notice of special meeting
  - Copy of letter from Attorney Sendzik notice of special meeting
  - Letter from State reference defined contributions plan life insurance certificates
  - BOFP summary of operations for June 2016 & July 2016
  - News letter from DCRP. Stan Rovinski contact
  - Letter from Attorney Sendzik notice of resolution creation.
  - Resolution authorizing creation of paid position

- **Treasurer's Report** \$52,110.76
- **Approval of Vouchers and Bills** Motion Commissioner Coman second Commissioner Trainor to pay bills.
- **Fire Chief's Report**
  - 41 Fire Calls 2 Fire Drills
  - Meeting September 8<sup>th</sup> about extrication with Wall PD, District 2, Wall First Aid & Rescue, District 3. Wall PD wants District 2 to do extrication in the north end of town. More equipment needed. More discussion needed.
  - Camp Evans base of terror no tanker to be manned BOFP to attend all nights
  - Sun Guard Solution is no more
  - New Radios in, programmed and installed
  - Med forms for FIT test forward
  - Request for hoods gloves and tags. Approved
  - Pump Ops class October 30<sup>th</sup> cost of \$1000.00. Approved
  - Live fire training in November no more than \$ 800.00. Approved
  - Junior program progress
  - Scott Murray Jr was suspended
- **Committee Reports**
  - **House Progress**
  - **Fire Prevention** No meeting
  - **Trucks & Equipment** Vehicle 2-67 work to be done
  - **Personnel** George Strahle and Mike Hines interested in per diem work. Workers Comp Claims from a fire have been denied.
- **Unfinished Business**
  - Policy & procedures 2<sup>nd</sup> reading. Motion Commissioner Jannarone second Commissioner Bauter to accept. 5 years 0 nays
- **New Business**
  - Fire co. would like to open fire house for New Years Day. Approved
  - By-law change for fire company.
- **Chairman's Report**
  - Recommendation by VFIS for a net on back of truck for hose
- **Future Agenda Items**
  - New PC for Capt. Rosenfeld
  - Junior member program

- Next meeting will be October 26, 2016 @ 7 pm

**Motion to adjourn by Commissioner Coman second Commissioner Trainor**

Meeting Adjourned 8:18pm

Respectfully submitted

Harlon D Bauter, Clerk

## **SEPTEMBER 2016 REPORT**

### **APPARATUS & EQUIPMENT**

- 2-75'S LIGHT TOWER REPAIRED
- 2-73'S DECK GUN FOUND TO BE IN WORKING ORDER AFTER BEING REPORTED NOT TO BE WORKING
- NEW LDH HOSE RECEIVED AND PLACED IN SERVICE ON ENGINE 2-73
- NEW BOOSTER HOSE RECEIVED AND PLACED IN SERVICE ON ENGINE 2-75
- 5 SECTIONS OF LDH HOSE REPAIRED AND PLACED BACK IN SERVICE ON THE SPARE HOSE RACK.
- 1 METER CALIBRATED
- 5 SETS OF TURNOUT GEAR RECEIVED.
- SCBA FILL STATION TO BE SERVICED.
- HOSE TESTING AND GROUND LADDER TESTING SCHEDULED FOR FRIDAY, SEPTEMBER 30<sup>TH</sup>.

### **HOUSE**

- SPARE OUTSIDE DIESEL TANK HAS BEEN FILLED.
- 2-73'S AIR HOSE IS BROKEN, REPLACEMENT HOSE HAS BEEN ORDERED.

### **PERSONNEL**

- CALLED IN PAYROLL FOR 10/2, 10/16 & 10/30.
- TRANSFERRED MONEY TO THE PAYROLL ACCOUNT.

### **ADMINISTRATIVE**

- ENTERED FIRE, DRILLS, EXTRA CREDIT AND LOSAP INFORMATION INTO NFIRS
- PRINTED NFIRS REPORT FOR PERCENTAGES, ALARMS TO DATE AND LOSAP
- RETRIEVED MAIL FROM THE POST OFFICE FOR THE COMPANY AND THE FIRE DISTRICT
- SUBMITTED PARKWAY SERVICE TICKETS TO THE TURNPIKE AUTHORITY FOR REIMBURSEMENT
- ENTERED MONTHLY BILLS, FILLED OUT PAYMENT VOUCHERS AND PRINTED CHECKS FOR PAYMENT
- PREPARED ADDITIONAL INFORMATION FOR THE 2015 AUDIT.

- DROPPED OFF 2015 DOCUMENTS TO THE AUDITOR

RESPECTFULLY SUBMITTED,  
CAPTAIN CHRIS ROSENFELD

## **Board of Fire Commissioners**

### **District 2, Wall NJ**

**August 24, 2016**

### **Meeting Minutes**

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. After the salute to the flag roll call was taken. Members present were John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read. Motion by Commissioner Coman second by Commissioner Trainor were corrected and approved. Minutes of the workshop meeting from August 18<sup>th</sup> were read. Motion by Commissioner Coman second by Commissioner Jannarone were approved.
- **Correspondence**
  - Letter from VFIS reference to accident & sickness coverage
  - Letter from Attorney Sendzik reference to security alerts with regards to google and website/social media
  - Letter from Attorney Sendzik reference to special meeting
  - Letter from NJDCRP reference to employer contributions
  - Information from State of NJ unemployment insurance contribution rate calculation
  - Letter from Attorney Sendzik reference notice of special meeting
  - 2 copies of letters from Attorney Sendzik to Asbury Park Press reference to special meeting
  - 2 copies of letter from Attorney Sendzik to Wall Township Clerk reference to special meeting
  - Copy of letter from Attorney Sendzik to Board Clerk reference to special meeting
  - Letter from Attorney Sendzik reference to resolution awarding contract to Pierce Manufacturing, Inc.
- **Treasurer's Report**
  - \$47,373.44
- **Approval of Vouchers and Bills**
  - Motion by Commissioner Jannarone second by Commissioner Trainor to pay bills. Approved 5 yeas 0 nays

- **Fire Chief's Report**
  - 42 Fire Calls      3 Fire Drills
  - Chief of Police wants to know if the Board want to do extrication in District 2. As previously decided the Board approves doing extrication.
  - September 29<sup>th</sup> a meeting will be held with the Wall Township of Fire Prevention, Wall Township Water Department and Brookdale Community Collage about a water problem that exists and the Camp Evans Complex.
  - New portables have been ordered
  - John Iorio has returned to the fire company
  - Dylan Madonna is off probation
- **Committee Reports**
  - **House**
    - Ladies room on the second floor has a flushing problem
  - **Fire Prevention**
    - Meeting to be held August 25<sup>th</sup> at Wall Fire Company
  - **Trucks & Equipment**
    - 2-75 light tower parts on order
    - 2-73 reverse light parts on order
    - LDH hose ordered
    - Company to recouple hose found
  - **Personnel**
    - Motion by Commissioner Jannarone second by Commissioner Bauter to appoint Commissioner Coman as Vice Chairman. Approved 5 yeas 0 nays.
    - Good job by members of the Glendola Fire Company at the fire in Belmar.
    - Waiting for a response from one of the per diem firefighters. One of the per diem firefighters refused the position.
    - Commissioner Jannarone summited a sample job description to the Board for the new position.
    - Commissioner Jannarone summited a sample of talking points of the new position.
- **Unfinished Business**
  - Motion by Commissioner Coman second by Commissioner Trainor to approve and except the second reading of the by-laws for the Board or Fire Commissioners.
- **New Business**

- A workshop meeting is set for September 8<sup>th</sup> at the Glendola Fire House.
- The refrigerators in the first floor kitchen were removed. 3 quotes were received for new refrigerators and new freezer for kitchen. Motion by Commissioner Coman second by Commissioner Jannarone to purchase new ones from Shore Equipment not to exceed \$4500 after further research is done to see if they will fit in the space provided.
- **Auditor's Report**
  - progress
- **Future Agenda Items**
  - Policies & procedures
  - Job description
- **Miscellaneous**
  - VFIS came for an inspection. Gave a flyer with safety videos.
- **Public Participation (General)**
  - Questions asked about shift time for the new paid position and the job description.
- **Next meeting will be September 28, 2016**  
Motion by Commissioner Trainor second by Commissioner Jannarone to adjourn.

Meeting Adjourned 8:08pm

Respectfully submitted

Harlon D Bauter, Clerk

## **AUGUST 2016 REPORT**

### **APPARATUS & EQUIPMENT**

- 2-75'S LIGHT TOWER IS NOT FUNCTIONING CORRECTLY, DEFENDER TO REPAIR.
- 2-73'S DRIVER SIDE REVERSE LIGHT IS OUT, DEFENDER HAS PARTS ON ORDER.
- PORTABLE RADIOS AND REPLACEMENT ANTENNAS ORDERED.
- 2 METERS SENT OUT FOR CALIBRATION
- LDH HOSE ORDERED
- FOUND COMPANY TO RECOUPLE THE BROKEN HOSE

## **HOUSE**

- GEAR DRYER HAS BEEN HOOKED UP AND IS IN SERVICE.
- PAINTERS HAVE PAINTED ALL THE METAL WORK, APPARATUS BATHROOM AND SIGNAGE.
- 1<sup>ST</sup> FLOOR KITCHEN REFRIGERATORS HAVE BEEN REMOVED AND THROWN AWAY.

#### **PERSONNEL**

- CALLED IN PAYROLL FOR 8/5 & 8/19.
- TRANSFERRED MONEY TO THE PAYROLL ACCOUNT.

#### **ADMINISTRATIVE**

- ENTERED FIRE, DRILLS, EXTRA CREDIT AND LOSAP INFORMATION INTO NFIRS
- PRINTED NFIRS REPORT FOR PERCENTAGES, ALARMS TO DATE AND LOSAP
- RETRIEVED MAIL FROM THE POST OFFICE FOR THE COMPANY AND THE FIRE DISTRICT
- SUBMITTED PARKWAY SERVICE TICKETS TO THE TURNPIKE AUTHORITY FOR REIMBURSEMENT
- ENTERED MONTHLY BILLS, FILLED OUT PAYMENT VOUCHERS AND PRINTED CHECKS FOR PAYMENT
- PREPARED ADDITIONAL INFORMATION FOR THE 2015 AUDIT.
- COMPLETED 2015 LOSAP TOTALS, 14 RECIPIENTS FOR \$12,852.00
- DROPPED OFF 2015 DOCUMENTS TO THE AUDITOR

RESPECTFULLY SUBMITTED,  
CAPTAIN CHRIS ROSENFELD

## **Board of Fire Commissioners**

### **District 2, Wall NJ**

**October 26, 2016**

### **Meeting Minutes**

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. After the salute to the flag roll call was taken. Members present were John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read and approved
- **Correspondence**
  - Letter from Chief Brice reference radio upgrade. Request \$16,350.82 for the upgrade.
  - Letter from Holms & McDowell reference workers Comp program.
  - Audit received.
- **Treasurer's Report**
  - \$110,741.58
- **Approval of Vouchers and Bills**
  - Motion Commissioner Jannarone second Commissioner Bauter to pay bills.
- **Fire Chief's Report**
  - 54 Fire Calls 2 Fire Drills
  - Info for medical forms \$25 for Ochealth to review
  - Pump ops class October 30 at 8:30 am
  - Live fire training Somerset Fire Academy at 7:30am
  - What is the progress of the 6X6. Commissioner Coman to investigate.
  - Extrication equipment to be put off until next year.
  - New member James Yannazzone.
- **Committee Reports**
  - **House**
    - Dave modified outside light to LED
    - Air System to be repaired
  - **Fire Prevention**
    - Meeting October 27<sup>th</sup>
    - Fire prevention at the schools went well
  - **Trucks & Equipment**
    - See Captain Rosenfeld's report

- **Personnel**
  - A member broke a pair of sunglasses on a call. Board to replace.
  - Mike Hines & Dave Newberry returned to duty.
  - Bill for workers comp
  - What are we doing with per diems. Ryan Fitzpatrick has been hired as a per diem firefighter.
  - Commissioner Jannarone to follow up with I-300 & I-400 classes.
- **Unfinished Business**
  - Annual financial report year ending 2015 audit received. Notes attached.
  - Junior member program rules & guidelines submitted.
- **New Business**
  - November 23<sup>rd</sup> meeting time to be changed to 6pm.
- **Closed Session**
  - Resolution 16-15 for a closed session meeting was approved 5 yeas 0 nays for a minor personal issue.
- **Next meeting will be**
  - Next meeting November 23<sup>rd</sup> at 6pm

Motion by Commissioner Jannarone second Commissioner Trainor to adjourn.

Meeting Adjourned 8:40pm

Respectfully submitted

Harlon D Bouter, Clerk

## **OCTOBER 2016 REPORT**

### **APPARATUS & EQUIPMENT**

- ANNUAL PREVENTIVE MAINTENANCE ON CHASSIS, PUMPS AND GENERATORS DONE ON 2-73, 2-75, 2-76, 2-94 AND 2-96.
- SCBA FILL STATION REPAIRED
- 5 PAGERS TO GO OUT FOR REPAIR
- SCOTT THERMAL IMAGING SITES RECEIVED AND PLACED IN SERVICE

### **HOUSE**

- APPARATUS BAY AIR SYSTEM STILL NEED REPAIR

- CARRIER ON SITE FOR FOLLOW UP SERVICE ON THE HVAC SYSTEM.

#### **PERSONNEL**

- CALLED IN PAYROLL FOR 10/14 & 10/28
- TRANSFERRED MONEY TO THE PAYROLL ACCOUNT.

#### **ADMINISTRATIVE**

- ENTERED FIRE, DRILLS, EXTRA CREDIT AND LOSAP INFORMATION INTO NFIRS
- PRINTED NFIRS REPORT FOR PERCENTAGES, ALARMS TO DATE AND LOSAP
- RETRIEVED MAIL FROM THE POST OFFICE FOR THE COMPANY AND THE FIRE DISTRICT
- SUBMITTED PARKWAY SERVICE TICKETS TO THE TURNPIKE AUTHORITY FOR REIMBURSEMENT
- ENTERED MONTHLY BILLS, FILLED OUT PAYMENT VOUCHERS AND PRINTED CHECKS FOR PAYMENT
- PREPARED ADDITIONAL INFORMATION FOR THE 2015 AUDIT.
- PICKED UP 2015 AUDIT FROM THE AUDITOR

RESPECTFULLY SUBMITTED,  
CAPTAIN CHRIS ROSENFELD

#### **Resolution No. 2016-16**

#### **RESOLUTION AUTHORIZING CLOSED SESSION**

#### **PURSUANT TO N.J.S.A. 10:4-12 AND 13**

**WHEREAS**, Chapter 231 Public Law of 1975 as amended (N.J.S.A. 10:4-6 et seq.), known and cited as the “Senator Bryan M. Baer Open Public Meetings Act”, also known as the “Sunshine Law”, authorizes a public body to meet in closed session (exclude the public) under certain limited circumstances; and

**WHEREAS**, said Act (N.J.S.A. 10:4-13) requires the Board to adopt a resolution at a public meeting before it can meet in closed session.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Fire District No. 2, Township of Wall, County of Monmouth, State of New Jersey, that the public body has determined:

1. That it is necessary to meet in closed session, under N.J.S.A. 10:4-12(b)(8), on the 26th day of October, 2016, to discuss “personnel”; and

2. That the matter(s) discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a meeting open to the public; and

**BE IT FURTHER RESOLVED**, that the within Resolution shall be effective immediately upon passage; and

**BE IT FURTHER RESOLVED**, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

**BE IT FURTHER RESOLVED**, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

**BE IT FURTHER RESOLVED**, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

**BE IT FURTHER RESOLVED**, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the “Open Public Records Act”; N.J.S.A. 47:1A-1, *et seq.* and the “Destruction of Public Records Law (1953)”; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

#### **CERTIFICATION**

I, **HARLON DARYL BAUTER**, Clerk of the Board of Fire Commissioners of Fire District No. 2, Township of Wall, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 26<sup>th</sup> day of October, 2016.

I do further certify that the said Board of Fire Commissioners of Fire District No. 2, Township of Wall, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members

were present and - - members voted affirmatively for the adoption of the Resolution and - -  
members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended  
and remains in full force and effect.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal of said Board of Fire Commissioners  
of Fire District No. 2, Township of Wall, County of Monmouth, State of New Jersey, on this 26<sup>th</sup> day of  
**October**, 2016.

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**HARLON DARYL BAUTER, CLERK**

**Board of Fire Commissioners**

**Fire District No. 2**

**Township of Wall**

**Board of Fire Commissioners**  
**District 2, Wall N.J.**  
**Workshop Meeting Minutes**  
**November 17, 2016**

A workshop meeting of the Board of Fire Commissioners District 2, Wall N.J. was called to order at 6pm on by Chairman John Tennissen. Members present John Tennissen, Jeff Jannarone, Craig Trainor and Harlon Bauter.

Board attorney Jay Sendzik was also in attendance.

Purpose of the workshop was to discuss the boards budget for 2017.

Attorney Sendzik advised the budget needed to be introduced by December 20, 2016.

A special meeting needs to be held to vote on budget line items. The vote is open to the public and held at 2pm until 9pm or later if needed. Ballots to be used.

The board picked a date of December 10, 2016 to vote on budget line items.

Line items discussed and added for the vote on December 10<sup>th</sup> for approval for the February elections. Operating budget to be increased by 2%.

Motion by Commissioner Jannarone second by Commissioner Trainor to adjourn.

Meeting adjourn 6:37pm

Respectfully submitted

Harlon D Bauter, Clerk

## **Board of Fire Commissioners**

### **District 2, Wall NJ**

**November 23, 2016**

### **Meeting Minutes**

- The regular monthly meeting of the Board of Fire Commissioners District 2 Wall NJ was called to order by Chairman John Tennissen at 7 pm. After the salute to the flag roll call was taken. Members present were John Tennissen, Rob Coman, Jeff Jannarone, Craig Trainor and Harlon Bauter. Minutes of the previous meeting were read and approved with a motion by Commissioner Trainor second by Commissioner Jannarone. Minutes for the November 17<sup>th</sup> workshop were read, corrected and approved with a motion by Commissioner Trainor second by Commissioner Jannarone.
- **Correspondence**
  - Letter from Anthony Aville from MCFA asking to store an engine at Airport Fire house.
  - Letter from Fontanella, Benevento, Galluccio, & Smith Ref to a MVA. Captain Rosenfeld responded.
  - Letter from Moody Investors Service reference credit ratings on bonds.
  - 2 letters from Attorney Sendzik reference special meeting to board clerk.
  - Many copies of letters to Asbury Park Press, Township Clerk and Coast Star notice of special meeting.
- **Treasurer's Report**
  - \$73,138.96
- **Approval of Vouchers and Bills**
  - Motion by Commissioner Tennissen second by Commissioner Trainor.
- **Fire Chief's Report**
  - 36 Fire Calls 3 Fire Drills
  - Fit test and medical forms start in 2017
  - Nov. 25 State Police helicopter to land behind town hall. Engine requested to stand by.
  - Blood born pathogens and RTK being scheduled.
  - Brent Weaver new member.
- **Committee Reports**
  - **House**
    - Progress

- **Fire Prevention**
  - Moving to the Rt. 71 Firehouse
- **Trucks & Equipment**
  - Minor repairs to 2-67 not to exceed \$600.00
  - See Captain Rosenfeld report
- **Personnel**
  - Progress
- **Unfinished Business**
  - Wall First Aid may sell their rescue. What do we do?
  - Hire Steve Mayer as a financial consultant for \$50 per hour not to exceed \$8000.00 per year. Motion by Commissioner Coman second by Commissioner Trainor.
  - Discussion on Capital Improvements. Extrication, SCBA and Radio Upgrade to be put on the ballot for the December 10<sup>th</sup> vote at \$137,000.00.
- **New Business**
  - None
- **Next meeting will be December 20<sup>th</sup>. Budget meeting at 6:45pm regular meeting at 7:00pm.**

Motion by Commissioner Jannarone second by Commissioner Trainor

Meeting Adjourned 8:03pm

Respectfully submitted

Harlon D Bauter, Clerk