

Board of Fire Commissioners
Fire District No. 3
Township of Brick
Minutes of Meeting held on March 12, 2018
Herbertsville Fire House
601 Herbertsville Road, Brick, New Jersey 08724

President Lepore called the March 12, 2018, Regular Meeting of the Board to Order at 7:30 PM.

Agenda:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provision of the Act, the Commissioners of Fire District No. 3 has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Asbury Park Press on December 22, 2017
Published in the Ocean Star on December 22, 2017
Forwarded to the Brick Times on December 20, 2017 for information purposes
Filed written notice with the Township Clerk on December 20, 2017
Posted written notice on the Official Bulletin Board at the Township Municipal Building on December 20, 2017
Posted at Herbertsville Fire Company No. 1, the District Office and the Bureau of Fire Safety on December 20, 2017
Posted on www.brickfire.org

Flag Salute

Announcement of Emergency Exits was made by Board President

Roll Call:

In attendance:

James J. Lepore, Jr., President
Christopher Matseur, Commissioner
Robert J. Salmon, Commissioner
Donald Wilkinson, Commissioner
Robert Winemiller, Commissioner
Kate Sendzik Haines, Esq.

1. The Oath of Office was administered to Commissioner Lepore and Commissioner Matseur by Attorney Haines.
2. The Reorganization of the Board was held. Motion made by Commissioner Winemiller seconded by Commissioner Wilkinson to appoint the officers of the Board as follows:

President	James J. Lepore, Jr.
Vice President	Robert Winemiller
Secretary	Robert J. Salmon
Treasurer	Christopher Matseur
Commissioner at Large	Donald Wilkinson

Roll Call: Yes: James J. Lepore, Jr., President
 Robert Winemiller, Commissioner
 Robert J. Salmon, Commissioner
 Christopher Matseur, Commissioner
 Donald Wilkinson, Commissioner

 No: None

3. Consent Agenda

- a. Contract for Auditing Services with Robert D. Elliott, CPA, of the firm Mohel Elliott Bauer & Gass
- b. Contract for Accounting Services with Barry J. Osborn, CPA
- c. Authorizing TD Bank as the official depository
- d. Appointing Margaret Osborn as a part-time secretary
- e. Reaffirming the Board's Prior Actions, By-Laws, Policies, Directives, Decisions, Orders, Actions, Contracts, Obligations, Rules and Regulations and Other Acts and Practices
- f. Designating Asbury Park Press, Ocean Star, other publications and Public Places for Postings
- g. Authorizing Payment of Claims regarding utility payments made without purchase order or voucher

Motion made by Commissioner Matseur seconded by Commissioner Salmon to pass the above Consent Agenda

Roll Call: Yes: Robert Winemiller, Commissioner
 Robert J. Salmon, Commissioner
 Christopher Matseur, Commissioner
 Donald Wilkinson, Commissioner

Present: James J. Lepore, Jr., President

No: None

4. Motion made by Commissioner Wilkinson seconded by Commissioner Matseur to approve the minutes of the Regular meeting held February 12, 2018.

Roll Call: Yes: James J. Lepore, Jr., President
Robert Winemiller, Commissioner
Christopher Matseur, Commissioner
Robert J. Salmon, Commissioner
Donald Wilkinson, Commissioner
No: None

5. Correspondence:

Copy of letter from Attorney Sendzik to Brick Township Treasurer's office regarding Tax Appropriation for 1st Quarter 2018 in the amount of \$ 315,072.00

6. Public Participation:

None

7. Treasurer's Report: Motion to approve Treasurer's Report and claims for the month of March which were read aloud by Commissioner Matseur made by Commissioner Matseur, seconded by Commissioner Winemiller. The Chief, Assistant Chief and Captain will receive \$35.00 per month cell phone reimbursement. The cell phone bill must be received no later than the Friday before the Regular Commissioners' meeting.

Roll Call: Yes: James J. Lepore, Jr., President
Robert Winemiller, Commissioner
Christopher Matseur, Commissioner
Robert J. Salmon, Commissioner
Donald Wilkinson, Commissioner

No: None

Commissioners voted present on the Commissioners' Compensation.

8. Board Member's Request to Schedule Board Agenda Item:

None

9. Chief's Report:

Motion made by Commissioner Winemiller seconded by Commissioner Salmon to accept the Chief's report as submitted.

Roll Call: Yes: James J. Lepore, Jr., President
Robert Winemiller, Commissioner
Christopher Matseur, Commissioner
Robert J. Salmon, Commissioner
Donald Wilkinson, Commissioner

No: None

10. Standing Committees:

Procurement

- a. Turnout gear will not be purchased at this time
 - b. Purchase of Calibration Gas Mixtures from Firefighter 1 – 2 at \$160.20 each
 - c. Purchase of fire hose from Witmer Public Safety Group – total cost \$ 3,242.25
 - d. Brush Boots – Captain will get sizes and order 8 pair – cost up to \$3,000.00
- Motion made by Commissioner Matseur seconded by Commissioner Salmon to approve purchases listed above.

Roll Call: Yes: James J. Lepore, Jr., President
 Robert Winemiller, Commissioner
 Christopher Matseur, Commissioner
 Robert J. Salmon, Commissioner
 Donald Wilkinson, Commissioner

 No: None

Truck Committee

Meeting is scheduled for March 25, 2018

Radio/communications

None

11. Old Business:

None

12. New Business:

Motion made by Commissioner Salmon seconded by Commissioner Matseur to pass a Resolution Authorizing Qualified Purchasing Agent Pursuant to N.J.S.A. 40A:11-9. The Resolution designates James J. Lepore, Jr., the Qualified Purchasing Agent for the Board.

Roll Call: Yes: Robert Winemiller, Commissioner
 Christopher Matseur, Commissioner
 Robert J. Salmon, Commissioner
 Donald Wilkinson, Commissioner

 Present: James J. Lepore, President

 No: None

13. Solicitor's Report:

None

14. Accountant's Report:

None

15. President's Report:

a. Orientation of new firefighters will be held at the Procurement meetings the last Thursday of the month.

b. A meeting was held with the Trustees, President Lepore and Administrative Officers of the Fire Company regarding wrapping the pillars and exposed sheetrock in the truck bays with diamond plate to protect the surfaces.

Motion made by Commissioner Salmon seconded by Commissioner Matseur to contract with Cranbury Sheetmetal Fabricators, Inc. to complete the diamond plate installation not to exceed \$10,000.00,

Roll Call: Yes: James J. Lepore, Jr., President
 Robert Winemiller, Commissioner
 Christopher Matseur, Commissioner
 Robert J. Salmon, Commissioner
 Donald Wilkinson, Commissioner
 No: None

c. President reported looking into the Fire Company Annex for office space.

16. Good of the Board:

None

17. Meeting was adjourned by motion from Commissioner Matseur at 8:39 P.M.

Respectfully Submitted,
Robert J. Salmon, Clerk
Prepared by:
Margaret Osborn