

# OCEAN GROVE BOARD OF FIRE COMMISSIONERS

## MINUTES

January 13, 2022

### OPENING

Meeting called to order at 7:30 pm with a Flag Salute

The clerk announced the meeting was held in compliance with the provisions of Chapter 231, New Jersey Public Laws of 1975, "Open Public Meetings Act" having been published in a March 2020 issue of the Coaster. Due to reports of increasing COVID infections, the Board moved this session to a teleconference, as contemplated under Executive Order 107 and consistent with prior notice published in the Coaster providing the call in information to the public.

The toll free call in number was 888-3463659, the participant code was 403690. Public comment during the appropriate portion of the meeting was via email to [fire8883463659@gmail.com](mailto:fire8883463659@gmail.com)

#### Roll Call:

- Present Commissioner Robert McEwan, Chairman
- Present Commissioner Paul Bagdanov
- Present Commissioner Scott Jarmer
- Present Commissioner Lori Moses-Day
- Present Commissioner Matthew Gannon

### MINUTES of LAST MEETING

The minutes of the December 9, 2021 meeting were unanimously approved following the motion of Commissioner Moses-Day and second of Commissioner Gannon.

### COMMUNICATIONS

1. Cross Over Network – renewal for IT services
2. Letter from GR Moore, Training Officer application
3. Stokes fire company requests use of the van to attend the fire academy graduation on January 19, 2022 at Brookdale College.

## **ACTION ON COMMUNICATIONS**

1. The renewal of Cross Over Networks for IT services was unanimously approved following the motion of Comm. Moses-Day and second of Comm. Bagdanov.
2. The chairman appointed the committee of Comm. Moses-Day and Comm. Bagdanov to review the applications for the training officer position, interview candidates, and make recommendations to the Board at the next meeting.
3. Use of the van to attend the fire academy graduation at Brookdale was unanimously approved following the motion of Comm. Jarmer and second of Comm. Moses Day.

## **TREASURER'S REPORT**

Following presentation and explanation, the treasurer report from outgoing financial officer Richard Cuttrell was accepted and the bill list from financial officer Debra Latshaw was unanimously approved after a motion by Comm. Bagdanov and second by Comm. Jarmer.

## **OLD BUSINESS**

Fire Official Scott Liddick reported work was beginning on the roof at Eagle Firehouse. Estimates for masonry work to repair walks, aprons at both firehouses, and areas at the base of the outside wall at the Olin St firehouse have been requested

## **NEW BUSINESS**

### **Resolution 2022-1-1**

Authorizing the Transfer of 2021 Budget Appropriation Reserves

Offered by: Comm. Gannon

Second by: Comm. Jarmer

Roll Call:       Yes Commissioner Robert McEwan, Chairman  
                  Yes Commissioner Paul Bagdanov  
                  Yes Commissioner Scott Jarmer  
                  Yes Commissioner Lori Moses-Day  
                  Yes Commissioner Matthew Gannon

The motion was approved by not less than a majority of the commissioners.

## **FIRE OFFICIAL AND CHIEF'S REPORT**

Chief: 8 dispatches year to date, the thermal imaging camera has been installed in the Chief's truck, Right To Know and Bloodborne Pathogen annual training is scheduled for January 26, 2022 at 7 pm in the Olin St. Firehouse.

Official: Written report attached. Gas meter remains to be installed.

## **PUBLIC HEARING for the 2022 Budget**

The floor was opened for comments on the 2022 Budget. Following a sufficient period for questions and comments, and no further observations or inquiries from the public or the board, the chairman called for action on the question.

### **2022-01-02 Adopted Budget Resolution**

Resolution adopting the 2022 Budget, further subject to voter approval at the district election on February 19, 2022

Offered by: Comm. Gannon Second by: Comm. Bagdanov

Roll Call: Yes Commissioner Robert McEwan, Chairman  
Yes Commissioner Paul Bagdanov  
Yes Commissioner Scott Jarmer  
Yes Commissioner Lori Moses-Day  
Yes Commissioner Matthew Gannon

The motion was approved by not less than a majority of the commissioners.

### ***RECOGNITION OF THE RETIRING FINANCIAL OFFICER***

*Rick Cuttrell was recognized for his decades of service to the district. Intent to recognize and celebrate in person after the COVID-19 pandemic related restrictions was expressed.*

## **PUBLIC HEARING**

Asst. Chief Josh Hansen spoke to training opportunities with Neptune Fire Department.

## **ADJOURNMENT**

After sufficient time for additional public comment and none offered, and there being no further business before the Board, the Chairman entertained a motion for adjournment.

Offered by: Comm. Moses-Day

Second by: Comm. Gannon

Unanimously Approved.

RESOLUTION #2022-1-1

AUTHORIZE THE TRANSFER OF 2021 BUDGET APPROPRIATION RESERVES

WHEREAS, N.J.S.A. 40:14, et. seq. permits the transfer of prior year appropriation reserves during the first three months of the subsequent year; and,

WHEREAS, the Financial Officer recommends the following appropriation reserves transfer:

**FROM:**

Supplies \$25,000.00

**TO:**

Maintenance & Repairs \$25,000.00

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Neptune Township Fire District #2 hereby authorizes the transfer of 2021 appropriation reserves as described herein.

Offered by: Comm. Gannon

Second by: Comm. Jarmer

Roll Call: Yes Commissioner Robert McEwan, Chairman  
Yes Commissioner Paul Bagdanov  
Yes Commissioner Scott Jarmer  
Yes Commissioner Edwin Deuchar  
Yes Commissioner Matthew Gannon

**OCEAN GROVE BOARD OF FIRE COMMISSIONERS  
MONTHLY BUDGET STATEMENT - AS OF DECEMBER 31, 2021**

<u>REVENUES</u>	<u>2021 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
SURPLUS	\$156,000.00	\$156,000.00	\$0.00
STATE FEES	\$10,000.00	\$9,811.58	\$188.42
LOCAL FEES	\$15,000.00	\$18,000.00	(\$3,000.00)
STATE FIRE GRANT	\$6,251.00	\$6,250.50	\$0.50
INTEREST EARNED	\$100.00	\$45.42	\$54.58
AMOUNT RAISED BY TAX	\$764,269.00	\$764,269.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$951,620.00</b>	<b>\$954,376.50</b>	<b>(\$2,756.50)</b>
UNANTICIPATED REVENUES		\$3,375.00	
<u>APPROPRIATIONS</u>	<u>2021 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
COMMISSIONERS Salary/Benefits	\$61,400.00	\$61,234.82	\$165.18
SALARIES	\$230,440.00	\$168,956.22	\$61,483.78
Administration	\$31,340.00	\$31,330.00	\$10.00
Operations	\$174,100.00	\$112,626.22	\$61,473.78
Uniform Fire Safety	\$25,000.00	\$25,000.00	\$0.00
BENEFITS	\$107,620.00	\$81,161.48	\$26,458.52
Administration	\$6,436.00	\$5,706.00	\$730.00
Operations	\$101,184.00	\$75,455.48	\$25,728.52
HYDRANT RENTAL	\$39,000.00	\$35,702.85	\$3,297.15
INSURANCE	\$77,000.00	\$63,631.50	\$13,368.50
PROFESSIONAL SERVICES	\$33,000.00	\$3,300.00	\$29,700.00
ADVERTISING	\$1,500.00	\$219.23	\$1,280.77
ELECTION	\$2,500.00	\$1,925.35	\$574.65
DUES & EDUCATION	\$6,000.00	\$1,176.00	\$4,824.00
SUPPLIES	\$150,000.00	\$51,237.33	\$98,762.67
UTILITIES	\$30,000.00	\$22,655.48	\$7,344.52
OFFICE SUPPLIES	\$7,000.00	\$5,926.76	\$1,073.24
MAINTENANCE & REPAIRS	\$105,000.00	\$99,374.42	\$5,625.58
TRAINING	\$12,000.00	\$5,771.00	\$6,229.00
COMMUNICATIONS	\$22,000.00	\$19,540.76	\$2,459.24
UNIFORM FIRE - OTHER EXP.	\$21,000.00	\$11,593.15	\$9,406.85
DEBT SERVICE	\$46,160.00	\$46,160.00	\$0.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$951,620.00</b>	<b>\$679,566.35</b>	<b>\$272,053.65</b>
2020 APPROPRIATION RESERVES	\$228,258.88	\$33,441.80	\$194,817.08
<u>CASH ON HAND</u>			
PNC MONEY MARKET	\$341,852.98		
CENTRAL JERSEY CHECKING	\$355,210.65		
TOTAL	\$697,063.63		
GENERAL FUND		\$632,741.63	
CAPITAL RESERVE FUND		\$64,322.00	

# Information Technology Solution Service Contract

January 1<sup>st</sup> 2022 through December 31<sup>st</sup> 2022

## A) Overview

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The intent of this document is to spell out the goals, process, timeline and terms by which Cross Over Networks LLC will provide information technology support to the Ocean Grove Fire Department Sites located at the following:

1. 50 Olin St, Ocean Grove, NJ 07756
2. 128 Main Ave, Ocean Grove, NJ 07756

Upon execution of this agreement the terms and conditions herein will become binding and cannot be altered in any way without mutual written consent of both parties. For purposes of this document the Ocean Grove Fire Department will herein be referred to as the client.

## B) Scope of Work

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Cross Over Networks LLC will support the following:

- Network equipment and configuration
- Wi-Fi equipment and configuration
- End User PC client support
- Business Office Applications
- Teamviewer Anti-Malware PC virus protection
- Monitor and maintain system backups
- Phone system equipment and configuration\*
- Liaison support for data and voice service providers

Appendix A - Outlines the current network elements being supported.

Appendix B - Outlines the Anti-Virus clients in the network

Any software not supported by its manufacturer can not be fully supported by Cross Over Networks. This includes software applications and operating systems that are end-of-life. It also includes applications that are installed on systems that do not meet the manufacturers'

## **OCEAN GROVE BUREAU OF FIRE PREVENTION**

50 OLIN STREET  
OCEAN GROVE, NJ 07756  
732-774-0306

Fire Marshal Scott Liddick

January 11, 2022

- As of Jan 11 2022, 17 inspections are scheduled and 7 re inspections to take place for the month of Jan. Jan 1, 2022 to present 0 periodic, 0 re-inspections, 1 complaint, 1 follow up to complaint, 0 Fire Investigation, and 0 permits inspections have been completed.
- The ladder testing was completed on 1/11/2022. Minor repairs need to be made. The report will take about a week to get to us
- The hose bed was recently completed on Engine 54-3-75
- The LEA end of year report will be processed shortly.
- Repairs to the side door at eagles are in progress
- The roof replacement is tentatively scheduled for the end of this week.
- The portable radios came in. Coordinating with Dave for next step in the process. Ex SOG's, training, programming from county
- Fire Alarm testing on both Firehouses was completed on 1/11/2022
- I have new Incident forms that are in the process of being printed. One pad will go into each 1<sup>st</sup> due apparatus and chief's vehicle. This will help keep track of personal better for NFIRS reporting. I will collect the forms at the end of each week from both Firehouses.



**CUSTOMER: OCEAN GROVE FIRE DEPT. SIZE:**  
**JOB TYPE: INCIDENT REPORT PAGES:**  
**JOB NAME: INCIDENT REPORT QTY:**  
**DATE OF PROOF: 1/6/22 PAPER:**

**PLEASE CHECK EACH PROOF**  
**FOR COPY, SPELLING, PUNCTUATION, LAYOUT,**  
**SPACING, TYPE STYLES, LETTER SIZES**  
**AND QUANTITY. MARK ALL ALTERATIONS.**

**OCEAN GROVE FIRE DEPARTMENT**

**Incident Report Information**

Date	Time	Incident Number	Incident Commander
Correct Address			Age #
Owner's Name		Owner's Address	Phone
Occurrence's Name		Phone	Detector Performance Respond? <input type="checkbox"/> Yes <input type="checkbox"/> No Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type Situation Found	Type Action Taken	Engine/Performance Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Area of Origin	Equipment Involved	Additional Information	
Construction Type	Dollar Loss		
Used Property Use	Ignition Factor		
# Firefighters	# Engines	# Ladders	# Other Equipment
* Equipment Involved Type Make Model Serial #			
** Ladder Involved Type Make Model Serial #		Operator #	

- |                                          |                                              |       |
|------------------------------------------|----------------------------------------------|-------|
| <input type="checkbox"/> Adams, G        | <input type="checkbox"/> Liddick, M          |       |
| <input type="checkbox"/> Adams, J        | <input type="checkbox"/> Liddick, S          |       |
| <input type="checkbox"/> Bagdanov, Paul  | <input type="checkbox"/> Matteo, Dave        | _____ |
| <input type="checkbox"/> Bailey, W       | <input type="checkbox"/> McEwan, Bob         | _____ |
| <input type="checkbox"/> Benfer, Ben     | <input type="checkbox"/> McEwan, D           | _____ |
| <input type="checkbox"/> Beringer, Chris | <input type="checkbox"/> McEwan, Jim         | _____ |
| <input type="checkbox"/> Beveridge, Ian  | <input type="checkbox"/> Mitchell, Matt      | _____ |
| <input type="checkbox"/> Brown, B        | <input type="checkbox"/> Moore, Rob          | _____ |
| <input type="checkbox"/> Campbell, Aaron | <input type="checkbox"/> Moses, Pat          | _____ |
| <input type="checkbox"/> Carlson, Laura  | <input type="checkbox"/> Newenhouse, Jeff    | _____ |
| <input type="checkbox"/> Ciccone, J      | <input type="checkbox"/> Perkins, R.D. Sr.   | _____ |
| <input type="checkbox"/> Cole, R         | <input type="checkbox"/> Reynolds, R         | _____ |
| <input type="checkbox"/> Denchar, Pat    | <input type="checkbox"/> Rogoski, Rich       | _____ |
| <input type="checkbox"/> Devos, G        | <input type="checkbox"/> Rose, Tom           | _____ |
| <input type="checkbox"/> Dilello, Ray    | <input type="checkbox"/> Sauffelice, J       | _____ |
| <input type="checkbox"/> Dnda, T         | <input type="checkbox"/> Shotwell, David, Jr | _____ |
| <input type="checkbox"/> Haas, Chris     | <input type="checkbox"/> Sisto, J            | _____ |
| <input type="checkbox"/> Hansen, Josh    | <input type="checkbox"/> Tucker, Dave        | _____ |
| <input type="checkbox"/> Jarmer, Scott   | <input type="checkbox"/> Van Orfan, D        | _____ |
| <input type="checkbox"/> Kay, Jacob      | <input type="checkbox"/> Vell, Dylan         | _____ |
| <input type="checkbox"/> Keenan, Pat     | <input type="checkbox"/> Walker, Nick        | _____ |
| <input type="checkbox"/> Lewis, E        |                                              |       |



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