

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:32 p.m. by Commissioner Cliff Jordan on June 18, 2012.

**PRESENT** – Commissioners Jordan, Baylis, Pasqua, Walter and Fatovic.

**ABSENT** – NONE

This meeting was duly advertised in accordance with the open business-meeting act of the State of New Jersey.

**VOLUNTEER COMPANY REPORT** – The Price quote list for the lockers for a total of all replacements is \$1590.00. They are the same lockers that we currently have. Commissioner Jordan stated that we wait until we decide what line item to use for this. The ceilings need work; they are falling apart. Commissioner Baylis stated that the ceiling is really bad. Scott Jordan stated that we need to know when we are going to full increase for Losap. We approved a bond for a purchase of the engine. Commissioner Jordan stated that we will look into that.

**SECRETARIES REPORT** – Motion to approve the minutes of April as prepared by Administrative Clerk Brown, Motion by Commissioner Jordan, seconded by Commissioner Fatovic. **VOTE: AYE:** Commissioners Jordan, Baylis, Pasqua, Walter and Fatovic.  
. **NAY:** None

**TREASURER'S REPORT** – Commissioner Baylis reads the summary of the Treasurer's report. Motion to accept the summary as read made by Commissioner Baylis, seconded by Commissioner M. Jordan **VOTE: AYE:** Commissioners Jordan, Baylis, Pasqua, Walter and Fatovic. **NAY:** None

**ATTORNEY'S REPORT -** Discussed signing in and out verse contract hours. The decision that was made was that if a fire fighter signs in prior to his shift start that we will deny payment of that. We only pay the hours that they are assigned to work; unless there is a fire call. There is an OPRA contract request from Richard Leonard for District Clerk Brown and Assistant Clerk Hode. Our Attorney stated that this is a valid OPRA request. We have 7 days from June 17, 2012 to produce. For Assistant Clerk Hode; the board will produce a written job description, due to Clerk Hode not having a Contract. Commissioner Jordan stated that when we fall below minimum staff should we pay volunteers or fold EMS trucks rather than do overtime for paid personnel. We will pull the contract and it is scheduled on the Agenda for next month's meeting. Commissioner Jordan stated that firefighters are not punching in and out for their shifts. We are now debating whether we should make a new policy regarding this issue. Our attorney stated we need to make it now via memorandum. Firefighter Poppy asked the Board if we could take over payroll for District 2. Our Attorney stated that they must

remain District 2's employees, and not ours. The money shall come out of their own accounts and they shall agree to only go to the Board with any issues.

**CHIEF'S REPORT** - A report has been given to the Commissioners for review. A copy of report is attached. The Purchase committee and township have gone out and are seeking price quotes for bottles. We also looked into purchasing gloves and integrating. We are currently working with Executive board looking for incentives to increase call percentage. We suggested looking into EZ pass to use out of state. Truck 5531 is put up for sale and current mechanic gave a price of \$25K to Cassville Firehouse. We discussed that once the floors are done in the Firehouse that we need to figure out a way to keep the day crew there while the bays aren't accessible. We will also need 24 hour security on apparatus. It will take 7-8 days to complete. Chief Carson recommended that we need to dismantle the SCBA by the company that he can recommend. Motion to sell Tailgate: Made by Commissioner Jordan. **VOTE: AYE:** Commissioners Jordan, Pasqua, Walter & Baylis. **NAY: NONE.**

**OLD BUSINESS** – We discussed that there is not enough money in the budget to approve classes for FF Schwartz. There is \$788.00 left in the budget and \$358.00 of this goes to the person ahead of him for classes. If there are monies available we can transfer it to cover classes. Summer and fall classes total \$3000.00.

**NEW BUSINESS** – FF Perrotto states that the carpets in the gym are becoming an issue. We will send a letter out to get it taken care of. FF Zimmerman is requesting a class for Managing Stress in the amount of \$78.00 on 7/16/2012. This is denied due to us being below staffing minimum due to FF Grossman being out sick. Commissioner Fatovic handed out to all attending meeting, a copy of the Chain of Command that we have adopted. Commissioner Fatovic advised that this is the chain of command that we will all follow. Commissioner Fatovic stated that Clerk Brown cannot do the little projects that are taking away from her job. If there is a problem with payroll it needs to go to the Supervisory Commissioner if it is not handled properly then it must go before the Board. Commissioner Jordan stated that Clerk Brown has been hit with numerous things that are taking away from her daily duties. Commissioner Fatovic stated that Clerk Brown and Clerk Hode do not have the extra time to deal with daily questions and requests from the Career Staff. Payroll or scheduling issues must go to the Chief then the Chief shall report to the Supervisory Commission.

Motion to accept a Resolution authorizing a closed-session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, by Commissioner Seconded by Commissioner. **ROLE CALL: AYE; COMMISSIONER JORDAN, AYE; COMMISSIONER WALTER: AYE; COMMISSIONER BAYLIS: AYE; COMMISSIONER FATOVIC, AYE; COMMISSIONER PASQUA.**

Meeting closed to the public for Executive at 8:56 p.m.

Executive session opened at 8:56 p.m. In attendance are Commissioners Jordan, Fatovic, Pasqua, Baylis and Walter.

Executive session closed at 9:56 p.m.

Regular meeting reopened at 9:57 p.m.

Motion to adjourn the meeting at approximately p.m. by Commissioner M. Jordan, seconded by Commissioner C. Jordan. **VOTE: AYE:** Commissioners Jordan, Baylis, Pasqua, Walter and Fatovic. **NAY:** None.

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**COMMISSIONER B. PASQUA, SECRETARY**