

# Hamilton Township Fire District #4

## MEETING MINUTES

### REGULAR MEETING BOARD OF FIRE COMMISSIONERS

**DATE:** March 11, 2010  
**LOCATION:** District Headquarter

**BOARD MEMBERS PRESENT:** Commissioner Fred Yaede  
Chairman Commissioner Betty Newbon  
Treasurer/ Commissioner John Newbon  
Commissioner Chelsea Chrisner  
Secretary/ Commissioner Keith Lesslie

The meeting was called to order by Commissioner Yaede at 7:30 PM . Meeting is being held with benefit of Public Notice, in accordance with the Sunshine Act.

The **Pledge of Allegiance** was recited.

Motion by Commissioner Yaede, seconded by Commissioner John Newbon to nominate Commissioner Betty Newbon for Chairman of the board and it was unanimously approved by the board.

Motion by Commissioner Yaede, seconded by Commissioner Lesslie to nominate Commissioner John Newbon for Treasurer of the board and it was unanimously approved by the board.

Motion by Commissioner John Newbon, seconded by Commissioner Yaede to nominate Commissioner Keith Lesslie for Secretary of the board and it was unanimously approved by the board.

**APPROVAL OF PREVIOUS MINUTES** - Be it resolved that the Minutes of the previous meeting was approved.

**SECRETARY REPORT** - Commissioner Lesslie had nothing to report as it was his first meeting.

#### **ADOPTION OF RESOLUTIONS:**

Resolution # 031110 - This resolution is for the amended budget for 2010 after the voters rejected the district referendum at the election on Feb. 20, 2010. Motion by

Commissioner John Newbon, seconded by Commissioner Lesslie to accept the new amended budget. It was unanimously approved by the board. Commissioner Lesslie will file paperwork with township and state as well as district files.

### **COMMUNICATION:**

Received letter from shop steward Capt. Mike Serben and Firefighter Shane Mull regarding career staff input in relocation of office spaces, dorms and kitchen.

Received letter from District Chief Gray regarding consolidation issues and ideas.

Received letter from shop steward Capt. Mike Serben asking to purchase equipment for various jobs in the fire station. Included were prices of the items.

Received letter from 5 career staff regarding the graffiti in the firehouse.

Received letter from Capt. Mike Serben asking for the purchase of a new computer for the career officers.

Received guidelines for Duty Crew from Chief Gray.

Received guidelines for Bunk-In/Live In program from Chief Gray.

Received Chief Gray car report. Chief Gray reported a chirping in brake, oil need to be changed as well as the wipers on the vehicle. Commissioner John Newbon has approved for the necessary repairs at Kimmel Auto.

Received a flyer for the 30<sup>th</sup> Annual Conference on Public Sector Law.

Received Asst. Chief Smolka car report.

Received 2 training log from Capt. Esposti.

Received letter from Womenspace regarding inspection of their premise.

Received a status report from Robert Wood Johnson Hospital at Hamilton releasing JR Summers to return back to active duty.

Received the Employee Receipts of Drug and Alcohol Policy and they are signed by the employees. 3 employees are still not signed off.

Received Fire Official Prince car report. Nothing to note at this time.

Received a letter from Nottingham Insurance informing us that they have changed the mailing address to District Headquarter address. All insurance cards were replaced in apparatus by Commissioner John Newbon.

**COMMUNICATION:**

Received a copy of the Certificate of Liability Insurance through the First Responder Joint Insurance Fund.

Received an inspection contract from Dan-Mor Mechanical regarding the HVAC system.

Received two (2) \$200 gift cards from Verizon for the upgrade in both station.

Received a check from Highland Claim Services, Inc. for \$3,176. Handed over to Treasurer.

**FINANCIAL MATTERS:**

Commissioner Lesslie made a motion to approve the monthly bills totaling \$114,463.43, which was seconded by Commissioner Yaede and unanimously approved by the board. Bills sheet is attached to minutes.

Commissioner John Newbon mentioned that new forms for purchase order are to be filled out and submitted with receipts. No invoices without these will be paid and he mentioned that all bills must be submitted to the board no later than 6:30 p.m. on meeting night.

Commissioner Newbon mentioned to the board that Station 14-2 purchased batteries for the PASS devices from Billows Electric. He mentioned that he purchased those in bulk from a different company and that they should not be purchasing any batteries without checking first with him. Also, someone from Station 14-2 had JB HUNT come out to inspect their extinguishers. We were charged a \$60 fee just for them to come out when we get our extinguisher done by others for no charges. Chief Gray will look into the situation.

**COMMISSIONERS REPORT:**

Commissioner Yaede reported that the District Headquarter building electrical will be repairs. The lights in the building in some rooms will come on when an alarm comes in for the career staff safety at night. This is being done at no cost to the district.

Commissioner Yaede reported that repairs for the roof would be \$1,025.00 Motion by Commissioner Lesslie, seconded by Commissioner John Newbon to go ahead with the repairs. This was unanimously approved by the board.

Commissioner John Newbon reported he gave the go-ahead for Chief Gray vehicle repairs, Engine 14-2 was having problem with the brakes, but was repaired by the crew, Engine 14-1 had brake problems, but has been repaired. Reported that our AED battery on Ladder 14 and Engine 14 went dead, district headquarter generator went off-line after being struck by the ice breaker on the building. Reported about Firefighter JR. Summers hurt his back while out with the crew shoveling.

Commissioner Chelsea Chrisner had nothing to report as this was her first meeting.

Commissioner Keith Lesslie had nothing to report as this was his first meeting.

Commissioner Betty Newbon had nothing to report at this time.

## **BUILDING & GROUNDS**

Commissioner Jo. Newbon mentioned that he had 2 quotes from Jammer Doors and Caola. Commissioner Jo. Newbon recommend that we go with Jammer Doors for the doors and Caola for the installation of the keyless entry system. Motion by Commissioner Lesslie, seconded by Commissioner Yaede to go with the recommendation of Commissioner Jo. Newbon. This was unanimously approved by the board.

Commissioner Yaede mentioned that he gotten one contractor out to look at the concrete situation in front of district headquarter and that he is waiting to get more bids on the job.

## **MONTHLY REPORT BY THE CHIEF OF DEPARTMENT**

Chief Gray reported that he has the Firefighter Survival program. He reported on a job well done by the duty crew at the Parking Garage Fire. 8 total cars were burning on the top floor of the garage. Station 14-2 is reporting that they have a pagers situation. He submitted tonight the SOP for both station and Career staff to check over on the Duty Crew as well as the Bunk In program and to report back. Chief Gray asked the board if he could speak with us in a closed session before he returns back to his regular job.

Commissioner Betty Newbon excused the body at 8:14 p.m and board went into closed session at 8:15 p.m..

The closed session ended at 8:34 p.m and the open meeting was called back to order at 8:36 p.m.

Chief Gray asked the board regarding the equipment list for 2010 and what the status was. Commissioner Lesslie mentioned that it will be discuss at the next workshop meeting. Chief Gray asked if the board would allow Engine 14-4 to be returned back to Station 14-2. This would allow the volunteers at Station 14-2 to get the truck on the road more often as it is not getting out at district headquarter. Commissioner John Newbon checked with Captain Mike Serben and Captain Brian Newbon and with no objection from the captains and board, Engine 14-4 can be sent back to Station 14-2. Motion by Commissioner John Newbon, seconded by Commissioner Lesslie to send Engine 14-4 back to Station 14-2. This was unanimously approved by the board. If Engine 14 has any problems, Engine 14-4 is to be returned back to District Headquarter for the career staff to use. Chief Gray will report back in 3 months on the status of the situation.

## **MONTHLY REPORT BY THE ASST CHIEF OF DEPARTMENT**

Asst. Chief Smolka thanked the board for his training at the National Fire Academy. A MANDATORY DRILL is scheduled for March 29, 2010 and has been posted. He asked the board about looking into Grants to help the department. Board will discuss at workshop meeting.

## **COMMENTS FROM THE FLOOR**

Firefighter Shane Mull asked the board regarding trucks check at Station 14-2. A recommendation to have the career staff to check the apparatus at station 14-2 on Monday, Wednesday, and Fridays. They are to check all compartment and equipments. Station 14-2 members are to report any problems with equipments or apparatus to the on-duty career captain at district headquarter. This was unanimously approved by the board.

Rich Prutsky of Station 14-2 reported problems with the bay doors at Station 14-2. Commissioner John Newbon will contact Jammer Doors and look into the situation.

Letter regarding computer for captain office for use by career staff. Motion by Commissioner Jo. Newbon, seconded by Commissioner Yaede to purchase a new computer for the Captain office. This was unanimously approved by the board.

Letter from shop steward to purchase 3 items for various jobs around the firehouse. Motion by Commissioner Yaede, seconded by Commissioner Jo. Newbon to allow the shop steward to purchase the 3 items by using the Verizon gift cards given to the board. This was unanimously approved by the board.

Letter regarding the Live In and Duty Crew policy will be given to both station and career staff to review and report at our workshop meeting.

Letter regarding the graffiti policy was discussed. Commissioner Jo. Newbon mentioned a letter to the board should be received to allow graffiti to be posted. A letter from the Hamilton Fire Company was received and approved at the last meeting which is why all the Hamilton Fire Company name is still hanging on the walls. Motion by Commissioner John Newbon, seconded by Commissioner Lesslie to allow the FMBA sticker to remain where they are at this time. This was unanimously approved by the board.

Letter from Chief Gray regarding consolidation and idea held over till both station can look them over. Board will review at workshop meeting.

## **NEXT SCHEDULED MEETINGS:**

Chairman Commissioner Betty Newbon mentioned that our next public meeting will be April 8, 2010 at the Enterprise Fire Company at 7:30 p.m.. Our next workshop meeting

will be held on March 25, 2010 at district headquarter at 7:00 p.m.. A special meeting will be held on March 21, 2010 at the district headquarter at 10 a.m.

Chairman Commissioner Betty Newbon adjourn the open session at 10:08 p.m.

A close session began at 10:09 p.m.

Shop Stewards for the career staff asked the board for an email address of all board members so that they can keep in contact with the board. Commissioner John Newbon mentioned he will have one for them.

The closed session ended at 10:15 p.m.

**THE MEETING ADJOURNED AT 10:16 P.M.**

Minutes prepared and submitted by:

---

Commissioner Keith Lesslie, Secretary

Minutes APPROVED by Fire Commissioners on \_\_\_\_\_

