

# JAMESBURG BOARD OF FIRE COMMISSIONERS

Fire District No. 1

Minutes

12/17/2020

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**CALL TO ORDER:** This meeting was called to order by Chair Dina Walker and Attorney Joseph Youssouf cited the Open Public Meetings Act of 1974 and provisions. The meeting is being held pursuant to The Open Public Meetings Act of 1974 and provisions of that Act have been met.  
Meeting commenced at, 7:02 PM

**ROLL CALL:**

Dina Walker  
Stephanie Rampacek  
Pradeep Mathew  
Attorney Youssouf (Lawyer)  
Gerard Stankiewicz (CPA, RMA)

**Absent:**

Brian Wright  
Salvatore Georgianna

**DISTRICT BUDGET INTRODUCTION TO THE DISTRICT:**

2021 Fire District Budget Resolution was introduced by Gerard Stankiewicz:

The budget was reviewed with the commissioners for accuracy and corrections were suggested and will be made. New request from DCA: As per DCA the Commissioner need to input all the Key Financial Data as needed in to the DCA system for DCA review.

Chair: D. Walker will send the Email to Gerald Stankiewicz once meeting approved stating the budget intro approved.

**MOTION TO APPROVE BUDGET INTRODUCTION:**

Proposed By: Stephanie Rampacek

Seconded By: P. Mathew

Extensions or Na's: No Extensions or No Na's and 2 Absents

All in Favor: Yes

**ROLL CALL:**

Dina Walker

Stephanie Rampacek

Pradeep Mathew

**MOTION TO ACCEPT MINUTES:**

Proposed By: Stephanie Rampacek

Seconded By: P. Mathew

All in Favor: Yes

**ROLL CALL:**

Dina Walker

Stephanie Rampacek

Pradeep Mathew

**TREASURER’S REPORT**

Stephanie Rampacek, First Constitution Bank

	<b>Checking:</b>	<b>Savings:</b>
<i>Bal. Bt. Fwd:</i>	\$ 20,009.66	\$ 402,898.37
<i>Deposits:</i>	\$ 24,610.07	116,688.50
<i>Vouchers:</i>	\$ 24,604.99	19,509.39
<i>On Hand</i>	\$ 20,014.74	
<i>Rec. Bal.</i>	\$ 402,898.37	\$494,991.54
<i>Grand Total Cash On Hand:</i>		\$ 515,006,28

Mr. Cooper need a new check for his services, the old Check will be voided and new one will be reissued. S. Rampacek will re issue the Check. It will be filed with old voided and new Checks as per Procedure.

**MOTION TO ACCEPT TREASURER’S REPORT:**

Proposed By: P. Mathew

Seconded By: D. Walker

All in Favor: Yes

**ROLL CALL:**

Dina Walker

Stephanie Rampacek

Pradeep Mathew

**REQUISITIONS:**

Stephanie Rampacek:

NJ Fire Equipment for: \$3,000.00

**MOTION TO ACCEPT REQUISITIONS:**

Proposed By: P. Mathew

Seconded By: D. Walker

All in Favor: Yes

**ATTORNEY’S REPORT:**

Joseph Youssouf:

Attorney Youssouf state he will produce a notice for the Budget hearing for 1/21/21 commencing at 7pm The notice will also include the Office of the Fire Commissioner for the upcoming election will be Jan/23/2021. As per the Attorney it is best to have the paper work on who is joining the Office of the Fire Commissioner prior to the Jan Meeting. The Board members do not have the document that Attorney Youssouf was reading from. It was recommended by Chairperson D. Walker that we should table the Budget Resolution and introduce the budget properly at the December meeting. All members who received the absentee ballots via mail also needs to receive the election ballot as per the Gubernatorial order which mandated that all people who voted in the 2020 must receive a ballot. This is costing a lot more money to the District.

Chief brought up a question?

If anyone on the Committee is part of a Fire Truck Sales is that considered a conflict of interest?

As per Attorney Youssof it can be and they should be immediately removed if that company that they work on can produce a viable Truck proposal to the Fire District. Case law out of Ocean County. As it may be a cause to show conflict of interest. Attorney to send Case Law details to us.

**CORRESPONDENCE:**

By email we received a correspondence stating that the Insurance policy is up for renewal, JAN 1<sup>ST</sup> 2021. The document is for the renewal of First Responder Jiff Membership for 3 years.

Resolution for the renewal of First Responder Jiff Membership.

**MOTION TO ACCEPT RESOLUTION:**

Proposed By: Stephanie Rampacek

Seconded By: P. Mathew

All in Favor: Yes

**ROLL CALL:**

Dina Walker

Stephanie Rampacek

Pradeep Mathew

**PRESIDENT'S REPORT:**

Jonathon Rampacek: N/A

**FIRE CHIEF'S REPORT:**

Chris Rampacek: *(See attached call sheet)*

Chief discussed the tank that was damaged that needs to be replacement from the Woodbridge fire when it was damaged. Per the Chief this conversation has been going on all year. The District is asked to buy it for \$3,000 and then submit the bill to the County Fire Marshall office and the County will cut us a Check within the next 30-day cycle. New COVID-19 protocol. Face coverings has been re-mandated as the numbers are rising in the State and the County. We had 2 positive cases a 57 m on 11/14 and a 24m on 11/27. The 57m, Prior finding he was positive did not come around for 2 weeks the 24m hasn't been around in a while. We had 6 exposures but they all came back negative

- J3 is back and working
- J9 went out for a "bad coolant leak". Found out it was the trans cooler. They replaced it and it was covered under warrantee.
- J10 passed aerial testing, few minor issues, small hydro leaks

Any update on fixing the Voice mail at the Firehouse? No new Updates were available.

**NEW BUSINESS:**

Budget Audit details need to be reviewed and looked at.

Note: The Budget need to be review for 2019.

Possible Zoom to review it as per Dina Walker and Stephanie.

As per the State DCA the Auditor cannot submit the budget only the Commissioner who are approve by the board can input the budget. This will be review by the Dina and send it in, after discussing it with the Board at this meeting. This is to stream line the process as per DCA.

**OLD BUSINESS:**

D. Walker:

Brought back up the conversation about the new version of Microsoft Office:

We can get a newer version of office, so the JFD Chiefs Laptop is able to update documents and SOP's for the Chiefs computer. Approved up to \$200.00 and approved

As per M Rampacek, the survey for the JFD Properties were completed and once the bill is paid the Survey company will send all the details to the JFD and Jamesburg Fire District.

**MOTION TO ACCEPT PURCHASE OFFICE:**

Proposed By: Stephanie Rampacek

Seconded By: P. Mathew

All in Favor: Yes

**MOTION TO OPEN PUBLIC COMMENT:**

Proposed By: S. Rampacek

Seconded By: P. Mathew

All in Favor: Yes

**PUBLIC COMMENT:**

*No Public Comment*

**MOTION TO CLOSE TO THE PUBLIC:**

Proposed By: S. Rampacek

Seconded By: P. Mathew

All in Favor: Yes

**MOTION TO ADJOURN MEETING: 7:59PM**

Proposed By: S. Rampacek

Seconded By: P. Mathew

All in Favor: Yes

Pradeep Mathew, acting Clerk