

APRIL 6, 2016

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Ex Asst. Chief Genieczko led all present with the salute to the Flag. Mr. Youssouf read the Sunshine Statement –Notice of the time, date, location & agenda of this meeting known was duly published at least 48 hrs. in advance of this meeting held by posting in official newspaper of this District. Mr. Spevak was asked to take Roll Call- Primiano, Flannery, Kirkland, Hogan & Spevak were present. Sign in sheet was on table for attendance. Others in attendance were: Youssouf, Petrics, Larson, Marini, Keaney, Belote, Sorscher & Sarti 12-1.

Chairman Hogan asked if all Fire Comm. Had enough time to review minutes of March 2, 2016. YES. Mr. Flannery made a motion to accept minutes as read & 2nd by Mr. Kirkland, approved by all.

CHIEF'S REPORT-

Sta. 26-2 ...Chief Keaney reported responding to 34 fire calls with 36.29 manhrs

Upcoming Events: Reported by Chief Keaney

1. April 11th Fire Co. mtg. at 8pm
2. April 18thCAFS Drill
3. April 25thFire Academy, w/ Sta. 12-1
4. May 2ndWork detail
5. May 4thFire Comm mtg. at 8pm
6. May 9thFire Co. Mtg. at 8pm

Following items reported by Chief Keaney & his Line Officers

1. All equip. that has been ordered, has arrived.
 2. Chief Keaney needs the following items:
 - a. Middlesex schooling\$ 239.00
 - b. Carbide tip chain
 - c. Hose Testing
 - d. New valve
 - e. New roof vent saw
 - f. Pump, hose & ladder testing
- Total cost of above items \$ 9,821.51

Sta. 12-1Chief Sarti reported responding to 17 fire calls in Sta. 26-2 area
With 69.09 manhrs. & 1 fire call in PRA with 7.35 manhrs.
All Equip. in Service

TRUCK REPORT- Sorscher

- 1.26-2-77.....Annual chassis , pump, & generator Service.....First Priority
Tighten & adjust all mirror frames.....In House
- 2.26-2-78.....Monthly Regen system..... " "
- 3.26-2-98.....Dodge Ramcharger removed from property.....Frank Toia
- 4.26-2-90.....Adjust height of (2) light poles at bucket, In House
Remove & repair R/R door lock assy.Repair R/R " "
Reverse light, repair R/ R license plate light..... " "
Repair R/R lite in outrigger control box, Repair rubber " "
Seal at rear ladder compt.door, " "
Lubricate all outrigger control levers..... " "
- 5.26-2-95.....Start engine & ran for 20 min. " "
- 6. De Con Trailer- Install New Regi. & ran for 20 min. " "
- 7. 26-2-99.....Remove snowplow from vehicle..... " "
Install new serpentine belt, lube, oil & filter change Eng. Auto
New " O" rings on P.S sensor..... " "

Pres. of the Fire Co. – Belote

- 1. Fire Co. handling janitorial duties in the Firehouse
- 2. Met Pete Hall regarding items in the Firehouse.

INSURANCE- Marini

Boiler inspection Report 4/5/16 . Hung up in boiler room & copy to Secretary Spevak

ADMINISTRATOR 'S REPORT- Marini

- 1. Perrone phone problem
- 2. Flannery received cover from Spevak to replace his broken one.
- 3. Rear Building almost completed;
 - a. floor needs to be completed yet.
 - b. waterproofing around outside of building yet.
 - c. north side door , opens wrong . to be changed.
 - d.separate contractor for drains, piping & landscape wall. Cost \$ 13,500.00

Credit amount from Apex Const. \$ 2,500.00 . very low price . Architect Schneider to check into.

LEGAL- Youssouf

1. Spoke with Bond Council, Monmouth County / Financial Services would be interested. Larson, Kirkland & Spevak attended a meeting on April 5, 2016 . With Mon. County financial Services – hopefully to use this for purchase towards purchase of New Truck.
2. Workman’s Compensation claim DuBois Vs. Fire Comm Dist #2 Manalapan Twp. 3/2/16
3. The Fire Co. is not a private organization anymore , if paperwork needed . Please contact Mr. Youssouf as soon as possible. “ OPRA “

AUDITOR- Petrics

Will soon need Secretary Spevak & Treasurer Kirkland minutes

BOOKKEEPER- Larson

Local Finance Disclosure , needs to be filled out by April 30,2016.

IT OFFICER- Hall

1. Computer in Engine bays not working ,reported by Keaney.It was stated that unit out of Warranty.
2. Cellphone jack – Fire Co, wants to use.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 9pm & 2nd by Mr. Primiano, approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 9:02pm & 2nd by Mr. Primiano, approved by all.

TREASURER’S REPORT- Kirkland

Mr. Primiano made a motion to pay all bills in the amount of \$153,457.45 & 2nd by Mr. Flannery, approved by all.

OLD BUSINESS-

No Business

NEW BUSINESS

1. State of NJ , Dept. of Transportation , has approved the request by the Board of Fire Comm., Dist #2 . to install emergency pre-emption equipment at certain intersections stated in letter.

Total cost \$ 38,400.00.....25% Cost Sharing : \$ 9,600.00

2. Stockel's Lawn Maint. 33 cuts & 6 applications of fertilizer /total cost \$ 2,212.98.....Spevak to drop of signed contract.

3. 2016 Ford pickup 4x4State Contract. Has been ordered

4. Chief Keaneypurchase of equip. & testing/ total \$ 9,821.51

Mr. Flannery made a motion to purchase & 2nd by Mr. Kirkland , approved by all.

5. Fire Co. Expo, Nashville , Tn. & I Chief Expo , San Antonio , Texas

6. Replacement computer in Engine bay ; cost \$600.00

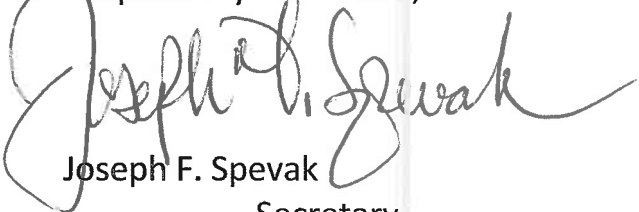
7. Resolution regarding financing for Pierce Rescue/ Pumper. Chairman Hogan stated Spevak will call John O'Keefe. To get address to send letter

GOOD & WELFARE-

No Workshop mtg. on April 20, 2016.

Since there was no further business Mr. Flannery made a motion for adjournment at 9:15 pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,



Joseph F. Spevak

Secretary

BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
TENNENT, NEW JERSEY 07763

Bill List
Monthly Meeting April 6, 2016

ADP	9,089.19
Advantage Fire & Safety, Inc.	336.00
Allcom Technologies	2,392.00
Allied Oil, LLC	217.99
American Cloud Services	250.00
Apex Enterprises of Union, Inc.	39,690.00
Bailey's Janitorial Services	300.00
Cablevision	201.18
Charles Sacco	67.41
Continental Fire & Safety, Inc.	7,434.70
Document Solutions	132.82
Douglas Frueh	67.41
Edward Dillon	67.41
Emergency Services Marketing Corp., Inc.	800.00
Englishtown Automotive, Inc.	298.89
Englishtown Fire Dept.	10,467.25
First Priority Emergency Vehicles	1,225.00
First Responder Joint Insurance Fund	32,296.00
Frank Toia	67.41
Gordons Corner Water Co.	4,007.52
John Marini	67.41
Joseph Spevak	170.91
Manalapan Twp. Fire Co. #1	32,042.50
Michael Auletta	67.41
Millhurst Mills, Inc.	1,250.00
Mooremedical	600.31
NetLink	590.00
NetLink Web Services, LLC	199.00
New Jersey Emergency Vehicles	2,900.00

Month End Review

- It was advised on April 4th, 2016, that the computer in the engine bays had crashed again, and that the screen was black. Upon investigating the issue, the machine would need to be factory reinstalled. The Board should be aware that the unit is out of warranty which expired on October 4th, 2012.
 - The manufacture date is September 10th, 2010.
 - HP Pavilion p6610f PC
 - Serial number: 4CE03104NP
 - Product number: BM417AA
 - It is general practice to retire computer workstations within the 3-5 year lifespan.
- The firewall's security subscription was updated and is good through April 2017.

Respectfully submitted,



Peter Hall
Information Technology Officer



STATE OF NEW JERSEY
 DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF PUBLIC SAFETY AND OCCUPATIONAL SAFETY & HEALTH
 BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE
 P.O. BOX 392
 TRENTON, NJ 08625-0392

Boiler - Fired Pressure Vessel Report of Inspection

Date Inspected* 4/27/16 4/5/16		Cert. Exp Date* 04/06/2018		Certificate Posted (Y) yes		Owner No. 1		Jurisdiction Number* NJ164039-13H		NB Number		Other Number CP5451245	
Owner Board Of Fire Commissioners						Nature Of Business Fire House				Inspection Type (Ext) RFS		Cert Inspection (Y) Y	
Owner Street Address PO Box 54						Owner City Tennent				State NJ		Zip 07763-0054	
User Name - Object Location Manalapan Twp. Vol Fire Co 1Etal						Specific Location in Plant Boiler Room				Object Location - County Monmouth			
User Street Address 33 Sweetmans Ln # Rt						User City Manalapan				State NJ		Zip 07726-8337	
Type Cast Iron Sect				Year Built 2008		Manufacturer WEIL MCLAIN				ASME Code Stamp* H			
Use Hot Water Heating						Fuel Natural Gas				Method of Firing Burner		Press Gauge Tested no	
Pressure Allowed		This Inspection 50 psi		Prev. Inspection 50 psi		Safety Relief Valves Set At (30) 50		Total Capacity (925000) 925000		Heating Surface or BTU 515000 BTU/HR			
Is condition of object such that a certificate may be issued? (If No, explain fully under condition)										Hydro Test (N) PSI		DATE	
<p>CONDITIONS: With respect to the internal surface, describe and state location of any scale, oil or other deposits. Give location and extent of any corrosion and state whether active or inactive. State location and extent of any erosion, grooving, bulging, warping, cracking or similar condition. Report on any defective rivets, bowed, loose or broken stays. State condition of all tubes, tube ends, coils, nipples, etc. Describe any adverse conditions with respect to pressure gage, water column, gage glass, gage cocks, safety valves, etc. Report conditions of setting, linings, baffles, supports, etc. Describe any major changes or repairs made since last inspection.</p> <p style="font-size: 2em; text-align: center; margin-top: 20px;">Satisfactory</p>													
REQUIREMENTS: (List of Code Violations)													
Name and Title of Person to Whom Requirements Were Explained Ed Dillon													
I HEREBY CERTIFY THIS IS A TRUE REPORT OF MY INSPECTION [Signature]													
Inspector William Gansloser						Ident. No. NJ26		Employed By State of New Jersey				Ident. No. 999	



INSURANCE SERVICES OFFICE, INC.

1000 Bishops Gate Blvd, Suite 300, P.O. Box 5404, Mt. Laurel, New Jersey 08054
Phone: (856) 787-0412 or (800) 444-4554 FAX 1-800-777-3929

March 30, 2016

Chairman Richard Hogan
Twp. Of Manalapan Fire Dist. #2
P.O. Box 54
Tennent, NJ 07763

Dear Chairman Hogan;

As a continuing program to keep insurance classifications up-to-date, Insurance Services Office (ISO) periodically evaluates all communities that have public fire protection to establish a fire insurance rating classification. This classification is one of several elements used in developing commercial and residential property insurance premiums. This evaluation is funded by the property insurance industry at no cost to the community.

Our last evaluation of your jurisdiction was performed in 2012. I would like to visit your department which should take approximately 90 minutes to verify that the current **Class 04/4Y** fire insurance rating is still accurate. I am available to meet most days or evenings.

During this visit, I will review information regarding equipment, staffing and training. In addition, the State of New Jersey has recently approved a revision to the fire insurance rating schedule. **The schedule now provides additional credit for fire inspection, investigation and prevention programs as well as credit for implementation of standard operating procedures/guidelines, use of the incident management system and participation in the NFIRS Program.**

Please note that if I am unable to contact a representative of the fire department, ISO will assume that the jurisdiction no longer desires to participate in the insurance rating program. As a result, the current classification may be withdrawn and property owners may become ineligible for property insurance premium discounts.

Please contact me at your earliest convenience by phone or email. I am available to answer any questions or concerns and assist you through this process.

Respectfully,

Jeffrey Gordon
ISO Field Representative / CHMS
Tel (609) 678-5047
Email: JGordon@iso.com

LFN 2016-08

March 31, 2016

Local Finance Notice

Chris Christie
 Governor

Kim Guadagno
 Lt. Governor

Charles A. Richman
 Commissioner

Timothy J. Cunningham
 Director

Contact Information

Director's Office
 V. 609.292.6613
 F. 609.292.9073

Local Government Research
 V. 609.292.6110
 F. 609.292.9073

**Financial Regulation
 and Assistance**
 V. 609.292.4806
 F. 609.984.7388

Local Finance Board
 V. 609.292.0479
 F. 609.633.6243

Local Management Services
 V. 609.292.7842
 F. 609.633.6243

Authority Regulation
 V. 609.984.0132
 F. 609.984.7388

Mail and Delivery
 101 South Broad St.
 PO Box 803
 Trenton, New Jersey
 08625-0803

Web:
www.nj.gov/dca/divisions/dlgs
E-mail: dlgs@dca.nj.gov

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Local Government Ethics Law 2016 Financial Disclosure Statements Filing Information for Local Government Officers

Introduction

Pursuant to the Local Government Ethics Law, specifically, N.J.S.A. 40A:9-22.6, local government officers shall annually file a financial disclosure statement (FDS).

Your local government entity has determined that you are a local government officer (LGO) who is required to file. N.J.S.A. 40A: 9-22.3.g defines a local government officer as "any person, whether compensated or not, whether part-time or full-time: (1) elected to any office of a local government agency; (2) serving on a local government agency, which has the authority to enact ordinances, approve development applications or grant zoning variances; (3) who is a member of an independent municipal, county or regional authority; or (4) who is a managerial executive employee of a local government agency, as defined in rules and regulations adopted by the Director of the Division of Local Government Services in the Department of Community Affairs pursuant to the "Administrative Procedure Act," P.L. 1968, c. 410 (C.52:14B-1 et seq.), but shall not mean any employee of a school district or member of a school board. Section 3.g(4) of the LGEL concerning the definition of managerial executive was amended in August 2015. The DLGS is in the process of adopting new Rules and Regulations defining managerial executive employees for FDS filing purposes. These new rules will not be adopted in time for the 2016 filing year. Entities have been directed to continue to determine managerial executive employees based on the prior guidance found in the Attorney General opinions.

The FDS is part of the legislative design for assuring that standards of ethical conduct and financial disclosure requirements for LGOs are clear, consistent, uniform in application, and enforceable on a statewide basis.

The Local Finance Board (Board) commends you for accepting the opportunity to serve the public. For most LGOs your public service will be a gratifying personal experience, and you will no doubt be exposed to various types of public policy and fiscal challenges facing your community. However, public office and employment are a public trust. The annual filing requirement serves as an important reminder to each LGO that the citizens of New Jersey hold you to a high standard of ethical conduct. As such, both paid and volunteer LGOs are required to file a FDS.

This Local Finance Notice outlines filing procedures that are designed to facilitate efficiency and enhance transparency by using available technology to capture and report the financial disclosure statements we collect. This notice was written for local government officers with the goal of being concise yet informative, and contains specific step-by-step instructions for successfully filing the financial disclosure statement using the online process.

A separate Local Finance Notice has been issued to municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities under the Local Government Ethics Law pertaining to financial disclosure statements. If you desire a more comprehensive explanation of the financial disclosure statement filing requirements you should read Local Finance Notice 2016-07 and other materials that are posted on the Division of Local Government Services' (Division's) web site, www.fds.nj.gov.

Online Filing Procedure

Beginning with the 2013 filing year, online filing of FDS forms became mandatory for all local government officers (LGOs). **Paper FDS forms will not be accepted by the LFB.** The current filing process uses a web based system and is similar to online banking or purchasing goods from a company that has an online ordering system.

If you filed an FDS in 2014 or 2015, you should have an LGO profile/account created in a prior year. To file your FDS electronically, use the login ID (e-mail address) and Password from the prior year. You only need a new PIN# if you have any new or additional positions that were not on your 2015 FDS. If you have additional positions for which you have been assigned a new PIN#, you must also validate the new PIN# using the "Manage Positions" button after logging in.

If you are a new filer, you will first need to obtain the PIN# from your local government entity representative (e.g., municipal clerk or county clerk) and confirm with the representative how your name was listed on the roster (e.g. James Smith vs. Jim Smith). Your first and last name entered to validate the PIN# must match the name as it was entered on the roster by your local government entity representative.

If you are a new filer who is identified as an LGO by multiple local government entities (e.g., you serve as a business administrator for a municipality and also serve as a commissioner for a joint insurance fund), you will receive separate PIN#s from each entity. You will link each PIN# to a single LGO user account by using the Manage Positions feature after you validate the first PIN# issued and create your profile. More detailed instructions are provided below and at www.fds.nj.gov. Please note that if you hold multiple positions within the same local government entity (e.g., municipal governing body member also serving on the local planning board), you will only be assigned one PIN#.

Step-By-Step Instructions

- STEP 1: Carefully review this Local Finance Notice.
- STEP 2: Read the FDS instructions available at www.fds.nj.gov and/or watch the webinar training video.
- STEP 3: Go to www.fds.nj.gov. To access the login page, click on the button titled, "File Financial Disclosure Statement."
- STEP 4: If you established an LGO profile in 2014 or 2015, login using the login ID (your e-mail address) and password you created to establish that profile. Proceed to STEP 10.
- If you have forgotten your password, click on "Forgot Password" on the bottom of the login page. The password will be e-mailed to you.

- STEP 5: If you are a new filer, obtain your authorization name (the name the LGE Representative used for you on the roster) and PIN# from your local government entity representative.
- STEP 6: First time users must click the “New Registration (Local Government Officer)” link at the bottom of the login screen. Authorization names are not used as the login ID; you will establish your login ID and password in Step 8,
- STEP 7: Register and validate your PIN# (you must use the same name entered on the roster and provided by your local government entity representative).
- STEP 8: Complete the information in the box entitled, “Local Government Officer (LGO) Credentials” and create a login and password. Your login **must** be in the form of a valid email address.
- STEP 9: Login to the system as a registered LGO to begin your financial disclosure statement. Prior to starting your form, please refer to STEP 10.
- STEP 10: Validate any additional PIN#s received from different entities using the Manage Positions button **PRIOR** to starting your financial disclosure statement.
- STEP 11: Fill out the FDS making sure to accurately fill out the form. It is recommended that you read the instructions and/or Frequently Asked Questions, also on www.fds.nj.gov, if you have questions about definitions or the sections of the FDS such as what constitutes sources of income, etc.
- STEP 12: You can start your FDS and save the information to be submitted at a later time, or you can submit your FDS right away. **NOTE: Once you submit your FDS you will not be able to amend, change, or modify the FDS at any time.**
- STEP 13: Print a copy of your FDS for your own records. It is unnecessary for you to file a paper copy of your FDS with the Local Finance Board or your local government entity. Once you submit your FDS online it is immediately available through the public search feature. Click on “Search Financial Disclosure Statements” button on www.fds.nj.gov to view your submitted statement.

Filing Deadline

Financial disclosure statements must be filed annually on or before **April 30th** each year. In addition, once the annual filing deadline has passed, per N.J.S.A. 40A:9-22.6(b) new local government officers shall file a financial disclosure statement within 30 days of taking office.

Compliance

The LFB may periodically conduct audits for compliance and initiate investigations. In such cases, the LGO will be given an opportunity to file the FDS and to provide an explanation. The LFB will then review the explanation and determine whether the LGO has established good cause for the lack of a timely or complete filing. In cases where the LGO does not establish good cause, the LFB will assess against the LGO an appropriate fine that is not less than \$100 nor more than \$500 pursuant to N.J.S.A. 40A:9-22.10. In addition, for elected officials, the failure to file a FDS can subject the municipality to a loss of State Aid as it is a question on the “Best Practices” Questionnaire.

Ignorance of the requirement to file the FDS is not considered “good cause.” It is expected that LGOs will take time to understand their responsibilities under the Local Government Ethics Law and will consider the annual filing requirement an important duty to be fulfilled as part of their public service. The LFB reminds LGOs that the Division does not send out reminder e-mails to LGOs directly. In addition, any such e-mails are sent as a courtesy and are not a statutory requirement.

The LFB further reminds LGOs that compliance is not just submitting an FDS, but filing a complete FDS. The LFB can, and does, find violations against LGOs whose FDS's are incomplete. For example, in recent years, violations have been found against local officials who failed to disclose their pensions as one of their sources of income and who failed to disclose rental properties as sources of income, as well as, real estate in which an interest was held.

We know that the process discussed herein will require the use of enhanced technology, and we appreciate your help in making this less expensive, more effective disclosure process a reality. It is our hope that in the end, taxpayer resources will be saved, the past bureaucracy associated with paper filings will be eliminated, and the public will be better served with enhanced transparency.

Help

Numerous help resources have been created to assist you through this process, including a step-by-step help guide, recorded webinar presentations, and a specially prepared LGO video tutorial. However, if you need assistance after consulting those resources please contact Local Finance Board staff using the following contact information:

For general FDS information:

LFB e-mail: lfb_fds@dca.nj.gov LFB staff: 609.292.4537

Approved: Timothy J. Cunningham, Director