

**JAMESBURG BOARD OF FIRE COMMISSIONERS**

**Fire District No. 1**

**Minutes**

**April 18, 2019**

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**CALL TO ORDER:** This meeting was called to order by Board Chairman Dina Walker. 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, 7PM.

**ROLL CALL:**

Lynette Emens  
Stephanie Rampacek  
William Stonaker 7:10PM  
Dina Walker  
Brian Wright  
Jonathan Cohen, for Joseph Youssouf

**MOTION TO ACCEPT MARCH 21, 2019 MINUTES:**

**With Corrections**

Proposed By: S. Rampacek

Seconded By: B. Wright

All in Favor: 4-yes, 1-absent

**TREASURER'S REPORT**

Stephanie Rampacek, PNC Bank

	<b>Checking:</b>	<b>Savings:</b>
<i>Bal. Bt. Fwd:</i>	20,000	323,221.08
<i>Deposits:</i>	44,943.88	2,146.23
<i>Vouchers:</i>	(48,850.94)	( \$ )
<i>Rec. Bal.</i>	16,092.94	280,423.43
<i>Grand Total Cash On Hand:</i>		<b>296,516.37</b>

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

Proposed By: B. Wright  
Seconded By: L. Emens  
All in Favor: 4-yes 1-absent

**REQUISITIONS:**

Stephanie Rampacek:

**United Refrigeration Corporation:**

*Vent for kitchen stove- \$1001.00*

**DCI Construction:**

*Repointing brick around bell, & corner of building near front door- \$2500.00*

**NJ Fire Equipment Co.:**

*5" hose x5- \$3500.00*

**Skyland Area Fire equipment:**

**(state contract)**

*3 Turn out coats- \$4289.25*

*3 Turn out pants- \$3993.43*

*\$8282.43*

**American Uniform:**

*15 Class B uniforms- \$3493.55*

**MOTION TO ACCEPT REQUISITIONS:**

Proposed By: W. Stonaker  
Seconded By: L. Emans  
All in Favor: Yes

**CORRESPONDENCE:**

Financial Disclosure Statement forms were received from the Borough Clerk, Susan Boulogne, and distributed to all commissioners. Commissioners were all advised that they need to be filed by April 30, 2019.

**ATTORNEY'S REPORT**

Jonathan Cohen for Joseph Youssouf  
No report

## **PRESIDENT'S REPORT**

Jonathon Rampacek:

Foyer coming to conclusion.

Jim Pennock painted the foyer for no charge.

Part of the flooring has been installed, waiting to install carpet until after the trim is completed.

Needed to change vendor for the purchase of the exhaust fan for the kitchen, McMaster Carr couldn't supply the proper fan.

Working with a company to change all lighting in the firehouse to LED, and also looking to change the air conditioning unit to a more efficient unit, an evaluation has already been done on the lighting portion. The company still needs to come back and evaluate the air conditioning unit. We will be utilizing an energy efficiency grant thru the state for which they would pay for 70% of the cost and the remaining 30% would be our responsibility, it takes about 8 months to complete project.

Beginning to work on the meeting room, (installing blinds etc.) and migrating into the kitchen.

Membership participation has increased during work nights since all of the projects at the firehouse have begun and progress is being seen.

## **FIRE CHIEF'S REPORT**

Chris Rampacek

*(See attached call sheet)*

The new J9 has been ordered, should take approximately 10 weeks before delivery. Also in the process in getting quotes for the lighting and lettering from different vendors.

Tanker J6 is almost completed, while taking truck apart to make repairs they found that the case was cracked, so the extra \$1900 will be utilized for that part, the \$1900 was included in the quote first received.

## **NEW BUSINESS:**

Dina Walker:

The audit is in progress and almost complete, auditor should have it ready to present for our meeting in May.

Brian Wright:

The president and vice-president had asked me to do some research into opening a commercial account with Home Depot. Much discussion pursued about reasons why it would be convenient for the President and Vice President to have access to such an account, one main reason was so if the need came up after the two hardware stores in Jamesburg have closed for the day, a purchase for supplies might be able to be made at Home Depot. And after much discussion we were advised by acting attorney Jonathan Cohen it would be best not to move forward with this and that we discuss this subject with attorney Youssouf at our May meeting.

**OLD BUSINESS:**

Dina Walker:

S. Rampacek and D. Walker have been researching changing our bank from PNC bank to either the 1<sup>st</sup> Constitution Bank or the TD Bank. A proposal has been received from TD Bank and needs to be reviewed yet. After reviewing the proposal from TD Bank they will report back at our May meeting with a recommendation as to which bank we should use.

Comcast is all done.

Ready Refresh will pick up the water cooler on April 29, 2019.

Valic- Dina sent letters to 10 former participants in our LOSAP fund, that never became vested, and are no longer members of the Fire Department, notifying them that after our May meeting we will be writing to Valic to return the monies to the fire district. The monies will go back into our unreserved fund per auditor, not back into our LOSAP account.

**PUBLIC COMMENT**

**MOTION TO OPEN PUBLIC COMMENT:**

Proposed By: S. Rampacek

Seconded By: L. Emens

All in favor: Yes

No one from public wishes to be heard

**MOTION TO CLOSE TO THE PUBLIC:**

Proposed By: W. Stonaker

Seconded By: L. Emens

All in favor: Yes

**MOTION TO CONVENE INTO EXECUTIVE SESSION MEETING TO DISCUSS ATTORNEY/CLIENT PRIVELEGED INFORMATION:**

Proposed By: D. Walker

Seconded by: B. Wright

All in favor: Yes

Executive session commenced at 7:42PM.

Executive Session Concluded at 8:03PM.

**MOTION TO GO BACK TO REGULAR MEETING:**

Proposed By: B. Wright

Seconded By: S. Rampacek

All in Favor: Yes

**MOTION TO ADJOURN MEETING:**

Proposed By: W. Stonaker

Seconded By: L. Emens

All in Favor: Yes

Meeting adjourned at 8:03 PM

Brian Wright

Clerk for the Board of Fire Commissioners