

OCEAN GROVE BOARD OF FIRE COMMISSIONERS

MINUTES

JANUARY 14, 2021

This meeting was held by conference call. The toll free call in number: 888-3463659, the participant code: 403690. Public comment during the appropriate portion of the meeting: via email to fire8883463659@gmail.com

OPENING

Meeting was called to order at 7:30 pm.

Flag Salute

This meeting is held in compliance with the provisions of Chapter 231, New Jersey Public Laws of 1975, "Open Public Meetings Act" having been published in a March 2020 issue of the Coaster and the Asbury Park Press. Consistent with Governor's Executive Order 107 and published guidance from the New Jersey Division of Community Affairs, notice that Board meetings subsequent to the Order would be held by conference call, along with the participant call in number and email contact was published in the Coaster.

Roll Call: Present Commissioner Robert McEwan, Chairman
 Present Commissioner Paul Bagdanov
 Present Commissioner Scott Jarmer
 Present Commissioner Edwin Deuchar
 Present Commissioner Matthew Gannon

Also acknowledged in attendance: clerk David Shotwell, financial officer Rick Cuttrell, attorney James Hundley, 2nd Asst Chief Josh Hansen, G.R. Moore, Lori Day, 1st Asst Chief Benjamin Benfer, Fire Inspector Scott Liddick, Dylan Voll, Fire Marshal Ron Cole, Chief Ted Duda

MINUTES of LAST MEETING COMMUNICATIONS

1. Eagle Fire Co. letter
2. Cross Over Networks, IT renewal

ACTION ON COMMUNICATIONS

1. matter deferred to Comm. Bagdanov
2. on the motion of Comm. Gannon and second of Comm Deuchar, all approved.

INVESTITURE OF NEW MEMBERS none

TREASURER'S REPORT

The treasurer report and bill list were unanimously approved following the motion of Comm. Deuchar and second of Comm. Jarmer

Old Business

Roof work at Eagle Firehouse has been completed. The interior ceiling work will follow after a determination has been made on the resolution of the leaking roof.

NEW BUSINESS

Resolution 2021-1-1
Approve Temporary Budget (see attached).

Offered by: Comm Bagdanov

Second by: Comm. Gannon

Roll Call:	Commissioner Robert McEwan, Chairman	yes
	Commissioner Paul Bagdanov	yes
	Commissioner Scott Jarmer	yes
	Commissioner Edwin Deuchar	yes
	Commissioner Matthew Gannon	yes

FIRE OFFICIAL AND CHIEF'S REPORT

Chief: January 28, 2021 is the annual Bloodborne Pathogen / Right to Know via Zoom. Link will circulate one week prior.

Official: Ron Cole: state report will be filed next week, transition of duties to Scott Liddick will begin next week.

The Board acknowledged Ron Cole's 25 years of service to the district and thanked him.

Clerk: ID card photos received prior 11 pm Thursday will be submitted for production on Friday mornings. Vaccination information will be transmitted to company secretaries as it is received. Vaccination is encouraged.

PUBLIC HEARING for the 2021 Budget

The floor was opened for comments on the 2021 Budget, the email server was checked for comments. There being none offered, and sufficient time for same, the Chairman called the resolution.

2021-01-02

Adopted Budget Resolution

Resolution adopting the 2021 Budget, further subject to voter approval at the district election on April 20, 2021, as per the attached formal resolution.

Offered by: Comm Deuchar, Second by: Comm Bagdanov

Roll Call:	Commissioner Robert McEwan, Chairman	yes
	Commissioner Paul Bagdanov	yes
	Commissioner Scott Jarmer	yes
	Commissioner Edwin Deuchar	yes
	Commissioner Matthew Gannon	yes

PUBLIC HEARING (all matters)

The floor was opened for comments on any or all matters, the email server was checked for comments. There being none offered, and sufficient time for same, the Chairman entertained a motion for adjournment.

ADJOURNMENT

Motion to adjourn

Offered by: Comm Jarmer
unanimously approved.

Second by: Comm Deuchar,

Information Technology Solution Service Contract

January 1st 2021 through December 31st 2021

A) Overview

The intent of this document is to spell out the goals, process, timeline and terms by which Cross Over Networks LLC will provide information technology support to the Ocean Grove Fire Department Sites located at the following:

1. 50 Olin St, Ocean Grove, NJ 07756
2. 128 Main Ave, Ocean Grove, NJ 07756

Upon execution of this agreement the terms and conditions herein will become binding and cannot be altered in any way without mutual written consent of both parties. For purposes of this document the Ocean Grove Fire Department will herein be referred to as the client.

B) Scope of Work

Cross Over Networks LLC will support the following:

- Network equipment and configuration
- Wi-Fi equipment and configuration
- End User PC client support
- Business Office Applications
- Teamviewer Anti-Malware PC virus protection
- Monitor and maintain system backups
- Phone system equipment and configuration*
- Liaison support for data and voice service providers

Appendix A - Outlines the current network elements being supported. Appendix B - Outlines the Anti-Virus clients in the network



Any software not supported by its manufacturer can not be fully supported by Cross Over Networks. This includes software applications and operating systems that are end-of-life. It also includes applications that are installed on systems that do not meet the manufacturers' minimum system requirements. Cross Over Networks can attempt to resolve issues that arise from outdated software but a resolution may not be feasible.

Any hardware not supported by its manufacturer can not be fully supported by Cross Over Networks. This includes PCs, Servers, WiFi, Routers, Ethernet Switches or any equipment that is end-of-life. Cross Over Networks can attempt to resolve issues that arise from outdated equipment but a resolution may not be feasible.

New project installations will be outside of the maintenance agreement and billed separately, however once completed these items can be evaluated for coverage under the current maintenance agreement for the remaining duration of the contract.

*To keep the 3CX phone system current Cross Over Networks requires the client to purchase yearly software maintenance from 3CX. Currently the 3CX yearly maintenance cost is \$189/year; however, this may change. Cross Over Networks will purchase this software directly from 3CX, and charge the client the price published on the 3CX web site.

Items provided by the client:

- AC power to equipment
- All software licenses used by end users
- All software licenses used by servers
- Network and server related administrative passwords

Items not covered under maintenance contract:

- Replacement parts for failed equipment
- Damages to the network due to construction related outages
- New installation projects and IT related to new construction

C) Network Support Requirements:

To support the client's network Cross Over Networks will need the following software in place:

- 1- TeamViewer remote support software on each PC and server
- 2- TeamViewer AntiVirus software on each PC being protected

Hardware Requirements

Cross Over Networks LLC must be notified of all networking provisioning associated with the client's VLAN networks prior to installation. In addition, the network provisioning parameters of any equipment installed in the network must be provided by Cross Over Networks prior to the installation. This includes static IP addresses, default gateways, VPNs, VLANs, RF frequencies, and encryption parameters. All routing, VLAN and switch changes must be made by Cross Over Networks.

Software Requirements

Any issues that are the result of any additions or changes as outlined above will not be covered under this agreement. All work done to correct these issues will be billed separately. Cross Over Networks will not be held responsible for network outages as a result of non-authorized changes.

Cross Over Networks is not responsible for data loss as a result of users accepting viruses from emails, web-based scripts, outlook scripts or any other viral infected media. Recovering damages from such events is not part of the flat rate maintenance and will be billed separately.

Help Desk Ticketing

Cross Over Networks uses a ticketing system to track issues and resolutions. We can be reached by phone to report issues, however we request that each issue have an associated ticket opened by the end user or delegate, so that issues can be tracked and documented. To open a ticket the end user can email issues to support@crossovernetworks.servicecamp.com

VPN Remote Support Requirements

For client remote VPN connections into their main business network Cross Over Networks requires the remote site to have internet access with at least 20Mbps bandwidth in both directions. Cross Over Networks can not support a remote site if there is limited or no internet access.

D) Pricing:

IT Maintenance labor:

Cross Over Networks will charge the client a flat rate of \$194/month based on the items listed in appendix A. This will cover all remote and onsite IT maintenance labor that falls within normal business hours. Outside of normal business hours Cross Over Networks onsite hourly rate is \$120/Network Engineer. Outside of normal business hours remote support is still covered under the scope of the flat rate.

AntiVirus:

Appendix B outlines the charges for Antivirus clients. Based on historical information, Cross Over Networks estimates the monthly Antivirus charges of \$20/month.

3CX Software Maintenance:

Currently the 3CX software maintenance cost is \$189/year; however, this may change. Cross Over Networks will purchase this software directly from 3CX and charge the client the price published on 3CX's website. The client uses the 4 concurrent call standard 3CX license.

Out of Contract Pricing:

For new work and items not within the scope of this agreement Cross Over Networks charges a labor rate of \$120/hour per engineer.

E) Execution of Agreement:

This agreement will be considered executed when the following conditions are met:

1. Cross Over Networks receives this document signed and dated by an authorized representative of both parties.
2. Cross Over Networks receives the initial month's payment as described in the terms of this agreement.

Start of Service

Cross Over Networks is required to start service for this agreement by a date no later than 30 days from the execution of this agreement. The actual start of service will be decided upon jointly between the client and Cross Over Networks. Should the client wish to delay the start of service beyond the thirty days the client must provide Cross Over Networks with this intention in writing.

Grace Period

Both the client and Cross Over Networks LLC will review this agreement for feasibility at the end of the initial 60 days of service. At this time either party can terminate this agreement without penalty or refund assessed.

Term of the Agreement

The Service Agreement will be in effect upon start of service and will be valid for one year from that date. Future contracts are on an annual basis, and renewable on mutual consent.

Transfer of Service

Cross Over Networks LLC provides these services to the client for the sole use of the client's corporate technology needs. This service cannot be sold, granted, distributed or transferred in any way to any other party or organization.

Termination of agreement

Should either party wish to terminate this agreement of service the terminating party must provide the other party with written notice of such desire thirty (30) days prior to the effective termination date. At the time of the effective termination date, the client will be responsible for the balance of that as well as any monthly charges still outstanding.

F) Billing:

Invoices will be provided monthly based on services rendered. Invoice summaries of work performed as well as backups will be provided with each invoice.

The undersigned hereby agree to the terms of the above agreement.

Authorized Ocean Grove Fire Department Representative

Date

Authorized Cross Over Networks LLC Representative

Date

Appendix A - Schedule of in scope network elements

PCs

PC Location	Number of PCs
50 Olin St	4
128 Main Ave	0

Servers

Server Location	Number of Servers
50 Olin St	2
128 Main Ave	0

WiFi

Radios	Number of Radios
50 Olin St	5
128 Main Ave	1

Network

Network Element Location	Elements
50 Olin St	3
128 Main Ave	2



VoIP Phones

Phone Locations	Number of Phones
50 Olin St	6
128 Main Ave	1

Surveillance

Camera Locations	Number of Cameras
50 Olin St	11
128 Main Ave	4

Data and Voice Service Provider Liaison

Location	Data/Voice Accounts
50 Olin St	2
128 Main Ave	1

Appendix B - Estimate of AntiVirus

AntiVirus Summary

AntiVirus Users	Price/client	Total
4	5	20

Based on the current usage we estimate the AntiVirus monthly charge to be \$20.00/month.

**OCEAN GROVE BOARD OF FIRE COMMISSIONERS
MONTHLY BUDGET STATEMENT - AS OF DECEMBER 31, 2020**

<u>REVENUES</u>	<u>2020 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
SURPLUS	\$122,000.00	\$122,000.00	\$0.00
STATE FEES	\$10,000.00	\$13,631.80	(\$3,631.80)
LOCAL FEES	\$15,000.00	\$13,500.00	\$1,500.00
STATE FIRE GRANT	\$6,251.00	\$6,250.50	\$0.50
INTEREST EARNED	\$3,000.00	\$719.38	\$2,280.62
AMOUNT RAISED BY TAX	\$788,068.00	\$788,068.00	\$0.00
TOTAL REVENUES	\$944,319.00	\$944,169.68	\$149.32
UNANTICIPATED REVENUES		\$200.00	

<u>APPROPRIATIONS</u>	<u>2020 BUDGET</u>	<u>REALIZED</u>	<u>UNREALIZED</u>
COMMISSIONERS Salary/Benefits	\$61,600.00	\$60,356.50	\$1,243.50
SALARIES	\$297,110.00	\$215,238.32	\$81,871.68
Administration	\$32,420.00	\$30,420.00	\$2,000.00
Operations	\$239,690.00	\$159,818.32	\$79,871.68
Uniform Fire Safety	\$25,000.00	\$25,000.00	\$0.00
BENEFITS	\$69,849.00	\$66,172.27	\$3,676.73
Administration	\$6,204.00	\$5,912.81	\$291.19
Operations	\$63,645.00	\$60,259.46	\$3,385.54
HYDRANT RENTAL	\$39,000.00	\$33,375.48	\$5,624.52
INSURANCE	\$65,000.00	\$63,418.00	\$1,582.00
PROFESSIONAL SERVICES	\$33,000.00	\$21,420.00	\$11,580.00
ADVERTISING	\$1,500.00	\$300.63	\$1,199.37
ELECTION	\$1,600.00	\$1,567.21	\$32.79
DUES & EDUCATION	\$6,000.00	\$2,125.50	\$3,874.50
SUPPLIES	\$122,900.00	\$51,474.40	\$71,425.60
UTILITIES	\$30,000.00	\$24,113.20	\$5,886.80
OFFICE SUPPLIES	\$7,000.00	\$4,409.26	\$2,590.74
MAINTENANCE & REPAIRS	\$105,000.00	\$82,138.06	\$22,861.94
TRAINING	\$12,000.00	\$7,208.14	\$4,791.86
COMMUNICATIONS	\$22,000.00	\$12,260.51	\$9,739.49
UNIFORM FIRE - OTHER EXP.	\$24,000.00	\$23,722.64	\$277.36
DEBT SERVICE	\$46,760.00	\$46,760.00	\$0.00
TOTAL APPROPRIATIONS	\$944,319.00	\$716,060.12	\$228,258.88
2019 APPROPRIATION RESERVES	\$200,165.76	\$87,956.21	\$112,209.55

CASH ON HAND

PNC MONEY MARKET	\$341,819.56		
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CENTRAL JERSEY CHECKING \$266,593.54

TOTAL \$608,413.10

GENERAL FUND \$544,091.10

CAPITAL RESERVE FUND \$64,322.00

BILL LIST - JANUARY 2021

CHECK	PAYEE	DESCRIPTION	AMOUNT
5062	Ronald Cole Jr.	Payroll	\$4,165.77
5063	Ronald Cole Jr.	Payroll	\$4,165.77
5064	Richard J. Cuttrell	Payroll	\$908.00
5065	Scott Liddick	Payroll	\$1,314.56
5066	David Shotwell, Jr.	Payroll	\$705.38
5067	Ronald Cole Jr.	Payroll - OT	\$820.29
5068	Patrick Moses	Payroll - Storm Duty	\$146.60
5069	Theodore Duda	Payroll - Storm Duty	\$146.60
5070	Chris Beringer	Payroll - Storm Duty	\$146.60
5071	Aaron Campbell	Payroll - Storm Duty	\$146.60
5072	Cleveland A Stanard	Payroll - Storm Duty	\$146.60
5073	Josh Hansen	Payroll - Storm Duty	\$146.60
5074	Ronald Cole Jr.	Payroll - accumulated absence	\$17,083.00
5075	Eagle Hook & Ladder Co.	Building maintenance	\$800.00
5076	Washington Fire Co.	Building maintenance	\$800.00
5077	Stokes Fire Co.	Building maintenance	\$800.00
5078	JCP&L Electric		\$1,357.43
5079	NJAWC	Hydrants/water	\$3,258.00
5080	NJNG	Natural gas	\$1,244.77
5081	Optimum	Internet/phone	\$458.66
5082	Verizon	Phones	\$113.99
5083	The Equitable	Payroll - Deferred Comp	\$100.00
5084	FIS On-Site Service	Seagraves repair	\$586.98
5085	Township of Neptune	Gas/vehicle repairs	\$1,004.58
5086	All Hands Fire Equipment	Fire police glow batons/fire hose/gators	\$8,308.99
5087	IAFC	Annual dues	\$215.00
5088	Prudential Retirement	Pension Payment	\$240.87
5089	Staples	Office supplies	\$551.74
5090	Sprint	Cell phone charges	\$275.92
5091	Bradley Car Care	Vehicle repairs	\$1,070.57
5092	Ocean Grove Hardware	Building supplies/new door	\$1,144.14
5093	The Coaster	Legal ad	\$38.56
5094	Danskin Insurance Agency	Annual Bond renewal	\$200.00
5095	Cross Over Networks	IT monthly payment	\$214.00
5096	Nolze Garage Door	Repairs to Olin Street door	\$150.00
5097	Monmouth County Fire Prev Assn	Annual dues	\$60.00
5098	VOID	VOID	
5099	Community Christmas Tree of OGF	Trf Donation made to District account	\$100.00
5100	Home Depot	Building supplies	\$107.86
5101	Janitor Supply Corp	Building supplies	\$748.79
5102	New Jersey Fire Equipment Co.	Turnout gear	\$4,664.12
5103	Jardine Siding	Repairs to Eagle roof	\$2,200.00
	Dir. Debit	Internal Revenue Service Payroll taxes	\$5,472.06
Dir. Debit	NJSHBP	Health Benefits	\$4,859.46
Dir. Debit	PFRS/PERS/PERS Life Ins.	Pension Payments	\$1,393.54
	BILL LIST		\$72,582.40

RESOLUTION #2021-1-1

APPROVE TEMPORARY BUDGET

WHEREAS, due to the on-going public health emergency, the Governor of the State of New Jersey has issued Executive Order #211 which moves the annual Fire District Elections from February 20, 2021 to April 20, 2021; and,

WHEREAS, said Executive Order also requires adoption of a Temporary Budget in an amount not greater than 30% of the total 2020 budget appropriations to permit Fire Districts to operate until April 20, 2021 in the absence of a voter approved budget,

THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Township Fire District #2 that the revenues and expenditures which constitute the 2021 Temporary Budget be and the same is hereby approved:

APPROPRIATIONS

2020 BUDGET

2021 TEMP
BUDGET

COMMISSIONERS Salary/Benefits	\$61,600.00	\$18,000.00
SALARIES	\$297,110.00	\$114,500.00
BENEFITS	\$69,849.00	\$50,000.00
HYDRANT RENTAL	\$39,000.00	\$10,000.00
INSURANCE	\$65,000.00	\$13,000.00
PROFESSIONAL SERVICES	\$33,000.00	\$3,000.00
ADVERTISING	\$1,500.00	\$300.00
ELECTION	\$1,600.00	\$1,500.00
DUES & EDUCATION	\$6,000.00	\$1,000.00
SUPPLIES	\$122,900.00	\$25,000.00
UTILITIES	\$30,000.00	\$10,000.00
OFFICE SUPPLIES	\$7,000.00	\$1,300.00
MAINTENANCE & REPAIRS	\$105,000.00	\$23,000.00
TRAINING	\$12,000.00	\$2,500.00
COMMUNICATIONS	\$22,000.00	\$4,500.00
UNIFORM FIRE - OTHER EXP.	\$24,000.00	\$3,000.00
DEBT SERVICE	\$46,760.00	\$2,580.00
TOTAL APPROPRIATIONS	\$944,319.00	\$283,180.00
30% MAXIMUM	\$283,295.70	

Offered by:

Second by:

Roll Call: Commissioner Robert McEwan, Chairman
 Commissioner Paul Bagdanov
 Commissioner Scott Jarmer
 Commissioner Edwin Deuchar
 Commissioner Matthew Gannon

FISCAL YEAR: January 1, 2021 to December 31, 2021

WHEREAS, the Annual Budget for the Neptune Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 14, 2021; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$951,620.00 which includes amount to be raised by taxation of \$764,269.00, and Total Appropriations of \$951,620.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 14, 2021 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$951,620.00, which includes amount to be raised by taxation of \$764,269.00, and Total Appropriations of \$951,620.00;

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division of Local Government Services and the Municipal Assessor.

(Secretary's Signature)

14-Jan-21

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Robert McEwan				
Paul Bagdanov				
Edwin Deuchar				
Scott Jarmer				
Matthew Gannon				