

South Essex Fire Department

COMMITTEE MEETING MEETING AGENDA

Monday, November 7, 2022 - 4:00 PM
Maplewood Township Building, Main Conference Room,
574 Valley St., Maplewood Township, NJ 07040

ORDER OF BUSINESS

1. Call Meeting to Order

2. Roll Call

Committee Member Collum
Committee Member McGehee
Committee Member Lembrich
Alternate Committee Member Brown
Alternate Committee Member De Luca
Mr. Loehner, Chief Executive Officer

3. Meeting Notice Statement

In accordance with the Open Public Meeting Act of the State of New Jersey, adequate notice of this meeting has been provided to the official newspapers of the Village and Township, posted on the Village's website and filed in the Office of the Village Clerk. Official action may be taken.

4. Announcements

A. Regular Meetings of the South Essex Fire Department Management Committee have been noticed on the 1st and 3rd Mondays at 4:00 p.m., at the Township of Maplewood Town Hall, 574 Valley St. Maplewood Township, NJ 07040, to consider essential and regular business items.

The last order of business to be conducted by the South Essex Fire Department's Management Committee at all regular meetings will be the consideration of a resolution permitting the South Essex Fire Department's Management Committee to convene into closed Executive Session for the purposes of discussing those matters exempted from public session as permitted by the Open Public Meetings Act, N.J.S.A. 10:4-12 et. seq.

5. Public Comment

Open to the Public for agenda items only. Each speaker shall have one turn and not to exceed 3 minutes. There will be another Public Comment at the conclusion of the meeting. Please identify yourself with your name and address and please remain courteous.

6. Resolutions on Consent Agenda

2022-36 RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE "CIVICPLUS" FOR A SUBSITE ON THE TOWNSHIP OF SOUTH ORANGE VILLAGE'S WEBSITE CONTRACT FOR THE SOUTH ESSEX FIRE DEPARTMENT IN THE AMOUNT OF: \$9,388.00 .

7. Approval of Bills

Chief Executive Officer, Adam D. Loehner audited and presents the Bills List dated November 4, 2022. The Management Committee has been provided with a copy of the Bills List prior to the meeting for examination.

2022-38 RESOLUTION AUTHORIZING PAYMENT OF BILLS AND THE ISSUANCE OF CHECKS FOR THE PERIOD THROUGH November 4, 2022 IN THE TOTAL AMOUNT OF \$43,015.56

8. Committee Member Reports

Committee Members

Working Group Updates

Chief Executive Officer

9. Chiefs Updates

10. Old Business

Fire Inspection for Maplewood and South Orange

11. New Business

12. Public Comment

Each speaker shall have one turn and not to exceed 3 minutes. Please identify yourself with your name and address and please remain courteous.

13. Resolution to go into Executive Session

2022-39 RESOLUTION AUTHORIZING AN EXECUTIVE SESSION AT THE NOVEMBER 7, 2022, REGULAR MEETING OF THE SOUTH ESSEX FIRE DEPARTMENT COMMITTEE MEETING.

Matter/ (OPMA Exception)
Executive Session

- Personnel Matters (Attorney/Client Privilege Matter)
- Local 240 / 25 Contract Negotiations

14. Reconvene into Open Session – Roll Call

Committee Member Collum
Committee Member McGehee
Committee Member Lembrich
Alternate Committee Member Brown
Alternate Committee Member De Luca
Mr. Loehner, Chief Executive Officer

15. Adjournment

SOUTH ESSEX FIRE DEPARTMENT

**RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE "CIVICPLUS" FOR A
SUBSITE ON THE TOWNSHIP OF SOUTH ORANGE VILLAGE'S WEBSITE CONTRACT
FOR THE SOUTH ESSEX FIRE DEPARTMENT IN THE AMOUNT OF: \$9,388.00**

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to provide a website and content management system; and

WHEREAS, the Township of South Orange Village is in an existing contract and utilizes CivicPlus for their website and content management and are able to add a subsite to their existing contract; and

WHEREAS, the Chief Executive Officer of the SEFD has recommended that it would be in the best interest of the SEFD to award the contract to provide the website and content management to this Vendor, in an amount not to exceed \$9,388.00; and

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement, with CivicPlus, whose place of business is 302 South 4th Street, Suite 500, Manhattan, KS 66502, to provide a website and content management system in an amount not to exceed \$9,388.00.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

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CERTIFICATION

I, Adam D. Loehner, Chief Executive Officer of the South Essex Fire Department, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the South Essex Fire Department at their regular meeting held on Monday, November 7, 2022.

Adam D. Loehner, Chief Executive Officer

CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Chief Executive Officer of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
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Adam Loehner, Chief Executive Officer of SEFD		Date
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**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-30030-1

Date:

10/4/2022 3:26 PM

Expires On:

10/31/2022

Client:

SOUTH ORANGE VILLAGE, NEW JERSEY

Bill To:

SOUTH ORANGE VILLAGE, NEW JERSEY

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Tyler Martin	x	tyler.martin@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Sub-Site Annual Fee - CivicEngage Central	Sub-site Annual Fee - CivicEngage Central	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://URL)	One-time
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (http://URL)	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Sub-Site Premium Implementation - CivicEngage	Premium Implementation - CivicEngage	One-time
Total Investment - Year 1		USD 9,388.00	
Annual Recurring Services - Year 2		USD 2,814.00	

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced upon signing of this SOW.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
5. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed as time sensitive, such as calendar or blog content, during the Project Development.
6. If a Recurring Redesign line item is included with the Client's quote in this SOW, starting after a period of months (36, 48, or 60 months as determined by the number of years in the redesign line item on this SOW) of continuous service under this SOW (the "Redesign Term"), Client shall be entitled to receive a redesign at no additional cost. Client may initiate such redesign any time after continuous service during the Redesign Term. Upon the initiation of an eligible redesign project, Client may begin accumulating eligibility towards a subsequent redesign after continuous service during a subsequent Redesign Term. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers included in this SOW only. Any subsequently purchased website, subsite, and department header shall not be included in a redesign hereunder.
7. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this SOW assumes such perpetual permission.

Signature Page to Follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

By: _____

Name: _____

Title: _____

Date: _____

CivicPlus

By: _____

Name: _____

Title: _____

Date: _____

SOUTH ESSEX FIRE DEPARTMENT

**2022-38 RESOLUTION AUTHORIZING PAYMENT OF BILLS AND THE ISSUANCE OF CHECKS FOR
THE PERIOD THROUGH November 4, 2022 IN THE TOTAL AMOUNT OF \$43,015.56**

WHEREAS, certain bills which are contained on the bills list which is annexed hereto and incorporated herein have been submitted to the South Essex Fire Department for payment, and

WHEREAS, pursuant to N.J.S.A. 40A:5:16, it has been certified to the Management Committee that the goods or services for which said bills were submitted have been received by or rendered to the South Essex Fire Department and;

WHEREAS, the Chief Executive Officer of the South Essex Fire Department has certified to the Management Committee that there are funds legally appropriated and available in the budget for the payment of said bills and that the said payment will not result in the disbursement of public monies or in the encumbering of same in excess of the 2022 appropriation for said purpose;

NOW THEREFORE, BE IT RESOLVED, by the Management Committee of the South Essex Fire Department that it hereby authorizes and Chief Executive Officer to sign checks in payment of the bills set forth in the annexed schedule.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

#

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I, Adam D. Loehner, Chief Executive Officer of the South Essex Fire Department, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the South Essex Fire Department at their regular meeting held on November 7, 2022.

Adam D. Loehner, Chief Executive Officer

Totals by Year-Fund				
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total
	2-01	43,015.56	0.00	43,015.56
Total of All Funds:		<u>43,015.56</u>	<u>0.00</u>	<u>43,015.56</u>

SOUTH ESSEX FIRE DEPARTMENT

**2022-39 RESOLUTION AUTHORIZING AN EXECUTIVE SESSION AT THE NOVEMBER 7, 2022,
REGULAR MEETING OF THE SOUTH ESSEX FIRE DEPARTMENT COMMITTEE MEETING.**

WHEREAS, there exists a need to hold an Executive Session for the purpose of discussing the following matter, which falls within the exceptions to the Open Public Meeting Act, N.J.S.A. 10:4-12 et. seq., to wit:

**Matter / (OPMA Exception)
Executive Session**

- Items for discussion may be introduced at table

WHEREAS, it is unknown at this time when such discussion to take place in Executive Session may be disclosed to the public;

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee as follows:

1. This Executive Session meeting of SEFD Management Committee shall be closed to the public for discussion of the aforesaid referenced matter.
2. The matter discussed during this Executive Session meeting shall be disclosed to the public at such time when reason for discussing and acting on the same in Executive Session shall no longer exist.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

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Adam D. Loehner, Chief Executive Officer