

South Essex Fire Department

COMMITTEE MEETING MEETING AGENDA

Thursday, February 16, 2023 – 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 De Luca
Committee Member Lembrich
Alternate Committee Member Brown
Alternate Committee Member Dafis
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 Thursdays 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

2023-07	RESOLUTION AWARDING A CONTRACT TO JCT SOLUTIONS, ON A NON-FAIR AND OPEN BASIS FOR IT MANAGEMENT SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT AS PER THE TERMS OF THE ATTACHED PROPOSAL NOT TO EXCEED \$36,000
----------------	---

7. Committee Member Reports

8. Chief Executive Officer

Budget Discussion
2023 Billing

9. Chief Updates

10. Old Business

FMBA Contract Negotiations Calendar

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

2023-08 RESOLUTION AUTHORIZING AN EXECUTIVE SESSION AT THE
February 16, 2023, 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 De Luca
Committee Member Lembrich
Alternate Committee Member Brown
Alternate Committee Member Dafis
Mr. Loehner, Chief Executive Officer

15. Adjournment

SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION AWARDING A CONTRACT TO JCT SOLUTIONS, ON A NON-FAIR AND OPEN BASIS FOR IT MANAGEMENT SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT AS PER THE TERMS OF THE ATTACHED PROPOSAL NOT TO EXCEED \$36,000

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to perform IT management services; and

WHEREAS, JCT Solutions whose place of business is 36 Commerce Street, Springfield, NJ 07081, was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; 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 for the necessary IT management services to JCT Solutions starting immediately upon approval of said resolution, in an amount not to exceed \$36,000 for implementation and ongoing services; and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement, with JCT SOLUTIONS, 36 Commerce Street, Springfield, NJ 07081 upon approval of this resolution, in an amount not to \$36,000.

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



QUOTE

QUOTE #:	JCTQ6238-01
DATE:	Feb 8, 2023

Prepared For:

Adam Loehner
South Essex Fire Department
United States

Account Executive:

Marc Macaluso
(201) 428-2065
marc.macaluso@jctnj.com

Sales Engineer

Fahd Seddiki
fseddiki@jctnj.com

Phone (973) 441-6280

P.O. Number	Payment Terms	Valid Through
	Net 30	Mar 10, 2023

Here is the quote you requested.

UCCP 8-2022 IT Infrastructure, Fiber Optic Network Advanced Applications and Services

Qty	Part Number	Description	Unit Price	Ext. Price
256	UC LABOR	Onsite IT Support	\$140.00	\$35,840.00

Please contact me if I can be of further assistance.

SubTotal	\$35,840.00
Tax	\$0.00
Shipping	\$0.00
TOTAL	\$35,840.00

Scope of Work: South Essex Fire Department IT Support Contract

Labor Hours Breakdown

This quote shows 256 labor hours for weekly Onsite IT Support. This reflects 8 hours a week for the first 3 months to help get situated as we learn the ins and outs of your existing IT infrastructure. The next 9 months will be reduced to 4 hours a week. Typically with contracts of this nature, there will be weeks where we spend more than 8 hours. For example, there may be a week where we spend 24 hours on IT upgrades to make sure the task at hand is completed and tested. There may be weeks where only 4 hours a week are needed.

Once we have established a predictable usage of our labor hours; we can scale back the hours accordingly if appropriate. During Year 1 we shall not exceed these proposed hours.

Please note parts are not included on this proposal.

Purpose

JCT Shall manage and maintain the current networks and systems in use at the township including:

- a. Systems Consulting
- b. Systems Integration
- c. Application Development
- d. Application Development Maintenance
- e. Maintenance on the current computer software applications, as well as operational assistance
- f. Maintenance and supply of hardware and computer peripherals
- g. Maintenance of the towns specialized server networks

This contract will be primarily for the use of the township administrative offices, including construction, engineering Finance, Police, public works, and recreation department. It does not include the specialized software used by the townships tax and finance operations.

Duties and Responsibilities

JCT Shall perform such duties to develop manage and maintain the current networks and systems in use at the township including:

- a. Information Systems Consulting
 - 1. Analyze request for service
 - 2. Evaluate present business processes, existing systems and associated environment and work with other network administrators whose networks communitte with the host network.
 - 3. Develop System Requirements document
 - 4. Provide alternatives analysis for proposed system solutions.
 - 5. Prepare project proposal including objectives, benefits, costs resource, requirements and preliminary schedule
 - 6. participate in quality reviews of task deliverables
 - 7. the conducting of disaster recovery and business resumption planning

- a. Identify vital business processes and applications
 - b. Defining critical technology and resources as well as developing, testing and implementing plans for prompt recovery of vital resources
 - c. Recovery strategies should span host systems and client server networks
8. Systems integration:
- a. Migration of host mainframe applications to client server architecture
 - b. Networking work group packaged software and integrating it with existing applications to build an effective work flow management system
 - c. Integration of contemporary technologies with either current system environment of new system environment. For example:
 - i. Data warehousing
 - ii. Client server technology
 - iii. Electronic data interchange
 - iv. Electronic mail
9. Maintenance:
- a. Meeting with administration to establish priorities for system changes
 - b. Identifying system problems and opportunities for system enhancements
 - c. Analyzing performance and recommending measures to improve performance
 - d. Fixing system problems and implementing system enhancements and improved performance enablers
 - e. Maintaining agreed upon system performance levels
 - f. Updating the application to conform to updated operating system requirements
 - g. Performing data conversions
 - h. Updating documentation as needed
 - i. Complete identified system modifications / enhancements / repairs in timely fashion
 - j. Thoroughly unit and system test all modifications to the system
 - k. Maintain the necessary hardware to support the testing and development activity
 - l. Must have the ability to interface with township systems as needed to perform work
 - m.