

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Work Session

November 16, 2011

A special Work Session of the Board of Fire Commissioners, Fire District No. 1, in the Township of South Brunswick, was called to order at 7:15 p.m. by Chairman William Orchard, in compliance with the New Jersey Open Public Meetings Act. The purpose of the work session was to discuss firematic issues and the 2011 Budget.

Roll Call:

Members present: Commissioners Behrend, Orchard, Olson, Rosenberg, Tarnowski

Members absent: None

Flag Salute: completed

Mr. Behrend opened the work session by presenting a proposal for an increase to the Fire Coordinator's salary. He noted that, in previous discussions, an increase of 2% or 2 ½% had been suggested. As Mr. Corris' anniversary date is in June, this new agreement would not go into effect until June of 2011, but the pay raise would be retroactive back to June of 2010. Mr. Behrend recommended 2 ½% now, with a cap of 2% for the second half. Mr. Rosenberg suggested agreeing upon a retroactive percentage, then develop a merit based program for June, 2011 to June, 2012. This will necessitate the development of guidelines and stated objectives. It was noted that a 2% increase would be a yearly increase of \$865; 2 ½% would amount to \$1,081.

Mr. Orchard stated that specific instructions have been provided to Mr. Corris in the past and they were not followed. It was also noted that there are personality conflict issues between the Fire Coordinator and Chief Perez. Mr. Behrend referred to the Fire Coordinator job description which specifically addresses the need for cooperation between the Fire Company and the Fire Coordinator. However, it was stressed that Mr. Corris is an employee of the District.

Mr. Rosenberg recommended, that as part of the agreement negotiation with Mr. Corris, that he be asked what he sees as his job responsibilities. These should be matched against the District's requirements. Once this is completed, it will be up to Mr. Corris to decide if he can work within the required framework. Mr. Behrend recommended that one Commissioner be appointed to act as Supervisor of the Fire Coordinator position, who would be the interface between Mr. Corris, the Board and the Fire Company.

Mr. Orchard canvassed the Commissioners as to their feelings of a raise of 2% or 2 ½%. There was a brief discussion and it was decided to offer a raise of 2 ½%. Mr. Orchard stated, for the record, he does not believe an increase is warranted, but would go along with the majority. It was further decided that a quarterly review process would be established. Prior to meeting with Mr. Corris, the Commissioners will discuss the suggested review in Executive Session.

The Board also agreed upon the following:

- A meeting will be held with the Fire Company to explain how they are to interface with the Fire Coordinator.
- The new agreement will be annually, from June 1, 2011 to May 31, 2012; there will be no probationary period.
- The raise of 2 ½% will be retroactive from June, 2010 to May, 2011.
- Any compensatory time must be taken by May 31st.
- A time sheet will be required, indicating hours worked and absences. A separate form, describing work tasks in process and/or completed will need to be maintained.
- Allowable days off will be: two week's vacation for first five years; 5 sick days yearly, 0 personal days and holidays will follow the Township Calendar. Bereavement days will be at the Board's discretion, based on the specific situation.
- Five days will be allowed to be carried over. These may be borrowed against, however, should the Fire Coordinator resign or be terminated, it will be up to the Board's discretion whether they must be paid back.
- Working hours will be 8 a.m. to 4:30 p.m., with ½ hour for lunch.

Mr. Corris will be approached, once a cost is obtained, as to whether he will continue under his wife's medical plan or have the Board provide coverage. The issues of whether there will be a co-pay and what type of plan it will be (individual/family), will be decided, once the costs have been determined. Mr. Orchard will look into the cost issues.

As the Board had no other items to discuss, Mr. Rosenberg made a motion to adjourn the work session and Mr. Olson seconded the motion. A vote was taken and passed. The Session was adjourned at 8:45 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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