

The Board of Fire Commissioners

Fire District No. 1

Regular Monthly Meeting

October 19, 2011

The regular monthly meeting of The Board of Fire Commissioners, Fire District No. 1, in the Township of South Brunswick, was called to order at 6:30 p.m. by Chairman William Orchard, in compliance with the New Jersey Open Public Meetings Act.

**Roll Call:**

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

Members absent: none

**Flag Salute:** completed

**Agenda Changes:** none

**Address from the Public:** none

**Report from Mr. Alan Laird:** not present.

**Approval of 9/21 Regular Meeting Minutes and 9/27 Special Meeting Minutes:** Mr. Rosenberg made a motion to approve both sets of minutes as presented and Mr. Tarnowski seconded the motion. A vote was taken and passed, with one abstention.

**Reports:**

Line Activities – Chief Perez reported that all statistics are up-to-date and a full report will be provided at next month's meeting. He stated that it was a slow month, with little activity. The Open House was very successful, with a large turn-out. He noted a number of residents ask how much their taxes would increase because of the new building. They were informed that there would be no increase.

President – The President had provided Mr. Rosenberg with a budget number of \$131,500; the same as last year. According to Mr. Rosenberg's records, the amount should be \$121,500. This will be looked into. The President stated that two new members joined last Friday, in addition to a junior firefighter on the rolls currently and the potential for another. Finally, he displayed the proposed 9/11 Memorial Garden.

Treasurer's Report & Voucher List – Mr. Rosenberg presented the report (file copy attached). He reported that this year the District has spent about \$559K and if Designated Funds has to be used, it will be a small amount. A IRS refund of \$650 was received due to a miscalculation in payroll taxes.

The Commissioners reviewed the vouchers; Mr. Tarnowski made a motion to accept the Voucher List as presented and Mr. Olson seconded it. A vote was taken and passed.

Secretary's Report – Mr. Olson had nothing to report.

Fire Coordinator – Mr. Perez reported the following:

1. The office in Station 22 is getting set up, however, the phone lines still need work. The computer server has been set up and the laptop and officer computer were configured.
2. The Pick-up Truck passed inspection; good for another two years.
3. Three school visits, as part of Fire Prevention Week, were held last week. There will be two next week and continue to the end of November.

Chairman - Mr. Orchard has nothing to report.

Standing Committee Reports –

*Fire Company Liaison* – nothing to report.

*Rescue Squad Liaison* - nothing to report.

*Public Relations* – Mr. Orchard thanked Mr. Behrend for the excellent job on the Newsletter. Extra copies have been requested; Mr. Behrend will check into this. Mr. Orchard also thanked Mr. Tarnowski for his help at the beginning of the Open House.

*State Association* - the next meeting will in December.

*Joint Board* – Mr. Rosenberg reported that he had had a conversation with Mr. Kevin Bilitzio about the Board's desire to disband the Joint Board. Mr. Rosenberg was informed that District 3 is in agreement but feels that, since meetings have already been scheduled, they should be held until the Joint Board is officially disbanded. Next month's meeting of the Joint Board will take place on 11/16 at 8 p.m. Mr. Rosenberg urged the rest of the Commissioners to attend.

*Insurance* - Mr. Orchard reported that Workman's Comp bill has been paid. The Property and Casualty Policy is in the works. He also reported that he had received a Worker's Comp report for the five members who were sent to the hospital from the fire on Maine Street, one member hurt at the Fire Academy and one for Mr. Corris' back injury. The total paid out was \$5,897.

**Unfinished Business:**

Rescue Truck – Delivery is now set for December. Mr. Murniecks requested that the original bid spec be located to see what, if any, was the “grace” period the manufacturer had from the original delivery date. Mr. Perez will look for the spec. Mr. Rosenberg noted that the first payment will be due in February 2012. Mr. Perez noted that he has requested a letter as to why manufacture is taking so long.

**New Business:** Mr. Rosenberg reported that there were three issues with the 2010 Audit Report:

1. Deposits should be done within 48 hours of receipt. The Fire Coordinator will handle this function.
2. Purchase Orders should be reviewed at year end to insure that they are correctly classified. Mr. Rosenberg will assume responsibility for this.
3. A complete list of Fixed Assets is required.

The Corrective Action Plan for the above items was signed by the Chairman and Secretary.

Mr. Rosenberg read and move Resolution 11/12-26: Completion of Audit (file copy attached); a roll call vote was taken: Mr. Olson-yes; Mr. Tarnowski-yes; Mr. Behrend-yes; Mr. Orchard-yes and Mr. Rosenberg-yes. The resolution passed unanimously.

The Group Affidavit was signed by all the Commissioners; this will be notarized and hand-delivered to DCA.

Mr. Rosenberg presented the 2012 Budget Calendar and noted that the budget must be in by December 20, 2011. He distributed the Calendar and a “first draft” budget to the Commissioners. At this point, the budget looks to be about \$964K. The top line items are Fire Protection Service, Fire Marshall and Finance Equipment Payment. It was decided to hold a Work Session on November 2<sup>nd</sup> at 6:30 p.m.

**Executive Session:** The Board went into Executive Session at 7 p.m. to discuss firematic issues. They came out at 7:30 p.m.

**Address From the Public:** none

**Adjournment:** As there was no further business to discuss, Mr. Tarnowski made a motion to adjourn the meeting and Mr. Olson seconded the motion. The meeting was adjourned at 7:32 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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