

The Board of Fire Commissioners

Fire District No. 1

Special Meeting

August 31, 2011

A special 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. The purpose of the meeting was to discuss personnel issues.

Roll Call:

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

Members absent: none

Flag Salute: completed

The main focus of this evening's discussion centered on filing the Fire Coordinator's position. Mr. Behrend distributed copies of a job description he had put together. The Commissioners generally agreed with the content. Items questioned were:

- Who will be responsible for keeping fire equipment in working order? Would a non-member of the Fire Company be an issue? Mr. Orchard stated that the Board owns the equipment so it can designate whomever it wants.
- The Board of Fire Commissioners will determine an "amount not to exceed" for purchase of small nature. This will be included on the first page of the description, under No. 3.
- Included will be a statement that the job description can be edited or amended by the Board as it sees appropriate.

A job posting (copy attached) will be posted in both firehouses. Resumes must be mailed to P.O. Box 68 and received by Sept. 19, 2011. Should no qualified candidate surface from the in-house posting, advertisement will be made to a larger audience. All Commissioners agreed to the above.

Other items discussed were:

- Garcia Laws will be discussed at special meeting with Mr. Braslow next week.
- The Commissioners agreed to make Mr. Corris' pay raise retroactive to June 1, 2010. Mr. Olson will handle this.

At last month's meeting it was noted that the pickup truck would need repairs. These repairs came to \$1,300.

Finally, Mr. Rosenberg stated that Chief Perez had started thinking about a new Coordinator's vehicle. As there are only about 35K miles on the vehicle, the Board decided not to pursue this topic.

As there was no further business to discuss, Mr. Olson made a motion to adjourn the meeting and Mr. Tarnowski seconded the motion. The meeting was adjourned at 7:03 p.m.

NOTE: As there was a problem with the recorder, these minutes were transcribed from the Administrative Assistant's notes.

Respectfully Submitted,

Bonnie R. L. Knigge

Filename: ms083111