

**The Commissioners of Fire District No. 1
In the Township of South Brunswick
Regular Monthly Meeting
November 12, 2012**

Call to Order

Roll Call

Flag Salute

Compliance with the New Jersey Open Public Meetings Act

Agenda Changes

Address From the Public

Approval of October Meeting Minutes

Reports:

- **Line Activities**
- **President**
- **Treasurer/Voucher List**
- **Secretary**
- **Fire Coordinator**
- **Chairman**

Standing Committee Reports:

- **Fire Company Liaison**
- **Rescue Squad Liaison**
- **Public Relations**
- **State Association**
- **Insurance**

Unfinished Business: Foam Trailer

New Business:

- **Utility Truck**
- **2013 Budget**

OK

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

November 12, 2012

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 Josephson, Olson, Orchard, Rosenberg and Tarnowski.

Members absent: none

Flag Salute: completed

Agenda Changes: none

Address From the Public: none

Approval of October Meeting Minutes: Mr. Rosenberg made a motion to approve the minutes as presented and Mr. Tarnowski seconded the motion. A vote was taken and passed.

Reports:

Line Activities – Chief Perez reported that due to Hurricane Sandy preparations and its aftermath, it was a very busy month. There were 40 calls during the week of the storm, with a structure fire on New Road. He noted that at any given time there were between 20 to 30 firefighters staying at the firehouse. There were no injuries and no damage to the facilities. The Chief commented that the members did a great job. There was a problem with the generator but it was fixed before the storm hit and it ran well throughout the week.

President – Mr. Corris presented the following report:

- The Company met with a prospective Junior Member in Oct.
- Santacade will be on December 16th.
- Long Sleeved T-shirts will be purchased for the members.
- The Fire Company received donations for storm victims (clothing and non-perishables food stuffs) which were distributed to Atlantic Highlands and South Amboy. The Company teamed up with Plainsboro Fire Company. Donations are still being take and will be distributed to hard hit areas.

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Elections were held this month and everything stayed the same except for a new Vice President – Steve Josephson.

Mr. Corris met with some Charter Members and all is well with them.

Treasurer's Report/Voucher List – Mr. Rosenberg stated that there will be no budget crunch this year and nothing out of the ordinary regarding the Voucher List.

Mr. Rosenberg read Resolution 12/13-15: Authorizing Budget Transfers Relative to 2012 Budget (file copy attached). Mr. Olson moved the Resolution and Mr. Tarnowski seconded the motion. A roll call vote was taken: Mr. Olson-yes; Mr. Tarnowski-yes; Mr. Orchard-yes; Mr. Rosenberg-yes and Mr. Josephson-yes. The Resolution passed unanimously.

Mr. Rosenberg read Resolution 12/13-16: Authorizing Salary Increase Relative to Fire Coordinator (file copy attached). Mr. Tarnowski moved the Resolution and Mr. Olson seconded the Resolution. A roll call vote was taken: Mr. Olson-yes; Mr. Tarnowski-yes, Mr. Orchard-yes, Mr. Rosenberg-yes and Mr. Josephson-yes. The Resolution passed unanimously.

Mr. Tarnowski made a motion to approve the Voucher List as presented and Mr. Olson seconded the motion. A vote was taken and passed.

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

Fire Coordinator's Report – Mr. Perez reported the following:

- Sprinkler testing for both firehouses will be done this week.
- A bay door on the Rescue Squad's side of Station 23 has an issue and will be looked at this week.
- The roof leak at Station 23 was caulked by Mr. Orchard; he'll tar it also.
- The Presidential Election was held at Station 23; there were no complaints, however, there were some parking issues, which the police handled. Mr. Tarnowski closed up the Station after the polls closed.
- The Fire Company participated in a mutual aid fire call in Carteret; six sets of gear were sent out for cleaning, as they got very wet at the call.
- After research of different insurance providers, Mr. Perez and Mr. Orchard agreed to go with VFIS for life insurance and accidental death and will continue with the same carrier for general liability and property coverages. These changes resulted in a \$12K savings.

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Chairman's Report - Mr. Orchard thanked Mr. Perez for all the effort he put forth investigating insurance options. He also thanked the Fire Company for all their efforts during the storm and its aftermath. He commended Mr. Corris and those firefighters who went down to the Shore to drop off donations.

Standing Committee Reports -

Fire Company Liaison - nothing to report.

Rescue Squad Liaison - To date nothing has been received from the Squad about any money requests.

Public Relations - Mr. Perez reported that most of the information needed for the new Website is now available for the vendor to pick up and scan into his system. It is hoped that the site will be up and running by January 1st. It was noted that the Newsletter can also be posted on the website. The website address will be put up on the South Brunswick Patch, so all residents will have access to the information available.

State Association - The next meeting will be December 1st at Mon.Jct., Firehouse; all are welcome to attend.

Insurance - previously discussed.

Unfinished Business: Foam Trailer - Mr. Perez reported that the training was cancelled due to the Storm, therefore, receipt of the vehicle will be delayed until completion of training. In addition, the live burn scheduled for this Saturday will probably be cancelled.

Truck 225 - A meeting is being held this evening with Fire Chiefs from Ocean, Monmouth, Middlesex and Atlantic Counties to discuss the needs of their Companies in regards to equipment and man-power. Once the needs are assessed, KPFVC will be contacted to see what assistance it can provide.

New Business:

Utility Truck/2013 Budget - Mr. Rosenberg distributed his Trial 2013 Budget (file copy attached) and noted that District residents will have to vote on the purchase of the Utility Truck, as it is a Capital expense. This must be done prior to Introduction of the Budget on December 18th, along with two copies sent to the State. The cost of the truck is \$110K, which is manageable.

Mr. Rosenberg stated that the Trial 2013 Budget he put together represents a 2% tax levy increase, which comes out to about \$4/yr. for household. It also represents a \$209K Undesignated Fund Infusion.

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He asked the Commissioners to review the Budget and make a decision, in concept, on it so it can be forwarded to the Auditor for preparation. It was decided to hold a special meeting on 11/26 to get consent on the Utility Truck from the voters. The meeting will be held at 6:30 p.m. at the Firehouse. After the Utility Truck portion of the meeting, the budget will be introduced. The public hearing on the budget and the Adoption of the Budget will be held at a special meeting on January 7th at 6:30 p.m.

All Commissioners agreed with the proposed budget put together by Mr. Rosenberg.

Executive Session: none

Address from the Public: none

Adjournment: As there was no further business to discuss, Mr. Rosenberg made a motion to adjourn the meeting and Mr. Tarnowski seconded it. The meeting was adjourned at 7:19 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

Filename: mr111212

**Commissioners of Fire District 1,
South Brunswick Township
Middlesex County**

**Treasurer's Report
November 12, 2012**

11/11/12 at 10:19:21.78

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**South Brunswick Fire Dist 1
Cash Requirements
As of Nov 11, 2012**

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor	Invoice/CM #	Date	Date Due	Amount Due	Disc Amt	Age
ABS Absolute Fire Protection	071443, 071444	11/11/12	11/11/12	1,937.02		
ABS Absolute Fire Protection				1,937.02		
AGS Agln Signs and Designs	4413	11/11/12	11/11/12	72.00		
AGS Agln Signs and Designs				72.00		
ATP Auto Plus Auto Parts	110912	11/11/12	11/11/12	135.98		
ATP Auto Plus Auto Parts				135.98		
ATT A T & T	100412	11/11/12	11/11/12	62.77		
ATT A T & T				62.77		
BRA Richard Braslow	15231	11/11/12	11/11/12	46.50		
BRA Richard Braslow				46.50		
BUC Brunswick Urgent Care	30271	11/11/12	11/11/12	1,540.00		
BUC Brunswick Urgent Care				1,540.00		
CIN Cintas Corporation # 062	062757334	11/11/12	11/11/12	104.21		
CIN Cintas Corporation # 062				104.21		
CMST Comcast	103112	11/11/12	11/11/12	178.26		
CMST Comcast				178.26		
DDD Digital Dog Direct	1210017	11/11/12	11/11/12	990.00		
DDD Digital Dog Direct				990.00		

11/11/12 at 10:19:21.80

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**South Brunswick Fire Dist 1
Cash Requirements
As of Nov 11, 2012**

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor	Invoice/CM #	Date	Date Due	Amount Due	Disc Amt	Age
KPF Kendall Park Volunteer Fir	111112	11/11/12	11/11/12	10,125.00		
KPF Kendall Park Volunteer Fi				10,125.00		
KPG KPS/Princeton Garage	121009001	11/11/12	11/11/12	657.57		
KPG KPS/Princeton Garage				657.57		
MAINK Maintenance King	MK16028	11/11/12	11/11/12	248.00		
MAINK Maintenance King				248.00		
MIDCO MIDCO Waste #689	0689-001103143	11/11/12	11/11/12	166.35		
MIDCO MIDCO Waste #689				166.35		
PLA Progressive Landscaping	94172	11/11/12	11/11/12	990.00		
PLA Progressive Landscaping				990.00		
PSE PSE&G	600002207908	11/11/12	11/11/12	578.82		
PSE PSE&G				578.82		
ROC Robert Cioffi	2809778352	11/11/12	11/11/12	90.46		
ROC Robert Cioffi				90.46		
SBT South Brunswick Township	101012	11/11/12	11/11/12	20,573.97		
SBT South Brunswick Towns				20,573.97		
SFA Somerset County Emerg Tr	9163	11/11/12	11/11/12	500.00		
SFA Somerset County Emerg				500.00		

11/11/12 at 10:19:21.80

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**South Brunswick Fire Dist 1
Cash Requirements
As of Nov 11, 2012**

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor	Invoice/CM #	Date	Date Due	Amount Due	Disc Amt	Age
VRZ Verizon	102012	11/11/12	11/11/12	146.30		
VRZ Verizon				146.30		
VRZW Verizon Wireless	2819376782	11/11/12	11/11/12	329.04		
VRZW Verizon Wireless				329.04		
Report Total				39,472.25		

11/12/12 at 18:15:10.38

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**South Brunswick Fire Dist 1
Cash Requirements
As of Nov 12, 2012**

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor	Invoice/CM #	Date	Date Due	Amount Due	Disc Amt	Age
ATT A T & T	110412	11/12/12	11/12/12	68.56		
ATT A T & T				68.56		
SMLI Security Mutual Life Insura	111212	11/12/12	11/12/12	4,016.54		
SMLI Security Mutual Life Insur				4,016.54		
Report Total				4,085.10		

11/11/12 at 10:02:01.61

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South Brunswick Fire Dist 1
Account Reconciliation
As of Oct 31, 2012
0011 - Wachovia Checking
Bank Statement Date: October 31, 2012

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	250,924.37
Add: Cash Receipts	
Less: Cash Disbursements	(62,648.87)
Add (Less) Other	<u>(60.99)</u>
Ending GL Balance	<u>188,214.51</u>
Ending Bank Balance	189,485.37
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Oct 7, 2007 8118	(99.95)
Feb 11, 2008 8253	(132.00)
Jul 14, 2008 8377	(284.10)
Mar 9, 2009 8605	(299.40)
Feb 2, 2011 9200	(155.41)
Sep 21, 2011 9429	<u>(300.00)</u>
Total outstanding checks	(1,270.86)
Add (Less) Other	
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u>188,214.51</u>

11/11/12 at 09:59:24.14

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South Brunswick Fire Dist 1
Account Reconciliation
As of Oct 31, 2012
0016 - Cash: NJ Cash Mgmt
Bank Statement Date: October 31, 2012

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	730,932.99
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	<u>31.75</u>
Ending GL Balance	<u>730,964.74</u>
Ending Bank Balance	730,964.74
Add back deposits in transit	_____
Total deposits in transit	
(Less) outstanding checks	_____
Total outstanding checks	
Add (Less) Other	_____
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>730,964.74</u></u>

South Brunswick Fire Dist 1
Budget Variance as of November 12, 2012
For the Twelve Months Ending December 31, 2012

	Year to Date Actual	Year to Date Budget	Variance Actual
Revenues			
District tax levy	\$ 528,750.00	\$ 705,000.00	(176,250.00)
State grant local match	250.00	6,300.00	(6,050.00)
Miscellaneous Revenue	400.00	281,550.00	(281,150.00)
Interest income operating	(526.76)	300.00	(826.76)
Interest income capital	297.42	2,000.00	(1,702.58)
Total Revenues	529,170.66	995,150.00	(465,979.34)
Expenses			
Commissioner's Stipend	18,125.00	19,000.00	(875.00)
Payroll taxes	1,728.92	2,000.00	(271.08)
Fire Protection services	111,375.00	121,500.00	(10,125.00)
Incentive Pgm	0.00	18,000.00	(18,000.00)
Fitness Program	1,800.00	4,000.00	(2,200.00)
Insurance Group Life	29,141.38	5,000.00	24,141.38
Insurance Casualty	28,132.85	42,000.00	(13,867.15)
LOSAP	38,112.00	45,000.00	(6,888.00)
Accounting services	0.00	3,000.00	(3,000.00)
Auditing services	7,700.00	9,000.00	(1,300.00)
Legal services	641.50	7,500.00	(6,858.50)
Fire Marshal	30,000.00	160,000.00	(130,000.00)
Station 23 Improvements	0.00	2,500.00	(2,500.00)
Station 23 furnishings	0.00	1,000.00	(1,000.00)
Station 23 utilities	8,510.94	15,000.00	(6,489.06)
Station 23 Grounds	7,365.00	8,500.00	(1,135.00)
Station 23 Bldg Maint	2,894.08	7,000.00	(4,105.92)
Station 23 Prof Svc	3,136.00	6,000.00	(2,864.00)
Station 23 W/S	2,127.49	3,500.00	(1,372.51)
Station 23 Garbage	1,358.83	2,500.00	(1,141.17)
Medical services	4,330.00	10,000.00	(5,670.00)
Regulation Compliance	0.00	500.00	(500.00)
Communications	7,965.29	9,000.00	(1,034.71)
Administrative Assistant	73,651.78	80,000.00	(6,348.22)
Legal Advertising	288.78	1,200.00	(911.22)
Fire Prevention Promotion	262.82	6,000.00	(5,737.18)
Elections	501.36	750.00	(248.64)
Travel	5,660.21	10,000.00	(4,339.79)
Ducs & Subscriptions	619.95	750.00	(130.05)
Training & Education	5,190.00	4,500.00	690.00
Firefighting Support	0.00	500.00	(500.00)
Equipment Maint & Repairs	30,056.37	40,000.00	(9,943.63)
Firefighting supplies	3,441.17	3,500.00	(58.83)
Uniforms	206.00	650.00	(444.00)
Support Services - EMS	0.00	5,000.00	(5,000.00)
Office supplies & postage	2,610.59	6,000.00	(3,389.41)
Fire Equipment	8,615.82	40,000.00	(31,384.18)
Capital improvements fund	0.00	30,000.00	(30,000.00)
Ladder/Hose testing	3,821.41	6,000.00	(2,178.59)
Basic entitlement grant	0.00	6,300.00	(6,300.00)
Maint agreements	0.00	2,500.00	(2,500.00)
Public relations	1,119.91	15,000.00	(13,880.09)
Debt service interest	12,566.25	30,000.00	(17,433.75)
Debt service principal	0.00	75,000.00	(75,000.00)
Financed Equipment Payment	127,229.60	130,000.00	(2,770.40)
Total Expenses	580,286.30	995,150.00	(414,863.70)