

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

April 8, 2013

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 March Reorganization and Regular Meeting Minutes: Mr. Rosenberg made a motion to approve both sets of minutes as written and Mr. Tarnowski seconded the motion. A vote was taken and passed.

Reports:

Line Activities – Chief Perez reported the following:

- Stats for March: 30 calls, 2 drills and 2 work details. Year-to-date: 71 calls, 66 drills, 7 work details for a total of 1,064 Man-hours.
- Three structure fires: 1 in District 1; 1 in District 2 and 1 in Perth Amboy; which needed the assistance with a large fire.
- Township Chiefs met with the Township Dispatch Supervisor to discuss some issues that have arisen with dispatching fire calls. Some will be addressed immediately and some will take some time to correct.
- The Chiefs also met with the Township Communications Supervisors, as there have been a number of issues with the radios. An upgrade was done and more work is to be done. Hopefully these upgrades will correct the issues. It was noted that a total renovation of the system would cost about \$10 million.

- Foam Trailer: tentatively scheduled to receive the Trailer on 4/15, which would be good, as that is a drill night and training could take place then. A firefighters will be trained on its operation but only a few will be trained to tow the trailer.

President – Mr. Corris reported that one member had successful surgery and there is another possible junior member, which is a good start to the year.

Treasurer's Report/Voucher List – Mr. Rosenberg reported that he and Mr. Perez met with the Auditor for the final Audit Report, which went very well. There were only three minor issues that will be easy to rectify.

1. There were some items that did not go out to quote, though they should have.
2. The handling of encumbrances needs to be corrected.
3. A separate Fixed Asset Listing is required. Mr. Perez will look into getting a vendor to handle or obtain the right tools, for the Company to handle.

The final copy of the Audit will be available for next month's meeting, along with the Corrective Action Plan.

Mr. Rosenberg stated that the big items on the Voucher List are LOSAP and the Audit. After review by the Commissioners, Mr. Tarnowski made motion to accept the Voucher List as presented and Mr. Olson seconded it. A vote was taken and passed.

Secretary's Report – nothing to report.

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

- The Rescue Truck will go in for its annual PM service on 4/15; some warranty issues will be taken care of while the truck is there.
- He and Mr. Corris will be attending the Fire Department Instructors Conference from 4/23-4/27.
- Quotes to powerwash Station 23 will be obtained, as the facility is looking worn.
- The long distance phone line will be disconnected at Station 23, as the Board agreed with Mr. Perez's recommendation.
- The final Brush Truck Spec was presented, which included a change to a dual alternator. The Board agreed to send the Spec to Mr. Braslow for review.

Chairman's Report – Mr. Orchard thanked Mr. Rosenberg and Mr. Perez for the good job on the Audit.

Standing Committee Reports:

Fire Company Liaison – nothing to report. (Mr. Josephson).

Rescue Squad Liaison – nothing to report. (Mr. Tarnowski). Mr. Orchard suggested that a formal agreement be drawn up by Mr. Braslow to ensure that the Squad takes responsibility for certain functions at Station 23, such as snow blowing. Mr. Perez suggested that any agreement include Squad duties at a fire scene. The Commissioners will consider this suggestion.

Public Relations – Mr. Rosenberg stated that the Board should begin to consider putting the Newsletter on the website and utilize Wolfcat Productions expertise, if appropriate. It was noted it would be a great cost savings.

State Association – Mr. Rosenberg will attend the June meeting.

Insurance – nothing to report.

Unfinished Business:

- Foam Trailer – already discussed.
- Utility Truck – already discussed.

New Business: none

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 the motion. The meeting was adjourned at 6:47 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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