

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

December 9, 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 November 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 unanimously.

**Reports:**

Line Activities - Chief Perez reported the following:

- Statistics for November: 19 fire calls, 4 drills and 7 work details/duties for a total of 723 ½ man-hours. YTD: 218 fire calls, 27 drills and 49 work details/duties for a total of 4,198 man-hours.
- The Fire Company took the Ladder Truck over to the South Brunswick High playoff football game held on November 22<sup>nd</sup>, as a show of support.
- A meeting was held with the Police Department to discuss their Active Shooter Plan. This has become a hot issue around the Country. After the meeting, the Police agreed that having the fire companies in a support role, was a good idea.
- All radios have been re-programmed, which was long overdue.
- The Standard Operating Guidelines will be updated this month, to include the Foam Truck Operation and other changes to existing guidelines.

- On Dec. 4<sup>th</sup>, the Chief attended a County Officer Emergency Management Drill that involved a mock terrorist attack in New Brunswick and South Brunswick. A number of people from various Township offices also attended and the drill went very well. A number of compliments were received about how prepared the Fire Company was.
- The Deputy Chief and the Chief have been working on a strategic plan for the Fire Company and came to the realization that the District must be included, as they are a financing arm for the Company. This project will continue next year with representatives from the Fire Company and the District providing input.

President's Report – Mr. Corris reported the following:

1. End of the year total for membership: 16 applicants, plus a dozen more people who showed interest in the Fire Company. He noted that of the 16 applicants, 9 are still active with the Company; which is a really good increase in membership.
2. A non-active life member out on medical (knee surgery).
3. This Friday's regular monthly meeting will also include elections for the coming year.
4. Santacade will be on December 16<sup>th</sup> and the Installation Dinner will be on February 15<sup>th</sup>.
5. This is Mr. Corris' last Commissioner's meeting and Mr. Orchard thanked him for his service.

Treasurer/Voucher List – Mr. Rosenberg presented his report (file copy attached) and noted that most of the bills have been paid; just a few outstanding. After review of the Voucher List, Mr. Olson made a motion to approve the report as presented and Mr. Tarnowski seconded the motion. A vote was taken and passed unanimously.

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

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

- Repairs of Ladder Truck 223 are complete.
- Quarterly sprinkler test was done at Station 23 and all was OK.
- The Workman's Comp Audit was completed and a reimbursement check was received for \$1,034.
- The chassis for the Brush Truck has been delivered and is at the body shop being assembled and the roof is being painted to match the existing apparatus. At this point, delivery to the Fire Company should be in January.
- 70% of the inventory has been completed; it will be completed by the Annual Audit in February.

- The server had to be changed to the Website, which caused some disruptions, however, it should be up and running tomorrow.
- There has been an increase in Group Homes, totally 18 which requires Mr. Perez to do inspections and pre-plans before they open. It was noted that there have been a number of alarms.
- Mr. Perez will meet with the supervisor of the Paramedic unit that would like to use Station 23 facilities. After some research, Mr. Perez found out that East Brunswick Fire District 1 has agreement with this Paramedic unit to use one of the their stations and there have been no issues or problems. Their agreement is for the Paramedic to pay the District's utility bills, instead of cash changing hands.
- The 1<sup>st</sup> Aid Squad tore down one of the electrical reels in the Squad's bay at Station 23. They are requesting the District replace it, however, all Commissioner's agreed with Mr. Perez, that it is the Squad's responsibility.
- Mr. Perez will be on vacation from Dec. 23<sup>rd</sup> to Jan. 2<sup>nd</sup>.

Chairman – Mr. Orchard had nothing to report.

Standing Committee Reports –

*Fire Company Liaison* - nothing to report.

*Rescue Squad Liaison* – nothing to report.

*Public Relations* – previous discussed.

*State Association* – Mr. Rosenberg reported that a last Saturday's meeting it was reported that a person is requesting Open Public Records for Jr. Firefighter programs. Mr. Braslow will be contacted to see how this request should be handled. The next meeting will be held March 1<sup>st</sup> at Adelphia Fire Department.

*Insurance* - everything is paid up.

**Unfinished Business: Utility Truck** – previously discussed.

**New Business:**

- Authorizing Sale Increase: Mr. Rosenberg read into the record Resolution 13/14-16; Authorizing Salary Increase Relative to Fire Coordinator (file copy attached). Mr. Olson moved the resolution and Mr. Tarnowski seconded it. A roll call vote was taken: Mr. Josephson-yes; Mr. Olson-yes, Mr. Tarnowski-yes; Mr. Orchard-yes and Mr. Rosenberg-yes. The resolution passed unanimously.

- 2014 Budget: Mr. Rosenberg presented the 2014 Budget and read Resolution 13/14-17; Introduction of 2014 Budget (file copy attached). Mr. Tarnowski made a motion to accept the resolution and Mr. Josephson seconded it. A roll call vote was taken: Mr. Olson-yes; Mr. Josephson-yes; Mr. Tarnowski-yes; Mr. Rosenberg-yes and Mr. Orchard-yes. The resolution passed unanimously.

**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 6:55 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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