

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

November 10, 2015

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

Reports:

Line Activities: Chief Perez reported the following:

- Stats for the month of October: Fire calls-23, Training-4, Duty-10 for Total Events of 38
- Stats Y-T-D: Fire calls-215, Training-26, Duty-39 for Total Events of 292 (file copy attached).
- Members of the Company attended training sessions on how to respond to the Ebola situation. The Company will work with HazMat, Robert Wood Johnson Hospital, and the First Aid Squad. It was noted that 10 people are under observation within Middlesex County.
- 11 schools have been visited and did a total of 17 Fire Safety Presentations, from pre-K to first graders. 3 more schools will be visited with 5 more presentations.
- The Fire Company participated in Fire Safety Day at Home Depot and it was a successful event.

- The Chief and Asst. Chief attended training at an International Association of Fire Chiefs Conference. Training included new procedures in fighting fires and how to implement the changes. Also, there was an emotional presentation by one of the Captains at the 2007 Charleston, S.C. fire. Finally, there was a very good session on how to protect the Fire Department's reputation, including how to handle social media.

President's Report: nothing to report.

Treasurer's Report/Voucher List: Mr. Rosenberg presented the report (file copy attached). He reported that things are looking good, budget-wise. Mr. Perez will check with the Township regarding the yearly grant. After review of the Voucher List, Mr. Tarnowski made a motion to accept it as presented and Mr. Josephson seconded it. A vote was taken and passed.

Secretary's Report: Mr. Olson reported that District 1 is responsible this year for the Mail-in Ballots and the information is already in the hands of the South Brunswick Post.

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

1. The ladder truck was serviced and accident repairs completed. In addition, the aerial ladder and the ground ladder were tested and passed.
2. The Accident/Sickness Policy was renewed.
3. Elections were held at Station 23; Mr. Tarnowski was thanked for assistance that day.
4. The Workman's Comp is in progress.

Chairman's Report: nothing to report.

Standing Committee Reports:

Fire Company Liaison - nothing to report.

Rescue Squad Liaison – nothing to report.

Public Relations – everything is fine.

State Association – the next meeting will be in December at Howell.

Insurance – Mr. Rosenberg reported that a small adjustment was made but did not impact the Insurance Budget Line.

Unfinished Business: Electronic Sign Board – tabled until next month.

New Business: 2015 Budget - The Fire Company Chiefs and President sat in on the general review of the draft budget.

Mr. Rosenberg opened the discussion by stating that at this time, the draft budget reflects a 30/40K over the \$739,917 to be raised by tax levy. Ratables increased by \$13 million this year, as a result, by not taking the allowable 2%, there would be a \$10,287 increase in revenue. This means that not as much cash will need to be infused into the Budget.

Mr. Rosenberg reviewed the budget line items:

1. A 10% adjustment in Insurance.
2. Personnel matters (to be discussed in Executive Session) may require an adjustment.
3. No increase to Utilities.
4. Maintenance Agreements: increased by \$1K.
5. Legal services were cut back to \$2K.
6. Fire Marshall stayed the same as 2014.
7. Medical was increased slightly.
8. Travel was increased a little.
9. Fire Company budget line remains the same as 2014.
10. Audit, Debt Service and Finance of Equipment remain the same.
11. Public Relations was reduced to \$2K.
12. Office and Supplies were reduced slightly.
13. Rescue Squad remains at \$5K.
14. Fire Equipment was kept the same as 2014.
15. \$10K was budgeted for Capital Improvements.
16. Dues and Subscriptions were increased a little.
17. Elections remain the same.
18. Fire Prevention remains at \$6K.

The Commissioners briefly discussed the above changes, specifically the Medical and Workman's Comp line items. After which, Mr. Rosenberg stated \$71K probably would need to be infused based on this draft budget.

The Board reviewed the Capital Fund, which has \$279,123 in it. Purchase of two Chiefs' vehicles at a total of \$125K would leave about \$150K in the Fund. Based on this information, the Commissioners discussed the Capital Improvement Plan presented by Mr. Perez at last month's meeting. They discussed getting rid of the pick-up truck because its repairs are becoming more numerous. The Chief noted that the pick-up truck is used as a snow plow vehicle and if eliminated, would leave only one plow available. It was suggested to put a plow on the Brush Truck, however, Mr. Josephson stated he did not think that was a good idea and Mr. Perez agreed.

Mr. Rosenberg suggested all three vehicles be eliminated and use the money earmarked for traffic lights in front of the firehouse, to off-set the cost. In addition, there would be money from either a trade or direct sale. He noted that the two Chiefs' vehicles should come out of Capital, no matter what. Any action taken on the vehicles would probably be in the 2015-2016 timeframe. The Board decided to table this discussion until a special meeting on November 24th at 6:30 p.m., at which time the Budget will be introduced also.

Executive Session: Mr. Rosenberg made a motion to go into Executive Session to discuss personnel issues. Mr. Tarnowski seconded the motion and the Board went into the Session at 7:25 p.m. They came out at 7:49 p.m.

Address from the Public: none

Adjournment: There was no further business to discuss, therefore, Mr. Olson made a motion to adjourn the meeting and Mr. Rosenberg seconded the motion. The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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