

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

November 14, 2016

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 6:32 p.m. by Chairman William Orchard, in compliance with the New Jersey Open Public Meetings Act.

**Roll Call:**

Members present: Commissioners Berezansky, Josephson, Olson, Orchard and Tarnowski.

Members absent: None

**Flag Salute:** completed

**Agenda Changes:** none

**Address from the Public:** none

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

**Reports:**

President's Report – Mr. Schmidt reported that he would not seek to be re-elected for next year. The complete roster of officers will be presented at next month's meeting. He noted that one of the walls in the firehouse had been repaired. In addition, the roof will have sheet metal repairs made and then coated. The cost will be under \$15K for a 50-year warranty.

Line Activities – Chief Cioffi reported the following:

- Stats for the month of October: 42 total events; 46.9 event hours, 404.2 man-hours and total number firefighter 325.
- YTD: 321 total events, 398.5 event hours, 3,814.4 man-hours and 3,009 firefighters.
- Three probationary members will graduate from the fire academy next month.
- Two new members were sworn in at last Friday night's meeting. Membership is going well and call volume has been steady.

Treasurer's Report Voucher List – Ms. Berezansky presented the report (file copy attached). She reported that all bills have been paid and an order for new checks has been placed. Ms. Berezansky reported Bank of America will not continue to provide various services for the Board's account. It was noted that the account only has about \$1,300 in it, but is charge a monthly service fee of about \$25. Mr. Perez will check with the Auditor to see if two banking institutions are still required.

After review of the Voucher List, Mr. Olson made a motion to approve the Report/List as presented and Mr. Tarnowski seconded the motion. A vote was taken and passed unanimously.

Secretary's Report – Mr. Olson had nothing to report, however, it was noted that Mr. Orchard is up for re-election for a three-year term.

Fire Coordinator's Report – Mr. Perez presented the following report.

1. All insurance policies have been renewed.
2. Still waiting on the annual audit for Workman's Comp, however, the policy was renewed without it.
3. Mr. Perez and Mike Corl attended a seminar in Florida, at which a lot of good information was obtained. This info will be shared with the Fire Company for their review and consideration.
4. Truck 222 is out for its PM; Truck 221 will go out next. This will complete all PMs for the year.
5. The Cascade System, which fills up the air bottles, will undergo a 500 hour re-build, on site.
6. Elections were held at Station 23 and all went well, even though it was very busy.
7. The heat is now working at Station 23.

Chairman's Report – Mr. Orchard had nothing to report.

Standing Committee Reports –

*Fire Company Liaison* – nothing to report.

*Rescue Squad Liaison* - nothing to report.

*Public Relations* – the Open House was very successful.

*State Association* – no meeting was held.

*Insurance* – As previously report, all premiums have been paid.

**Unfinished Business:** none

**New Business: 2017 Budget:**

Mr. Orchard reported that monies will have to be approved for the proposed purchase of fire vehicles. In the past, this was done with a simple special meeting, however, the State now requires that the Commissioners physically oversee it. It was decided that Commissioners Orchard, Josephson and Mr. Perez would cover the opening at 2 p.m., with Commissioners Orchard, Tarnowski and Berezansky closing it at 9 p.m. and counting the votes. It was also decided that the meeting will be held on December 5<sup>th</sup>, with publication of it in the Home News and Princeton Packet. Mr. Perez will contact Mr. Braslow for appropriate wording of the public notice.

Mr. Perez reported that the Capital Purchase will be to replace the pick-up truck and the Expedition (this will be sold off). Purchase of the vehicles this year will allow for rolling out replacement of engines in the coming years. It was noted that there is still bond money from Station 23, which needs to be used up.

The Commissioners reviewed the Budget Worksheet for 2017, with Mr. Perez highlighting those line items that needed to be adjusted from the 2016 Budget (file copy attached). Those line items were:

- Taxes: up \$200
- Incentive Program: up \$1,200, due to increase in membership
- Group Life Insurance: reduced to \$17,500 due to a decrease in premiums for older members
- General Insurance: reduced by \$2,000
- LOSAP: increased to \$50K, due to increase in membership
- Auditing Services: increase to \$9,300 due to additional fees for certain services
- Station 23 Improvements: reduced to \$2,000, however, this may need to be adjusted if there is an issue with the boiler.
- Station 23 Utilities: increased by \$1,000
- Administrative Assistant/Fire Coordinator Salaries: Projected at \$111K but will be discussed in Executive Session
- Firefighter Fitness: Stayed at \$3,000. As the Gym closed during the first quarter, no monies were spent for 2016. Consideration is being given to having a reimbursement program for 2017.

- Firefighting Support: removed from budget
- Office Supplies & Postage: reduced by \$500
- Bank Service Charges: increased by \$250
- Debt Service – Principal: reduced to zero, as it will be paid out of the 2016 Budget
- Capital Purchase; replace two vehicles: \$100,463

Mr. Perez stated that based on this budget, there will be about an \$11K increase over the 2016 Budget. He noted that the tax payment from the Township will be about \$15K over last years budget. Also, the cash infusion should be about \$52K, which is a decrease from 2016. In addition, there is a strong possibility of the ratables increasing, due to residential and commercial building going on in the District.

Mr. Perez reported that membership has increased over the last few years, with a number of members beginning schooling for certifications. The increased membership does require more monies for the Incentive Program and LOSAP, but Mr. Perez noted, it is a “good” problem to have. As for membership physicals, they will be done over a two-year period. It was noted that there are new guidelines for physicals, which include having firefighters use their own doctors. This will be discussed among the officers and the membership.

At this point, the tape ended, however, the discussion on the 2017 had been concluded. The rest of the meeting was recorded by the Administrative Assistant.

Ms. Berezansky made a motion to approve a Capital Improvement meeting on Dec. 5<sup>th</sup> and Mr. Tarnowski seconded the motion. A vote was taken and passed unanimously. Mr. Perez will contact Mr. Braslow for the appropriate wording of the meeting public notices, as well as, the resolution to be voted on at the meeting.

**Executive Session:** The Board went into an Executive Session at 7:25 to discuss personnel issues. They came out at 7:40 p.m.

**Address from the Public:** none

**Adjournment:** As there was no further business to discuss, Mr. Olson made a motion to adjourn and Mr. Tarnowski seconded it. The meeting was adjourned at 7:43 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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