

The Commissioners of Fire District No. 1

In the Township of South Brunswick

Regular Monthly Meeting

May 13, 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, Rosenberg, Tarnowski and Orchard

Members absent: Commission Olson

Flag Salute: completed

Agenda Changes: none

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

Reports:

Line Activities – Chief Perez reported the following:

- Statistics were not available, however, it was noted that it was a busy month. There was one major car accident which was handled very well.
- The Township Fire Chiefs will meet with the County Urban Search and Rescue Team this week to seek ways in which to utilize this important resource. The Team has specialized equipment and is trained to handle specialized incidents such as collapse rescue and trench rescues.
- The Fire Company attended the Hugs for Brady 5K event, which was a good PR event and also afforded the Company a chance to set up a recruitment table.
- The Company also attended the East Brunswick Wet Down, with the old antique pumper, which won 1st place.

President – Mr. Corris reported the following:

- Membership Recruitment Posters will be put up around the area shortly.
- As reported by the Chief, the Company attended the Hugs for Brady event at the High School.
- The Membership Committee met with one new applicant, who may become a new probationary member.
- A trophy cabinet was made and installed in Station 22.
- One member will undergo shoulder surgery next month.

Treasurer's Report/Voucher List –

Mr. Rosenberg reported that the financial picture is good and no major bills for the month. After review of the Voucher List, Mr. Tarnowski made a motion to approve the List as presented and Mr. Josephson seconded the motion. A vote was taken and passed.

Mr. Rosenberg distributed copies of the 2012 Audit (file copy attached). He reported that he, Mr. Orchard and Mr. Perez had reviewed the Audit with Mr. Haines from Holman/Frenia Allison. P.C. No major issues were found, however, three findings were noted on Page 34.

1. At least two competitive bids must be received for contracts over \$2,625.
2. The District did not properly credit Accounts Payable at the end of the year. This will be corrected in 2013.
3. A completed and accurate fixed asset listing is required. Mr. Perez is investigating whether to have an outside company set it up and then allow the District to maintain it or purchase appropriate software and have Mr. Perez handle it.

Another issue that Mr. Rosenberg is working on is deleting checks that have been on the books for over a year. This must be done by the end of the year.

As a result of the Audit, a questionnaire will be completed and forwarded to the State. In addition, the State requires an affidavit, a Corrective Action Plan, and a resolution (file copies attached).

Mr. Rosenberg read Resolution 13/14-10 – 2013 Audit (file copy attached). Mr. Tarnowski moved the resolution and Mr. Josephson seconded it. A roll call vote was taken: Mr. Josephson-yes, Mr. Orchard-yes; Mr. Tarnowski-yes, Mr. Rosenberg-yes, Mr. Olson-absent. The resolution was passed.

Secretary's Report – no report.

Fire Coordinator's Report – Chief Perez reported the following:

1. All overhead doors in both stations were serviced; bottom stops on the Rescue Squad side at Station 23 had to be ordered.
2. Quotes have been received to have Station 23 power washed. Maintenance King will charge \$850 to power wash the entire building outside and also clean the carpeting for \$110. The Board agreed to proceed.
3. Mr. Tim Corris' phone has been cancelled. In addition, the long distance service at Station 23 was cancelled.
4. The sprinkler system at Station 23 has been tested and is OK.
5. Fire Marshall Laird will have shoulder surgery next month. There will be an acting Fire Marshall.
6. The old American LaFrance truck (225) will be donated to Mercer County Academy after they complete a resolution, at their June meeting. The Chief noted he had contacted a number of companies but because it is an open cab, there was no interest.
7. All pumpers and the rescue truck were serviced and all are OK.
8. The Chief met with the Traffic Safety Bureau to discuss issues that have arisen trying to egress from Station 22. Remedies will be budgeted for 2014.
9. The Board needs to provide some content for a lease agreement with the Rescue Squad. Whether it should be a lease or an agreement, needs to be determined. Any input will be incorporated, then forwarded to Mr. Braslow for his review.
10. The agreement with the Township for the Fire Marshall was executed last month for \$40K. Mr. Orchard will contact their lawyer to amend some wording on the agreement.
11. The Chief and the President attended FDIC in Indianapolis and it was a great trip and a lot of good information was obtained. One seminar of interest was a lecture on the study of burning homes and very shortly a new way to attack house fires, should be available. The Chief thanked the Board for their support in allowing them to attend.

Chairman – Mr. Orchard reminded the Commissioners that Financial Disclosures need to be sent to the Township Clerk.

Standing Committee Reports –

Fire Company Liaison - nothing to report.

Rescue Squad Liaison – nothing to report.

Public Relations – Chief Perez reported that the meeting minutes get updated after they are approved and that they Audit will be posted.

State Association - the meeting will be in June.

Insurance – all OK.

Unfinished Business:

Foam Truck – Mr. Perez reported that no communication has been received to date.

Utility Truck – Mr. Perez also reported that the spec is finished and will be spent to Mr. Braslow shortly. There was a brief discussion about bidding the truck out by piece or bid out the entire thing. He noted that the pump does need to bid out because of its cost. The consensus was to bid out the rest of unit in its entirety. A resolution will be ready for next month's meeting.

2013 Audit – previously discussed.

New Business: Mr. Orchard reported that the Chief, President and Mr. Rosenberg had a discussion with the Fire Company about merging with Kingston Fire District. At the same time, Kingston had the same discussion with their Company.

The President reported that the meeting with KPVFC went well and per the Chief, Kingston seems to be on the same page. There is a small concern about the Franklin Township portion of Kingston's responsibility, which is contracted to South Brunswick Township. The Chief stated that the relationship would probably stay as it is now.

The Commissioners of Kingston will have to decide if they want to dissolve their Company before any further discussion takes place.

Executive Session: none

Adjournment: As there was no further business to discuss, Mr. Tarnowski made a motion to adjourn and Mr. Josephson seconded the motion. The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

Bonnie R. L. Knigge

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