

**BOARD OF FIRE COMMISSIONERS
WALL FIRE DISTRICT NO.1
WALL TOWNSHIP NEW JERSEY**

PO Box 53
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February 6, 2014

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The New Jersey open Public meetings law, N.J.S.A. 10:4-6 et seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act the Board of Fire Commissioners, Fire District No.1 of the Township of Wall, has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

- *Published in the Coast Star on January 2, 2014*
- *Filed written notice with the Township Clerk on January 2, 2014*
- *Posted written notice on the Official Bulletin Board at the Township Municipal Building on December 27, 2013*

THE USE OF MOBILE COMMUNICATIONS DEVICES IS PROHIBITED WHILE THE MEETING IS IN SESSION

The regular monthly meeting of Wall Fire District No.1 Board of Fire Commissioners was called to order at 7:00 p.m. by President Bill Davenport with a salute to the flag and announcement of the emergency exits

Roll Call: Commissioners Stelling, Davenport, Hendrickson, and Miles all present. Commissioner Kniffin listed as absent.

Approval of Minutes: A motion was made to approve the minutes of the previous meeting. It was moved, seconded and approved.

Correspondence:

Registration renewal for 1993 KME
Contribution List from Lincoln Financial
Fail Safe Hose testing Estimate
Investors Savings notice of CD maturing
Notices from Jay Sendzik's office: Notice of Election to Coast Star, Township Clerk, Board Clerk
Letter to Robert Elliot CPA from Jay Sendzik's offices stating Board has no pending litigation.

Approval of Requisitions, Vouchers and Bills: A motion was made to pay all bills as presented. The motion was moved, seconded and approved. Commissioner Stelling voting Present because of payment being paid to him in the amount of \$36.19. At this time a motion was made that a Commissioner at no time can vote on payment being made to him or her self. The Commissioner must vote Present. The motion was moved, seconded, and approved.

Director's Report: Director 23Newberry reported that for the month of January the District responded to 20 alarms, 17 being eligible for LOSAP credit. 3 were police assist. There was 1 monthly drill, which was the

annual inventory drill handled by the Chief. Annual BBP, Haz-Mat, RTK drill will be on February 23 at 9:00 a.m. Fit testing will be handled by the Middletown Fire Department. 2 dates were offered and the cost to be \$200 to be paid at the March meeting after confirmation of date of testing. Waiting on status of Fire House Software from sales representative. Fleet Management Software has been received and installed. There will be pe tofrom service in March. There will be a Line Officers meeting on February 10 at 7:00 p.m. and a Personell Committee meeting with the Chief at 6:00 p.m. The Director will check to see if the District needs to do UL pump testing. As of January 1 2014 Director Newberry was appointed Assistant OEM Coordinator for the Township. January 15 the Director was appointed to the New Jersey Fire Safety Commission Statics and Information Advisory Council overseeing NIFIRS documentation.

Solicitor's Report: Mr. Sendzik reported that all documentation includind provisional ballots are in place for the February 15 election. Mr. Sendzik will be in touch with the Director and Commissioner before the election for any last minute information.

Treasurer's Report: Commissioner Miles reported that the balance in the Investor's Checking account was \$131,869.99. A motion was made to accept the Treasurer's report. It was moved, seconded, and approved. The CD that was due to mature was renewed for a period of 6 months.

COMMITTEES:

House Report: Progress. It was discussed that the District either hire a snow plow service for next year or purchase a plow for one of the vehicles. Commissioner Hendrickson and Commissioner Davenport will do a review of which option is more cost effective.

Equipment: A few small problems with vehicles that were resolved. Generator for truck 1-85 to be installed soon.

Fire Bureau: Next meeting is scheduled for March 5. Commissioner Stelling will not be able to attend. Commissioner Hendrickson or Commissioner Davenport to take his place at meeting.

Apparatus Committee: Seagrave dropped off new drawings, Director Newberry gave them the revisions that have to be made. Equipment list almost complete. Hope to have final drawings by end of February or early March. If all goes well new truck could be delivered by May of 2015.

Web Site: Site is up and running and being updated daily.

OLD BUSINESS:

A motion was made to move on the following policies on 2nd reading; Code of Ethics Policy, Committee Policy, Administrative Action Policy, and Return to Duty Policy. The motion was moved, seconded and approved.

NEW BUSINESS:

Policy Development (1st Reading): A motion was made to move on the following Policies: Safety apparel while working in or near the traffic, Public Records Policy, Personnel Qualifications and Conduct Policy, and Computer, Internet and Email Policy. The motion was moved, seconded, and approved.

Policy Revision: A motion was made to approve the changes to the Meals/Refreshment for Stand-By-Assignments Policy. The motion was moved, seconded, and approved.

Approval of Purchase: (Gas Detector): Director Newberry reported to the Board that the present Gas Detector being used by the Company can nolonger be calibrated. To have it repaired would not be cost effective compared to the cost of a new detector. It was decided by the Board to move forward with the purchase of another MSA#5 detector that is presently being used by the company. The dector will be purchased under NJ State Contract at a cost of \$1,500.80 and will have a 3 year warranty. A motion was made to purchase the detector, the motion was moved, seconded and approved by the Board.

Pre-Employment Screening services: A motion was made to sign an agreement with Meridian Occupational Health Services to provide the following services, OSHA Respiratory Form review \$25, Drug Screening \$55, and employee physicals \$65. The motion was moved, seconded, and approved. Director Newberry will handle the arrangements.

Miscellaneous: Nothing

Public Participation: None

Good of the Board: Commissioner Hendrickson said it was good to see members of the Company coming to the meeting and showing an interest in how the Commissioners conduct business. Director Newberry wished a speedy recovery to Sue Miles, wife of Commissioner Miles after her surgery.

Adjournment: A motion was made to adjourn the meeting, it was moved, seconded, and approved. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Norman R. Stelling
Secretary/Clerk