

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

PO Box 53
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January 9, 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.

Sunshine Statement: Read by Commissioner Stelling

Roll Call: Commissioners Stelling, Davenport, Hendrickson, and Miles listed as present. Commissioner Kniffin listed as absent. Also present Director Newberry and Solicitor Haines.

Approval of Minutes: A motion was made to accept the December minutes. It was moved, seconded and approved.

Correspondence:

LOSAP Notice from Lincoln Financial

Last installment check from Township

Engagement Letter from Robert Elliot CPA

Worker's Comp. Policy for 2014

Notices of publication for, Commissioner's monthly meetings, annual election, and persons wanting mail-in ballots were received from Solicitor Sendzik's office.

Resolution Adopting Dist. 2014 Budget hand delivered by Solicitor Sendzik.

Approval of Requisitions, Vouchers and Bills: A motion was made to approve the bills. It was moved, seconded and approved.

Director's Report: Director Newberry reported that for the month of December there were (7) alarms and (1) drill. There were 110 alarms for the year 2013. That was the lowest since 2004. There were (0) work place

injuries for the second consecutive year. Worker's Comp. Modification Rating is 1.083. On Dec. 11 met with Steve Nash our IT consultant, the virus was removed and the Web Site is back up and running. Dec. 16th had meeting with Line Officers. All officers were present, Commissioner policies were discussed and the officers received copies of these policies. Director Newberry attended an Incident Investigation Class presented by VFIS; the Commissioner's Insurance Company. January 1 the 2014 Line Officers were sworn in. The officers signed off on the equipment they turned in and what they received. A Lieutenant's badge that was missing for the past few years was returned. Without explanation. The Director will attend the Fire Safety Commission Meeting at Middlesex Fire Academy on January 15.

Solicitor's Report: Solicitor Haines reported that a case in the NJ Supreme Court was decided that would make it necessary to have a follow up for the meeting agenda. Anything listed on the agenda would require a report on what items were acted upon and the outcome.

Treasurer's Report: Commissioner Miles reported that the balance in the Investor's Checking Account was \$57,816.47. A motion was made to accept the Treasurer's report. It was moved, seconded and approved. Director Newberry reported that he had received a call from Mr. Elliot's office who said that there is a problem with the signature cards at Investor's Bank. Commissioner Stelling will look into the signature problem.

Committees:

1. House Report: Progress. There are still two interested parties in the Route 71 firehouse.

2. Equipment Report: Trucks 1-89 and 1-88 have problems with the air system. Trucks are still in service and will be repaired in a few days.

3. Fire Bureau: Year end report was turned over by Fire Official. Lunch schedules will be adjusted. Bureau will look into a new reporting system. This system will enable the officials to file their reports from their vehicles. This will eliminate the office personnel from entering the reports in the computer. Judy Henderson will be leaving the Bureau within the next year.

4. Apparatus Committee: Emergency Equipment Sales will have Seagrave drawings for review by January 20th. Pierce Engineering also has drawings for review. State has no problem with the Commissioners using the Houston-Galveston Co-op.

Web Site: Is up and functioning.

Old Business:

1. Insurance/Lease Agreement with Fire Company: Director Newberry and Commissioner Hendrickson met with Fire Company President, Treasurer and Trustee to discuss the upcoming Lease Agreement. The issue of the increase of the insurance payment to the Commissioners will be put into the Lease Agreement. Fire Company will be invoicing the Commissioners and a PO will be issued for the rent starting tonight. The payroll account was set up with Investors Savings Bank.

2. Policy Revision: (2nd Reading): A motion was made to approve the revision to the Rules and Regulations of Department Officers. It was moved, seconded and approved.

New Business:

1. Temporary Budget 2014: The Temporary Budget was presented by Solicitor Haines. A motion was made to accept the Budget. It was moved, seconded and approved. 4-Yes, 0-no.

2. Policy Development (1st Reading): A motion was made to approve the Code of Ethics, Committee, Administrative Action, and Return to Duty Policies. It was moved, seconded and approved.

3. Approval of Purchase:

Dossier Essential Fleet management Software start up cost \$695.00 for the first year. This is a 12 unit package and will be used to track vehicle usage, maintenance, how much and what vendors we are spending money. The software will track the 8 vehicles, the outside generator system along with the cascade system. There is a \$125 a year maintenance fee starting in 2015. A motion was made to purchase the software. It was moved, and seconded and approved.

Director Newberry presented a proposal for the purchase of a new version of Fire House Software. This program has many uses for the fire service including processing LOSAP and many other fire service needs. The initial upgrade cost is \$995 with an annual fee of \$1,799.00 a year with a 5 year contract. A motion was made to purchase the Fire House Software upgrade. It was moved, and seconded and approved.

Appointments(s):

Clint Newman has applied for probationary membership. The membership committee has met with him, he has submitted all necessary paperwork and completed all mandatory testing. A motion was made to accept Clint Newman as a probationary member. It was moved, and seconded and approved.

Tyler Rogers and Logan Rafferty have submitted all required documents to start driver training. It is the recommendation of the Director to place them in the training program. A motion was made to except the two members as candidates for driver training. It was moved, and seconded and approved.

Miscellaneous: Nothing

Public Participation: Fire Company President Doug Davenport confirmed that the Fire Company is ready to move forward with the new Lease Agreement.

Good of The Board: Director Newberry said it was good to see members of the Fire Company attending the Board meetings.

Adjournment: There being no further business to come before the Board the meeting was adjourned at 7:47 p.m.

Respectfully submitted;

Norman R. Stelling
Secretary/Clerk