

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

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March 13, 2014

commissioner@wfd1.com

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.

*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 the 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*

**Roll Call:** Commissioners, Stelling, Davenport, Hendrickson, Miles, and Curtis all present.

**Oath of Office Administered to:** Commissioner Miles and Commissioner Curtis for 2014-2017 term.

**Appointing District Officers for 2014:**

A motion was made to appoint Commissioners to the following office:

President=W. Davenport, Sr.

Vice President=R. Hendrickson Sr.

Treasurer=E. Miles Sr.

Clerk=N. Stelling

The motion was moved, seconded, and approved.

**Board Committee Assignments for 2014:**

A motion was made to approve the Board Committee Assignments for 2014. The motion was moved, seconded, and approved.

**Reaffirm District actions, directives, policies and by-laws;**

There being no questions on the current directives, policies, and by-laws a motion was made to accept and all future questions will be directed to the Director. The motion was moved, seconded, and approved.

**Cash Management Plan:**

A motion was made to approve a Resolution stating that all funds to be in Investors Savings Bank, Springlake Heights NJ. There being no questions the motion was moved, seconded, and approved.

**Appointments for 2014:**

A motion was made to approve the following:

Official Depository=Investors Savings Bank

Auditor=Robert Elliott, CPA

Council=Jay C. Sendzik, Esq

Newspaper of Record=The Coast Star

LOSAP Administrator=Clerk Norman Stelling  
Public Information Officer=Director W. Newberry  
Affirmative Action Officer=Clerk N. Stelling

There being no questions the motion was moved, seconded, and approved.

**Approval of Minutes:** A motion was made to accept the Secretary's minutes of the February 6 regular monthly meeting. The motion was moved, seconded, and approved.

**Correspondence:** Renewal insurance policy for the 1947 Mack fire truck.

**Approval of Requisitions, Vouchers and Bills:** There being no questions on the bills that were presented a motion were made to pay the bills. The motion was moved, seconded, and approved.

**Director's Report:** For the month of February the company responded to (16) alarms and one assist. Company Fit Testing will be on March 22 at 9:00 a.m. It will be done by Middletown Fire Company at a cost of \$200. Harassment Discrimination Prevention Training will be on April 10<sup>th</sup> at 7:00 p.m. Chuck Cassagrande from Dansk in Insurance Agency will be doing the presentation. Fire House Software has been installed and is up and running. The Director will be getting additional training on the system. NJ Manufactures conducted an audit of our Workers Comp. The auditor was pleased with what he saw. The Director discussed some personal issues concerning members being on the roll-call sheets that do not attend calls. The auditor will take this into consideration and get back to the Director. There may be a refund. Robert Elliott will be starting the Annual Audit at the end of the month. He is waiting for some paperwork to be completed by the account. The new gas detector has been received and placed on engine 77. The other MSA detector will be going out for calibration. The Annual Financial Disclosure Statement that is required to be completed by the Commissioner has changed and will not be the same as last year. DCA has said the filing system will be different, but they have issued an extension because the system has yet to be completed. Starting April 1, the meeting agendas and information packages will be distributed to the Commissioners ahead of the meeting.

**Solicitor's Report:** Solicitor Haines had nothing to report to the Board.

**Treasurer's Report:** Commissioner Miles reported that the balance in the Investor's Checking account was \$105,091.51. A motion was made to accept the Treasurer's report. It was moved, seconded and approved.

#### **Committees:**

**1. Equipment:** Commissioner Davenport reported no problems

**2. Fire Bureau:** Commissioner Miles reported that there has been no progress on the Shared Service offer made by Administrator Bertram to have someone from the building department cover the Bureau office during the lunch hour. There will be a Joint Commissioners meeting on March 25 at 7:00 p.m. at the Glendola firehouse.

**3. Health & Safety:** The Board discussed having the engineers, or anyone who may drive the Districts vehicles go for annual drug testing. The Board approved to move forward with this and the Director and Commissioner Davenport will meet with the engineers to discuss this policy.

**4. Apparatus Committee:** Director Newberry met with Seagrave, we are in our third round of revisions. Hope to have a signed contract by the end of May or early June.

**5. Web Site:** Web Site is up and running. Still having some issues with Commissioner Stelling's email. Commissioner Curtis now has an Commissioner email. Director Newberry has been working with Nash Networks, who is the Boards IT provider to establish a Membership Website. It will be a secure website password protected; all members will have username and password. It will be a site managed by the fire district, and it will be a site that will have all the SOP's, policies and guidelines. Including a calendar so members can verify dates. They will also be able to check this Central Fire for review of any policies or changes to existing policies as they may come about.

**Old Business:** The following Policies were moved on second reading:

Safety Apparel while working in or near moving traffic

Public Records Policy

Personnel Qualifications and conduct Policy

Computer, Internet and Email Policy

There being no questions on these Policies a motion was made, seconded and approved to accept these policies.

**County WebID Program:** The County Fire Marshalls Office will be issuing an ID card with a bar code. This card will be used if there is a large incident in the County for accountability purposes. The County has provided the software to the district so we can input the information in house. The member will be required to supply the information as they please. It is a very secure site and all information will be kept confidential.

**New Business:**

**Policy Development:** Director Newberry presented the following Polices for (1<sup>st</sup> Reading)

Rapid Intervention Team Policy

Inventory Policy

Public Participation at Board Meetings Rules and Regulations

Personal Records Policy

A motion was made to move there polices on first reading. The motion was moved, seconded, and Approved.

**eDispatches Software:** This is a paging software that is linked up with the members cell phones. There are (2) member packages offered. One for 25 members the other for 50 members. We would have to purchase the 50 member package. All software and equipment is furnished by the provider. The cost of the 50 program is \$80 a month. There being no further questions or discussion a motion was made to enter into an agreement and purchase the program. The motion was moved, seconded, and approved.

**Miscellaneous:** Nothing to come before the Board

**Public Participation:** Doug Davenport, fire company President asked if the Board had any information to pass on to the fire company. Director Newberry said that the Director will have to meet with the company Executive Board and Trustees to discuss the Lease Agreement and the Insurance increase. Ray Rafferty, company Trustee asked what the time frame would be from when the driver is notified about their testing to when they had to have the test done. Director Newberry explained that there are still a lot of things to work out with this new policy and will be explained as time goes on.

**Good of the Board:** Director Newberry welcomed Commissioner Curtis on his election to the Board, and congratulated Commissioner Miles on his reelection.

**Adjournment:** There being no further business to come before the Board a motion was made, seconded and approved to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

Norman R. Stelling  
Secretary/Clerk of the Board