

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

PO Box 53  
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March 7, 2013

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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, First 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 December 27, 2012*
- *Filed written notice with the Township Clerk on December 27, 2012*
- *Posted written notice on the Official Bulletin Board at the Township Municipal Building On December 27, 2012*

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

Meeting called to order by President Bill Davenport at 7:05 p.m. with a salute to the flag and an announcement of emergency exits.

Roll Call: Commissioner's Davenport, Hendrickson, Miles, and Stelling all present. Commissioner Jeffery Kniffin listed as absent. Commissioner Hendrickson is not part to the official roll call because his term had expired.

Oath of Office administered to Commissioner Robert Hendrickson, Sr. for 2013-2015 term as Commissioner.

Appointing District Officers for 2013:

President – W. Davenport, Sr.  
Vice President – R. Hendrickson, Sr.  
Treasurer – E. Miles, Sr.  
Clerk – N. Stelling

Resolution to Reaffirm District actions, directives, policies and by-laws was read and passed on a motion by Commissioner Stelling and second by Commissioner Davenport. All members present voting Aye.

The Commissioner's approved a Cash Management Plan this was moved on a motion by Commissioner Davenport and second by Commissioner Miles. All members present voting Aye.

#### Appointments for 2013

Official Depository – Investors Savings Bank  
Auditor – Robert Elliot, CPA  
Council – Jay C. Sendzik, Esq  
Newspaper of Record – The Coast Star  
LOSAP Administrator – Clerk N. Stelling  
Public Information Officer – Clerk N. Stelling  
Affirmative Action Officer – Clerk N. Stelling

All Appointments were approved and moved on a motion by Commissioner Stelling and second by Commissioner Hendrickson. All members present voting Aye.

The minutes of the February meeting were approved as presented on a motion by Commissioner Hendrickson and second by Commissioner Davenport. All members present voting Aye.

#### Correspondence was received from:

Ford Motor Company – required service on Ford pickup  
Jay Sendzik's Office;  
Guidelines for Director of Fire Service  
Resolution Creating Director of Fire Service  
Affidavits from Asbury Park Press and Coast Star [notice of election]  
OSHA Injury Documents

Approval of Requisitions, Vouchers and Bills – the bills were approved as presented on a motion by Commissioner Miles and second by Commissioner Hendrickson. All members present voting Aye.

Chief's Report- Month of February (7) alarms and (1) drill. Company will be on March 14<sup>th</sup> for fit testing and house issues.

Solicitor's Report: Jay Sendzik reported that there is legislation in Trenton to move Commissioner's election to November. Will have to monitor its progress.

Treasurer's Report: Commissioner Miles reported that the balance in the Investors checking account is \$113,908.82. The treasurer's report was approved as read on a motion by Commissioner Davenport and second by Commissioner Stelling. All members present voting Aye.

#### Committees:

House Report – Union Fire Company still using the Hwy 71 house. Rear door lock was changed and a key was turned over to the Clerk.

Equipment Report – Car 1-67 light bar was damaged in car wash. Chief Newberry checked with Wall Police Department, they had one that we could use.

Fire Bureau – Health Care Programs finalized for the employees. The three districts will consider purchasing a fit testing machine in 2014. Fire 9 channel project is moving ahead. District 3 will pay invoices and bill district 1 and district 2. Commissioner Stelling informed the Bureau that District One will not fund the Bureau if necessary, and that Chief Newberry has his Inspector's Certification and we are willing to do the smoke detector inspections in our fire district.

Legislation – No further updates

Apparatus Committee – Committee is still having meetings with truck vendors. More are scheduled. Chief Newberry was contacted by Lake Como in reference to purchasing our 1993 KME fire truck. The Board decided to list the KME pumper for auction. If the reserve is not met we will then offer in for sale to municipalities. The truck will not be offered for trade in on new pumper.

Web Site – Chief Newberry reported the site is up and running and required documents are being posted.

Old Business:

FEMA Public Assistance Grant Program – Chief Newberry finalizing paperwork; almost completed.

Resolution creating position of Director of Fire Service was published in the Coast Star and posted in the Township Municipal building. There were no questions from the public on the Resolution. The Board moved to pass the Resolution on second reading on a motion by Commissioner Davenport and second by Commissioner Stelling. All members present voting Aye. Solicitor Sendzik read a description and possible duties of our Director. Applicants for the position will be instructed to check the District Web Site for requirements then submit a resume for review. This review will be done by a Committee consisting of Commissioner Stelling and Commissioner Hendrickson. There was a lengthy discussion concerning the amount of hours the Director will be required to work. The original idea was to have the director work around 20 hours a week. Solicitor Sendzik explained to the Board that the position of Director will most likely have to be a full time position. Commissioner Stelling raised the question of how the Board can afford to pay someone full time. Mr. Elliot will be contacted and asked if he can put together a 5 year plan to see if this is possible.

New Business:

Inactive Personnel: Chief Newberry passed out a letter showing the personnel that fall under the Inactive personnel policy of the Commissioners. The list should be kept confidential.

Solicitation of Quotation:

Chief Newberry presented quotations on Misc. Firefighting Equipment/PPE, Two-Way Radio Batteries, and Pagers. All quotations presented by Chief Newberry were approved on a motion by Commissioner Davenport and second by Commissioner Hendrickson. All members present voting Aye.

Electrical Response SOG's: Solicitor Sendzik presented a policy covering Electrical Response to the Board for review. The Board moved on this policy on first reading on a motion by Commissioner Stelling and second by Commissioner Hendrickson. All members present voting Aye. Solicitor Sendzik informed the Board that the State requires the District to have a Defibrillator Policy. Also presented, a Description of Duties and Responsibilities of Fire Chief. Both will be held over for review by the Board and will be acted upon at the next regular meeting.

Revisions to Length of Service Awards Program:

Board is to revisit the Awards Program and possibly make some changes. One of the problems is members responding to the fire house but not getting on the apparatus.

Board discussed the purchase of a conference table for the Commissioner's room. WB Mason has a 36" round table at a cost of 450.00. That includes shipping and installation. This was moved on a motion by Commissioner Stelling and second by Commissioner Davenport. All members present voting Aye.

Miscellaneous – Nothing to report

Public Participation – None present

Good of the Board – Nothing

Adjournment – The meeting was adjourned by President Davenport at 8:47 p.m.

Respectfully submitted;

Norman R. Stelling

Secretary/Clerk