

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, April 13, 2016

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Monroe Township Fire District #2 & EMS building, 10 Halsey Reed Road, Monroe Township, New Jersey for an Agenda and Regular Meeting.

Chairman Mahler called the meeting to order with a Salute to the Flag at 7:00 pm. Chairman Mahler asked for a moment of silence for all firefighters, EMS, police and military, who have died in the performance of their duties, and Tyler Barta.

UPON ROLL CALL made by Commissioner Jason Martin, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Glenn Borsuk, Mike Frisch, Maurice Mahler, Robert McGee and Jason Martin.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire, and Val Cier, Recording Secretary.

There were two career firefighters present: Chief Carbin and Lt. Riley.

There were no volunteer/support firefighters present.

There was one member of the public present: Ed Mitnowsky.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published newspaper, posted on the bulletin board of the Office of the Township Clerk and twelve public locations, and notices sent to those requesting such.

RESOLUTIONS

Chairman Mahler asked for a motion on the Resolutions, on a second reading, establishing compensation.

UPON MOTION MADE by Glenn Borsuk and seconded by Mike Frisch, to adopt the following Resolutions on a second reading, by title only:

Resolution Establishing Compensation for members of the board

Resolution Establishing Compensation for Board Attorney

Resolution Establishing Compensation for Board Accountant/Auditor

Resolution Establishing Compensation for Recording Secretary

Chairman Mahler opened the meeting to the public. Public had no comments.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

MINUTES

Chairman Mahler asked for a motion on the Minutes. Commissioner Borsuk had two corrections.

UPON MOTION MADE by Glenn Borsuk and seconded by Robert McGee, a motion was adopted to approve the minutes of the March 9, 2016 agenda, regular and reorganizational meetings, as amended.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

CLAIMS AGAINST THE BOARD

Chairman Mahler asked the board to review the claims against the board.

Chairman Mahler questioned the claim for the overhead door by EMS. It's the one they've always had the problem on. Commissioner Frisch questioned the solar panels and billing. Chief Carbin and Chairman Mahler explained the billing and SRECS.

Commissioner Frisch read the report:

General Operating Claims Total	\$464,343.81
Net Payroll Claims Total	\$ 67,323.82
Total Claims Against the Board	\$531,667.63
Period ending April 13, 2016	

UPON MOTION MADE by Mike Frisch and seconded by Jason Martin, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$531,667.63.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

TREASURER'S REPORT

Chairman Mahler asked for the treasurer's report.

Commissioner Martin reported the following as of April 13, 2016.

M&T Bank:

Undesignated Funds	\$943,769.73
Designated Funds	\$168,789.33
Total Balance	\$1,112,559.06

CORRESPONDENCE

Chairman Mahler sent letter sent a letter to Commissioner Frisch regarding taking on the responsibility of researching grants. Commissioner Borsuk explained the grant process and that the board only pursues those grants when there is a need. Commissioner Martin mentioned district 2 hasn't been eligible for a lot of grants.

Commissioner Borsuk would write the grants if someone else would look for the grants. Commissioner Frisch would like to know where he should look for the grants since this is new to him. Chairman Mahler mentioned that there are grant classes available. AFG (Assistance to Firefighters Grants) hosted one that Commissioner Borsuk and Chairman Mahler attended.

Commissioner Martin read a note from Mrs. Prochnow thanking the department for attending her husbands, Gordon, funeral. He was a past Chief in Freehold and instructor at the fire academy.

Commissioner Martin also read a letter from District 1 advising of a memorial service for Van Applegate Sr., founding member, ex-Chief, forest fire service member and Fire academy instructor. There will be a memorial service at Immaculate Conception Church in Spotswood with procession to Fire district 1 on Saturday, April 23rd.

Commissioner Martin read a Proclamation recognizing Edward Mitnowsky, Commissioner of Fire District 2, ending his term. The board recognized Mr. Mitnowsky and handed him a plaque, all thanking him for his years of service.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report.

Chief Carbin reported on the following:

- Training - EMS refresher
- Reviewed Incident run log calls
- Apparatus repairs
- New building in district- perfume packaging service. Two already exist in the district.
- Sunday, Firefighter Grande, Commissioner Martin and Chief Carbin went to Wisconsin to the plant for the new truck. A few things need to be done and they changed a few things. There was one add for lighting on bumper. There were only 54 small issues they are addressing. When the truck leaves the factory, it will go to Pierce. It should be here in June.
- Would like to put an ad out for a part time fire prevention secretary. 24 hours Mon/Wed/Fri, \$15/hour salary, no benefits. \$9360 annually (already in fire prevention budget). Would need certain skills, do scheduling, taking phone calls. Computer data entry, filing, secretarial skills, strong communication skills. Will teach them ASP.

Attorney Shaklee advised the board will need to create a position by resolution and fix compensation for it. Need to determine number of hours that would then go into pension. Chief Carbin stated they don't want pensionable position. Attorney Shaklee stated there are 5 tiers of pension membership. One is 32 hours or more, as of June 2011. Attorney Shaklee advised that the secretary position must be done on two readings.

UPON MOTION MADE by Glenn Borsuk and seconded by Mike Frisch, for a resolution to create a position for a part time clerk in the Fire Prevention Bureau, not to exceed 30 hours per week, without health benefits, for \$15 per hour.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

- Commissioner Martin has resolution paperwork for M&T Bank, which must be completed and he will deliver to the bank. Chairman Mahler asked if this bank will accept signature stamps since some banks don't allow it. Commissioner Martin will look into that.
- Firefighter Grande found bumper cover on tower had been damaged due to salt eating through the metal from winter. He cleaned it out and repainted.
- Volunteer engine waiting on new parts. Painting is done.

APPLEGARTH VOLUNTEER FIRE COMPANY

Volunteer representation was not present.

Commissioner Borsuk reported that all volunteer training is done on new truck and it has been lettered and striped.

MEETING OPEN TO THE BOARD

Commissioner Borsuk mentioned that there was a viewing for a Cranbury past Chief, Richard Hudson, a 50 year member of the fire department. Commissioner Borsuk attended and represented the district at the funeral.

Commissioner Borsuk requested a letter written to the township for the additional tax money due since the budget passed. Recording Secretary will write and send the request to the township.

Commissioner Borsuk received a LOSAP letter from Lincoln Financial. He will contact them on a few that need to be cancelled.

Commissioner Martin would like to do something for breast cancer awareness and the open house in October, maybe pink shirts or hats (November 6th is Great Adventure race for the cure). Chairman Mahler suggested putting a pink ribbon on the truck and do a luncheon. Possible rides for breast cancer awareness. Chief Carbin mentioned there is a truck for breast cancer awareness too.

Chairman Mahler suggested sending letters to vendors to attend. Commissioner Martin stated the board can plan for October 1st (Saturday).

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public. Public had no questions.

CLOSED SESSION

Chairman Mahler stated there was no need for a closed session.

Regular Meeting
April 13, 2016

ADJOURN

Chairman Mahler asked for a motion to adjourn.

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, the meeting was adjourned.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

JASON MARTIN
Board Secretary
MAURICE MAHLER
Chairman

NOTE: Appendixes can be obtained upon request from the Board Secretary.

PREPARED BY: Val Cier