

**TOWNSHIP OF MONTVILLE
BOARD OF FIRE COMMISSIONERS - DISTRICT NO. 2**

MINUTES OF REGULAR MEETING HELD AT FIRE HEADQUARTERS, AT
7:30 PM

December 19, 2012

IN COMPLIANCE WITH THE PROVISIONS OF THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING WAS GIVEN BY HAVING SAME INCLUDED IN THE ANNUAL SCHEDULE OF MEETINGS WHICH WAS POSTED AT THE MONTVILLE TOWNSHIP OFFICES, MAILED TO THE OFFICIAL DISTRICT NEWSPAPERS, THE CITIZEN OF MORRIS COUNTY AND THE DAILY RECORD, SUBMITTED TO ANY PERSON REQUESTING SAME, AND PLACED ON FILE IN THE DISTRICT CLERK'S OFFICE. THE NOTICE PROVIDED THE DATE, TIME AND PLACE OF THE MEETING AND AGENDA TO THE EXTENT KNOWN.

QUORUM. A quorum was declared present based on the presence of President MacStudy, Vice President Conklin, District Clerk Ward, Treasurer Witty and Commissioner Russell.

Also present: Fire Chief Breeman

CALL TO ORDER. The meeting was called to order by President MacStudy at 7:30 P.M.

PLEDGE OF ALLEGIANCE

MINUTES. The November 21, 2012 Regular Meeting Minutes were presented before the Board. The motion to accept the Minutes was made by District Clerk Ward and Seconded by Commissioner Russell. Vote Being – Unanimously carried.

TREASURER'S REPORT. The Treasurer's Report was submitted to the Board. The motion to accept the report was made by Vice President Conklin and Seconded by District Clerk Ward. Vote Being – Unanimously carried.

PAYMENT OF BILLS. Vice President Conklin made the appropriate motion to pay bills as submitted with the exception of the payment to Lincoln Wayne Car Wash for \$8.95 since it does not pertain to our Fire Department. The motion was Seconded by Commissioner Russell. Vote Being – Unanimously carried.

CORRESPONDENCE. All correspondence was review and discussed.

FIRE OFFICIAL REPORT. Written report was submitted by Fire Official Eggers.

CHIEF'S REPORT. 32- Fire Calls, 3 - Drills, 35 - Total Call. 14 - Average Attendance.

PUBLIC COMMENT. Fireman French commented that the Fire Department received over 1100 toys from their Toys for Tots Drive.

UNFINISHED BUSINESS.

A motion was made by District Clerk Ward to adopt the resolution for 2013 Budget. Roll Call Vote – President MacStudy – Yes, Vice President Conklin – Yes, District Clerk Ward – Yes, Treasurer Witty – Yes and Commissioner Russell – Yes.

President MacStudy asked the Board members to review the proposed changes made by Anthony Bucco on their Employee Handbook and Personnel Manual Policy and to present their comments by or before their January 16, 2013 Board meeting.

Secretary Prudente has provided a quote comparison from GPH, Inc. and KCG for a total HVAC maintenance agreement. After the Board's review, they decided to accept the quote from KCG which will begin in 2013. Motion made to accept this quote was made by Vice President Conklin and Seconded by Commissioner Russell.

Vice President Conklin will review the possibility of removing our underground tank and replacing it with an above tank which would eliminate the need to purchase Storage Tank Liability Insurance. Vice President Conklin will also review changing the fuel storage in the tank from oil to gas.

The Board will review in January 2013 the need to rent or lease a water softener system for Station #1. District Clerk will look into renting/leasing a water softener system and provide quotes to the Board.

Fire Chief Breeman received the ten (10) Minitor V Pagers and will distribute to the firemen.

The Board reviewed the quotes from various companies to maintain their web-site in accordance with the requirements mandated by the Local Finance Board. The Board agreed to accept the quote from Lil Geeks which this company will be paid on a bi-annual basis. Motion to accept this quote was made by Vice President Conklin and Seconded by Commissioner Russell.

Fire Chief Breeman is in the process of obtaining pricing to purchase Air Packs for the fire department.

Commissioner Russell will contact Duthie Agency for a second time to discuss increasing the benefits payments from \$5,000 to \$10,000 for ages 70 years and older under the Board's Group Term Life Insurance Policy.

A resolution was made to transfer line items from credits to debits for the 2012 Budget. Roll Call Vote – President MacStudy – Yes, Vice President Conklin – Yes, District Clerk Ward – Yes, Leigh Witty – Yes and Commissioner Russell – Yes.

RESOLUTION (2012-04)
RESOLUTION FOR LINE ITEM CHANGE AUTHORIZATION
Pursuant to N.J.S.A. 5:31-2.8

WHEREAS, N.J.S.A. 5:31-2.8 provides that the Director of the Division of Local Government Services and, at the request of, or the consent of, the governing body of a District, make such correction of any amount of appropriation available for the purpose or purposes required for the needs of any such District;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of N.J.S.A. 5:31-2.8 the Montville Township Fire District No. 2, hereby requests the Director of the Division of Local Government Services to make the following correction in the budget of the year 2012;

Transfer Gas Diesel Line Item \$3,000 to Insurance Line Item \$2,000 and Pension Line Item \$1,000
Transfer Maintenance & Repairs Line Item \$8,000 to Physical Fitness Line Item \$5,000 and Pension Line Item \$3,000
Transfer Office Supply & Equipment Line Item \$4,000 to Pension Line Item \$4,000
Transfer Payroll Taxes Line Item \$7,500 to Pension Line Item \$7,500
Transfer Promotion Line Item \$3,500 to Pension Line Item \$3,500
Transfer Salaries Line Item \$1,800 to Outside Services Line Item \$1,200 and Pension Line Item \$600

The above transfers were made to change the budgeted amounts to balance the expended amounts of all lines of the budget including the encumbered purchase orders.

BE IT FURTHER RESOLVED, that the changes are, in the opinion of the governing body, warranted and authorized by the Statute above referred to and is necessary for the orderly operation of the District for the reasons hereinafter set forth;

CERTIFICATION

I, Michael Ward, District Clerk of the Board of Fire Commissioners of Fire District No. 2, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Board at a meeting held on December 19, 2012.

Michael Ward
District Clerk

Leigh Witty
Treasurer

Roll Call:

William Mac Study	Yes
Richard Conklin	Yes
Michael Ward	Yes
Leigh Witty	Yes
Scott Russell	Yes

NEW BUSINESS.

A motion was made to adjust the credits to debits for the 2012 Budget as follows:

Insurance Line Item to cover the 2011 prepaid expenses in the total amount of \$9,000 from the following line items:

Heat & Propane	\$3,000
Maintenance & Repairs	\$1,000
Medical Physicals	\$1,000
Office Supplies	\$1,000
Payroll Taxes	\$1,000
Professional Services	\$1,000
Supplies & Equipment	<u>\$1,000</u>
Total:	\$9,000

Transfer \$207 from Health Insurance Line Item to Gas & Diesel Line Item \$207.

Transfer \$4,500 from Supplies & Equipment Line Item to Outside Services Line Item \$4,500.

**RESOLUTION (2012-05)
RESOLUTION FOR LINE ITEM CHANGE AUTHORIZATION
Pursuant to N.J.S.A. 5:31-2.8**

WHEREAS, N.J.S.A. 5:31-2.8 provides that the Director of the Division of Local Government Services and, at the request of, or the consent of, the governing body of a District, make such correction of any amount of appropriation available for the purpose or purposes required for the needs of any such District;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of N.J.S.A. 5:31-2.8 the Montville Township Fire District No. 2, hereby requests the

Director of the Division of Local Government Services to make the following correction in the budget of the year 2012;

Transfer Heat & Propane Line Item \$3,000 to Insurance Line Item \$3,000
Transfer Maintenance & Repairs Line Item \$1,000 to Insurance Line Item \$1,000
Transfer Medical Physicals Line Item \$1,000 to Insurance Line Item \$1,000
Transfer Office Supplies Line Item \$1,000 to Insurance Line Item \$1,000
Transfer Payroll Taxes Line Item \$1,000 to Insurance Line Item \$1,000
Transfer Professional Services Line Item \$1,000 to Insurance Line Item \$1,000
Transfer Health Insurance Line Item \$207 to Gas & Diesel Line Item \$207
Transfer Supplies & Equipment Line Item \$5,500 to Insurance Line Item \$1,000 and Outside Services Line Item \$4,500.

The above transfers were made to change the budgeted amounts to balance the expended amounts of all lines of the budget including the encumbered purchase orders.

BE IT FURTHER RESOLVED, that the changes are, in the opinion of the governing body, warranted and authorized by the Statute above referred to and is necessary for the orderly operation of the District for the reasons hereinafter set forth;

CERTIFICATION

I, Michael Ward, District Clerk of the Board of Fire Commissioners of Fire District No. 2, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Board at a meeting held on December 19, 2012.

Michael Ward
District Clerk

Leigh Witty
Treasurer

Roll Call:

William Mac Study	Yes
Richard Conklin	Yes
Michael Ward	Yes
Leigh Witty	Yes
Scott Russell	Yes

Chief Breeman requested another two (2) sets of Turn Out Gear which costs approximately \$6,000 with any remaining monies in Supplies & Equipment in 2012 Budget.

Vice President Conklin suggested that we call a tree service to remove the trees that had fallen by Whitehall Road between the Board's parking lot and the church. Secretary Prudente will contact D'Onofrio & Sons and another tree company to get a quote. The Board agreed that the cost to complete the work could not exceed \$1,500.

ADJOURNMENT. The Regular Meeting was adjourned at 8:30 P.M. motion made by District Clerk Ward and Seconded by Vice President Conklin. Vote Being – Unanimously carried.

Respectfully submitted,

Michael Ward
District Clerk