

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF OCEAN
FIRE DISTRICT NO. 1**

**WORK SESSION
January 3, 2011**

CALL TO ORDER:

The Work Session meeting of the Board of Fire Commissioners was called to order at 7:35 pm.

This meeting is being held in compliance with the "Open Public Meetings Act". Public Notice of this meeting was mailed to the Clerk of the Township of Ocean and posted at the Oakhurst Firehouse on February 23, 2010, and advertised in The Coaster and in the Atlanticville on March 4, 2010.

ATTENDANCE:

The following Board members were present: Thomas Reu, James Hiers, Scott Nelson, Russell Williams and Anthony Palmisano. Fire District Administrator David Hiers, Acting Fire Marshal Chris Pujat, Fire Inspector Craig Flannigan, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

BUSINESS:

Nelson: Happy and a Safe New Year to everyone.

Nelson: Reviewed the Storm and its intensity. Recognized everyone for all that they did in watching over our residents in our District. Special thanks to Dan Skinner for all that he did extra with his truck,

PUBLIC HEARING ON THE 2011 FIRE DISTRICT BUDGET:

Nelson - The first part of tonight's Work Session meeting is a Public Hearing on the proposed 2011 Fire District Budget.

At our November 22, 2010 Meeting, we Introduced and Approved the 2011 Budget. It was then submitted to the State DCA, Division of Local Government Services. Although we have not received the Certified Copy of the Budget back from the DCA, a fax received on December 9, 2010 stated that the Budget was received with no questions required.

Nelson - Ask Commissioner Reu to please read the 2011 Budget Message.

Reu - Read the 2011 Budget Message. (Copy attached)

Nelson - Ask Commissioner Palmisano to please read the 2011 Fire District Budget.

Palmisano - Read the 2011 Fire District Budget. (Copy Attached)

Nelson - Any questions or comments on the 2011 Fire District Budget? There were none.

The Public Hearing portion of this meeting is closed.

Hiers - Re: 2011 Fire District Budget; The Board has satisfied all budget preparation and filing requirements to date, the most recent being the Public Hearing on the Budget this evening. The next step is to adopt the 2011 Fire District Budget as presented earlier. To do so, the following Resolution was proposed:

**Board of Fire Commissioners
TOWNSHIP OF OCEAN
Monmouth County
FIRE DISTRICT NO. 1**

FISCAL YEAR: January 1, 2011 to December 31, 2011

WHEREAS, the Annual Budget for the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2011 and ending December 31, 2011, has been presented for adoption before the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 at its open public meeting of January 3, 2011; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.), and

WHEREAS, the Annual Budget as presented for adoption reflects total Revenues of \$1,792,337.00, which includes the amount to be raised by taxation of \$1,391,588.00, and total Appropriations of \$1,792,337.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners of the Township of Ocean Fire District No. 1, at an open public meeting held on January 3, 2011, that the Annual Budget of the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2011 and ending December 31, 2011 is hereby adopted and shall constitute appropriations for the purposes stated and authorization of total Revenues of \$1,792,337.00, which includes an amount to be raised by taxation of \$1,391,588.00, and Total Appropriations of \$1,792,337.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Page 2 of 5

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year, the results of which shall be subsequently certified to the Division and the Municipal Assessor.

Hiers motioned to Adopt this Resolution. Williams seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano, Hiers and Nelson was unanimous in favor of the motion.

The Administrator was asked to file the Adopted 2011 Budget with the State of New Jersey and with the Clerk of the Township of Ocean.

Palmisano - N.J.. 17:27-3.5, entitled "Designation of Public Agency Compliance Officer" provides that the Board annually designate a Public Agency Compliance Officer (PACO) and advise the State of the designation by January 10 of each year. To comply with same, the following resolution is self explanatory and is hereby proposed for adoption:

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, N.J.A.C 17:27-3.5 provides that each Public Agency in the State of New Jersey must annually designate an officer or employee to serve as their Public Agency Compliance Officer, and

WHEREAS, said Public Agency Compliance Officer shall be responsible for ensuring the agency's compliance with the Affirmative Action Rules of N.J.. Chapter 27, and

WHEREAS, said Public Agency Compliance Officer may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office;

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioners of the Township of Ocean Fire District No. 1 does hereby designate the Fire District Administrator, J. David Hiers, to serve as the Public Agency Compliance Officer for the Township of Ocean Fire District No. 1, for the year 2011;

BE IT FURTHER RESOLVED that a copy of this resolution be filed with the State of New Jersey, Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts.

Palmisano motioned to adopt this Resolution. Reu seconded. Questions? None. Roll call vote of Reu, Williams, Palmisano, Hiers and Nelson was unanimous in favor of the motion.

Williams - The following Cash Management Plan is self explanatory and is hereby presented for adoption:

CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-2 of the Local Fiscal Affairs Law, requires a Board of Fire Commissioners to adopt a Cash Management Plan in accordance with N.J.S.A. 40A:5-14, for the deposit, investment, or both deposit and investment, of it's funds pursuant to that plan; and

WHEREAS, the Cash Management Plan shall designate a public depository or depositories; the designation of any fund that meets the requirements so noted; and the authorization for investments as permitted, or any combination thereof, as applicable; and,

WHEREAS, the Cash Management Plan shall be approved annually by a majority vote of the Board of Fire Commissioners, and may be modified from time to time as deemed necessary by the Board of Fire Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Board of Fire Commissioners, Township of Ocean Fire District No. 1, be and hereby is adopted:

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:

Wachovia Bank, N.A.
Valley National Bank
TD Bank
Investors Savings Bank

B. DEPOSIT OF FUNDS:

All funds shall be deposited within Forty-eight (48) hours of receipt when possible and practical. When cash flow permits, excess funds from the operating account shall be deposited in Certificate(s) of Deposit to maximize interest earnings. The designated depositories shall be solicited for best rate and term for Certificate(s) of Deposit.

C. MONTHLY REPORT OF CHANGES IN DEPOSIT ACCOUNTS:

Any deposit accounts established or redeemed shall be reported at the next regularly scheduled Board Meeting or Work Session.

D. AUTHORIZED SIGNERS:

All five(5) Fire Commissioners shall be authorized signers on all accounts, any three(3) of which must sign to withdraw funds.

Williams motioned to adopt this Plan. Seconded by Palmisano. Questions? None. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson was unanimous in favor of the motion.

Palmisano - Motioned to appoint the auditing firm of William E. Antonides and Company to perform the Annual Fire District Audit for the year ending December 31, 2010. Seconded Hiers. Questions? None. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson was unanimous in favor of the motion.

Page 4 of 5

Hiers - Our Annual Board/Officers/Employees Dinner Get-Together is scheduled for Thursday, January 20, 2011 at 6:00 pm, at the Deal Golf and Country Club. If anyone cannot make it, please let Dave know ASAP, so he can give them a head count. We would like to get a copy of each organizations' 2010 Calendar Year Activity Percentages for the Life Insurance Incentive Program.

Reu - Vouchers in the amount of \$21,819.66 were read. Reu mentioned the bills were all reviewed prior to the meeting and were found to be correct. Reu moved to accept the payment of the vouchers. Seconded by Hiers. Roll call vote of Williams, Palmisano, Reu, Hiers, and Nelson was unanimous in favor of the motion.

Reu motioned to transfer \$50,000 to the payroll account. Seconded by Hiers. Questions? None. Roll call vote of Williams, Palmisano, Reu, and Hiers was unanimous in favor of the motion. Nelson abstained on his voucher.

Nelson - The Administrator has been asked to look into another financial institution that does not charge a service fee. Valley National in November charged us a fee and was not willing to take it away. If found the balance is to be transferred to that institution. Also he has been directed to put at least \$150,000.000 into a money market account. He will report at next meeting.

Comments from the Attendees:

Fire Officers:

Chief: Looking forward to a good year. Happy New Year.
2nd Asst. Chief Morrow thanked the Board for the new Gas Meter.

First Aid Officers:

Captain Willms: Thanked the Fire Dept. for their assistance during the last storm.

Fire Marshal: Chris gave an assessment of the storm in financial terms for possible reimbursement from the State. He also reported that there were structural problems with the Musical Heritage Building on Rt.35 and the JCC on Grant Ave. He said that 2 new wireless card were activated for the OFAS's ambulances and there will be approximately a \$480.00 savings a year due changes our account.

Maintenance/Repair Technician: Mike said the directional signal has been ordered for 37-1-74. Parts have been ordered for the air-ride system for 37-1-58. He thanked the Board for the GPS systems for the Engines.

Questions or comments: President Nelson mentioned that at the next meeting, there will be light refreshments, celebrating Art's retirement.

Adjournment: 8:13 pm.

Respectfully Submitted,

J.David Hiers
Fire District Administrator