

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

WORK SESSION
January 5, 2009

CALL TO ORDER:

The Work Session meeting of the Board of Fire Commissioners is called to order at 7:30 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 26, 2008, and advertised in The Coaster and in the Atlanticville on March 6, 2008. The Public Hearing on the 2009 Fire District Budget was mailed to the Clerk of the Township of Ocean and posted at the Oakhurst Firehouse on December 15, 2008, and advertised in The Coaster and in the Asbury Park Press on December 18, 2008.

ATTENDANCE:

The following Board members were present: Frederick Willms, Thomas Reu, James Hiers, Scott Nelson and Russell Williams. Fire District Administrator Arthur Schenck, Fire Marshal Timothy Smith, Maintenance/Repair Technician Michael Fiorentino and the Fire Department and First Aid Squad Officers were also present.

BUSINESS:

Willms - The Board wishes everyone a happy and healthy and safe New Year. We are looking forward to working with you, as we collectively provide fire and first aid protection to our community. A big "Thank You" to all of the volunteers and employees of the District.

PUBLIC HEARING ON THE 2009 FIRE DISTRICT BUDGET:

Willms - The first part of tonights Work Session meeting is a Public Hearing on the proposed 2009 Fire District Budget.

At our November 24, 2008 Meeting, we Introduced and Approved the 2009 Budget. It was then submitted to the State DCA, Division of Local Government Services.

Willms - Asked Commissioner Hiers to please read the 2009 Budget Message.

Hiers - Read the 2009 Budget Message. (Copy attached)

Willms - Asked Commissioner Nelson to please read the 2009 Fire District Budget.

Nelson - Read the 2009 Fire District Budget. (Copy Attached)

Willms - Any questions or comments on the 2009 Fire District Budget? There were none.

The Public Hearing portion of this meeting is closed.

Reu - Re: 2009 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 2009 Fire District Budget as presented earlier. To do so, the following Resolution was proposed:

**2009 ADOPTED BUDGET RESOLUTION
Board of Fire Commissioners
TOWNSHIP OF OCEAN
Monmouth County
FIRE DISTRICT NO. 1**

FISCAL YEAR: January 1, 2009 to December 31, 2009

WHEREAS, the Annual Budget for the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2009 and ending December 31, 2009, 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 5, 2009; 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 \$1,391,997.00, which includes the amount to be raised by taxation of \$1,281,995.00, and total Appropriations of \$1,391,997.00; 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 5, 2009, that the Annual Budget of the Township of Ocean Fire District No. 1 for the fiscal year beginning January 1, 2009 and ending December 31, 2009 is hereby adopted and shall constitute appropriations for the purposes stated and authorization of total Revenues of \$1,391,997.00, which includes an amount to be raised by taxation of \$1,281,995.00, and Total Appropriations of \$1,391,997.00; 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.

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.

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

The Administrator was asked to file the Adopted 2009 Budget with the State of New Jersey and with the Clerk of the Township of Ocean.

Nelson - N.J.A.C. 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.A.C. 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, Arthur S. Schenck, Jr., to serve as the Public Agency Compliance Officer for the Township of Ocean Fire District No. 1, for the year 2009;

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.

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

Hiers - The following Cash Management Plan is self explanatory and was 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:

Wells Fargo Bank (Formerly Wachovia Bank, N. A.)

Valley National Bank

TD Bank (Formerly Commerce Bank)

B. DEPOSIT OF FUNDS:

All funds shall be maintained in interest bearing accounts.

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.

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

Reu - Motion to appoint the auditing firm of William E. Antonides and Company to perform the Annual Fire District Audit for the year ending December 31, 2008. Hiers seconded. Questions? None. Roll call vote of Reu, Hiers, Nelson, Williams and Willms was unanimous in favor of the motion.

Williams - FDIC is in April (Indy), Firehouse Expo is in July (Baltimore), and the IAFC is in August (Dallas). Now is the time to determine who will be going and to start making registration and reservations.

Reu - Underwriters Labs has been contacted to schedule Ladder Truck and Ground Ladder Testing.

Willms - Our Annual Board/Officers/Employees Dinner Get-together is scheduled for Thursday, January 15; 6:00 pm, at Palumbo's in Tinton Falls. If anyone cannot make it please let Art know ASAP.

We would like to get a copy of each organizations' 2008 Calendar Year Activity Percentages for the Life Insurance Incentive Program.

Hiers - Vouchers totaling \$7,313.47 were presented for payment. Hiers motioned to pay all bills. Nelson seconded. Questions? None. Roll call vote of Reu, Hiers, Nelson, Williams and Willms was unanimous in favor of the motion.

Hiers motioned to transfer \$29,500.00 to the payroll account. Reu seconded. Questions? None. Roll call vote of Reu, Hiers, Nelson, Williams and Willms was unanimous in favor of the motion.

The Commissioners wished everyone a Happy New Year!

Maintenance/Repair Technician Fiorentino thanked the Board for the running boards on his truck. He suggested that the Board consider changing the Station #1 Engine Room Thermostats as was done at Station #2. He finds that the heat is always set high with no one in the Engine Room, all times of the day and night.

Questions or comments? None.

The Work Session adjourned at 7:58 pm.

Respectfully submitted,

Arthur S. Schenck, Jr.
Fire District Administrator

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