

**CITY OF LAMBERTVILLE BOARD OF FIRE COMMISSIONERS DISTRICT #1
OCTOBER 21, 2014 – 6:00PM
REGULARLY SCHEDULED MEETING MINUTES**

The meeting was called to order by Chairman Komjathy at 6:00PM, with a statement of compliance with the Open Public Meetings Act, noticing The Beacon, The Democrat, City Hall Bulletin Board, various individuals, and the Lambertville Fire Department.

ROLL CALL

Commissioners present: Chairman Komjathy, Vice Chairman Kascik, Commissioner Morgan, Commissioner Mohr, Commissioner Lechner

Also Present: Chief Hartigan, Richard Braslow Esq., Joseph Marcucci, Board Accountant

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Komjathy.

A motion by Vice Chairman Kascik, seconded by Commissioner Mohr to enter into closed session, and with a unanimous voice vote, MOTION PASSED.

**THE COMMISSIONERS OF FIRE DISTRICT No. 1
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON
Closing of Meeting Pursuant to
Open Public Meetings Act**

WHEREAS, pursuant to the Open Public Meetings Act, the Commissioners are allowed to engage in executive session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in executive session; and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel, and accordingly, the Commissioners met in executive session to discuss same.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) The meeting of October 21, 2014 is closed and will be reopened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

A motion to come out of closed session by Vice Chairman Kascik, second by Commissioner Morgan, and with a unanimous voice vote, MOTION PASSED.

PROMOTION OF FIREFIGHTER MICHAEL BARLOW TO LIEUTENANT

A Resolution and authorization to promote Michael Barlow to Lieutenant, with a salary effective Jan 1, 2015 of \$45,000. A motion by Commissioner Morgan, seconded by Commissioner Mohr, and with a unanimous voice vote, MOTION PASSED.

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**THE COMMISSIONERS OF FIRE DISTRICT No. 1
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON
Resolution #14-025
Authorizing Creation of Paid Position of Lieutenant**

WHEREAS, there exists a need within Fire District No. 1 in the City of Lambertville, County of Hunterdon, to create paid position entitled Lieutenant to perform those duties as necessary; and

WHEREAS, The Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon have determined that they are desirous of creating said position.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) The position of Lieutenant is hereby established.
- (2) The annual salary, benefits and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey statutory law.
- (3) The Lieutenant shall undertake any and all responsibilities and administrative obligations relative to the fire district as required and as directed by the Commissioners and a job description has been adopted by the fire district concerning this position.
- (4) The Lieutenant shall be under the supervision of the Commissioner as designated by the Commissioners pursuant to N.J.S.A. 40A:14-81.3.
- (5) This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE is hereby given that the above resolution was introduced and passed upon first reading at a regular meeting of the Commissioners held on October 21, 2014 and will be considered for final passage at a meeting to be held November 17, 2014 at 5:00 p.m. at the Union Fire Company Firehouse, 230 No. Main St., Lambertville, NJ at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of said resolution shall be made available to each person requesting a copy of same during the week prior to the second reading of this resolution and during the hearing concerning the same, and said copies may be obtained from the Commissioners.

The Commissioners of Fire District No. 1
City of Lambertville, County of Hunterdon

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2013 AUDIT REPORT

Christine Brown, Auditor of Lawson, Rescinio & Schibell, presented the annual audit report. No issues were reported by auditor. It was a clean audit. A motion to accept report made by Commissioner Kascik, seconded by Commissioner Mohr, and with a unanimous voice vote, MOTION PASSED.

APPROVAL OF MINUTES

A motion to accept minutes from the September 9, 2014 meeting made by Commissioner Kascik, seconded by Commissioner Lechner, with Chairman Komjathy abstaining, and with a unanimous voice vote, MOTION PASSED.

PRESENTATION OF REQUISITIONS

The requisitions were presented for the evening. A question was raised on the requisition from the "Pod Shop" from Commissioner Kascik. Chief Hartigan explained that the requisition was for more than one event. The bill included Ron Siwy's funeral, flowers sent to Susan Kramer while she was hospitalized and the annual fire inspection (wreaths). Also questioned was the invoice regarding Big Rig Rescue training, same explained by Chief Hartigan. A motion by Vice Chairman Kascik, seconded by Commissioner Mohr to accept the requisitions, and with a unanimous voice vote, MOTION PASSED.

PAYMENT OF BILLS

A motion by Commissioner Lechner, seconded by Commissioner Morgan to approve the bills presented for the evening with a unanimous voice vote, MOTION PASSED.

REPORTS FROM STATIONS

Same presented by Chief Hartigan. All is in order. Chairman Komjathy requested a follow up on office space for the Commission at the Union. Follow up to occur with Union Fire Company.

CHIEF'S REPORT

Chief Hartigan reported on the fire statistics, upcoming training with "Big Rig Rescue", the success of the Fire Prevention Program at the school, Fire Station 1 and the community ride along. Also the inspection went well, with an approximate 40% savings in cost versus last year. The Chief discussed Halloween and the stations being open. There was much discussion regarding the purchase of candy by the Commission. A suggestion was by Commissioner Kascik that the companies should purchase the candy in the future, not the Commission. The Chief followed up on the Strategic Plan and our continued progress. The repurpose of engine 4 into a rescue is going well, but all of our equipment cannot fit. The Chief requested that we put the new rescue / pumper on the special December meeting, with a January 2015 order, a 2016 delivery and the first lease purchase payment would not be made until 2017.

Mr. Braslow and Mr. Marcucci discussed the advantages of lease purchase and the associated interest rates, length of term 10 years and the DCA approval process.

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Chairman Komjathy asked Chief Hartigan of the status of the Board of Engineers account and the Commission's request to dissolve same. Chief reported that the account was close to having a zero balance and that we would accomplish this early next year 2015.

Vice Chairman Kascik requested follow up on the plaque for past commissioner Brown. After discussion it was decided to add Ron Siwy to the plaque. Chief Hartigan and Commission Kascik will finalize the plaque.

Commissioner Mohr asked how recruiting was going and Chief Hartigan spoke about the latest female junior member who is an EMT and a possible relationship with the Lambertville Boy Scouts.

Chief reported that we sold the air compressor for \$3600 as previously approved.

Commissioner Lechner excused herself at 7:30 pm

Chief reported that he will be moving Engine 2 into Station 1 in November.

The 2015 Budget was discussed by Joe Marcucci.

Mr. Marcucci discussed our current financial position, Budget versus Actual, the work his firm did to reconstruct the Quick-books file, the interaction with the auditor to complete the audit and the preparation of the 2015 budget.

Commissioner Morgan gave a report on the proposed 2015 budget and the lease purchase of the new engine.

Mr. Braslow stated that we would need to have a Special Meeting prior to the budget submission in order to place the order for the truck in January. Mr. Marcucci will be compiling the budget request with the tax data provided by the Lambertville Tax Assessor for the November meeting.

Chief Hartigan prioritized the 2015 equipment needs for next year, to include the new rescue engine and a replacement for the 20 plus year old utility pickup truck as a part of the 2015 budget.

There was discussion on replacing the fire horn with an electronic siren / alerting system. Chief discussed the need from both the fire and community alerting perspective. Chief will be providing additional information regarding the cost.

Chairman Komjathy reported on a new membership request to join the LFD by David Morgan (Commissioner) to the Union Fire Company. The application is complete, medical complete, awaiting final report from PD.

A request to change the November meeting date, made by Chairman Komjathy from the 18th at 6pm to the 17th at 5pm. A motion by Vice Chairman Kascik seconded by Commissioner Mohr, and with a unanimous voice vote, MOTION PASSED.

A Motion to develop a \$100 petty cash fund to be held by the Chief, made by Commissioner Mohr, seconded by Vice Chairman Kascik and with a unanimous voice vote, MOTION PASSED.

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**THE COMMISSIONERS OF FIRE DISTRICT No. 1
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON
Resolution #14-026
Establishment of Petty Cash Fund**

WHEREAS, the fire district deems it necessary to establish a petty cash fund to address various expenses; and

WHEREAS, the sum of \$100.00 shall be maintained in the fund; and

WHEREAS, Chief Matthew Hartigan is authorized to approve any disbursement from the fund.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

1. A petty cash fund with the sum of \$100.00 is hereby established.
2. Chief Matthew Hartigan will maintain and be responsible for said fund.
3. Chief Matthew Hartigan is the only individual authorized to access said fund.
4. Appropriate receipts shall be maintained concerning any expenditure from said fund.
5. The Commissioners need be notified that the fund has been accessed.

A motion by Vice Chairman Kascik, seconded by Commissioner Morgan, to go into to closed session for a second time for further information on personnel issues, and with a unanimous voice vote, MOTION PASSED.

A motion to come out of closed session by Vice Chairman Kascik, seconded by Commissioner Morgan, and with a unanimous voice vote, MOTIO PASSED.

PUBLIC COMMENT

None

A motion to adjourn by Vice Chairman Kascik, seconded by Commissioner Morgan, and with a unanimous voice vote, MOTION PASSED.

The meeting was adjourned at 8:40PM.

Respectfully Submitted,

Sally Lelie – Secretary (Recorded by David Morgan - Commissioner)

