

Dennis Township Fire District No. 1
Regularly Scheduled Monthly Meeting
Board of Fire Commissioners
October 15, 2014

The regularly scheduled October 15, 2014 meeting of the Board of Commissioners of the Dennis Township Fire District No. 1 was opened at 7:00 pm on the above date at Ocean View Fire Hall by Chairman Bryan Moran. Mr. Moran made a statement that we were in compliance with the Open Public Meetings Act (Sunshine Law); and, that notice of the meeting was posted in Township Hall and had been advertised in the Cape May County Herald.

Salute of Flag – Pledge of Allegiance

Roll Call

Commissioners present at the meeting were Bryan Moran, Paul Sutton, Mike Fry & Tammy Tozer. Mr. Phil Brown was absent for the 5th month in a row. There were also 12 members of the public and 10 Ocean View Volunteer Fire Fighters.

Chief's Report

Chief Michael Deluca handed the Fire Company Chief's report to Mr. Bryan Moran, who read it for the period of 09/01/2014 – 09/30/2014. The Fire Company responded to a total of eleven (11) calls for the month, handling four (4) motor vehicle accidents, one (1) medical assists, one (1) arching wire, one (1) forest, woods or wildland fire, two (2) cancel en route calls and one (1) fire related; all totaling 2.8 hours in service. 2014 YTD total for fire company is 119 calls with 58.5 hours of service. 18 Firemen of the 35 listed are eligible for LOSAP as of 09/30/2014 according to chief report with a total of 60 points or above.

Secretary's Report

The minutes of the September 2014 regular monthly meeting, prepared by Mrs. Tammy Tozer, were read. A motion to accept the minutes as read was made by Mr. Paul Sutton and seconded by Mr. Mike Fry. The motion was adopted unanimously.

Treasurer's Report

- 1). The certified audit of our 2013 financial records by *Ford – Scott, LLP* was been completed and a copy delivered to each Commissioner for review prior to tonight's meeting. A DCA-required Resolution to accept the audit needs to be considered, approved and signed by each Commissioner present under Old Business.
- 2). The LOSAP status report for the period 07/01 through 09/30/2014 has been received from *Lincoln Financial Group*, with copies provided to each Commissioner.
- 3). The Dennis Township Fire District #1 "*central file*" has been set up at *Clermont Storage*.
- 4). We are still awaiting electronic access to our LOSAP report for closer monitoring, following up on a request for that access in late July, for that trust account totaling \$186,303.78.
- 5). The application for a bulk mail permit for the Dennis Township Fire District #1 has been denied by the *US Postal Service* after its review.
- 6). the 2015 budget submission process began on 11 September. We have begun the 2015 budget process now that the completed, certified 2013 audit is in the hands of the Division of Local Government Services (DLGS) in the NJ Department of Community Affairs. A draft budget for 2015 has also been distributed to each Commissioner for review and action tonight.
- 7). The unaudited year-to-date 2014 income and expense report, as well as the unaudited statement of financial condition, plus a listing of the three invoices needing approval for payment tonight is attached to this report.

The bills to be approved and paid were:

Ocean View Volunteer Fire Company (October 2014)	- \$4,083.00
Ford, Scott & Associates, LLC (2013 Audit)	3,500.00
Richard M. Braslow, Esquire (Professional Services) -	240.00
Bryan Moran (Supplies for storage facility) -	<u>300.91</u>
Total:	\$8,123.91

Mrs. Tozer, seconded by Mr. Fry, made a motion to approve and pay the four invoices. The motion was approved unanimously.

Old Business

Mr. Moran reported that each Commissioner present was served with a copy of the civil suit filed against the District by The Ocean View Volunteer Fire Company on arriving for the meeting.

There was a brief update of the progress of pending legal matters by Mr. Moran and Mr. Sutton

Mr. Sutton made a motion, seconded by Mrs. Tozer, to accept the 2013 fire district audit submitted by Ford, Scott & Associates, LLC and to approve the DCA-required Resolution. The motion was approved unanimously.

There was no report on any response to the letter to the Chief of the Ocean View Volunteer Fire Company concerning the cessation of EMS Calls by Ocean View Volunteer Fire Company. Though it was acknowledged that there have been no tones going out for unresponsive/unconscious, just mutual aid calls have been toned out.

No progress was reported concerning the contract with the Ocean View Volunteer Fire Company. The commission has stated at almost every meeting for months that the OVVFC must put into writing their complaints with the 2014-2015 Fire Service Contract, to date we have not received a single thing from the fire company or their attorney.

It was reported that a Fire District "Central File" had been set-up at Clermont Storage.

New Business

Mr. Sutton made a motion to establish a Fire District Escrow Account for Fire Service Costs. The motion was read into the record:

A motion is made that the Dennis Township Fire District #1 establishes an escrow account as of 16 October 2014 for the purpose of formally setting aside the amounts budgeted for 2014 for fire service costs in the fire district. The creation of an escrow account by this fire district for the stated purpose has been approved by the Division of Local Government Services in the New Jersey Department of Community Affairs.

In the case of this district, that amount, which would be paid by the fire district to or for the benefit of the Ocean View Volunteer Fire Company, would amount to approximately \$98,000. That amount takes into consideration the \$48,996.00 that would ordinarily be paid directly to the Ocean View Volunteer Fire Company according to the budget approved by the Commissioners had there been an executed contract between the fire district and the fire company as of this date for 2014; and, an approximate \$48,800 for personal protective equipment and consumable fire service-related expenses in 2014.

In view of the fact that more than six months into the annual cycle for fire service, there is still no executed contract between the fire district and the fire company; and, because Title 40A requires that each fire district spend at least 50% of its annual tax revenue and miscellaneous income on fire service-related costs; the fire district is required to make provisions to protect its standing and integrity as a self-governing branch of local government, as well as adhere to the requirements of Title 40A.

A break-down of anticipated fire services-related costs for 2014 is attached. The total anticipated tax revenue and miscellaneous income for 2014 by this fire district, amounting to \$369,010.00 is attached, together with those amounts expected to exceed the 50% in required expenditures in 2014 by this fire district.

It needs to be noted that this will, among other legal requirements, impose the oversight of a "trustee" to insure that both the fire district and the fire company abide by the terms specified by the escrow agreement.

The motion is to place \$98,000.00 in an escrow account with an accredited financial institution ultimately benefiting the Ocean View Volunteer Fire Company once an executed contract is agreed to between the fire district and the fire company. The motion was seconded by Mrs. Tozer and approved unanimously.

Mr. Sutton presented the 2015 Fire District Budget seeking \$350,000.00 in tax revenues to be submitted to NJDCA and moved that it be adopted/introduced for submission to the New Jersey Department of Community Affairs. The motion was seconded by Mrs. Tozer and approved unanimously.

Public Comment

Sandra Izzi of Ocean View wanted to know about the \$18,000.00 used to pay utilities according to new budget. Will the OVVFC be required to show bills for the \$18,000.00 in utilities? To which Mr. Sutton answered all bills submitted will have to have supporting documentation before a check is given!

Judy LaPortia of Clermont wanted to know if Phil Brown does resign from the commission how is his spot filled for the remainder of his term? Bryan Moran stated that he wasn't sure what Mr. Browns intentions were going to be with fulfilling his obligation until February 2015. Mr. Moran stated that he would be trying to reach out to Mr. Brown regarding this and would hopefully have an answer by the November meeting.

A motion was made to adjourn the meeting at 7:40 PM by Mr. Mike Fry, seconded by Mrs. Tammy Tozer. The motion was adopted unanimously.

The next regular meeting of the Board of Commissioners of the Dennis Township Fire District No. 1 shall convene at 7:00 p.m. on Wednesday, November 19, 2014 in the Ocean View Fire Company Hall.

Respectfully submitted,

Tammy Tozer
Secretary
:TT