

Dennis Township Fire District No. 1
Regularly Scheduled Monthly Meeting
Board of Fire Commissioners
September 17, 2014

The regularly scheduled September 17, 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

Chief's Report

Chief Michael Deluca handed the Fire Company Chief's report to Mr. Bryan Moran, who read it for the period of 08/01/2014-08/31/2014. The Fire Company responded to a total of eleven (11) calls for the month, handling five (5) motor vehicle accidents, one (1) medical assists, one (1) local alarm, one (1) dispatched and canceled en route, one (1) good intent and two (2) smoke detector malfunction; all totaling 3.8 hours in service.

Secretary's Report

The minutes of the August 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* is nearly complete, except for a certification of no pending or on-going lawsuits and no instances of fraudulent behavior concerning the district by our solicitor and auditor access to and review of certain LOSAP records. He said that the audit should be ready for review prior to and approval at our 15 October 2014 meeting. The LOSAP reports needed for the audit are on their way to us from *Lincoln Financial Group* according to Anne Gordon.
- 2). The 2015 budget submission process began on 11 September and a copy of the budget cycle calendar has been given to all the Commissioners. We cannot begin the 2015 budget process until the completed, certified 2013 audit is in the hands of the Division of Local Government Services (DLGS) in the NJ Department of Community Affairs.
- 3). We need to discuss establishing a Dennis Township Fire District #1 *“central file”*.
- 4). We have been successful in getting the more than \$115.00 in service charges service charges debited to the TDBank account in January, February and March of this year credited back to us.
- 5). We have also spoken with Anne Gordon at Lincoln Financial Group about 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.
- 6). We are in the process of applying for a bulk mail permit for the Dennis Township Fire District #1, which will be completed, once we have the completed, certified 2013 audit that we are required to provide as a part of the application process.
- 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 (September 2014) -	\$4,083.00
Richard M. Braslow, Esquire (Professional Services) -	500.00
Dan's Welding (Brakes for #1776) -	<u>2,700.00</u>
Total:	\$7,283.00

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

Old Business

Mr. Moran reported that we needed a copy of the accident report involving truck #1712

A required form for access to LOSAP records and reports is on its way to us for signature from Lincoln Financial Group

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

There was a lengthy discussion concerning the “stalled” contract with the Ocean View Volunteer Fire Company and the fire company’s continuing responses to EMS calls. In speaking with the representative from JIF-Atlantic, it appears that insurance coverage may be an issue, about which Mr. Braslow will correspond with JIF-Atlantic’s legal department. Mr. Moran noted that as requested at the August 2014, meeting; the Chief of the Ocean View Volunteer Fire Company was to provide this Commission with the company’s Standard Operating Guidelines for EMS responses. The insurance policy that Chief Deluca stated covered the District by Belleplain Rescue must clearly show both the Ocean View Volunteer Company and the Dennis Township Fire District #1 as covered parties, which is a JIF-Atlantic requirement. The response was also to include a detailed list of all firemen that are EMT qualified; a detailed list of all members and their qualifications; and, a list of all qualified drivers of Fire District No.1 apparatus. Mr. Sutton motioned, seconded by Mr. Fry, that the Dennis Township Fire District #1 formally direct the Ocean View Volunteer Fire Company to cease any and all responses to unconscious and unresponsive emergencies as representative of Fire District #1; and, that the Ocean View Volunteer Fire Company is not permitted to use the District’s apparatus and equipment to provide such services until further notice. The motion was approved unanimously. There was also a brief discussion about the type and cost of training in 2015 that the Dennis Township Fire District #1 would approve and pay for on behalf of members of the Ocean View Volunteer Fire Company, following a formal request for training by the Ocean View Volunteer Fire Company.

New Business

There was a lengthy discussion concerning the establishment of a “central file” for Dennis Township Fire District #1 records, since the Ocean View Volunteer Fire Company asserts that no records prior to 2013 can be found mingled with those of the Ocean View Volunteer Fire Company. It was decided that a “short-term” rental arrangement be sought with the least expensive of the four storage facilities within the Township. Mr. Moran motioned, seconded by Mr. Sutton to appropriate \$1,500.00 (exclusive of the monthly storage facility fee) to purchase file cabinets and related supplies to establish a “central file” for Dennis Township Fire District #1 records. The motion was approved unanimously.

There was a brief discussion concerning access to JIF-Atlantic, which will require an “easing” of the politics involved prohibiting current access to JIF-Atlantic personnel. It was noted that Mr. Pickering has a number of those files from 2013.

There was a brief discussion about the preparation of the 2015 Dennis Township Fire District #1 budget submission to NJDCA, which is to incorporate detailed line items. Mr. Sutton said that he believed that the budget request for next year could also be reduced by \$15,000.00, thereby effectively lowering the tax rate. Mr. Sutton also noted that bonding for a new piece of apparatus, when the Ocean View Volunteer Fire Company formally (in writing) makes such a request should be investigated to make such a purchase without using every bit of invested cash the Dennis Township Fire District #1 currently has set aside for that purpose.

Public Comment

Mrs. Sandy Izzi asked how much in unclaimed monthly payments to the Ocean View Volunteer Fire Company by the Dennis Township Fire District #1 was set aside. Mr. Sutton responded that it amounted to \$20,415 (five payments times \$4,083.00 per month).

Mr. Moran read aloud the recent letter written from OVFC to the Taxpayers of Dennis Township District #1 requesting additional donations.

There were basically a “round table” discussion concerning the, as yet unsigned, contract between the Dennis Township Fire District #1 and the Ocean View Volunteer Fire Company.

Adjournment

With a motion by Mr. Fry, seconded by Mrs. Tozer, the Commissioners approved adjournment of the meeting at 8:10 p.m.

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, October 15, 2014 in the Ocean View Fire Company Hall.

Respectfully submitted,

Tammy Tozer
Secretary