

**Commissioners of Fire District No.1**  
**Franklin Township, Somerset County, New Jersey**  
**OFFICIAL MEETING MINUTES**  
**REGULAR MEETING OF JULY 25, 2016**

The meeting was called to order at 8:00 p.m. at the Millstone Valley Volunteer Firehouse by Chairman Wickman followed by the Pledge of Allegiance and the reading of the Sunshine Law Statement. Chairman Wickman announced that adequate notice of this meeting was provided by mailing a notice to the Home News Tribune and the Courier News and by filing a notice with the Clerk of Franklin Township and by posting a notice in the Municipal Building, DeMott Lane, Somerset, NJ, all of which contain information concerning hours and places of these meetings. The meeting is being taped and there will be no smoking at this public meeting and please put your cell phones on vibrate. A moment of silence was held for our departed brother and sisters. Commissioners Goldberg, Hunt, Janho, Szymborski and Wickman were present.

The Fire Departments were represented by:

Elizabeth Avenue .....	D. Fredericks
Middlebush .....	B. Cuddy
Millstone Valley.....	D. Werensley
Somerset.....	M. Lesik

The minutes of the regular meeting dated June 27, 2016 were approved upon motion by Commissioner Hunt, second by Commissioner Goldberg. All in favor.

**TREASURERS REPORT:** Chairman Wickman presented the treasurer’s report. Commissioner Szymborski made a motion to accept the Treasurer’s Report and for the bills to be paid, second by Commissioner Hunt. All present in favor.

**CORRESPONDENCE:** The correspondence was read by Commissioner Szymborski and acted on as appropriate.

**COMMITTEE REPORTS**

**LEGAL COUNSEL REPORTS:** OPRA case recently went to the appellate court and they ruled in our favor – that it had been handled properly The NJ Supreme Court will hear our petition regarding Volunteer Fire Departments being public agencies

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**INSURANCE:** No report

**PURCHASING:** Commissioner Goldberg please let him know of any issues. Don Bell talked about the PSE and G Direct Install program – PSE and G pays 70%. Available on their website.

**DISTRICT LINE OFFICERS' MEETING:** The minutes were read by Millstone Valley.  
Commissioner action items-

**TRUCK & EQUIPMENT MAINTENANCE:** Commissioner Janho reported that the hose and pump testing is coming up.  
Station 26 – AIS Ladder going out next week – 23 to cover  
Station 44 – AIS 44-2 will be going out for service  
Station 28 –Air 28 out for repairs  
Station 56 – AIS

**IT and GIS and RED ALERT–** Chairman Wickman reported that some items have been resolved, others addressed.

**PUBLIC RELATIONS:** Township convenience center offers a \$25.00 reduction in fees for first responders with ID. Commissioner Hunt discussed recruitment ads and postings that have been on facebook, twitter and other social media – Other ads are being utilized. Please share the ads when you see them. He is looking into getting 30 sec ads created that can be used.

**RADIO REPAIRS & COMMUNICATIONS:** Chief Cuddy reported they have fine tuned the quote will be moving on it shortly – already approved.

**FIRE PREVENTION BOARD:** No report

**STANDARDS COMMITTEE:** Looking for a date in August.

**TRAINING:** drills later in year

**HOSE TEST:** Dates set and sent to chiefs

**LOSAP:** No report

**BUDGET/ELECTION:** No report

**TRAFFIC SIGNAL DEVICES:** Commissioner Szyborski reported all in service.

**HAZMAT 26 – Progress**

**RESCUE 56 – Progress**

**FIVE-YEAR PLAN:** Chairman Wickman reported an email will be sent soon.

**RESPIRATORY PROTECTION PLAN:** Reminder letters were mailed out. Chiefs have the lists.

**ANNUAL AWARDS COMMITTEE / ANNUAL INSPECTION:** Commissioner Janho reported that we will be going back to the first week in March, March 4<sup>TH</sup>, 2017. Inspection will be October 8th. Somerset at 9am, Middlebush at 10, Millstone at 11 and Elizabeth Ave at 12. An email was already sent.

**OLD BUSINESS: -**

1. The Apparatus study is delayed will be reporting on it soon.
2. Commissioner Goldberg reported an email was sent out listing the paperwork needed for the audit, due to the district office by July 8<sup>th</sup>.

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**NEW BUSINESS:**

1. Chairman Wickman reported that an email went out on the fire prevention officer – June 1<sup>st</sup>. Asking for feedback from the chiefs on what roles they expect from the officer. To be resent now – the commissioners are not moving forward without feedback from the chiefs.
2. Clean Air – Commissioner Szyborski made a motion to approve the Clean Air contract (for the Plymovent Systems) for one year. Second by Chairman Wickman – All in favor.

**PUBLIC COMMENTARY PERIOD:** Chairman Wickman made a motion to open the meeting to the public, Commissioner Goldberg, second. All present in favor.

Chief Fredericks asked about the new voucher signing policy – Chairman Wickman explained that they instituted a policy highlighting vouchers with concerns with a sticky note form that must to be filled out with the reason the commissioner is not signing. Nothing different that the chiefs need to do.

Chairman Wickman made a motion to close the meeting to the public, second by Commissioner Goldberg, All in favor. Commissioner Szyborski made a motion to close the meeting, second by Commissioner Janho – All in favor

8:30

Respectfully submitted,

  
Timothy Szyborski, Clerk



**MINUTES, DATED 7-25-16**

**Type of Meeting:** Agenda Special Work Session Discussion  
**Location:** Millstone Valley Volunteer Firehouse **Time:** 7:14

**Fire Commissioners Attending:**

J. Goldberg                       R. Hunt                       T. Janho  
 T. Szymborski                       J. Wickman

**Others Attending:**

The meeting was called to order at the above location by Commissioner Goldberg with the Pledge of Allegiance and the reading of the Sunshine Notice. He announced that adequate notice of this meeting was provided by mailing a notice to the Home News Tribune and by filing a notice with the Clerk of Franklin Township and by posting a notice in the Municipal Building, DeMott Lane, Somerset, NJ all of which contain information concerning hours and places of these meetings. The meeting is being taped and there will be no smoking at this public meeting. Please put all cell phones on vibrate at this public meeting. A moment of silence was held for line of duty deaths.

1. Voucher signing (Jason) – Check not signed – Commissioner Szymborski explained the Plymovent contract – approved
2. Chiefs account Resolution/Audit – (Jason) – with accountant
3. District Apparatus Assessment: (Jason & T. Janho) Commissioner Goldberg reported that he should have something to report at the next meeting.
4. Consulting internet presence – Commissioner Hunt – ads have been published- reached approx. 30,000 people – plan is ad about once a month – using many outlets. Commissioner Hunt to have recruitment video shortened to 30 sec clips. Comcast advertising. Invest in recruitment
5. GIS Project: Update... (Jim) – Chairman Wickman reported some issues – 4 items have been resolved – progress – issues have been identified, addressed and resolved.
6. Shared Service Agreement: Commissioner Wickman reported that we are waiting for John Haus.
7. 5-Year Plan & Agreement: Status update (Jim & T. Janho) Need to set up a meeting with chiefs and presidents.
8. Fire Prevention Agreement: Waiting for input from chiefs
9. Middlebush Electrical overview – (Jason) see below
10. Township Convenience Center Fee Waiver (Jason) – New business
11. Inspection – October 8<sup>th</sup>.
  - a. Somerset
  - b. Middlebush
  - c. Millstone
  - d. Elizabeth Ave

Motion by Commissioner Hunt second by Commissioner Janho, to open the session to the public, all in favor.

- Don Bell reported on the PSE and G energy program. PSE and G Direct install program.
- Keith Burton asked for a few moments after the meeting with a membership question – discussion ensued – Commissioner Wickman to handle

Motion to close the public session made by Commissioner Hunt, second by Chairman Wickman, all in favor.

Motion to close the agenda session made by Commissioner Hunt, second by Chairman Wickman, all in favor.

Agenda closed at 7:55PM

Respectfully submitted,



Timothy Szymborski, Clerk

**Commissioners of Fire District No. 1  
Franklin Township • Somerset County  
New Jersey  
VOTING RECORD  
REGULAR MEETING JUNE 27, 2016**

<b>MOTION</b>	<b>GOLDBERG</b>	<b>HUNT</b>	<b>JANHO</b>	<b>SZYMBORSKI</b>	<b>WICKMAN</b>
Open Agenda Session to public	Y	M-Y	S-Y	Y	Y
Close Agenda Session to public	Y	Y	S-Y	Y	M-Y
Close Agenda Session	Y	S- Y	M-Y	Y	Y
Approve minutes reg 5/23/16	S-Y	M-Y	Y	Y	Y
Approve Treasurers Report	Y	S-Y	Y	M-Y	Y
Approve Clean Air contract for 1 year	Y	Y	Y	M-Y	S-Y
Public commentary open	S-Y	Y	Y	Y	M-Y
Public commentary closed	S-Y	Y	Y	Y	M-Y
Close meeting 8:30	Y	Y	S-Y	M-Y	Y

**A=ABSENT FOR VOTE  
M=MADE THE MOTION  
S=SECONDED THE MOTION  
Y=AYE VOTE  
N=NO VOTE**