

**Buena Vista Township Fire District No. 1
Minutes of Meeting**

May 8, 2017

The May 2017 meeting of the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 at the Richland Fire House was called to order at 7:30 PM by Chairman Stanley J. Tarquinio. Public notice of this meeting was sent to the Vineland Daily Journal and the Press of Atlantic City newspapers for publication as prescribed by law. All requirements of the Open Public Meeting Act have been achieved for this meeting in compliance with the Sunshine Law.

Roll Call

Linda M. Burshtin	Present: <u> X </u>	Absent: <u> </u>
Michael L. Burshtin	Present: <u> X </u>	Absent: <u> </u>
Andrew (A.J.) Levari III	Present: <u> </u>	Absent: <u> X </u>
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: <u> </u>
Stanley J. Tarquinio	Present: <u> X </u>	Absent: <u> </u>

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by Stanley Tarquinio and seconded by Mary Ann Micheletti to approve the minutes as presented, and all members present voted in the affirmative.

Treasurer's Report: Treasurer Lynn Burshtin reported the following:

<u>Deposits for April:</u>		
Checking account	\$	None
Operating savings account		None
Reserve savings account		None
 <u>Interest for April:</u>		
Checking account	\$	7.73
Operating savings account		14.78
Reserve savings account		4.87
 <u>Ending Balance for April 30 (including above deposits and interest):</u>		
Checking account (register balance)	\$	91,610.53
Operating savings account		71,943.48
Reserve savings account		23,717.51

The Treasurer reported that on May 3 the first quarter tax receipts from Buena Vista Township in the amount of \$61,256.00 was deposited. A motion was made by Michael Burshtin and seconded by Mary Ann Micheletti to approve the Treasurer's Report, and all members present voted in the affirmative.

Bills: The following bills were presented for payment:

Atlantic City Electric - April bill	\$	476.24
Buena Vista Twp. - 1st half of JIF insurance premium		5,957.00
South Jersey Gas - May bill		143.92
Comcast - May bill		117.17
Michael L. Burshtin - Rosenbauer tanker-pumper inspection travel expense		4,721.25
Jersey Fire & Safety Products - Inv. 2546, radio charger cradle		222.00
Impac Fleet/Mansfield Oil Co. - April truck fuel		40.60
Buena Vista Twp EMS - 1st quarter payment		5,000.00
Rosenbauer South Dakota LLC - Inv. 50417, Change Orders 1-5 and 7, tanker-pumper		5,560.00
Richland General Store - building maintenance		17.18
Total:	\$	<u>22,255.36</u>

The Michael Burshtin travel expense payment was for the total expenses of Fire Commissioners Michael Burshtin and A.J. Levari and Richland Fire Company president Anthony H. Monfredo to travel to the

Rosenbauer factory in Lyons, SD for the tanker-pumper mid-point inspection on April 20-21. The Rosenbauer invoice was for the tanker-pumper Change Orders which were previously approved by resolution. A motion was made by Mary Ann Micheletti and seconded by Stanley Tarquinio to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Absent, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Audit Report: Treasurer Lynn Burshtin presented the report of audit for the fiscal year ending December 31, 2016 from the firm of Preziosi Nicholson and Associates, P.A. which was reviewed. There was no Corrective Action Plan required.

Resolution 2017-11: (Audit Report) - A motion was made by Stanley Tarquinio and seconded by Mary Ann Micheletti to accept the audit report for the fiscal year ending December 31, 2016 including the section entitled "General Comments and Recommendations" which has been personally reviewed by each member, to give evidence of same by group affidavit to the NJ Local Finance Board, and to publish the audit results twice as prescribed by law. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Absent, Micheletti - Yes, Tarquinio - Yes. Motion was approved. The Secretary will promptly arrange to have all Commissioners sign the group affidavit and send all required documentation to the NJ Department of Community Affairs, and to arrange for publication of the audit results.

Old Business: Michael Burshtin reported no response yet for the insurance claim filed for the damaged 5" hose and couplings. Lynn Burshtin reported that the JIF insurance premium bill was mailed to the incorrect address, and was corrected. Stanley Tarquinio reported that an exterior building lighting bulb was removed to determine its size, and replacement bulbs will be ordered.

New Business: Tanker-Pumper fire apparatus: Stanley Tarquinio reported that the lettering for the truck and dedication plaque have been ordered, which will be applied following delivery. Michael Burshtin reported that the Rosenbauer tanker-pumper (Job 21635) mid-point inspection was conducted on April 20-21 at the factory in Lyons, SD, with Commissioners Burshtin and Levari, and Fire Company president Anthony H. Monfredo in attendance. The complete chassis, pump and body were reviewed, and a short test drive made around the property. The quality and workmanship was uniformly found to be excellent. As expected, some items were found to need relocation due to clarifications, and some minor addition of items which were overlooked in the original specification, which will require some extra work. The vehicle is expected to be fully completed and ready for its final factory acceptance inspection in early June, and it was agreed that Commissioner Burshtin would perform this acceptance inspection as a follow-up. Rosenbauer has come back with a draft Change Order 8 reflecting the cost of these changes resulting from the mid-point inspection for a total cost increase of \$2,089.00, which would increase the final vehicle purchase cost to \$377,737.00. The proposed changes and cost was reviewed and found to be reasonable, and approval was recommended. The following Resolution was then offered:

Resolution 2017-12: (Rosenbauer Change Order 8) - A motion was made by Stanley Tarquinio and seconded by Lynn Burshtin to approve Rosenbauer Change Order 8 to Job 21635, and to authorize the Fire District officers to execute the documents. The net cost change would be an increase of \$2,089.00. The revised total Contract amount would be \$377,737.00. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Absent, Micheletti - Yes, Tarquinio - Yes. Motion was approved. The Secretary will issue a formal letter notice to Rosenbauer.

Buena Vista Twp EMS: The Fire District received a letter from Buena Vista Twp EMS president Ronald Ruggeri dated April 20, 2017, and also a similar letter dated April 26, 2017 from Mayor Chuck Chiarello of Buena Vista Township, regarding a BVT EMS request for supplemental funding from Fire District 1 (along with Fire Districts 2 and 3) in the amount of \$5,000.00 each for calendar year 2017 (in addition to the current Fire District funding of \$20,000.00). The purpose of this funding would be to provide a paid EMT and driver for response coverage during weekday daytime hours (defined as Monday through Friday, for a minimum of 8 hours and a maximum of 12 hours). A long discussion ensued regarding the most efficient method of providing EMS coverage to the service territory of Fire District 1. It was noted by the Commissioners that the current 2017 budget has long been finalized, and while an emergency appropriation may be possible, the Fire District is restricted by N.J.S.A. 40A:14-85.1 to only fund the EMS vehicles, equipment and supplies. There

were also concerns that if billing of EMS patients was to take place, that "soft" billing (i.e., forgiving payment from patients without insurance) be pursued. Any Fire District supplemental payments for future years would need to be submitted by November 1 to be properly included in the budget, and the EMS would need to present documented proposals with detailed costs for transition to a paid squad. This would require that the current agreement between the Fire District and the EMS be updated. The following Resolution was then offered:

Resolution 2017-13: (BVT EMS Supplemental Payment) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to approve a supplemental 2017 emergency appropriation of \$5,000.00 to Buena Vista Twp. EMS for providing daytime staffing, provided that a revised agreement is established between the Fire District and EMS which provides that Fire District 1 appropriations are only to be expended on EMS vehicles, equipment, and supplies, arranges an EMS invoicing process, provides quarterly documentation of EMS staff payments and responses, and for EMS to develop a documented proposal with detailed costs for transition to a paid squad with "soft" billing no later than November 1, and to authorize the Fire District officers to execute such an agreement. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Absent, Micheletti - Yes, Tarquinio - Yes. Motion was approved. A formal letter notice will be sent to BVT EMS.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Michael Burshtin and seconded by Lynn Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:20 PM.

Respectfully Submitted: _____
Michael L. Burshtin
Secretary