

**MEETING OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1  
UPPER TOWNSHIP, CAPE MAY COUNTY, NJ**

March 14, 2013 – 5:00 PM

In Attendance:

Ken Weaver, Chairman, Presiding  
Randy Roash, Vice Chairman  
Donna Diefenderfer, Secretary  
Karen Mitchell, Treasurer  
Steve Nickelsberg, Commissioner-at-large  
Michael J. Bohrer, Esq., CPA - Commission Accountant  
  
Bruce Riordan, Chief, Strathmere Volunteer Fire Company  
Ted Bamford, Outgoing Commissioner

Ken called the meeting to order.

Mike discussed the elections of the new officers of the Fire Commission. Mike then conducted the swearing in of the newly elected (or re-elected) members to the Fire Commission: Karen Mitchell, Randy Roash and Ken Weaver.

Next the Commission elected new officers. Steve moved to elect Ken Weaver as Chairman, seconded by Karen Mitchell. Steve moved to elect Randy Roash for Vice Chairman, seconded by Karen Mitchell. Steve moved to elect Donna Diefenderfer for Secretary, seconded by Karen Mitchell. Steve moved to elect Karen Mitchell for Treasurer, seconded by Ken Weaver. All motions carried.

Mike then talked about the difference between the budget for the Fire Commission and the budget for the Fire Company. The Fire Commission budget is primarily funded by taxpayers, whereas the Fire Company budget is primarily funded by donations.

Next Mike suggested that we re-appoint Ford-Scott as our auditors and Mary Bittner as our solicitor. Steve moved to do that and Karen seconded the motion. Motion carried.

Mike reviewed the schedule of dates and time for our meetings. Karen moved to approve the schedule and Ken seconded the motion. Motion carried.

Mike suggested that the board approve the *Cape May County Herald* for advertising our meetings and that the *Press of Atlantic City* be our secondary newspaper. Randy so moved and Steve seconded the motion. Motion carried.

Mike asked that First Bank of Sea Isle continue as our bank for the Commission. Ken so moved and Steve seconded the motion. Motion carried.

TREASURER'S REPORT: Steve moved to pay checks # 4395 to 4415  
Donna seconded the motion. Motion carried.

Mike walked the Commission through his financial package so our new members would have a better understanding of the workings of the Commission.

Page 2&3 Checks written to cover expenses.

Page 4 Balance sheet showing money we have at present until we receive our money from the Township sometime in April/May.

Page 5-11 Bank Reconciliation

Page 12 Blank for now we do not have any certificates of deposit.

Page 13 Profit & Loss

Page 14 Profit & Loss Budget vs. Actual. Mike explained that column 2 shows the figures for what has been budgeted for expenses for 2013. Mike explained the different line items listed to the new members. Mike also talked about how we can only raise money from taxpayers in the budget by a maximum of 2% per year.

Page 15-17 Quick Book Accounts Transactions Detail by Account.

Page 18 Minutes from the January 17<sup>th</sup> meeting. At this time Ken asked if there were any additions or corrections to the (previously distributed) minutes of the January 17, 2013 meeting. There were none. Steve moved to approve the minutes and Karen seconded the motion. Motion carried.

Ken then handed out a sheet which summarized the Commission's financial status.

Ken discussed the state law requiring us to have a website. Upper Township agreed to host our website and websites for the other Fire Commissions in the Township. Our website met the state deadline. The Township is in the process of re-doing their website, which is affecting ours.

New Business:

Ken welcomed the new members, Karen and Randy, to the Commission. He then recognized Ted Bamford for his service and hard work with the Fire Company and Fire Commission for more than 20 years of service.

Fire Chief Bruce Riordan reviewed the Truck Fund and 2012 expenditures. Bruce explained the cost of trucks and equipment. He spoke about the new/used Storm Truck which the Fire Company is now equipping. The Fire Company is looking into a grant to help to defray some of the expense to equip the Storm Truck.

Steve moved to adjourn our meeting and 2<sup>nd</sup> by Randy. Motion carried.

ADJOURNED: 6:10 PM

Respectfully Submitted

Donna Diefenderfer, Secretary

