

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF UPPER; DISTRICT #1**

September 20, 2018

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on September 20th, 2018 at 5:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

Commissioners **Karen Mitchell, Joe Boland, Donna Diefenderfer, Steve Nickelsberg, and Randy Roash** were present. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; **Tonya DeVita**, Accountant with Cheryl Ward, CPA; and **Bruce Riordan**, Chief of the Strathmere Volunteer Fire Company.

The meeting was opened by **Joe Boland**, who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

As the first order of business, the Board reviewed and approved the minutes of the prior meeting, held June 21, 2018.

At this meeting, the Board began the 2019 budget process with a Budget Workshop. During this workshop, the Board informally discussed next year's proposed budget, along with its estimated operating expenses and capital expenditures. **Bruce Riordan** discussed the 2019 needs of the volunteer fire department, which may include air packs and turnout gear. These items are required due to mandates imposed by the State of New Jersey. **Mr. Riordan** will follow up with the Board during the month with an estimated cost of the safety gear. **Mr. Riordan** also informed the Board that an additional fire hydrant is being installed in the township. The rent for the additional fire hydrant must be incorporated into the 2019 budget. **Karen Mitchell** will contact the township to obtain the new "ratables" to be included in the 2019 budget. The budget process will continue at the October meeting where the Board will approve the budget. **Ms. Ward** stressed the need for a quorum of the board at the next two meetings.

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(continued)**

Ms. Ward presented a Treasurer's Report, including checks signed at her office between meetings; checks to be signed and paid at this meeting, a review of cash-on-hand, and a discussion of year-to-date expenses relative to the budget. New radios, which have been included in the 2018 budget, are expected to be received in October. The township has indicated that it may cover the cost of some of the radios, but the amount to be paid by the township is unknown at this time. Until the board determines the cost that the board must cover for the radios, **Ms. Ward** cautioned the Board that they are very close to utilizing all of their equipment budget, and most of their repairs and maintenance budget. Therefore, no new equipment should be purchased during the remainder of 2018, and only unavoidable repairs and maintenance should be done during the remainder of 2018.

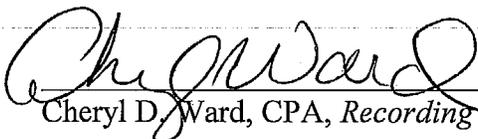
Mr. Roash inquired as to the requirement for the Board to obtain bids prior to entering into contracts or purchasing equipment. **Ms. Ward** will research the law to ensure that the Board is in compliance with this requirement.

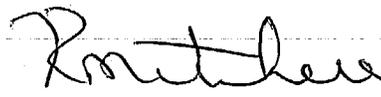
Ms. Ward reminded the Board that the next meeting will be held on October 18, 2018, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Approved and Submitted,


Cheryl D. Ward, CPA, *Recording Secretary*


Karen Mitchell, *Chairman*