

Budget Meeting, September 30, 2013

Chairman Raymond Equils opened the meeting at 19:00 hours, followed by the Pledge of Allegiance.

Roll call was taken with Commissioners Eadicicco, Equils, Kelly, Scarlato, and Stalling being present.

Also present were Chief Bob Nichols and 1st Asst Chief Jim Bailey. However, there were no members of the general public in attendance.

Chairman Equils read the Opening Statement, noting that the meeting was advertised in accordance with the Public Meeting Act (Sunshine Law) in New Jersey; and that the sole purpose of this meeting was to assemble a proposed budget for 2014.

The Clerk distributed copies of the existing 2013 budget for reference and a worksheet to compile proposed figures for 2014.

. He noted that the fire district remains under a legislated "Cap Allowance" for the upcoming budget, allowing for a maximum increase of 2% in the amount to be raised by taxation, over the current year's tax levy of \$744,012.00. The Clerk stated that his calculation resulted in an amount totaling \$14,880.00 (\$14,880.24) based on his understanding of the new "Cap" rules.

The Board reviewed all amounts currently expended and the currently budgeted amounts for each Line Account in the Current Expense portion of 2013 budget.

During its own discussions, the Board approved increases in only three (3) of the Line Accounts for the 2014 Budget. These increases totaled \$14,500.00.

The board also made a substantial reduction totaling \$15,667.00 in the Line Account for Rental Charges. This reduction offset the nominal increase proposed for the other three (3) Line Accounts.

An enumeration of the individual Line Accounts follows elsewhere in this record.

The board agreed to the following proposed amounts:

Advertising – Maintained at **\$2,000.00**.

Commissioner's Compensation – Maintained at **\$56,000.00**.

Election – Maintained at **\$2,000.00** (With no increases in stipend payments for the Judge and Clerks of the Annual Election.)

Fire Hydrants – Maintained at **\$75,000.00**.

Insurance – INCREASED BY \$2,000.00 to **\$82,000.00**.

Office Expenses – Maintained at **\$7,000.00**.

Payroll Tax – Maintained at **\$13,100.00**.

Professional Services – Maintained at **\$25,000.00**.

Reimbursement for Expenses & Losses – Maintained at **\$27,000.00**, including the following stipend payments for Line Officers;

Chief	Add \$175.00	Now \$675.00
1 st Asst Chief	Add \$150.00	Now \$600.00
2 nd Asst Chief	Add \$150.00	Now \$500.00
Captain	Add \$125.00	Now \$475.00

Budget Meeting, September 30, 2013

Lieutenant	Add \$125.00	Now \$475.00
Training Officer	Add \$150.00	Now \$550.00
Safety Officers	Add \$100.00	Now \$400.00

Rental Charges – **REDUCED TO \$44,000.00.**

Training & Education – **INCREASED TO \$14,500.00.** (Includes \$500.00 for Food & Refreshments for Training and Drills and \$1,000.00 for Wildwood expenses.)

Utilities – Maintained at **\$33,000.00.**

Length of Service Award Program (LOSAP) – Maintained at **\$67,000.00.**

As in past years, the Board reserved discussions on the Maintenance & Repairs Account and the Materials & Supplies Account until all the other line accounts had been reviewed and settled, and until after the chief and his line officers presented their proposals for those areas of budget and operation.

Chief Bob Nichols and 1st Asst Chief Jim Bailey presented each commissioner an individual copy of their proposal, inclusive of multiple items relating to the aforementioned line accounts. After sufficient time for review had passed, Chairman Equils opened the floor for discussions on the proposals.

Maintenance and Repairs – **INCREASED to \$80,000.00** for 2014. After much discussion between everyone present regarding the cost & frequency of repairs; making actual comparisons of previous annual expenditures; noting that all costs for Maintenance, Repairs, “NFPA” Suggested Testing of Equipment & Apparatus, and Stipends paid to the Engineers; the board agreed to maintain the \$10,000.00 increase in the Maintenance & Repairs Account.

For reference - the Stipend Payments for the Engineer Staff are at the following amounts: Chief Engineer @ \$675.00 and Asst. Engineers @ \$475.00 each x 4 persons.

Materials and Supplies – Maintained at **\$105,500.00** for 2014, following extended discussions on the Chief and Asst Chief’s Materials & Supplies proposal. Inclusion of funds for most items in the proposal was approved, but further discussions and final approval will be needed, after the fate of the budget is decided, before any items can be purchased.

The chiefs presented an itemized list of proposed items and anticipated costs. Each item was discussed and the board decided each item’s inclusion in the proposed budget.

After completing an exhaustive review of the line officers proposed equipment purchases, during which each item was discussed with the board deciding each item’s inclusion in the budget proposal; the Board finalized the Materials & Supplies Account at \$105,500.00.

Individual portions of the chief’s proposal were accepted as follows:

Equipment/Improvements to the radio communications network; operated by the Joint Board of Fire Commissioners - **\$5,000.00;**

Budget Meeting, September 30, 2013

Various Hand Tools, Equipment, and Mounts - **\$5,000.00;**
2 – “Gear Grid” Lockers, 3 Part Sections @ \$900.00 ea = **\$1800.00;**
1 – “Slinger” SCBA Work Station - **\$2,200.00;**
6 – “Sterling” Bail Out Safety Training Modules @ \$212.00 ea = **\$1,272.00;**
2 – SCBA Cylinder Staging Mats @ \$190.00 ea = **\$380.00;**
4 – 22oz. Salvage Covers @ \$190.00 ea = **\$760.00;**
1 – W-Tool Forcible Entry Tool = \$3,000.00;
1 – “Blow Hard” Vent Fan = **\$3,500.00;**
1 – “Husky” 26”, 6 drawer Tool Box = **\$130.00;**
8 – “Streamlight” “Vulcan” LED Hand Lights @ \$180.00 ea = **\$1,440.00;**
1 – “Pelican” Portable Battery Operated Scene Light = **\$800.00;**
1 – “Pelican” Battery Operated Tripod Light = **\$1,140.00;**
1 – “Milwaukee” 18v Cordless Tool Kit = **\$600.00;**
2 – “Milwaukee XC” Battery Packs @ \$100.00 ea = **\$200.00;**
40 – “Fox Fire” Glow in the Dark Helmet Banks @ \$23.00 ea = **\$920.00;**
1 – 1.7 Cu Ft Refrigerator = **\$110.00;**
15 – 5 gal Pails, Class “A” Foam @ \$100.00 ea = **\$1,500.00;**
5 – 5 gal Pails, Class “B” Foam @ \$130.00 ea = **\$650.00;**
5 – 5gal Pails, “Supertrain” Training Foam @ \$70.00 ea = **\$350.00;**
10 – “Scott” AV3000 SCBA Masks @ \$280.00 ea = **\$2,800.00;**
5 “Scott” 4.0 SCBA Air Bottles @ \$700.00 ea = **\$3,500.00;**
10 Pair Firefighter Gloves @ \$120.00 per pair = **\$1,200.00;**
10 “Nomex” Firefighter Protective Hoods @ \$33.00 ea = **\$330.00;**
10 “Scott Commander” SCBA Voice Amplifiers @ \$370.00 ea = **\$3,700.00;**
Various Replacement EMS Supplies = **\$3,500.00;**
3 Sets of Turn-Out Gear @ \$2,300.00 ea = **\$6,900.00;**
3 Class “A” Uniforms @ \$500.00 ea = **\$1,500.00;**
5 Pair Turn-Out Firefighter Boots @ \$300.00 per pair = **\$1,500.00;**
1 “Motorola” PM1500 Mobile Radio & Installation = **\$1,900.00;**
12 – VHF Quarter Wave 152-162 Antenna @ \$14.75 ea = **\$177.00;**
4 – “Motorola 1500 UHF Portable Radios w/Battery Clip @ \$750.00 ea =
\$3,000.00. (2 for spares & 2 for Ocean County Communications).
Various Radios/Related Equipment (Ocean County Communications) =
\$4,913.50;
Motor Fuels = **\$15,000.00;**
Numerous Lighting Upgrades on Units 475, 4-86, and 490 - Total = **\$21,230.00.**
Total Materials & Supplies as Proposed = \$102,352.50

Vice Chairman Scarlato proposed that the board purchase Uniform Shoes for all firefighters, to standardize the appearance in Class “A” Uniforms. He estimated a cost of \$60.00 per members, multiplied by 40 members, for a total of \$2,400.00. All members informally agreed to add this amount to the proposed line item.

Budget Meeting, September 30, 2013

The total for the enumerated items is \$104,752.50. As such, the board agreed to hold the amount of this account at the same amount as was budgeted for the 2013 year, which was and will remain \$105,500.00.

As stated in previous budget proposals, these items were only approved conceptually for purchase in 2014; and will need additional review and final approval by the board in 2014, prior to them being purchased. A complete copy of the chief's proposal packet is available upon request.

The total proposed expenditures for **2014 Current Expenses** portion of the budget is **\$633,100.00**. This sub-total is not inclusive of any Capital Improvement allocations.

The Board then agreed to fund the Capital Improvement Fund with a **2014 Capital Appropriation of \$200,000.00**.

This concluded discussions. The Proposed Budget for 2014 was finalized at a total amount of \$833,100.00. This is a **DECREASE of \$1,167.00** in Current Operating Expenses over the current 2013 budget; leaving a **\$17,047.00 Balance NOT UTILIZED** from the state legislation mandating a 2% Budgetary Cap on Annual Tax Increases.

The budget as proposed for the Year 2014 is as follows:

ADVERTISING	\$2,000.00
COMMISSIONER'S COMPENSATION	56,000.00
ELECTIONS	2,000.00
HYDRANT RENTAL	75,000.00
INSURANCE	82,000.00
MAINTENANCE & REPAIRS	80,000.00
MATERIAL & SUPPLIES	105,500.00
OFFICE EXPENSES	7,000.00
PAYROLL TAX	13,100.00
PROFESSIONAL SERVICES	25,000.00
REIMBURSEMENT EXPENSES/LOSSES	27,000.00
RENTAL CHARGES	44,000.00
TRAINING & EDUCATION	14,500.00
UTILITIES	33,000.00
LENGTH OF SERVICE AWARD PROGRAM	+ 67,000.00
SUB-TOTAL PROPOSED BUDGET	\$633,100.00
CAPITAL IMPROVEMENT FUND	+ 200,000.00
TOTAL PROPOSED BUDGET	\$833,100.00

Commissioners Kelly and Scarlato introduced and seconded a motion to approve the proposed budget for 2014 with a total appropriation of \$833,100.00 (as enumerated above). This motion was passed on a unanimous "YES" vote of the Board.

Budget Meeting, September 30, 2013

Per past practice, the Clerk will seek direction from Mr. Osborn (the Fire District's Auditor) on possibly moving a portion of the Unreserved Balance to the Capital Fund; and if so, in what amount.

The Clerk will also find out what Mr. Osborn's projection will be for the line item titled "Less Miscellaneous Revenue & Fund Balance" in addition to any other state required modifications before finalizing the 2014 "Amount To Be Raised By Taxation" line on the ballot question.

Lastly, the Clerk will ask Mr. Osborn to draft a **Second Budget Question** for the upcoming election; seeking voter approval for another **Capital Project** for the purchase of a new Compressor Assembly for filling SCBA bottles. **Cost** for the assembly and installation is **not to exceed \$65,000.00**.

This is per discussions held at this meeting, and a motion authorizing same as made and seconded by Commissioners Scarlato and Eadicicco, and passed unanimously by the board.

BUDGET HEARING Date & Time to be set and announced/advertised by the board.

PUBLIC COMMENT There was one (1) firefighter and zero (0) members of the public present. Comments on agenda items were received while the items were before the Board for action. No non-agenda questions and comments were allowed at this meeting.

ADJOURNMENT Chairman Equils thanked the line officers for their assistance in tonight's process, including their written presentation and supporting information. All the other Commissioners concurred.

This concluded the business before the Board, so a motion to adjourn was made by Commissioners Scarlato and Stalling, and passed by the Board.

The meeting closed at 22:17 hours.

Respectfully Submitted:

Robert J. Kelly
Clerk of the Board

RJK/rjk