

NOTICE OF SPECIAL MEETING

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT
No. 2 SOUTH BRUNSWICK TWP

PLEASE BE ADVISED that the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex, shall hold a special meeting on January 31, 2011 at 7:30 P.M at the Monmouth Junction Firehouse, 573 Ridge Road, Monmouth Junction. Said meeting is held to discuss personnel matters in closed session.

Roger S. Potts/ Secretary
Fire District No.2

AGENDA

SPECIAL MEETING

JANUARY 31, 2011
~~MARCH 3, 2010~~

7:30 P.M.

1. Flagg Salute
2. Notice of Compliance

This meeting is being held in compliance with the special meeting notice, as per New Jersey Statutes 40A-14-84. Having been posted in more than five (5) public places and an paid notice placed in the Home News Tribune and also posted on the bulletin board of the South Brunswick Municipal Building.

3. Roll Call
4. Open meeting to the public
5. Resolution# 11-04 Closed Session to discuss personnel matters.
6. Adjournment

approved 2/22/11
PP

Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Regular Meeting
Third Monday at 8 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

SPECIAL MEETING JANUARY 31, 2011

MINUTES

1. CALL TO ORDER

Chairman Spahr called the meeting to order at 7:30 p.m. Followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Meeting Notice of the Public Laws of 1975. The Chairman noted that the Notice had been duly advertised and posted in ten public places as per N.J. Statutes...

3. ROLL CALL

Present Comm. Bellizio- yes, Comm. Potts- yes, Comm. Smith-yes, Comm. Young- absent, Chairman Spahr-yes, Coordinator Wolfe-yes.

4. ADDRESS FROM THE FLOOR

No one desired to speak

5. ORDER OF BUSINESS

Resolution 11-04 A resolution authorizing a closed session at the January 31st meeting of the Board. A Motion by Comm. Potts seconded by Comm. Bellizio to adopt resolution 11-04. Roll Call all voted in the affirmative

The Board went into executive session at 7:50 P.M. The session was dedicated solely to the development of the job posting/ job description of Fire District Coordinator. Working from a draft that had been developed over several months, the following changes were made

Item #3 delete (Fire Official Certification Preferred)

Item #11 lines 2 remove the word requirements

Section 11- Knowledge/ Skills/ Abilities

- 1.) remove knowledge of
- 2.) remove knowledge to
- 3.) remove knowledge of
- 4.) remove knowledge an

Skills

- 1.) remove skilled add
- 2.) remove skilled in the
- 3.) remove skill in
- 4.) remove skill

Abilities

- 1.) 2.) 3.) 4.) and 5.) remove ability to

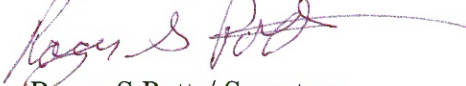
Section 111 Essential Functions

- 6.) To be changed to read as follows. Maintain an effective and efficient filing system for all Fire District documents, records, and correspondence.

There was a lengthy discussion on benefits, overtime etc. In conclusion it was felt those were item better left to be discussed in a contract with the employee.

Motion to adjourn at 11.10 p.m. by Comm. Smith, seconded by Comm. Bellizio. All voted in the affirmative.

Respectfully Submitted



Roger S Potts/ Secretary

RESOLUTION 11-04
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE JANUARY 31,2011
MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public

NOW, THEREFORE, BE IT RESOLVED, that the January 31, 2011, meeting of the Board of Fire Commissioners, Fire District No 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matter discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on January 31,2011.

ROGER S. POTTS/ CLERK