

**TOWNSHIP OF LOWER FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
P.O. BOX 1
VILLAS, New Jersey 08251**

FIRE DISTRICT #1 MEETING: DATE: August 24, 2023
Meetings are the 4th Thursday of the Month. Public Time: @ 8:00 pm

AGENDA

1. CALL TO ORDER: FIRE DISTRICT 1 of Lower Township

2. FLAG SALUTE:

- A:** United States Flag should be posted to the right of the Board of Fire Commissioners as they face the Public.
- B:** Pledge of Allegiance to the Flag.
- C:** Observe moment of silence.

3. SUNSHINE LAW ANNOUNCEMENT:

In accordance with the provision of the New Jersey Open Public Meetings law. Notice of this meeting has been mailed to the following Newspaper:

A: “The Cape May County Herald”

As well as having been posted in the Lower Township Building at least 48 hours in advance of this meeting, for Fire District #1.

4. ROLL CALL OF FIRE COMMISSIONER:

PRESENT

TREASURER:	BRANNON	X
SECRETARY:	MORNICK	X
CHAIRMAN:	HOWARD	X
VICE CHAIRMAN:	WAREHAM	A
COMMISSIONER:	GENTEK	X

5. READING OF THE LAST MONTHLY MEETING MINUTES:

A. Approval of the meeting minutes/make available.

Motion to accept made by: Commissioner Brannon

Seconded by: Commissioner Mornick

6. TREASURER REPORT

- Report follows minutes.

TOTAL BILLS: \$ 21,342.50

Transferred: \$21,341.83 and \$1,881.45 for P-Card account

A. Approval of Treasurer's Report:

Motion to accept made by: Commissioner Gentek

Seconded by: Commissioner Mornick

Motion to transfer funds and pay the bills made by:

Commissioner Gentek

Seconded motion made by: Commissioner Mornick

7. COMMUNICATIONS

INCOMING MAIL/EMAIL: E-Z Pass statement. Letter from Spartan about a safety recall for one of the trucks. Audit from Ford Scott for LOSAP and yearly. Group Affidavit form from Ford Scott.

OUTGOING MAIL/EMAIL: Synopsis of Audit Report for publication. Audit for 2022 for website to be forwarded to web director.

8. REPORTS OF EXECUTIVE BOARD

Chairman Reports- Budget items and meeting set up for October 5, 2023 at 6:00pm with commissioners and fire company. Fire Company advised to bring their wish list for budget by next meeting so we can review.

Vice Chairman- Absent

Commissioner Gentek-Budget items. Discuss cameras, attorneys' fees, election costs, commissioners' salary. Duty crew for township in the works.

Treasurer Brannon-Discussed that there was no markings on vehicles.

COMMITTEE REPORTS

FIRE BUREAU- No more meetings until Sept. Next meeting is September 27 at 5pm at the Town Hall and all commissioners are invited.

FIRE APPARATUS- Recall on new squad and chiefs car.

ISO-company out pre-planning and going well.

HYDRANTS- Oak and Rutgers needs attention

LOSAP-

INSURANCE-Renewal has been sent in.

FIXED ASSETS- New command vehicle to be added into asset log

9. FIRE CHIEFS REPORT

- Report follows minutes.

10. OLD BUSINESS-None

11. NEW BUSINESS – Fire Company is obtaining quotes for new tablets. Fire company also getting quotes for lettering for both chiefs vehicles. September Fire convention P-card authorization for chief to purchase items not in excess of \$5,000. Motion by Gentek, 2nd by Brannon. 4 ayes, 1 absent. Set-up Budget meeting with fire company for Thursday October 5, 2023 at 6:00pm.

.12. RESOLUTION- 2023-16 Annual 2022 report audit. Motion by Gentek, 2nd by Brannon. 4 ayes, 1 absent. 2023-17 Establishing P-card policies and procedures. Motion by Gentek, 2nd by Brannon. 4 ayes, 1 absent.

13. OPEN COMMENTS FROM THE PUBLIC-

14. ANNOUNCEMENT OF NEXT MEETING

DATE: September 28, 2023

TIME: 8 PM

15. ADJOURNMENT:

Motion made by: Commissioner Gentek

Seconded by: Commissioner Mornick

NOTE: This meeting will be run under Roberts Rules of Order and a copy is available if needed.