

October 12, 2023

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Fire House, Post Office, Library, the Court House, mailed to the Daily Record, and placed on file at the Township Clerk's Office and on the public notice website for the Montville BOFC District1

Call to Order

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. Meeting was called to order at 7:00 P.M. by Chairman Lewis, who presided. Chairman Lewis pointed out the Fire Exits.

Roll Call

Those present were Commissioners Carl Lewis, Michael Caggiano, Robert Cook, Ed Bitterle, Don Crownover; Chief Jim Longobardi and Denise Phostole District Clerk. Also present was Elizabeth Shick from the accounting firm of Lerch, Vinci and Bliss

Minutes

The minutes of the meeting for September were read and accepted as read. Motion to accept made by Commissioner Crownover; seconded by Commissioner Bitterle and carried.

Public Comment

None

Financial Report

The Treasurer gave the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows on a motion made by Commissioner Bitterle, seconded by Commissioner Cook, and carried:

Disbursements October 2023	
Administration	\$ 1,927.21
Benefits (Life Ins/Workmans Comp)	\$ 3,204.78
Insurand (Commercial Package)	2730.58
M&R (apparatus repairs)	\$ 3,447.43
Buildings and grounds	\$ 11,248.85
Equipment repairs	\$ 4,261.50
Purchases	\$ 24,486.00
Office expense	\$ 256.73
Supplies	\$ 675.40
Utilities	\$ 1,432.84
UFSA	\$ 1,582.74
Total Disbursements:	\$ 55,254.06

Commissioner Caggiano reported that he had picked up the second half of the tax levy and deposited the check into ION bank. He put \$200,000 into the internet center at ION and transferred \$25,000 to checking to cover expenses. Elizabeth Shick from Lerch, Vinci and Bliss attended the meeting to review the 2022 audit and the recommendations made by the accountants. She discussed prevailing wages, approval of banks used to make deposits by the Board, State contracts and purchasing among other issues. The commissioners reviewed the budget. Motion to accept financial report was made by Commissioner Cook, seconded by Commissioner Crownover, and carried.

Chief's Report

The Chief reported that there were 23 fire calls for the month of September, bringing the year-to-date fire calls to 182, and the total year-to-date activities to 253. The Chief reported on the old foam that needs to be disposed of and the cost to replace it with new foam. He presented a list of items to be purchased next year to add to the budget. The men inventoried the items on the trucks per the request of the Commissioners. Lists were provided for each truck. Motion to accept Chief's report was made by Commissioner Crownover; seconded by Commissioner Cook and carried.

Fire Official's Report

Acting Fire Official was unable to attend and submitted the following report to the Commissioners: Fire Prevention has been continuing our progress toward completing the district's inspections. We are still on track. The next phase will be completing the Chase complex, 150 River Road Complex, the Township properties and the Firehouses.

Houses have been steady, and the permit applications are coming for Montville Day.

The Crown Vic is still at Towaco Service, repairs are still in progress.

The State has started preparations for the end of the year DFS report filing. I obtained instructions from our local assistance representative on how to add Carl Lewis to the FIRES Portal and have him added to our team. Then when the time comes, he will be able to approve our year end. I will reach out to Carl to arrange a time to meet up and get this process started.

Please feel free to contact me with any questions or concerns. There were 11 changes of occupancy for September. Motion to accept Fire Official's report was made by Commissioner Bitterle; seconded by Commissioner Cook and carried.

Correspondence

- Received past due invoice Fire and Safety
- Email regarding the radios – all good. They will be more diligent about reporting in the future
- Received a quote for the battery for the generator
- Received a reminder that we need to sign up for Government connect
- LFN regarding bidding thresholds
- Call from the town about a WOSP not being done
- Joint meeting reminder

Old Business

Commissioners reviewed the Project Status report.

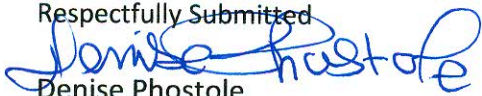
New Business

None

Adjournment

The motion to adjourn the meeting was made by Commissioner Bitterle, seconded by Commissioner Crownover and carried. The meeting was adjourned by Commissioner Lewis at 9:35 P.M.

Respectfully Submitted



Denise Phostole

District 1 Clerk Montville Township BOFC District One