

## **March 14, 2024**

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, and Don Crownover; Chief Jim Longobardi; Fire Official Brian Ricci and Denise Phostole District Clerk. Also present were John McGorry and Roger Atkinson.

### **Minutes**

The minutes of the meeting for February 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 Crownover, seconded by Commissioner Bitterle, and carried:

| Disbursements March 2024  |               |
|---------------------------|---------------|
| Administration            | \$ 5,181.00   |
| M&R                       | \$ 32,827.14  |
| Insurance                 | \$ 2,764.93   |
| Supplies                  | \$ 1,111.26   |
| Purchases                 | \$ 59,508.42  |
| Training                  | \$ 800.00     |
| Professional Services     | \$ 750.00     |
| Benefits - Life Insurance | \$ 521.28     |
| Utilities                 | \$ 6,584.61   |
| UFSA                      | \$ 2,850.62   |
| Total Disbursements:      | \$ 112,899.26 |

Commissioner Caggiano reported that he had not received the bank statements from Blue Foundry; the interest for the month has not been posted. There were transfers made from Kearny bank and ION Bank to checking to cover bills paid. The commissioners reviewed the budget. Motion to accept financial report was made by Commissioner Bitterle, seconded by Commissioner Crownover, and carried.

### **Chief's Report**

The Chief reported that there were 18 fire calls for the month of February, bringing the year-to-date fire calls to 36, and the total year-to-date activities to 50. The Chief reported that the

hard suction hose for 352 had arrived. The heat was repaired in the bay at station one. The supply room at station three is being cleaned and cleared of out- of- date items. There will be electric car fire training (safety) on March 26<sup>th</sup>. On March 28<sup>th</sup> there will be NEMA weight limits on bridges. The Chief is working on updates to the website. Motion to accept Chief's report was made by Commissioner Crownover; seconded by Commissioner Cook and carried.

### **Fire Official's Report**

Fire Official Ricci Said that there were 5 home inspections in February. Fire Official has received a quote from First Due. There are 7 modules that they propose to install in place of ESP. The number of users is unlimited. Would need a tablet with cell service for the inspector when in the field. The commissioners have given their approval to place the order. They are currently looking for an inspector to do houses and permits. Having trouble finding someone. The car needs service. Questioning whether it should be repaired. The three fire prevention bureaus are currently looking to redo the fees. Motion to accept Fire Official's report was made by Commissioner Bitterle; seconded by Commissioner Crownover and carried.

### **Correspondence**

- Received invoice MO cleaning, ALM, Fire and Safety Services and Joint billing 1<sup>st</sup> quarter from Pine Brook District 3
- Received readopted rules to enhance oversight in areas in particular contract review to insure greater accountability and transparency in public contracting in NJ.
- Received LOSAP list.
- Received analysis of channel interference from VComm for the police – forwarded to 3 districts.
- Received email regarding the repairs to the two radio sites that were down: broken cable at Turkey Hill and broken modem at Towaco.
- Forwarded work session notes regarding information from VComm about the proposal for radio assessment to three districts.
- Received sign up information from Municibid – wrote the resolution and newspaper ad for the sale of the truck and the 6X6.
- Received a report from the Chief regarding the repairs that are needed for the trucks.
- Received quote for door repairs for both bays at station one.
- Received information on a new law allowing for twenty-year debt repayment on fire trucks.
- Received affidavit for elections ad from District 3.
- Received a request from Town Clerk Stacy Kostka for the name of our lawyer.

### **Old Business**

Commissioners reviewed the Project Status report.

### **New Business**

The meeting was turned over to the District Clerk for the purpose of starting the annual elections of the Board and appointments. The reorganization meeting then proceeded. On the request for nominations for Chairman of the Board, motion to nominate Carl Lewis was made by

Commissioner Cook and seconded by Commissioner Caggiano and carried. The meeting was turned over to Commissioner Lewis who requested nominations for Vice Chairman. A motion was made by Commissioner Lewis, seconded by Commissioner Crownover to elect Commissioner Cook. All in favor.

Motions were duly made, seconded, and carried in connection with the following:

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Treasurer of the BOFC District 1 | Michael Caggiano                  |
| District Clerk                   | Denise Phostole                   |
| Auditor                          | LVH LLC. Lynch, Vinci and Higgins |
| Lawyer                           | Anthony Bucco (JMHMWA.P.C)        |
| Fire Official                    | Brian Ricci                       |
| Payroll Company                  | ADP                               |
| Newspapers                       | Daily Record, Citizen             |
| Insurance                        | Holmes and McDowell               |

The following appointments were made:

|                                  |                                  |
|----------------------------------|----------------------------------|
| Department Buildings and Grounds | Commissioners Cook and Crownover |
|----------------------------------|----------------------------------|

Service contractors:

|               |  |
|---------------|--|
| Alarm systems | Be Safe Security                         |
| Landscaping   | Wick Services Inc.                       |
| Radios        | Northeast communications                 |
| Custodians    | M.O. Cleaning Services                   |
| Generators    | Gen Serv, Kraft Power                    |
| Plowing       | ALM                                      |
| Pest Control  | Western Pest                             |
| Truck M&R     | NJEV, Nationwide, Fire & Safety Services |

Commissioner Cook reported a leak at station one by the scupper – sheet rock is falling.

### **Adjournment**

The motion to adjourn the meeting was made by Commissioner Cook, seconded by Commissioner Crownover and carried. The meeting was adjourned by Commissioner Lewis at 10:10 P.M.

Respectfully Submitted



Denise Phostole

District 1 Clerk Montville Township BOFC District One