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9/25/25

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

**FIRE DISTRICT #1 MEETING: DATE: September 25, 2025**  
**Meetings are the 4<sup>th</sup> 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**

<b>TREASURER:</b>	<b>BRANNON</b>	<b>X</b>
<b>SECRETARY:</b>	<b>MORNICK</b>	<b>X</b>
<b>CHAIRMAN:</b>	<b>HOWARD</b>	<b>X</b>
<b>VICE CHAIRMAN:</b>	<b>HARRON</b>	<b>X</b>
<b>COMMISSIONER:</b>	<b>GENTEK</b>	<b>X</b>

## **5. READING OF THE LAST MONTHLY MEETING MINUTES:**

A. Approval of the meeting minutes/make available.

**Motion to accept made by:** Commissioner Harron

**Seconded by:** Commissioner Brannon

## **6. TREASURER REPORT**

- Report follows minutes.

**TOTAL BILLS:** \$65,044.10

**Transferred:** \$65,043.61 and \$1,658.49 for P-Card account

### **A. Approval of Treasurer's Report:**

**Motion to accept made by:** Commissioner Harron

**Seconded by:** Commissioner Mornick

**Motion to transfer funds and pay the bills made by:**  
Commissioner Harron

**Seconded motion made by:** Commissioner Mornick

## **7. COMMUNICATIONS**

**INCOMING MAIL/EMAIL.** Vehicle registration for Tahoe in. Paperwork from Fire Bureau for site inspection. EZ-Pass action for vehicle that went to Paterson for mutual aid. Summary Report for the period of 6/1/25-8/29/25 from Lincoln Financial. Summary report for 4/1/25-6/30/25 from Lincon Financial. Correspondence from Ford Scott for the Website. Insurance renewal for Package Policy.

**OUTGOING MAIL/EMAIL:** Correspondence to Brown and Brown to renew Package policy.

## **8. REPORTS OF EXECUTIVE BOARD**

**Chairman Reports-** New quint discussion and resolution to get in papers.  
Working on Budget information.

**Vice Chairman-**progress

**Commissioner-**Dual purpose vehicle discussed. Met with web person and updated all.

## **COMMITTEE REPORTS**

**DUTY CREW** – Nothing

**FIRE BUREAU**- New vehicle is being discussed for next year's budget. Discussion on policies and overtime according to LT and preliminary budget was discussed and comp time. Draft salaries discussed. Communication for vehicles changed from other companies to First Net from AT&T. Inspections to state level until DRBA is out of contract.

**FIRE APPARATUS**- Full spec meeting 10/2 to finding numbers for new vehicle.

**ISO**-No activity

**HYDRANTS**- flushing

**LOSAP**- Received summary for members.

**INSURANCE**- Package policy renewed for the year. Waiting for a quote on a possible dual vehicle.

**FIXED ASSETS**- Donations to other countries. See attached.

#### **9. FIRE CHIEFS REPORT**

- See attached

**10. OLD BUSINESS**- Received budget requests in from fire company.

**11. NEW BUSINESS** – Equipment to be donated to 3<sup>rd</sup> world country. Motion by - Harron and 2<sup>nd</sup> by Gentek. Brush truck replacement possibility. Brush truck not being utilized but this dual vehicle would.

**12. RESOLUTIONS**- None

**13. OPEN COMMENTS FROM THE PUBLIC**-

**14. ANNOUNCEMENT OF NEXT MEETING**

**DATE: October 23, 2025.**

**TIME: 8 PM**

**15. ADJOURNMENT:**

**Motion made by:** Commissioner Harron

**Seconded by:** Commissioner Brannon

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

**B.O.F.C. Fire District #1 Lower Township**  
**Checks, Electronic Payments, and Bank Balances**  
**August 29, 2025 through September 25, 2025**

**Sturdy - Checking**

Beg Checking Bank Balance	\$ 10,000.00
Transfers In:	\$ -
Other Adjustments:	\$ -
Voided/Deleted/Reissued Checks:	\$ -
Interest Income	\$ 0.49
Balance before the following list of vendor payments	<u>\$ 10,000.49</u>

**Vendor Payments**

6436	Carrise Mornick	-2,500.00
6437	Witmer Public Safety Group, Inc.	-5,750.00
6438	WEJConsulting LLC	-7,875.00
6439	Waterway Mid-Atlantic LLC	-3,024.00
6440	Mes	-21,076.00
6441	Linda Brannon	-700.00
6442	Joni Roth	-1,500.00
6443	Cape May County Fleet Maintenance	-764.63
6444	Atlantic City Electric	-219.74
6445	Brown and Brown	-10,485.00
6446	Campbells Supply	-11,149.73

Total Check Payments	<u>\$ (65,044.10)</u>
Adjustments:	\$ -
Sturdy Bank- Checking Bank Balance (after checks are cut)	\$ (55,043.61)
Transfer from Savings to Checking	<u>\$ 65,043.61</u>
Sturdy Bank - Checking Bank Balance after requested transfer	<u><u>\$ 10,000.00</u></u>



## Bank of America - Purchasing Card

Beg Balance - P-Card Balance Due - Prior Month	\$ 2,541.97
Payments	\$ 2,541.97
Bills paid with P-Card	\$ 1,700.31
Subtotal	\$ 1,700.31
Adjustments - Returns and Credits	\$ (41.56)
P-Card a/c Balance due as of 9/15/25	<u>\$ 1,658.75</u>

### Sturdy - Reserve Account for P-Card Payments

Beginning Balance	\$ 5,000.00
Interest Income	\$ 0.26
Additions(Deductions):	\$ -
Other:	\$ -
Funds Allocated for P-Card balance due	\$ (1,658.75)
Request to transfer from Savings to P-Card Reserve	\$ 1,658.49
Balance after Transfer	<u>\$ 5,000.00</u>

### Sturdy - Savings Account

Beginning Balance	\$ 942,916.92
Additions(Deductions):	\$ -
Township of Lower Income	\$ -
P-Card rebate income	\$ -
Insurance Premium Refund	\$ -
LOSAP Returns	\$ -
Interest Income	\$ 45.37
Request to transfer from Savings to Checking	\$ (65,043.61)
Request to transfer from Savings to Reserve - for P-card payment	\$ (1,658.49)
Balance after Transfers	<u>\$ 876,260.19</u>

### Summary of Bank Account Totals after Requested Transfers

Sturdy - Checking	\$ 10,000.00
Sturdy - Reserve Account (For P-Card Payments)	\$ 5,000.00
Sturdy - Savings	\$ 876,260.19
Total Bank Accounts Balance	<u>\$ 891,260.19</u>



# Villas Volunteer Fire Company

P.O. Box 99  
Villas, New Jersey 08251

## CHIEF'S REPORT

9/25/2025 Commission

### NUMBER TYPE OF FIRES

	AUTO FIRES
	BRUSH FIRES
	GRILL FIRES
	GRASS FIRE
	CHIMNEY FIRES
	COVER ASSIGNMENT
1	CO ALARM
	ELECTRICAL FIRES
3	FIRE ALARMS
	GRILL FIRES
	MULCH FIRE
	HAZMAT SPILLS
2	NATURAL GAS LEAK / FIRES
2	ODOR OF GAS
	AIRCRAFT INCIDENT

### NUMBER TYPE OF FIRES

2	SMOKE INVESTIGATE/ODOR
	PROPANE GAS LEAK / FIRES
	POLICE ASSIST / MEDICAL
	RESCUE ASSIGNMENT
	OPEN BURN
4	WATER RESCUE/DIVE ASSIGNMENT
	APPLIANCE FIRE
	STOVE/KITCHEN FIRES
1	DWELLING/BUILDING FIRES
	STANDBY
	TRASH / DEBRIS FIRES
	UTILITY EMERGENCY - WIRES DOWN / ARCHING
	UTILITY EMERGENCY - MAIN BREAK / FLOODING
3	VEHICLE ACCIDENTS
	VEHICLE W/EXTRICATION

TOTAL # of CALLS: 18

### IN-SERVICE:

		1-3/4 HOSE	2-1/2 HOSE	5" HOSE
U-60	4			
B-60	2			
T-60	2			350'
Q-60	9			
SQ-60	6			
Marine-60	1			

Damaged:

### FIRE PREVENTION ACTIVITIES:

	FIRE PREV. AT SCHOOLS
	SCHOOL VISITATIONS

	BOY SCOUT VISITATIONS
2 Hrs	PUBLIC RELATIONS

### FIRE TRAINING ACTIVITIES:

	DRIVER/PUMP TRAINING
2	ENGINE COMPANY TRAINING
	EXTRICATION TRAINING
	FF. ORIENTATION
	FIRE SCHOOL

4	MONTHLY DRILL NIGHT
	DIVE TRAINING
	RESCUE TRAINING
	LIVE BURN
	TRUCK CO. TRAINING

6 TOTAL HOURS FOR THE MONTH

Submitted By:

Fire Chief:

William Belles PC

The (5) new SCBA bottles are in.

All annual testing and PM's have been completed. We were just waiting on all reports to review for any required repairs.

We have only received one quote to have the emergency light repairs on Deputy 60 car from Birchs Communications for \$2344.40. The parts are on order. Once they come in, it will be scheduled for install.

We will be replacing the tires on Tanker 60 this year. DFC Jordan is obtaining prices.

The (3) 700 mhz radios came in and were installed in Quint 60, Tanker 60 and Squad 60.

Campbells will be repairing DEF on Tanker 60

We order (5) new 100' lengths of 5' supply hose.