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**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 28, 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>A</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 Brannon

**Seconded by:** Commissioner Gentek

## **6. TREASURER REPORT**

- Report follows minutes.

**TOTAL BILLS: \$ 6,164.37**

**Transferred: \$ 6,163.57 and \$2,541.69 for P-Card account**

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

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

**Seconded by:** Commissioner Brannon

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

Commissioner Gentek

**Seconded motion made by:** Commissioner Brannon

## **7. COMMUNICATIONS**

**INCOMING MAIL/EMAIL.** Received cancellation notice on boat insurance as we had replaced it with another agency. Received the new policy for the boat policy. Recall for Mud Flaps on truck. Lincoln Variable Insurance Products Trust information. Special Meeting on Sept 10, 2025 in reference to Voting. Received Vehicle registration for Tahoe. Received copy of AC&D policy.

**OUTGOING MAIL/EMAIL:** Contacted Atlantic City Electric concerning Pole on lot.

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

**Chairman Reports-** Nothing

**Vice Chairman-**

**Commissioner-**

## **COMMITTEE REPORTS**

**DUTY CREW** – Regress. (not a typo). Another meeting September 9.

**FIRE BUREAU-** Work session meeting to work out issues and attended with hr manager and township mgr. Discussions on several matters. Comp time to be discussed. Hiring process to be discussed. According to Township guidelines.

**FIRE APPARATUS-** Progress

**ISO-**No activity

**HYDRANTS-** No activity

**LOSAP-** Progress

**INSURANCE-** Renewal questionnaire for property policy renewal of September. Cancellation paperwork forwarded to Brown and Brown for boat policy. New boat policy has been received. Copy of Accident and Sickness Policy.

**FIXED ASSETS-** Donating gear to 3<sup>rd</sup> world countries. Hearst also to be donated.

## **9. FIRE CHIEFS REPORT**

- See attached

**10. OLD BUSINESS-** No private autos are to be worked on in engine bays. Status of pump testing for July 21.

**11. NEW BUSINESS –** Need wish list for the budget for September meeting.

**12. RESOLUTIONS-** 2025-13 Accepting annual audit for 2024. Motion by Mornick, 2<sup>nd</sup> by Gentek. 1 Absent.

**13. OPEN COMMENTS FROM THE PUBLIC-** Paterson being billed for work. County diver team doing air show.

## **14. ANNOUNCEMENT OF NEXT MEETING**

**DATE: September 25, 2025.**

**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.

**B.O.F.C. Fire District #1 Lower Township**  
**Checks, Electronic Payments, and Bank Balances**  
**July 25, 2025 through August 28, 2025**

**Sturdy - Checking**

Beg Checking Bank Balance	\$ 10,000.00
Transfers In:	\$ -
Other Adjustments:	\$ -
Voided/Deleted/Reissued Checks:	\$ -
Interest Income	\$ 0.80
Balance before the following list of vendor payments	<u>\$ 10,000.80</u>

**Vendor Payments**

6428	Witmer Public Safety Group, Inc.	-2,308.21
6429	Waterway Mid-Atlantic LLC	-1,200.00
6430	Richard M. Braslow	-247.50
6431	Cape Regional Urgent Care	-168.00
6432	Cape May County Fleet Maintenance	-437.09
6433	Mes	-630.00
6434	Campbell Supply Company	-843.57
6435	Richard M. Braslow	-330.00

Total Check Payments	<u>\$ (6,164.37)</u>
Adjustments:	\$ -
Sturdy Bank- Checking Bank Balance (after checks are cut)	\$ 3,836.43
Transfer from Savings to Checking	<u>\$ 6,163.57</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	\$ 1,534.87
Payments	\$ 1,534.87
Bills paid with P-Card	\$ 2,541.97
Subtotal	\$ 2,541.97
Adjustments - Returns and Credits	\$ -
P-Card a/c Balance due as of 8/15/25	<u>\$ 2,541.97</u>

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

Beginning Balance	\$ 5,000.00
Interest Income	\$ 0.28
Additions(Deductions):	\$ -
Other:	\$ -
Funds Allocated for P-Card balance due	\$ (2,541.97)
Request to transfer from Savings to P-Card Reserve	\$ 2,541.69
Balance after Transfer	<u>\$ 5,000.00</u>

### Sturdy - Savings Account

Beginning Balance	\$ 951,573.61
Additions(Deductions):	\$ -
Township of Lower Income	\$ -
P-Card rebate income	\$ -
Insurance Premium Refund	\$ -
LOSAP Returns	\$ -
Interest Income	\$ 48.57
Request to transfer from Savings to Checking	\$ (6,163.57)
Request to transfer from Savings to Reserve - for P-card payment	\$ (2,541.69)
Balance after Transfers	<u>\$ 942,916.92</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	\$ 942,916.92
Total Bank Accounts Balance	<u>\$ 957,916.92</u>



# Villas Volunteer Fire Company

P.O. Box 99  
Villas, New Jersey 08251

## CHIEF'S REPORT

8/28/2025 Commission

### NUMBER TYPE OF FIRES

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

### NUMBER TYPE OF FIRES

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

TOTAL # of CALLS: 42

### IN-SERVICE:

		1-3/4 HOSE	2-1/2 HOSE	5" HOSE
U-60	3			
B-60	4			
T-60	2			
Q-60	22			
SQ-60	15			
Marine-60	1			

Damaged:

### FIRE PREVENTION ACTIVITIES:

2 Hrs	FIRE PREV. AT SCHOOLS
	SCHOOL VISITATIONS

	BOY SCOUT VISITATIONS
3 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 PO*

Annual pump testing was completed.

Annual SCBA testing was completed.

Wednesday, September 3rd the annual hose and ground ladder testing will be done.

We have (4) members attending Firefighter 1. The first class is Tuesday, September 2nd.

Requesting permission to obtain a quote to replace mobile units in the (3) large trucks with 700 mobile radios through WEJ Consulting. We have used them in the past.

I will be obtaining quotes to have some of the emergency lighting updated on the Deputy car. Once I receive the quotes I will go with the lowest bid. Due to the age of the vehicle, some of the lighting is beginning to fail.

Thursday, September 4th Annual Jaws and Airbag testing will be done.

Firefighter Blake Horton has successfully completed and passed EMT Class. As past practice, we have reimbursed any 1/2 of the class if they can provide documents showing such.

Requesting status of where we are with new Quint 60.