

10/23/25
cm

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

**FIRE DISTRICT #1 MEETING: DATE: October 23, 2025
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:	HARRON	X
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 Gentek

6. TREASURER REPORT

- Report follows minutes.

TOTAL BILLS: \$ 79,001.17

Transferred: \$85,164.50 and \$ 4,913.61 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. Insurance brochure from VFIS about Insurance matters. EZ-Pass action for vehicle that went to Paterson for mutual aid. Summary Report for the period of 7/1/25-9/30/25 from Lincoln Financial. E-mail from Lower Township for budget. Information from Brown and Brown for vehicle schedule. Site plan review for Bates Avenue from Fire Bureau.

OUTGOING MAIL/EMAIL: None

8. REPORTS OF EXECUTIVE BOARD

Chairman Reports- Working on Budget information to be sent to Ford-Scott.

Vice Chairman-progress

Commissioner- Question for commission for Braslow's help on duty crew.

COMMITTEE REPORTS

DUTY CREW – Trying to establish duty crew. How to get people to check trucks. Braslow indicated there are questions on duty crew and stipends.

FIRE BUREAU- 4 commissioners attended meeting and discussed wages, etc. Talk of keeping older vehicle for extra.

FIRE APPARATUS- Call to E-One about refurbishing ladder truck.

ISO-No activity

HYDRANTS- flushing done. Hydrants that needed repaired or replaced during flushing were done.

LOSAP- Received summary for members.

INSURANCE- Vehicle schedule received.

FIXED ASSETS- Updated schedule

9. FIRE CHIEFS REPORT

- See attached

10. OLD BUSINESS- Roxor purchase. Discussion and fire company wants commission to pay for fuel and oil change. Checking with insurance company about where to put Roxor. Brush truck information discussed with fire company and getting rid of brush truck.

11. NEW BUSINESS – None

12. RESOLUTIONS- Resolution 2025-14 Compensation for members of the board of fire commissioners. Motion by Brannon, 2nd by Harron. Resolution 2025-15 Authorizing award on contract for insurance. Motion by Harron, 2nd by Brannon

13. OPEN COMMENTS FROM THE PUBLIC-

14. ANNOUNCEMENT OF NEXT MEETING

DATE: November 20, 2025.

TIME: 8 PM

15. ADJOURNMENT:

Motion made by: Commissioner Harron

Seconded by: Commissioner Gentek

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
September 26, 2025 through October 23, 2025**

Sturdy - Checking

Beg Checking Bank Balance	\$ 10,000.00
Transfers In:	\$ -
Other Adjustments: Prior month transfer	\$ (6,163.57)
Voided/Deleted/Reissued Checks:	\$ -
Interest Income	\$ 0.24
Balance before the following list of vendor payments	<u>\$ 3,836.67</u>

Vendor Payments

6447	William Howard	-6,100.00
6448	Waterway Mid-Atlantic LLC	-1,350.00
6449	Villas Fire Company	-49,000.00
6450	Timothy J. Klett	-2,500.00
6451	Richard M. Braslow	-220.00
6452	Linda Brannon	-4,600.00
6453	Drive To Survive	-280.00
6454	Dale Gentek	-5,600.00
6455	Carrise Mornick	-4,100.00
6456	Cape May County Fleet Maintenance	-151.17
6457	Bryan Harron	-5,100.00

Total Check Payments	<u>\$ (79,001.17)</u>
Adjustments:	\$ -
Sturdy Bank- Checking Bank Balance (after checks are cut)	\$ (75,164.50)
Transfer from Savings to Checking	<u>\$ 85,164.50</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	\$ 1,658.75
Payments	\$ 1,658.75
Bills paid with P-Card	\$ 2,372.28
Subtotal	\$ 2,372.28
Adjustments - Returns and Credits	\$ -
P-Card a/c Balance due as of 10/15/25	<u>\$ 2,372.28</u>

Sturdy - Reserve Account for P-Card Payments

Beginning Balance	\$ 2,458.49
Interest Income	\$ 0.18
Additions(Deductions):	\$ -
Other:	\$ -
Funds Allocated for P-Card balance due	<u>\$ (2,372.28)</u>
Request to transfer from Savings to P-Card Reserve	<u>\$ 4,913.61</u>
Balance after Transfer	<u>\$ 5,000.00</u>

Sturdy - Savings Account

Beginning Balance	\$ 876,260.19
Additions(Deductions):	\$ -
Township of Lower Income	\$ 164,475.00
P-Card rebate income	\$ 222.15
Insurance Premium Refund	\$ -
LOSAP Returns	\$ -
Interest Income	\$ 50.34
Request to transfer from Savings to Checking	<u>\$ (85,164.50)</u>
Request to transfer from Savings to Reserve - for P-card payment	<u>\$ (4,913.61)</u>
Balance after Transfers	<u>\$ 950,929.57</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	\$ 950,929.57
Total Bank Accounts Balance	<u>\$ 965,929.57</u>



Villas Volunteer Fire Company

P.O. Box 99
Villas, New Jersey 08251

CHIEF'S REPORT

10/23/2025 Commission

NUMBER TYPE OF FIRES

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

NUMBER TYPE OF FIRES

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

TOTAL # of CALLS: 17

IN-SERVICE:	1-3/4 HOSE	2-1/2 HOSE	5" HOSE	Damaged:
U-60	1			
B-60				
T-60				
Q-60	9			
SQ-60	7			
Marine-60				

FIRE PREVENTION ACTIVITIES:

3 Hrs	FIRE PREV. AT SCHOOLS		BOY SCOUT VISITATIONS
	SCHOOL VISITATIONS		PUBLIC RELATIONS

FIRE TRAINING ACTIVITIES:

	DRIVER/PUMP TRAINING	5	MONTHLY DRILL NIGHT
	ENGINE COMPANY TRAINING		DIVE TRAINING
	EXTRICATION TRAINING		RESCUE TRAINING
	FF. ORIENTATION		LIVE BURN
	FIRE SCHOOL		TRUCK CO. TRAINING
		5 TOTAL HOURS FOR THE MONTH	

Submitted By:

Fire Chief:

William Belles IV

The new tires have been installed on Tanker 60.

The (5) new lengths of 5" have come in.

The Fire Company had purchased the Roxor to help with putting the new Quint 60 on the 2026 fire election ballot.

I have sent an email to Deputy Chief Woods and the Water Company from Passiac regarding the Mutual Aid Agreement payments.

Mike Robertson and Campbell's are finalizing the final spec and Quote for the New Quint. As of Tuesday October 21st it was approx. 10 days from being finished and sent to me, however the price breakdown is as follows: Today = \$1,684,280..... Adding 7% = \$1,802,180 (after election). That will give us a buffer for the ballot. The truck will be going up no more than 5% prior to the ordering the truck.