

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

FIRE DISTRICT #1 MEETING: DATE: November 20, 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 Harron

6. TREASURER REPORT

- Report follows minutes.

TOTAL BILLS: \$ 7,761.69

Transferred: \$ 7,761.01 and \$1,683.70 for P-Card account

A. Approval of Treasurer's Report:

Motion to accept made by: Commissioner Gentek

Seconded by: Commissioner Harron

Motion to transfer funds and pay the bills made by:

Commissioner Gentek

Seconded motion made by: Commissioner Harron

7. COMMUNICATIONS

INCOMING MAIL/EMAIL. Summary Report for the period of 7/1/25-9/30/25 from Lincoln Financial. Resolution 2025-364 for approving compensation of commissioners from Lower Township Council. Renewal from DMV registration for 2011 Truck. Needed resolutions. 2026 Budget from Ford-Scott for introduction.

OUTGOING MAIL/EMAIL: None

8. REPORTS OF EXECUTIVE BOARD

Chairman Reports- Budget sent. Modern bill issue.

Vice Chairman-Wildwood wanted to purchase skid from company.

Commissioner Harron to discuss with Deputy Chief Jordan.

Commissioner- Discussion of duty crew.

COMMITTEE REPORTS

DUTY CREW – Duty crew starting December 1, 2025. Rotation of personnel.

FIRE BUREAU- Various issues. Clerk Shelby -\$2,000 stipend, non-pensionable.

FIRE APPARATUS-Roux issues. Still waiting for progress from fire company on agreements. Paperwork for new truck. Waiting on information on refurbishing E-One.

ISO-No activity

HYDRANTS- Progress

LOSAP- Received summary for members.

INSURANCE- Boat policy that was cancelled because it was replaced.

FIXED ASSETS- No activity

9. FIRE CHIEFS REPORT

- See attached

10. OLD BUSINESS- Refurbishing quote of E-One. Tabled.

11. NEW BUSINESS – Need to replace shredder.

12. RESOLUTIONS- Resolution 2025-16 Capital Question for Annual Election. Motion by Harron, 2nd by Gentek. Resolution 2025-17 Introduction of 2026 Budget. Motion by Harron, 2nd by Gentek.

13. OPEN COMMENTS FROM THE PUBLIC- Discussion of survey of fire companies.

14. ANNOUNCEMENT OF NEXT MEETING

DATE: December 18, 2025.

TIME: 8 PM

15. ADJOURNMENT:

Motion made by: Commissioner Harron

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
October 24, 2025 through November 20, 2025**

Sturdy - Checking

Beg Checking Bank Balance	\$ 10,000.00
Transfers In:	\$ -
Other Adjustments:	\$ -
Voided/Deleted/Reissued Checks:	\$ -
Interest Income	\$ 0.68
Balance before the following list of vendor payments	<u>\$ 10,000.68</u>

Vendor Payments

6458	Birch's Communications LLC	-2,344.00
6459	Cape May County Fleet Maintenance	-331.03
6460	Service Tire Trucks Center	-4,890.79
6461	Villas Fire Company	-113.87
6462	Travelers	-82.00

Total Check Payments	<u>\$ (7,761.69)</u>
Adjustments:	\$ -
Sturdy Bank- Checking Bank Balance (after checks are cut)	\$ 2,238.99
Transfer from Savings to Checking	<u>\$ 7,761.01</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	\$ 2,372.28
Payments	\$ 2,372.28
Bills paid with P-Card	\$ 1,725.49
Subtotal	\$ 1,725.49
Adjustments - Returns and Credits	\$ (41.56)
P-Card a/c Balance due as of 11/15/25	<u>\$ 1,683.93</u>

Sturdy - Reserve Account for P-Card Payments

Beginning Balance	\$ 5,000.00
Interest Income	\$ 0.23
Additions(Deductions):	\$ -
Other:	\$ -
Funds Allocated for P-Card balance due	\$ (1,683.93)
Request to transfer from Savings to P-Card Reserve	\$ 1,683.70
Balance after Transfer	<u>\$ 5,000.00</u>

Sturdy - Savings Account

Beginning Balance	\$ 959,634.83
Additions(Deductions):	\$ -
Township of Lower Income	\$ 2,939.04
P-Card rebate income	\$ -
Insurance Premium Refund	\$ -
LOSAP Returns	\$ -
Interest Income	\$ 52.33
Request to transfer from Savings to Checking	\$ (7,761.01)
Request to transfer from Savings to Reserve - for P-card payment	\$ (1,683.70)
Balance after Transfers	<u>\$ 953,181.49</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	\$ 953,181.49
Total Bank Accounts Balance	<u>\$ 968,181.49</u>



Villas Volunteer Fire Company

P.O. Box 99
Villas, New Jersey 08251

CHIEF'S REPORT

11/20/2025 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
2	HAZMAT SPILLS
	NATURAL GAS LEAK / FIRES
1	ODOR OF GAS
	AIRCRAFT INCIDENT

NUMBER	TYPE OF FIRES
	SMOKE INVESTIGATE/ODOR
1	PROPANE GAS LEAK / FIRES
1	POLICE ASSIST / MEDICAL
	RESCUE ASSIGNMENT
2	OPEN BURN
	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: 16

IN-SERVICE:		1-3/4 HOSE	2-1/2 HOSE	5" HOSE	Damaged:
U-60	1				
B-60	1				
T-60					
Q-60	11	50'			
SQ-60	7				
Marine-60					

FIRE PREVENTION ACTIVITIES:

	FIRE PREV. AT SCHOOLS
	SCHOOL VISITATIONS

	BOY SCOUT VISITATIONS
	PUBLIC RELATIONS

FIRE TRAINING ACTIVITIES:

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

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

50 TOTAL HOURS FOR THE MONTH

Submitted By:

Fire Chief:

William Bolles PC