

Board Of Fire Commissioners, Fire District No. 1

Township of Gloucester, County of Camden
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March 10, 2026 Fire Company Reorganization and Operational Updates

Creation Time: 2026/03/10



General Info

- Date & Time: March 10, 2026, 7:00 PM
- Meeting Location: Commissioners' Office, Glendora Fire Company, Fire District No. 1 (Gloucester Township), NJ
- Attendees:
 - Chairperson: Kenneth Glass
 - Board Members: Eric Steiner, Chris Murphy, John Schumacher, Connie D'Ambrosia, Harry Woods



Agenda Items:

- Item 1: Oath of Office and Reorganization
 - Oath administered to a Fire Commissioner.
 - Annual reorganization conducted; positions appointed by motion and roll call votes.
- Item 2: Appointments and Designations
 - Treasurer: Eric Steiner appointed.
 - Secretary: Constance (Connie) D'Ambrosia appointed.
 - Chris Murphy resigned as Secretary, John to assist in a support role.
 - Resolution for Fire Official: Harry B. Woods appointed; Nick Woods appointed as backup Fire Official.
 - Meeting schedule set: Second Tuesday of every month at 7:00 PM in the Commissioners' Office; notice to be posted on the bulletin board and already online.
- Item 3: Roll Call and Minutes
 - All commissioners present.
 - Motion passed to accept minutes of the last meeting.
- Item 4: Communications

- AID 8.2 and 8.4 annual agreement communications received; board to continue per referendum.
- NJ Department of State Public Notice Hyperlink Portal: District website registered to ensure public access.
- Invoice from insurance broker (Rick Bean) for January—\$16,555 first installment—received late; recommended to pay promptly as first April check.
- Item 5: Fire Chief's Report (March)
 - Incidents YTD: 45.
 - Personnel: 8 applications sent; 5 physicals scheduled; one transfer pending; interviews to be scheduled before physicals. Beneficiary forms updated—several members outstanding (names noted in report).
 - Equipment requests:
 - Uniform patches from Avid Avitar Gear: \$339.95.
 - Car canopy (for trailer/parking lot) from Harbor Freight: \$199.99; confirm opening height; consider Inside Track membership pricing.
 - Hooks from prior approval pending delivery.
 - Hose testing scheduled for April 2, 2026; recent flow test issues corrected by Blaze Fire Equipment.
 - Vehicles: Discussed need to plan for FM vehicle replacement.
 - Uniforms: Grant firefighters to receive station boots and hat (FEMA-funded).
 - Duty crew: 25 daytime, 19 nighttime; 2 overnight weather standbys.
 - Facilities: Request to send letter to fire company for updated LED lighting in main office, closets, shop, upstairs storage, and engineers' room; repair broken office closet door.
- Item 6: Insurance Report
 - New insurance broker contact (Rick Bean). Late billing this year; board approved prompt payment of \$16,555 (workers' comp, management liability, excess liability, package) as first April check. Broker contact list to be updated with current officers.
- Item 7: Treasurer's Report and Cash Management
 - Established new PNC accounts:
 - Separate payroll business checking (per payroll vendor recommendation).
 - Money market account to safeguard excess funds and earn interest.
 - Cash Management Plan presented, covering existing accounts, certificates, new payroll and money market accounts, investment strategy, and reporting; resolution adopted.
 - Bills presented: \$46,587.16 total for the month; included transfers to payroll and money market. EFT process defined: Treasurer initiates; secondary board member authorizes; reconciliations for all three accounts provided.

- Outstanding checks: ~\$33,000 not yet cashed (primarily January); plan to reissue checks and manage stop-pay fees as needed after confirming non-receipt with vendors.
- Payroll: First payroll this Friday—total cash requirement \$6,136.97; moving to biweekly schedule; payroll journals to be filed each pay period.
- Item 8: AID Agreement (8.2/8.4)
 - Due to voter-approved referendum, board will proceed with the annual agreement as proposed rather than pay-per-call; underspending would reduce future allocation. Agreement to be printed, signed, and returned. Secretary information to be updated.
- Item 9: Equipment Purchase—Car Canopy
 - Approved purchase pending verification of opening height suitability; allowed price flexibility up to \$500 to accommodate size/membership pricing variance. Preference to use Harbor Freight; Inside Track membership cost considered.
- Item 10: Phones and Two-Factor Authentication Control
 - Duty phone to be reassigned to Fire Official (Harry) to meet operational needs.
 - New administrative phone to be acquired for the office for two-factor authentication access and continuity (\$36.99/month, same as existing line).
 - Vendor using text notifications to be informed that texting service will cease; continue standard contact methods.
- Item 11: Policies—Social Networking and Digital Imaging
 - Adopted policies modeled after Districts 8-2 and 8-4:
 - Prohibit on-duty photos/videos representing the district except by designated personnel.
 - Helmet/body cams permitted for internal training only under strict controls; interior fire operations recordings restricted; no public posting.
 - Chief and Chair to designate permitted users; signed acknowledgments required; enforcement provisions included.
 - Board approved adoption pending Fire Chief's review and final approval; once approved, policies become effective and distributed via bulletin board and email.
- Item 12: Public Comment
 - No public comments.
- Item 13: Adjournment
 - Motion to adjourn approved.



Key Performance

- Financial:

- Monthly bills approved: \$46,587.16.
- Insurance installment (to be paid as first April check): \$16,555.
- Payroll (first run): \$6,136.97; biweekly going forward.
- New money market established to safeguard and earn interest on surplus funds.
- Operational:
 - Incidents YTD: 45.
 - Duty coverage: 25 daytime, 19 nighttime; 2 overnight weather details.
 - Hose testing scheduled for April 2, 2026.
 - Process improvements: EFT authorization workflow and two-factor authentication continuity via new office phone.
- Customer:
 - No relevant content mentioned.



Decisions and Action Items

- Decision 1: Appointments and Meeting Schedule
 - Positions appointed: Treasurer (Eric Steiner), Secretary (Connie D'Ambrosio), Insurance lead (Chris Murphy) with support (John), Fire Official (Harry B. Woods), Backup Fire Official (Nick Woods). Monthly meetings set for second Tuesday at 7:00 PM.
 - Resolution signed for appointment of Fire Official (Harry B. Woods) and Backup Fire Official (Nick Woods)
 - Responsible: Board Chair/Secretary for notices and records
 - Deadline: Immediate; posting completed/ongoing
- Decision 2: Pay Insurance Installment
 - Approve payment of \$16,555 to insurance broker as first April check due to late billing to maintain coverage.
 - Responsible: Treasurer (Eric Steiner); Processing: Connie
 - Deadline: Early April (immediately after meeting)
- Decision 3: Adopt Cash Management Plan and Establish Accounts
 - Cash Management Plan adopted; payroll checking and money market accounts opened; EFT process approved.
 - Responsible: Treasurer; Co-signer: Kenny/authorized board member
 - Deadline: Implemented; ongoing reporting monthly
- Decision 4: Approve Monthly Bills
 - Approved \$46,587.16 for payment; reissue outstanding January checks after verification.
 - Responsible: Treasurer/Secretary
 - Deadline: Immediate; reissued checks this week
- Decision 5: Proceed with AID 8.2/8.4 Agreement

- Continue per referendum; print, sign, and return agreement; update contact titles.
- Responsible: Chair and Secretary; Coordination: Treasurer
- Deadline: As soon as agreement is received
- Decision 6: Car Canopy Purchase
 - Approved up to \$500 pending verification of opening height; consider Harbor Freight membership pricing if beneficial.
 - Responsible: Chief/Logistics designee; Treasurer for payment
 - Deadline: Before next meeting
- Decision 7: Phone Assignments and New Line
 - Reassign duty phone to Fire Official; add new admin phone line for office 2FA (\$36.99/month); notify vendor to discontinue texting service.
 - Responsible: Treasurer/IT designee; Admin: Secretary
 - Deadline: Within two weeks
- Decision 8: Social Networking and Digital Imaging Policies
 - Adopt policies pending Chief's approval; designated users only; internal training use; signed acknowledgments required.
 - Responsible: Fire Chief and Chair for designation; Secretary for distribution and records
 - Deadline: Draft finalized; implement upon Chief's sign-off before next meeting
- Action: Facility Lighting and Repairs Letter
 - Send formal request to fire company for LED lighting upgrades and closet door repair in specified areas.
 - Responsible: Secretary; Input: Chief
 - Deadline: Before next meeting