

Pittsgrove Township District 3 Board of Fire
Commissioners Meeting Minutes

January 10, 2023

The January 2023 meeting was called to order at 19:31 by Chairman Smith. Chairman Smith opened the meeting by leading the Pledge of Allegiance and acknowledging the Open Public Meetings Act (Sunshine Law)

Roll Call

Richard Smith	Present
Christopher McDowell	Present
Sean Henderson	Absent
Brandon Mathews	Present
George Cousin	Present

Report of Auditor

Chairman Smith turned the meeting over to Evan Palmer from Bowman and Company. Mr. Palmer reviewed the commission budget and opened the floor for questions. Discussion followed.

Mr. Palmer gave a report on the audit. There were no findings. There was a question about LOSAP funds, specifically how they are restricted. Mr. Palmer said that the LOSAP funds are restricted to only LOSAP use in the specific budget year they are appropriated. Any remaining funds at the start of a new fiscal year are rolled into the unrestricted fund line.

There was a question on the number of signors that are needed on commission checks. Mr. Palmer said that although there is no specific policy requiring multiple signors, Bowman recommends at least two signors on checks. The board sets this policy every year.

There was a question about FDIC insurance coverage for our bank accounts. Mr. Palmer said that is not an issue, governmental accounts do not have an insurance cap, whatever you have in the accounts is insured.

Resolution 2023-1-10-1 to adopt the budget

Roll call:

Henderson – absent

McDowell – Yes

Cousin – Yes

Mathews – Yes

Smith – Yes

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The audit resolution needs Henderson’s signature.

Mr. Palmer left at 20:05

Approval of the previous meetings minutes

The minutes of the previous meeting were read independently. On a motion by Cousin and a second by McDowell the minutes were approved as read. Vote: All in Favor.

Bills

On a motion by McDowell and a second by Cousin the bills were approved to be paid. Vote: All on Favor.

Associated Fire Protection	991.00
AT&T Mobility	120.69
Atlantic City Electric	841.00
C&H Disposal Service Inc.	90.00
Campbell Supply	4,063.44
Comcast	496.05
Ed Myers Jr.	350.16
Elmer Times	48.13
FireFlow Services Inc.	712.50
Joseph Basich	32.54
Municipal Emergency Services	191.00
Pittsgrove Twp Board of Ed	1,782.38
Richard Braslow	430.00
South Jersey Gas	950.82
South Jersey Overhead Door	595.00
Steve's Auto Supply	206.92
TOTAL	\$11,901.63

Chief’s Report

Chief Hetzell said that 10 members qualified for LOSAP, he presented the list and said that it has been posted in the station for 30 days. On a motion by Cousin and a second by Mathews the board approved paying the LOSAP bill for the 10 members listed. Vote: AIF

Chief Hetzell requested 6 sets of gear and presented a state contract quote from MES. On a motion by Cousin and a second by Mathews he was approved to purchase 10 sets of gear. Vote: AIF

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Chief Hetzell wanted to buy new helmet shields for the officers for \$282 from MES. On a motion by Cousin and a second by McDowell he was approved to purchase. Vote: AIF

Chief Hetzell requested permission to buy AED pads, 4 adult pads and 4 child pads from MES. On a motion by Mathews and a second by Cousin he was approved to purchase the pads. Vote: AIF

Chief Hetzell wanted 3 tablet mounts for the iPads from Amazon for \$41. On a motion by Mathews and a second by Cousin he was approved to purchase the mounts. Vote: AIF

Chief Hetzell talked about possibly purchasing a hose drying rack from MES for \$2330. On a motion by Mathews and a second by Cousin he was approved to purchase. Vote: AIF

Chief Hetzell said the Chief truck needs repairs and tires. On a motion by Mathews and a second by Cousin he was approved to get the truck fixed. Vote: AIF

Chief Hetzell said that at the county meeting there was discussion about the county radio system. The county will be replacing everything soon and moving to a 700Mhz system. The county said they will be finding the replacement of all current radios.

Company Report

Larkin reported on the new officers.

Old Business

There was discussion about additional overhead door work. Two quotes were presented, one from Elmer Door and one from South Jersey Overhead Door. The SJOD quote was higher but the board decided to go with that quote due to prior poor performance from Elmer Door.

Mathews said that he thought we should have accounts set up to assist the engineers with purchases. Discussion followed about setting up accounts with various vendors.

There was discussion about the well again, we need to get it back in service. From a long-term perspective, we might want to talk to the school about doing something on their property. Apparently the available water is much better there.

New Business

Nash said that the Station 22 commissioners gave him some paperwork to be signed and taken to the township, a cost recovery ordinance and something to do with Knox boxes.

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Nash wants to get the SCBA tested.

Nash said that there is annual training at Norma soon and we'll have our regular training sometime in April.

Chairman Smith talked about moving money from the checking account to the savings accounts. On a motion by Cousin and a second by Mathews he has permission to move \$50 from checking to each savings account.

Adjournment

Cousin motioned for adjournment at 21:37, McDowell seconds. Vote: All in Favor.