

DELTRAN TOWNSHIP FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING
November 22, 2022

The regular meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening November 22, 2022 at the Fire District Office.

President Joseph Parento, commencing with the flag salute, called the meeting to order at 7:30 pm.

The President announced that this meeting is being conducted within the provisions of N.J.S.10-4.6 to N.J.S. 10:4-41 titled Open Public Meetings and that the time and place has been posted on the bulletin board of the Municipal Buildings and was advertised in the Burlington County Times on February 10, 2022.

Other members of the Board and appointed persons present were Commissioners James Bauer, James Turcich, and Anthony Quaciari. Also, present were: Chief Kevin Peak, Deputy Chief Joseph Cunningham, Sr., Captain # 232 Joseph Cunningham Fire Official Walt Bauer, Clerk Elizabeth Briggs and Clerk Maggie Suter; and Insurance Broker Ryan Jones.

A motion was made by Commissioner Parento, which was seconded by Commissioner Bauer, to approve October 25, 2022 regular monthly meeting minutes, and the Fire Commissioners caucus meeting minutes of November 8, 2022. The Board was polled. All AYES. The motion was approved.

COMMUNICATIONS: We received a bid for the fire hose from Continental Fire and Safety.

SECRETARY: Secretary duties are up to date.

CHIEF: Chief Peak submitted his written report. (See attached)

DEPUTY CHIEF: Deputy Chief Cunningham submitted his written report. (See attached)

STATION 231 BATTALION CHIEF: Not in attendance.

STATION 232 BATTALION CHIEF: Not in attendance.

OTHER LINE OFFICER'S REPORTS: Captain Cunningham: after the OSHA visit we had a few things to fix. At 232 the air compressor needs a guard and the grinder needs a safety. 231 had some extension cords that were removed. Both stations needed an

emergency action plan and 3 years of OSHA logs, both of which were completed. We also ordered a plaque for Lowe's for all they have done and given to us. It will be presented during the dinner in December.

FIRE POLICE: The meeting was at 231 and was very nice. They will be hosting in April and November. The election of officers were held. Ed Dalio is the new President and all other officers are the same.

STATION PRESIDENTS' REPORT: Not in attendance.

BUILDING & GROUNDS: The heaters at the Chester Ave. Station had maintenance completed on Monday. The parking lot at the Chester Ave Station is completed and looks good.

FIRE OFFICIAL – Finishing up the Life Hazard Use building inspections. The Knox boxes in town are being updated. There was an issue with the Knox order but that has been resolved.

SOLICITOR'S REPORT: The Solicitor was not in attendance.

INSURANCE: Insurance Broker Ryan Jones submitted his written report. (See attached) There are 3 tiers for Cyber coverage. Commissioner Turcich has reached out to someone to help get us up to Tier 3 so we are covered at the best level. They are working on all the changes.

APPARATUS: FOP would like to borrow the pickup truck in May and will submit a written request.

The quotes for the repairs on the ladder came in.

Campbell's quote was \$35,668. They found more to be repaired than was listed in our requirements.

EES quote \$21,277

Blaze quote approximately \$5,400 but the quote is not compatible with what we need.

The air tanks need to be removed since we are not using them.

FIRE EQUIPMENT: No report.

MASTER PLAN: No report.

PUBLIC RELATION: We escorted the High School Boy's Soccer Team around town for their State Championship win.

Our website link for the application of membership is not working. They can go to the Facebook page to get it.

The Santa Run, Breakfast with Santa, and Winterfest are coming up.

OFFICE SPACE & EQUIPMENT: no report.

UNIFORMS: Commissioner Quaciari filled an order with another to be order. Maggie Suter and Liz Briggs folded and did inventory on all the shirts and polos in the office closet.

SAFETY: No report.

WEB SITE: They met and have come up with some major changes for the website. The board was given some samples of what the page will look like. There was a discussion about costs for Firehouse Solutions and WIX. The Board was okay going with either. The committee will reach out to Firehouse Solutions to set up a meeting discuss the options. They will also send information to our current provider, Network Solutions, to see what they can do as well. The outlook server is having a problem sending out text messages to all members. We will now be sending texts out with I AM Responding.

GRANT: No report.

BILLS FOR PAYMENT- A motion was made by Commissioner Turcich and seconded by Commissioner Bauer to pay all bills present. The Board was polled. All AYES. The motion was carried.

TREASURER'S REPORT: The audit has been completed. We have an action plan for 3 minor issues we need to correct. The budget is 99% complete. We need to set a date for the 4 Capital Items meeting. The employee manual is almost complete.

Commissioner Turcich made a motion seconded by Commissioner Quaciari to adopt Resolution 2022-10 for the audit. The Board was polled. All AYES. The motion was carried.

DC Cunningham met with the contractor that got the bid for the kitchen appliances. The appliances have been ordered but the refrigerator is on backorder. They will hold the deposit until it arrives. The dishwasher will be in on December 7. The company was trying to get us to buy two 30" ovens instead of a 60". This is possible but they would need 2 connections for gas and electric, which may be an issue.

Commissioner Turcich made a motion, which was seconded by Commissioner Quaciari to adopt Resolution 2022-10 to move the annual election to November. The Board was polled. All AYES. The motion was carried.

Commissioner Turcich made a motion seconded by Commissioner Quaciari to accept the Treasurer's report. The Board was polled. All AYES. The motion was carried.

OLD BUSINESS: The hose bid that was received from Continental Fire and Safety was read. It was \$57,663.

Commissioner Turcich made a motion seconded by Commissioner Quaciari to accept the bid from Continental Fire and Safety for \$57,663. The Board was polled. All AYES. The motion was carried.

NEW BUSINESS:

We need to get rid of the old hose. We will check with Dredge Harbor to see if he needs any.

PUBLIC COMMENTS:

Greg Boehmke: has been taking classes for fire investigator and would like to take more classes next year and wants to know the process.

The Board said classes need to be passed through DC Cunningham and then passed to the board to decide if the class is approved.

COMMISSIONERS COMMENTS:

Commissioner Bauer: both 2312 and 2321 each need another section of hard suction for drafting. We will add that to the next budget.

Have a great Thanksgiving.

President Parento asked if anyone had any further business to discuss. Hearing none, he asked for a motion to adjourn. Commissioner Turcich made a motion seconded by Commissioner Quaciari to adjourn the meeting at 8:45 PM. The Board was polled. The motion was approved.

Respectfully submitted,

Maggie Suter

Maggie Suter, Clerk

Elizabeth S. Briggs

Elizabeth S. Briggs, Clerk



DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

856-461-5474 Fax 856-461-9005

Emergencies Dial 9-1-1

Deputy Chief's Report for November 2022:

1. 2301 vehicle was service.
2. I have 3 quotes for the repairs on the 2315.
3. I have the 2 old floor scrubbers out and charging the batteries. We can use these to try and get the old floor soap/ degreaser off the floor.
4. The Fire District received a Sealed Bid for Fire Hose and I will give that to Commissioner Bauer before the meeting.

Grants:

1. No news on the grant front.
2. I'm still looking into the Firehouse grants & the Gary Sinise foundations for grants.

Building and Grounds:

1. The parking lot at the Chester Ave station was sealed.
2. Tustin was performed the PM serviced at the Chester Ave Station on 11/21/22. A Tech also went to the Bridgeboro station but was pulled for an emergency service called.
3. The New Brush came in for the Scrubber at the Chester Ave Station.

Fraternally,

Deputy Chief Joe Cunningham Sr.

A handwritten signature in cursive script that reads "Deputy Chief Joe Cunningham Sr." The signature is written in black ink and is positioned below the typed name.

TREASURER'S REPORT

11/22/22

- 1.) The budget preparation is nearing completion.
- 2.) We need to decide on the dollar amount for the following Capital Items:
Firefighting Equipment; Station Upgrades; IT Upgrades; Drone.
- 3.) Also need to set a date for the special meeting to vote on the Capital Items.
I suggest December 7 and remind everyone that the vote is held between the hours of 6:00 PM and 9:00 PM
- 4.) Captain Cunningham has figured out a method to upgrade the capabilities of some of the older computers in the office and the stations and serve our purposes without purchasing new computer at this time. Estimated cost is about \$125.00 per computer as compared to over \$600.00 for new ones.
- 5.) Still working through several items with the I Am Responding System update. Our office staff is working on specs for the cabling that needs to be done so we can advertise for bids and hopefully get this project underway shortly.
- 6.) The audit has been completed and we now need to complete and file: The resolution adopting the report; the affidavit; and the Action Plan.
- 7.) Carmen and I are still working through Employee Manual and that is nearing completion.
- 8.) Since we are considering moving the election to November for 2023 I suggest that we pass a resolution approving the move and I will make that a motion to be completed at this meeting as appropriate.
- 9.) There were 51 bills for the month totaling \$89,389.20



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P.O. Box 1007

Delran, New Jersey 08075

Office: 856-461-5474 Fax: 856-461-9005 *Emergencies Dial 9-1-1*

Delran Fire Department Department Chiefs Report

November 22, 2022

Currently we are at 566 calls for the year.

11/14 – S2324 was dispatched to 3 Castleton La. for a house fire. After arriving crews were released and remained on scene to assist with hose pick up.

11/14 – Fire police were sent with the Tender Taskforce for Pemberton but were soon recalled.

11/15 – DFD responded out to a 2 Car MVC in front of McCarters on Saint Mihiel Drive. Crews had Main Street to Taylors lane closed for the tow company for about an hour.

11/18 – Bridgeboro Road Station was dispatched for a dwelling in Willingboro but soon recalled due to minor nature.

11/21 – RIT 232 was dispatched into Delanco on automatic mutual aid for a dwelling. Command recalled the assignment due to it being minor in nature.

All necessary workbooks that needed to be completed for FirstDue RMS have been completed and a notification was sent to me today stating that all were uploaded into the system. We are now awaiting a “go live test date” from them.

Roadwork will begin on Route 130 and various areas of Burlington and Gloucester Counties. This will be for guide rail replacement and updates among other updates in the above counties.

6 Members of DFD attended the BCFCFA Leadership Seminar this past weekend. Thank the board for allowing those that wanted to attend do so.

DFD helped to celebrate the Delran Boys Soccer Teams State Championship by parading around town! This is their 10th

Hope the BOFC have a happy and safe Thanksgiving!

Respectfully,

Kevin F. Peak

Department Chief

Delran Fire Department; Delran Fire District #1

www.delranfire.org

DELRAN TWP. FIRE DISTRICT #1
INSURANCE REPORT
October 25, 2022 – November 22, 2022

Oct. 28th:

- Correspondence on counsel assigned for open legal matter

Nov. 4th:

- Update on Cyber coverage, new deductibles and criteria to reduce the deductible

Nov. 9th:

- Provided last three years of the PEOSHA log from the JIF

Nov. 21st:

- Provided the updated member assessment for the 2023 year

No other claims were reported in this period and no other COI's were issued.

Range of Checking Accts: CHECKING to CHECKING Range of Check Ids: 32506 to 32555
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
32506	11/08/22	ALLEN010 Allen's Camera					204
22-00474	1	Tough TG-6 Digital Cameras	898.00	01-503-96	Expenditure		25 1
				Suppression Professional Services			
22-00474	2	Canon EOS Rebel T7 18-55 II Ki	479.00	01-503-96	Expenditure		26 1
				Suppression Professional Services			
22-00474	3	Promaster 64 GB SD Card	74.85	01-503-96	Expenditure		27 1
				Suppression Professional Services			
22-00474	4	Promaster Cityscape 3.0	65.00	01-503-96	Expenditure		28 1
				Suppression Professional Services			
22-00474	5	M200R RGB Light	139.95	01-503-96	Expenditure		29 1
				Suppression Professional Services			
22-00474	6	VING V86011C TTL Li-on flash	179.00	01-503-96	Expenditure		30 1
				Suppression Professional Services			
22-00474	7	MeFOTO Road Trip Alu Tripod	189.95	01-503-96	Expenditure		31 1
				Suppression Professional Services			
			<u>2,025.75</u>				
32507	11/08/22	AMERI005 Americall Communications					204
22-00439	1	Telephone line repairs	292.00	01-503-01	Expenditure		5 1
				Supplies - Station 231			
22-00473	1	Service Call Sta 232 Fax line	150.00	01-503-95	Expenditure		24 1
				Utilities			
			<u>442.00</u>				
32508	11/08/22	BURLC005 Burl. Co. Fire Chief's Assoc					204
22-00487	1	Co Chiefs Leadership Seminar	150.00	01-503-01	Expenditure		32 1
				Supplies - Station 231			
32509	11/08/22	CAMPB005 CAMPBELL SUPPLY CO.					204
22-00488	1	Repair rear doors on 2393	292.12	01-503-56	Expenditure		38 1
				M&R - Station 239 Vehicle			
22-00489	1	Road service on 2329	904.16	01-503-52	Expenditure		39 1
				M&R - Station 232 Vehicles			
			<u>1,196.28</u>				
32510	11/08/22	DONOV005 Donovan's Automotive					204
22-00472	1	BRAKE JOB 2328	481.77	01-503-52	Expenditure		23 1
				M&R - Station 232 Vehicles			
32511	11/08/22	ESAFE005 eSafety Supplies,Inc					204
22-00158	1	Rechargeable LED Baton	1,215.04	01-503-03	Expenditure		1 1
				Supplies - Chief/Administration			
22-00158	2	Shipping	86.27	01-503-03	Expenditure		2 1
				Supplies - Chief/Administration			
			<u>1,301.31</u>				
32512	11/08/22	FDSOA005 Fire Dept Safety Officer Assoc					204
22-00482	1	FD Incident Safety Off manual	99.50	01-502-04	Expenditure		13 1
				Other Professional Services			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
32520	11/08/22	PRAXI005 Atlantic Tomorrow's Office						204
22-00427	1	Replacement Desktop Computers	2,384.50	01-504-07 Computer System Upgrades	Expenditure		33	1
22-00476	1	COMPUTER INSTALLATION SERVICES	780.00	01-504-07 Computer System Upgrades	Expenditure		41	1
			<u>3,164.50</u>					
32521	11/08/22	PSEG0005 PSE&G						204
22-00483	1	Gas & Electric Service for Oct	3,578.21	01-503-95 Utilities	Expenditure		14	1
32522	11/08/22	READY005 ReadyRefresh by Nestle						204
22-00490	1	Bottled Water Delivery	875.64	01-503-01 Supplies - Station 231	Expenditure		40	1
32523	11/08/22	REPUB005 REPUBLIC SERVICES #628						204
22-00485	1	Monthly Dumpster Service	130.37	01-502-20 Admin. Operating Supplies	Expenditure		19	1
32524	11/08/22	TOMAR005 Tomar Industries						204
22-00475	1	P/M - #158345	275.00	01-503-51 M&R - Station 231 Vehicles	Expenditure		36	1
22-00475	2	P/M - #158346	275.00	01-503-51 M&R - Station 231 Vehicles	Expenditure		37	1
			<u>550.00</u>					
32525	11/08/22	VEERA005 V.E. Ralph & Son, Inc						204
22-00252	1	#30-004 6" Emer Bandage	444.50	01-503-03 Supplies - Chief/Administration	Expenditure		51	1
22-00252	2	#10-003666 Dynarex Elastic Bnd	96.60	01-503-03 Supplies - Chief/Administration	Expenditure		52	1
22-00252	3	#12-123028 Naso Airways	225.96	01-503-03 Supplies - Chief/Administration	Expenditure		53	1
22-00252	4	#10-1250EA Dynalube	6.72	01-503-03 Supplies - Chief/Administration	Expenditure		54	1
22-00252	5	#18-000139 Paramed Scissors	20.28	01-503-03 Supplies - Chief/Administration	Expenditure		55	1
22-00252	6	#10-1000509 Ster Combine Pads	16.45	01-503-03 Supplies - Chief/Administration	Expenditure		56	1
22-00252	7	#30-004 6" Emer Bandage	88.90	01-503-03 Supplies - Chief/Administration	Expenditure		57	1
			<u>899.41</u>					
32526	11/08/22	VERIZ005 Verizon						204
22-00477	1	Monthly Telephone	509.18	01-503-95 Utilities	Expenditure		8	1
32527	11/08/22	WALTE005 Walter A. Bauer						204
22-00486	1	FPW Expenses	887.27	01-502-13 Office Expense	Expenditure		20	1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
32533		Curry Office Supplies							
		Continued							
22-00492	10	Calendar Refills	15.98	01-502-13 Office Expense	Expenditure		47	1	
22-00492	11	Moisteners	7.16	01-502-13 Office Expense	Expenditure		48	1	
22-00492	12	Sight Savers	53.85	01-502-13 Office Expense	Expenditure		49	1	
22-00492	13	Label Tape	42.78	01-502-13 Office Expense	Expenditure		50	1	
22-00494	1	Box File Folders	49.90	01-502-13 Office Expense	Expenditure		51	1	
22-00494	2	Magnetic Clips	2.99	01-502-13 Office Expense	Expenditure		52	1	
22-00494	3	Small Binder Clips	3.46	01-502-13 Office Expense	Expenditure		53	1	
22-00494	4	Printer Stand	148.99	01-502-13 Office Expense	Expenditure		54	1	
			<u>1,090.12</u>						
32534	11/22/22	DELAG005 DeLage Landen Financial							205
22-00493	1	Copier Lease - 231	353.25	01-503-01 Supplies - Station 231	Expenditure		17	1	
22-00493	2	Copier Lease - 232	376.96	01-503-02 Supplies - Station 232	Expenditure		18	1	
22-00493	3	Copier Lease - 232	376.96	01-602-01 Office Operations	Expenditure		19	1	
			<u>1,107.17</u>						
32535	11/22/22	DELRA010 Delran Fire Co.#2							205
21-00045	2	2021 Service Contract #2	5,000.00	01-505-02 Station 232	Expenditure		2	1	
21-00045	3	2021 Service Contract #3	5,000.00	01-505-02 Station 232	Expenditure		3	1	
			<u>10,000.00</u>						
32536	11/22/22	DONOV005 Donovan's Automotive							205
22-00496	1	Service 2301 vehicle	465.10	01-503-55 M&R - Command Vehicles	Expenditure		55	1	
32537	11/22/22	EXIT7005 Exit 7 LLC							205
22-00421	1	Sealcoating 232 Asphalt	8,000.00	01-504-02 Station 232 Building Upgrades	Expenditure		8	1	
32538	11/22/22	FDSOA005 Fire Dept Safety Officer Assoc							205
22-00505	1	Joseph Parento III	1,089.00	01-502-21 Contingent Expense	Expenditure		25	1	
22-00505	2	Joseph M Cunningham, Sr	1,170.00	01-502-21 Contingent Expense	Expenditure		26	1	
22-00505	3	Matt Heisler	1,170.00	01-502-21 Contingent Expense	Expenditure		27	1	
			<u>3,429.00</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
32547	11/22/22	LOCAL005 LOCALIQ					205
22-00501	1	Legal ad for Kitchen Bid	44.96	01-502-14 Legal Advertising	Expenditure		59 1
32548	11/22/22	MAGGI005 Maggie Suter					205
22-00521	1	Reimbursesment for gloves	13.32	01-503-30 Personal Protective Equipment	Expenditure		66 1
32549	11/22/22	PRAXI005 Atlantic Tomorrow's Office					205
22-00427	2	Shipping	73.00	01-504-07 Computer System Upgrades	Expenditure		9 1
22-00499	1	Monthly Netcare Service July	1,687.56	01-503-03 Supplies - Chief/Administration	Expenditure		57 1
22-00500	1	Monthly Netcare December 2022	1,687.56	01-503-03 Supplies - Chief/Administration	Expenditure		58 1
			<u>3,448.12</u>				
32550	11/22/22	PRIME005 Primepoint - DelVal Payroll					205
22-00515	1	Monthly Payroll Exp. #542031	145.10	01-502-03 Payroll Services	Expenditure		31 1
32551	11/22/22	RIGGI005 Riggins Oil					205
22-00507	1	Gasoline Delivery	598.55	01-503-90 Fuel	Expenditure		60 1
22-00507	2	Gasoline Delivery Taxes	0.65	01-503-90 Fuel	Expenditure		61 1
22-00507	3	Diesel Fuel Delivery	1,236.41	01-503-90 Fuel	Expenditure		62 1
22-00507	4	Diesel Fuel Delivery Taxes	1.42	01-503-90 Fuel	Expenditure		63 1
			<u>1,837.03</u>				
32552	11/22/22	THEFI005 The Fire Store					205
22-00290	1	MSA 260S HELMETS	3,025.00	01-503-30 Personal Protective Equipment	Expenditure		5 1
22-00290	2	SHIPPING	84.41	01-503-30 Personal Protective Equipment	Expenditure		6 1
22-00290	3	Quote #QU030914	0.00	01-503-30 Personal Protective Equipment	Expenditure		7 1
			<u>3,109.41</u>				
32553	11/22/22	TOMAR005 Tomar Industries					205
22-00478	1	Scrubber 20" Soft Brush	281.00	01-503-02 Supplies - Station 232	Expenditure		36 1
22-00478	2	Shipping - TBD	0.00	01-503-02 Supplies - Station 232	Expenditure		37 1
			<u>281.00</u>				
32554	11/22/22	TREAS005 Treasurer, State of NJ					205
22-00502	1	Fire Code Subscription Service	60.00	01-502-16 Memberships & Dues	Expenditure		20 1

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	1-01	10,000.00	0.00	0.00	10,000.00
	2-01	70,494.29	0.00	0.00	70,494.29
Total of All Funds:		<u>80,494.29</u>	<u>0.00</u>	<u>0.00</u>	<u>80,494.29</u>

DELRAN TOWNSHIP FIRE DISTRICT #1
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	1-01	10,000.00	0.00	0.00	0.00	10,000.00
	2-01	70,494.29	0.00	0.00	0.00	70,494.29
Total of All Funds:		<u>80,494.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,494.29</u>