

**DELTRAN TOWNSHIP FIRE DISTRICT #1**  
**BOARD OF FIRE COMMISSIONERS**  
**BUSINESS MEETING**  
**May 27, 2025**

The business meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening May 27, 2025 at the Fire District Office.

President Joseph Parento, commencing with the flag salute, called the meeting to order at 7:32 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 Building and was advertised in the Courier Post on February 6, 2025.

Other members of the Board and appointed persons present were Commissioners James Bauer, Anthony Quaciari, James Turcich, and Joseph Seybert. Also present were: Chief Joseph Cunningham, Sr., Deputy Chief Kevin Peak, 231 Lt. Ralph Bensel, 231 President Greg Boehmke, 232 Captain CJ Francis, 232 Lt. Burak Dugme, 232 Lt. Hugh Pierce, 232 President Christopher Harvey, 232 Trustee John Matzer, Clerk Elizabeth Briggs, Solicitor Carmen Saginario and Insurance Broker Ryan Jones.

A motion was made by Commissioner Quaciari, which was seconded by Commissioner Turcich, to approve the May 13, 2025 meeting minutes. The Board was polled, all AYES. The motion was approved.

**COMMUNICATIONS:**

We have received lots of questions about the HVAC bid which have been passed along to PMH.

**SECRETARY:** Nothing to report.

**CHIEF:** Had a meeting with the JIF and will give everyone a copy of that report. Report is attached.

**DEPUTY CHIEF:** Report is attached.

**STATION 231 BATTALION CHIEF:** Not in attendance.

**STATION 232 BATTALION CHIEF:** Not in attendance.

**STATION PRESIDENTS:** 231 Boehmke- Nothing to report.  
232 Harvey- Nothing to report

**OTHER LINE OFFICER'S REPORTS:** 231 LT Bensel-We had ladder testing on 2315 with a few issues.  
2319 went to Holman to correct the leak.

The numbers have been started on the trucks. We may need more of the stickers.  
232 Captain- met with Profound Sound about updating our system in the engine bay and in the meeting/training room. The total for all 3 upgrades is \$46,180.16. It can be done in different phases.

This will have to go out for bid. For now, it will be tabled until later in the year we can get more information.

**FIRE OFFICIAL/ FIRE PREVENTION:** Not in attendance.

**SOLICITOR'S REPORT (Carmen Saginario Jr.):** Spoke to the Township solicitor about the financing for the HVAC. We need to send a formal request for the financing.  
We also have some follow up questions that need to be answered and sent back to PMH.  
The HVAC Bid opening has been pushed back to June 5, 12pm.

**INSURANCE (Ryan):** Report is attached.

The Standard insurance company had Jim Turcich and Angela Bauer as authorized personnel. The board has agreed to remove Ang and add Maggie and Liz.

**TRUSTEES:** Nothing to report.

**FIRE POLICE:** The next meeting is May 28 at Medford Farmstead.

**OEM-** Nothing to report.

**PUBLIC RELATIONS:** We attended the Memorial Day Parades.

**FIRE EQUIPMENT:** Chief would like to buy the lights for the new rescue helmets we just received, it is about \$4,000. He can move forward with that.

**OFFICE SPACE & EQUIPMENT:** Nothing to report.

**MASTER PLANNING:** Nothing to report.

**UNIFORMS:** John Matzer needs a new class B.

**APPARATUS:** We are still working on the brush truck and the wiring in the light.  
2319 had an antifreeze leak and is getting fixed now.  
2315 needs the ladder fixed.

**WEBSITE:** There was a discussion about the wording.

**SAFETY:** Nothing to report.

**BUILDING & GROUNDS:** Nothing to report.

**GRANT:** We got denied for the Water company.  
They are in Technical review for the FEMA grant.  
They will be opening up the Safer and fire prevention grants soon.

**OLD BUSINESS:**

We received no bids for the Bay Door Upgrades. Since we didn't receive anything we can reach out to any company and discuss them doing it.

The Tri-built Roof Bid spec was discussed. There were 5 bids received and quote that had not filled out the full bid spec. The list is attached. We need to have a meeting with whatever company we choose to discuss the HVAC work as well so they can work around that.

A motion was made by James Bauer seconded by Joseph Seybert to accept the lowest bid from Sky General Construction of \$24,350 contingent upon them agreeing to work with the HVAC project. The Board was polled. All AYES. The motion was carried. Next year we could add a "Repair Fund" to the budget for the maintenance we need on each property. We can also have maintenance contracts with other companies. You would have to go out for RFQ to get the qualified companies. The HVAC bidders need to be made aware they will need to work with the roofing company as well.

**TREASURER'S REPORT:** Nothing to report.

**BILLS FOR PAYMENT:** The bills for this evening are \$61,537.97. The total for May is \$173,867.58. A motion was made by Commissioner Turcich and seconded by Commissioner Seybert to pay all bills present. The Board was polled. All AYES. The motion was carried.

**NEW BUSINESS:** We are going to start working on getting information for financing for the 2 new apparatus. A meeting will be set up with Mike Holt. We will also need a bond council for this.

**PUBLIC COMMENTS:** Deputy Chief Peak had a suggestion for the wording of the meeting information on the website.

**COMMISSIONERS COMMENTS:**

There was no further business to discuss so a motion was made by Commissioner Seybert and seconded by Commissioner Bauer to adjourn the meeting at 8:32 pm. The Board was polled. All AYES. The motion was carried.

Respectfully submitted,

*Elizabeth S. Briggs*

Elizabeth S. Briggs

## Tri-Built Roof Project Bid list

D. A. Nolt- \$384,60; no description of work

Union Roofing- \$246,800; no description of work.

CRT- Option 1- \$54,500; meets requirements

Option 2-\$65,800; meets requirements with extra layer

Jotten-\$30,243; description says "Scope of work"

Sky General Construction- \$24,350.00; meets requirements

**DELRAN TWP. FIRE DISTRICT #1**  
**INSURANCE REPORT**  
April 22, 2025 – May 27, 2025

April 30<sup>th</sup> & May 4<sup>th</sup>:

- Work Comp claim correspondence on invoices to Medlogix

May 10<sup>th</sup>:

- Work Comp claim was reported stemming from cat rescue

May 14<sup>th</sup>:

- Attended quarterly JIF meeting
  - o JA Montgomery recommends the elected officials training online
  - o New online trainings targeted for Fire Depts – Blood born Pathogens, Compliance Awareness
  - o JIF issued a flow chart for PEOSHA reporting requirements

May 19<sup>th</sup>:

- Received Loss Control report from JA Montgomery – no open recommendations

May 21<sup>st</sup>:

- Added (3) trailers to the insurance coverage

No COIs were issued or other Claims were reported

Free resources available at <https://melsafetyinstitute.org/fire-service/>



# DELRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

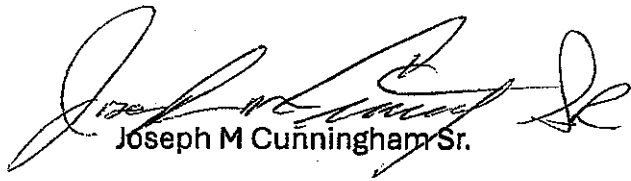
856-461-5474 Fax 856-461-9005

*Emergencies Dial 9-1-1*

## Chief Report May 2025:

1. The Department answered 289 calls to date.
2. Monday May 5<sup>th</sup>, we had Gloucester City Fire Chief Pat Hagan. Chief Hagan discussed the loss of the Three Firefighters that passed in May of 2002.
3. The Resue Helmets that were ordered came in.
4. An email was sent to the membership about the upcoming Fire Inspector Classes.
5. A Prebid meeting was held at Chester Ave station for the Heating, AC and hood system for the kitchen on Friday May 9<sup>th</sup>, 2025.
6. I am in the process of collecting copies of Driver's License to pull Drivers Abstracts.
7. The Trustees are getting quotes to insulate and sheet rock the outer walls of the bunkroom 1,2,4, and 6.
8. May 19<sup>th</sup> the department went to the County Fire Academy and trained on the High Rise Tower.
9. The Department will be attending both the Delanco and Riverside Parades again this year. Sunday May 25<sup>th</sup> will be Delanco's and Monday morning will be Riverside Township's Parade. Times and Uniform will be put later this month.
10. The Line Officers are meeting Wednesday Night May 28<sup>th</sup> to set up the remainder of the year's training.
11. I am working on getting pricing to paint the 2 explorers and the FM Pickup truck red, compared to having them wrapped.
12. I received word from the New Jersey American Water Company stating that our application for a grant was denied.
13. Aerial Testing was out on Thursday May 22<sup>nd</sup>, 2025 to perform the ladder inspection.
14. I have 2 CO/Gas meters out of service and needs to be sent out for repairs.
15. FEMA is starting the Technical Review process for the AFG Grants and funding will be starting soon.
16. I have already spoken with our grant writer about this year's request. And have a couple of ideas in mind.
17. The 2300 vehicle will be going back to Holman Ford for repairs along with 2319 for Coolant leak, Oil leak and a Vacuum line that's off.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Joseph M. Cunningham Sr.", written in a cursive style.

Joseph M Cunningham Sr.

Department Chief

Delran Fire Department

## Cunningham Sr, Joseph

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**From:** Cunningham Sr, Joseph  
**Sent:** Wednesday, May 21, 2025 9:58 AM  
**To:** Seybert, Joe; Quaciari, Tony; Turcich, James  
**Subject:** FW: Delran FH#2 HVAC - Bid Bond Reqt and Roof Warranty Status

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**From:** Peter Honeyford <phoneyford@pmh-associates.com>  
**Sent:** Wednesday, May 21, 2025 9:51 AM  
**To:** Cunningham Sr, Joseph <Joseph.Cunningham@delranfire.org>  
**Cc:** Parento III, Joseph <Joseph.ParentoIII@delranfire.org>; Bauer, James <jcbauer232@gmail.com>; Briggs, Elizabeth <elizabeth.briggs@delranfire.org>; Suter, Maggie <Maggie.Suter@delranfire.org>; Todd Allen <tallen@pmh-associates.com>  
**Subject:** Delran FH#2 HVAC - Bid Bond Reqt and Roof Warranty Status

Chief,

An additional question has come up about bonds, particularly about bid bonds.

Here is a brief explanation of a bid bond from ChatGPT:

A **bid bond** is a type of **construction bond** that ensures that a contractor who wins a bid on a project will follow through by:

1. **Signing the contract, and**
2. **Providing the required performance and payment bonds (if applicable).**

**Key Purposes of a Bid Bond:**

- **Guarantees the contractor is serious** about their bid and financially capable of taking on the project.
- **Protects the project owner (or developer)** if the selected bidder backs out or fails to meet requirements after winning.

**How It Works:**

- When bidding on a project (especially in public/government contracts), contractors are often required to submit a bid bond along with their proposal.
- If the contractor **refuses to proceed** with the job after being selected, the **bond issuer (usually a surety company)** will compensate the project owner—typically up to the **penal sum** stated in the bond (often a percentage of the bid amount, like 5-10%).

**Example:**

- A contractor bids \$1 million on a project and submits a 10% bid bond (\$100,000).
- They win the contract but later decide not to sign or provide performance bonds.
- The project owner can then claim up to \$100,000 from the bid bond to cover the costs of re-bidding or hiring another contractor at a higher price.

Let me know if you want a comparison between bid bonds and performance bonds.

Let us know if you would like to include a bid bond. My sense is that it is not needed.

### **ROOF WARRENTY**

Is the existing roof still under warranty? Often, they are for 20 years which would place it very close to its limit. If so, do you have any information from it that would advise how modifications should be made?

Sincerely,

Pete

**PETER M HONEYFORD, PE**  
**PRINCIPAL/ENGINEER**



**MECHANICAL AND ELECTRICAL ENGINEERING**

**856-273-0554**

**PHONEYFORD@PMH-ASSOCIATES.COM**

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**From:** Cunningham Sr, Joseph <[Joseph.Cunningham@delranfire.org](mailto:Joseph.Cunningham@delranfire.org)>

**Sent:** Monday, April 28, 2025 3:52 PM

**To:** Peter Honeyford <[phoneyford@pmh-associates.com](mailto:phoneyford@pmh-associates.com)>

**Cc:** Parento III, Joseph <[Joseph.ParentoIII@delranfire.org](mailto:Joseph.ParentoIII@delranfire.org)>; Bauer, James <[jcbauer232@gmail.com](mailto:jcbauer232@gmail.com)>

**Subject:** Delran HVAC

Good morning, Pete

I am under the impression we spoke about you handling the bid process. Can you let me know if that is something you can do and get that process started?

**Cunningham Sr, Joseph**

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**From:** NJAWC - Outreach <njawc.outreach@amwater.com>  
**Sent:** Monday, May 19, 2025 6:46 PM  
**Subject:** New Jersey American Water Fire Grant

Greetings,

Thank you for applying to the New Jersey American Water's Volunteer Fire and EMS Grant Program. We regret to inform you that your application for funding has been declined. This decision was made by a volunteer committee of experienced firefighters who are employees of New Jersey American Water. They carefully reviewed over 130 applications, all competing for a limited amount of grant funding.

We appreciate your interest and your ongoing dedication and service.

Sincerely,

Latresha Johnson, MPA  
External Affairs Specialist  
New Jersey American Water

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## DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

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

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### Delran Fire Department Deputy Chiefs Report

May 27, 2025

Currently we are at 289 calls for service.

Some notable incidents since the last meeting:

May 19<sup>th</sup> – R2329 was dispatched on the initial for an MVC overturned in riverside on 2<sup>nd</sup> Street. Reports were of 4 occupants entrapped in the vehicle. Crews arrived with one vehicle on its side after coming into contact with parked vehicles. Crews stabilized and extricated the patients via a full roof removal within 30 minutes.

May 19<sup>th</sup>, we had our second live burn of the year. With good attendance of the department, we performed approximately 8 burns in the Tower for different crews circulating between ladder operations, search and extinguishment.

May 19<sup>th</sup> – R2329 attended the DHS STEM fair and displayed different types of tools and equipment we use in various applications. FM23 also displayed the drone and explained its uses.

DFD attended both the Delanco and Riverside parades this past weekend for Memorial Day.

E2321 covered JB-MDL for the air show over the weekend of the 17<sup>th</sup> and 18<sup>th</sup>. Crews were covering each day from 0700hrs till about 1800hrs out of JB Station 1.

The department officers will be meeting tomorrow evening to round out the rest of the year's drills and events and to also discuss any topics that may come up.

Kevin F. Peak  
Deputy Chief; Fire Operations  
Delran Fire Department; Delran Fire District #1