

DECEMBER 7 , 2022

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Ms. Larson led all present with the salute to the Flag. Mr. Youssouf read the Sunshine Statement- Notice of the time , date , location , & agenda of this meeting known was duly published at least 48 hrs.in advance of this meeting held by posting in official newspaper of this District .This meeting is setup as a Virtual Meeting by Mr. Hall.

Mr. Spevak was asked to take Roll Call – Primiano , Flannery, Kirkland ,Hogan & Spevak were present .Sign in sheet was on table for attendance. Others in attendance were : Bisogna, Frueh , Marini, Geyer , Ellison & Hall . Tom Kirkland , Chief Keaney & Sarti were excused 11/2/22 & 11/10/22 .**NO** . Mrs. Flannery made motion to except minutes as read & 2nd by Mr. Primiano, approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Kirkland reported responding to 40 calls w/30.44 manhrs.

Training & Drills : Reported by Chief Kirkland

1. Dec. 5th.....Monthly Work Detail
2. Dec. 12th.....Fire Co. mtg.
3. Dec. 18th.....Santa Around Town
4. Dec. 19th.....Driver's Training
5. Dec. 26th.....Off for the Holidays

26-2-82 was utilized this past Sunday 12/4 at the Mon County Fire Academy for hands on evolutions with Firefighter recruits .

We are working with our **JIF Representative Don Ruprecht** to schedule the following classes.

1. Bloodborne, RTK , & Hazwopper Annual Recertification
2. Confined Space Awareness
3. Sexual Harassment /Sensitivity Training

Equipment:

All equipment & turnout gear are on order

- 1.(2) New 4 gas meters have been placed in service on 78 & 90
- 2. Recently purchased equipment has been received.
 - a. (10) pairs of Firefighter gloves
 - b. 300 ft. of various fire hose

Purchase Requests- -

- 1. CPR Recertification – this is due in January of 2023 .
- 2. CSR Software renewal – this is extrication software for the tablets in 26-2-67, 26-2-78, & 26-2-82.....cost of \$ 1 ,005.00

Miscellaneous-

On Monday 11/28 Chief Kirkland met with JIF REP . Don Ruprecht for Our Annual review.

Sta.12-1...Chief Sarti was excused no Report given.

TRUCK REPORT- Sorscher/Primiano

- 1. 26-2-66.....Repair Exhaust leak . R & R new frt. Exh pipe & gkts.. English Auto
- 2. 26-2-67.....Replace frt. & rear w/wiper blades IN House
- 3. 26-2-78.....Top off radiator w/ 2 gal . antifreeze, Ck for leaks / OK “ “
- 4. 26-2-82.....Top off D.E.F. fluid w/ half gal.fluid..... “ “
- 5. 26-2-88.....Rep. L/rear taillight & stop lite, reset whl. Sensor lite “ “
 - On dash, New Tires (2) w/valve stems instd ,State Contr B&S Tire
- 6. 26-2-93....Ordered New Module for frt bumper W/ Monitor..Fire Apparatus
- 7. 26-2-96....Install all LED lights to Federal Upgrade, W/ New “ “
 - Bezels, fuse box panel & wiring..... “ “

Purchased New Milwaukee Shop tools from Eppies & opened up house Account

Purchased Shop Supplies- Oil, Trans fluid & w/washer fluid

Pres. of the Fire Co. – Bisogna

1. New meeting room floor Grout being cleaned after meeting by our cleaning company . Also, kitchen , (2) bathrooms & hallway grout to be cleaned. Next week all room floors will be sealed .
2. Chairs for Conference Tables on order.
3. Bill Frueh will be President next year.
4. Santa Run scheduled for 12/18/22 at 9pm
5. Firehouse hosted the Girl Scouts , to visit Firehouse & Tour Fire Prevention.

INSURANCE- Soden / Marini

Mr. Soden gave insurance Report , First Responder Joint Insurance Fund.

Assessment Proposal for 2023 was given to Mr Petrics earlier to be added Fire District Budget 2023.

ADMINISTRATOR'S REPORT- Marini

1. Anyone have problems with there cellphones.
2. All supplies for rear building roof came in , USA Building Maint. Was working on rear building on 11/14/22 at 12:50pm, completed .
3. Pads were installed under all 4 legs of Air Compressor unit in Engine Bay for Safety reasons.

LEGAL- Youssouf

1. Mr. Youssouf read the Annual Budget introduced reflects Total Revenues of \$ 1,549,566.00 which includes an amount to be raised by taxation of \$ 1, 350,971.00 and Total Appropriations of \$ 1, 549,566.00 to support the District Budget for 2023 . The local Fire Tax is estimated to be 0.0410 Per \$100 of Assessed Valuation .
2. Adoption of Annual 2023 Budget on December 7 ,2022. Motion made by Mr. Kirkland & 2nd by Mrs. Flannery. Roll Call Vote-Kirkland , Flannery, Primiano , Hogan & Spevak voted **YES**
3. Resolution of the Board of Fire Commissioners District #2 Twp. of Manalapan accepting the Report on Audit for the Year Ended 12/31/21.

Mrs. Flannery made a motion to accept as read & 2nd by Mr. Kirkland. Roll Call Vote- Flannery , Kirkland , Primiano , Hogan & Spevak voted **YES**.

3. The Bookkeeper is requesting access to the Firehouse network for remote work. It is suggested that a VPN be setup for that purpose. Configuration & license will be approx. cost \$500 for one time to get it working , & be utilized by other users deemed acceptable.
4. The computer utilized as the host control for the conference meetings is not performing as the system requirements are demanding more resources it cannot handle. It is suggested to replace it with a more powerful model & utilize the current unit as a file server for the local area network. That cost would be -\$1,200.
5. Replacement for (2) computers would be \$1,500.00 each.

OLD BUSINESS- NONE

NEW BUSINESS-

1. Chairman Hogan stated that Kathy Larson was in attendance at our Fire Comm meeting tonite. Kathy was the First person that Retired on the Board of Fire Comm. District #2 as a Bookkeeper . She was well liked by the Board members , Mr. Petrics /Auditor, Mr. Youssouf /Attorney & whomever she worked with , during her working time before retirement. Congratulations Kathy Larson.
2. Workshop meeting to be held on Dec. 28,2022 at 7pm at the end of the year to pay bills & last time business ,brought up.
3. Purchase equipment for the I T Officer , update the conference computer at a cost of\$1,200.00
 (2) replacement of (2) computers at \$1,500..... 3,000.00

\$ 4,200.00 approx.

Mr. Kirkland made a motion to pay up to \$5,000.00 for computer Equip. & 2nd by Mrs. Flannery ,approved by all.

4. Purchase Requests for Chief Kirkland :
 CPR Recertification- this is due in January 2023 No price
 CSR Software renewal- Extrication software for tablets 26-2-67, 78, & 82 \$1,005.00 . Purchase software & Recertification of CPR for Chief Kirkland.
 Motion made by Mrs. Flannery & 2nd by Mr. Primiano, approved by all.

Mrs. Flannery made a motion to **OPEN PUBLIC PORTION** at 8:53pm & 2nd by Mr. Primiano ,approved by all. **NO BUSINESS** Mrs. Flannery made a motion to **CLOSE PUBLIC PORTION** at 8:54pm & 2nd by Mr. Primiano , approved by all.

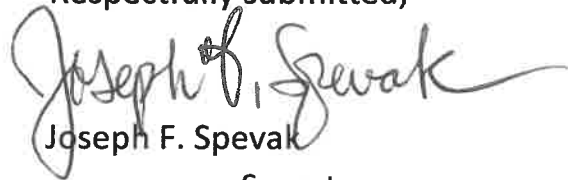
TREASURER'S REPORT- Kirkland

Air & Gas Technologies , Contract payment applied \$ 525.00

Mrs. Flannery made a motion to pay bills in the amount of \$ 57,956.34 & 2nd by Mr. Primiano, approved by all.

Since there was no further business Mr. Primiano made a motion for adjournment at 9:10pm .& 2nd by Mrs. Flannery , approved by all.

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph F. Spevak". The signature is written in a cursive style with a large initial "J" and a long horizontal flourish extending to the right.

Joseph F. Spevak

Secretary

**BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
Tennent, NJ 07763**

December 7, 2022 Bill List

ADP	12,490.96
American Cloud Services	275.00
Asbury Park Press	49.08
Auto King	199.03
B & S Tire & Auto Service Center	301.58
Charles Sacco	140.74
Continental Fire & Safety, Inc.	8,345.41
Document Solutions Leasing	99.74
Englishtown Automotive, Inc.	630.64
Eppy's Tool & Equipment Warehouse, Inc.	1,535.46
Fire Apparatus Repair	4,706.00
Gordons Corner Water Co.	4,326.18
J Swanton Fuel Oil Co.	1,425.14
Joseph Spevak	70.37
Michael Digirolamo	70.37
NetLink Web Services	439.00
Prendergast Landscape Contractors, Inc.	1,245.00
Quality Lube Plus	48.99
Timothy Kirkland	70.37
Verizon	129.65
Verizon Wireless	1,125.93
WithumSmith & Brown	8,070.00
Witmer Public Safety Group, Inc.	12,161.70

TOTAL

\$ 57,956.34

Respectfully submitted,



Timothy Kirkland
Treasurer

Ron Petrics

From: Robert Soden, Jr. <rsodenjr@sodeninsurance.com>
Sent: Wednesday, December 7, 2022 3:38 PM
To: Ron Petrics
Cc: John Marini
Subject: [EXTERNAL] 2023 Budget Estimate Manalapan #2.

**This message is from an external sender and could be phishing.
Stop! Think! Act! If you think it's malicious, forward this email to phishing@withum.com.**

Hi Ron,

I hope your Wednesday is going well!

Per your request, see the below for Manalapan Fire Dist #2's 2023 insurance budget.

First Responder JIF Package ----- \$114,996.00
(1/1/23 – 24) Includes Property, BA, Lia, Bonding, UL & WC.

VFIS Accident & Sickness ----- \$6,373.00
(3/25/22 - 23) Premium indication can change with addition/deletion of Firefighters.

Group Term Life ----- \$15,337.35
(3/25/22 - 23) Premium indication can change with addition/deletion of Firefighters.

Total Renewal Premium indication ----- \$136,706.35

The above First Responder JIF Package premium is finalized for 2023-2024. The VFIS A&S & Group Term Life policies are current and not renewing until March 2023. The VFIS A&S & Group Term Life policies are subject to additions/deletions of firefighters, you may want to leave some cushion in the budget to account for possible increases if additional firefighters are added for the March renewal.





Thanks, Bob Jr.



**Robert L. Soden, Jr., AAI, ARMC, CPIA,
CRIS**

Principal / Advisor

Oliver L.E. Soden Agency Corp

 732-521-0001
 rsodenjr@sodeninsurance.com
 <https://sodeninsurance.com/>
 60 W Railroad Ave, Jamesburg, NJ 08831

11/2/22

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.2 TOWNSHIP OF MANALAPAN ACCEPTING THE REPORT ON AUDIT FOR THE YEAR ENDED 12/31/21

Whereas; N.J.S.A. 40A:14-89 requires boards of fire commissioners to have prepared annually a report on audit of the District's financial books and records; and

Whereas; The Board of Fire Commissioners heretofore appointed Ronald Petrics, C.P.A., R.M.A to perform the audit required by statute and administrative regulations; and

Whereas; The Board received the audit November 2, 2022 and reviewed same, paying careful attention to the sections of the audit report entitled "General Comments" and "Recommendations" ; and

Whereas; The Board finds the Report on Audit to be accurate and acceptable as prepared and notes that there were no recommendations which would require the adoption of a corrective action plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the audit for the year ended December 31, 2021 is hereby accepted.

BE IT FURTHER RESOLVED, that a synopsis of said audit be published in the official newspaper of the Fire District and a copy of the proof of publication be filed with the Division of Local Government Services, State of New Jersey as soon as practicable.

Moved by: **FLANNERY**

Seconded by: **KIRKLAND**

Roll Call Vote:

Ayes: **5** Nays: **0** Absent: **0** Abstain: **0**

FLANNERY, KIRKLAND, PRIMANO, HOGAN & SPEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No. 2 Township of Manalapan on the **31** day of **DECEMBER**, 2022.

Joseph J. Szewak

**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No.2 Manalapan Township, being of full age, duly sworn according to law, upon our oath depose and say:

1. We are the duly elected members of the Board of Fire Commissioners Fire District No.2 Manalapan Township.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17, we have reviewed the Annual Report On Audit for the year ended **12/31/21** and have caused same to be filed with the Municipal Clerk as required by N.J.S.A. 40A: 5A-15. f
3. We do hereby certify that we are familiar with the sections of the Audit Report entitled "**GENERAL COMMENTS** " and "**RECOMMENDATIONS** " .


Richard W. Hogan


Richard Primiano


Joseph F. Spevak


Timothy D. Kirkland


Carol Flannery

Sworn and Subscribed to before
the undersigned on the 2nd
day of Nov, 2022


Joseph D. Youssouf, Esq.

RESOLUTION

**MANALAPAN TOWNSHIP FIRE DISTRICT #2
December 07, 2022**

WHEREAS, a survey of the disbursements and commitments against the 2022 Budget Appropriations disclosed the necessity for certain adjustments to the Budget Appropriations; and

WHEREAS, Chapter 313, P.L. 1983 of the State of New Jersey permits transfers between certain line item appropriations.

Now, therefore be it resolved by the commissioners of the Manalapan Township Fire District #2, County of Monmouth in the State of New Jersey, that the following transfers be made to and from the line item appropriations indicated:

GENERAL APPROPRIATIONS

TRANSFERS TO:

Acct. # 5050 - Professional Services – Legal & Audit	30,000.00
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TOTAL	\$ 30,000.00
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TRANSFERS FROM:

Acct. # 5223 – Repairs	15,000.00
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Acct. # 5260 – Emergency Lights, Rope, Ect.	15,000.00
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TOTAL	\$ 30,000.00
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42 Industrial Drive
 Cliffwood Beach, NJ 07735
 Phone: 732-566-7227
 Fax: 732-566-1313

Invoice

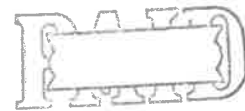
Invoice Number: 816721
Invoice Date: 11/15/2022
Account No: MA0130-501
Prepared For: Adam Keaney
Terms: Prepaid
Customer PO No:

Billing Address:

Manalapan Twp. Fire District #2
 Board Of Fire Commissioner
 PO Box 54
 Tennent, NJ 07763

Service Address:

Manalapan Twp. Fire District #2
 5 Sweetmans Lane
 Manalapan, NJ 07726



Item	Description	Qty	Unit	Price	Extended
TRI-TEST	Certified Air Test, Grade E w/ Moistures	1.00	EA	\$150.00	\$150.00
CNTLBR-MPM	Contract Labor, Mini PM	1.00	LUMPSUM	\$375.00	\$375.00
PREPAIDCONTRACT	Contract Payment Applied	1.00	LUMPSUM	-\$525.00	-\$525.00
	11/10/22 Performed Minor PM Service on Breathing Air Compressor - Test Ran Unit & Observed Proper Operation. Topped of Oil and Drained Condensate. Performed Grade E Air Test. Tech recommended repalcing teh regulator. Quote sent to customer.				

TERMS AND CONDITIONS

Net due per terms as stated above. The Seller retains the title to all materials and property listed herein until payments have been made in full. Accounts not paid within thirty (30) days of notice of invoice are in default and a late payment charge of 1 - 1/2 % per month will be added. Buyer agrees to any reasonable attorney or collection fees incurred by Seller in securing payment for this contract.

Non-Taxable:	\$0.00
Taxable:	\$0.00
Sub Total:	\$0.00
Sales Tax:	\$0.00
Freight:	
Total:	\$0.00
Total Paid:	
Total Due:	\$0.00