

JUNE 1 ,2022

The regular scheduled meeting was called to order by Vice Chairman Flannery at 8pm & Mr. Sorscher 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.

Mr. Spevak was asked to take Roll Call – Primiano, Flannery , Kirkland & Spevak , were present. Chairman Hogan will be late. Others in attendance were : Sorscher,Larson, Youssouf, Petrics, Di Girolamo, Tom Kirkland , Keaney & Marini. Sardi was excused. Sign in sheet was on table for attendance.

V.C. Flannery asked if there was any questions regarding the minutes of May 4,2022... **NO** Mr. Spevak stated before u vote on minutes . Mr. Hall texted me regarding the Apple Macbook Air ... hard drive must be changed to Increased memory. I made changes in the minutes . of May 2022 . Mr. Hall was sent the new copy & Mr. Spevak as the the original. Mr. Kirkland made amotion to accept minutes after changes & 2nd by Mr. Primiano, approved by all.

Chairman Hogan arrived at 8:15pm

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding to 40 calls w/55.26 manhrs.

Training and Drill : Reported by Chief Keaney

1. June 20th Walkthru at Western Monmouth Utility
2. June 27th SCBA Drill- Middletown Fire Academy
3. July 4th ,,,,,OFF

Equipment

- 1.Looking to purchase Firefighter Plates from Continental for \$????
- 2.Looking to Detail 66,67,86,88,87 & 98 for \$250 ea. total \$ 1,500.00

Sta. 12-1No Report from Chief Sarti , excused

TRUCK REPORT- Sorscher

1. 26-2-78...Repair R/Rear folding step with new Brass DOT .. Fire Apparatus
Air fittings & ck for leaks..... “ ”
- 2 . 26-2-80... Annual chassis ,pump, & generator service..... “ ”
Replace L & R frt. Axle U bolts w/ new hardware “ ”
& torque to specs. Remove primer valve & handle “ ”
Install New primer kit. Remove 4 “Flex Exhaust pipe “ ”
Replace w/ new pipe & new clamps. Install new rubber “ ”
Boots on rod ends..... “ ”
- 3 26-2-82....Refill DEF tank w/ ½ gal. DEF fluid..... In House
4. Durango...Diagnose Trans. leak . Found Trans. Pan rotten..... “ ”
Causing loss of fluid. Pan needs to be replaced..... “ ”
We have appt. w/ Freehold Dodge on 6/2/22..... “ ”
5. 26-2-99.....Diagnose Antifreeze leak . Found bottom of Rad leaks “ ”
Added (2) bottles of Stop Leak . So Far So Good..... “ ”

Pres. of the Fire Co.- Bisogna

1. The firehouse meeting room area is now under renovation , some demo has started . We are waiting on permits to get approved by Township so they can really get started full force.
2. WE attended the Freehold Memorial Day Parade & Man/ Eng Parade this past Monday May 30th
3. Our next Firehouse Business meeting is scheduled for June 13 , 2022

INSURANCE- Soden / Marini

Mr. Marini stated he hasn't heard from Mr. Soden .

ADMINISTRATOR'S REPORT- Marini

1. Asked everyone present if all good with cellphones, No Problems
2. LoSap
3. Need to check on Contracts from Opticom . Mon. County Hwy Dept. was working on traffic lights, just recently . At corner of Millhurst & Main.St , problems with antenna on fire truck , not changing the traffic lights. As per Chief Kirkland repairs were made , everything is ok now.

LEGAL- Youssouf

Mr. Youssouf brought both Fire Protection agreements with him for (12-1 &26-2)

Both agreements needed to be corrected regarding money amounts , to be presented at July meeting.

AUDITOR- Petrics

- 1.The 2021 Audit is in progress now. & LoSap is \$ 1,804.00
2. Mr. Kirkland asked Petrics/ Larson, any changes on Quick Books

BOOKKEEPER- Larson

Ms. Larson's Bookkeeper's Report for June 1 , 2022 is attached to these Minutes.

Ms Larson stated . Sadly, this will be my final Commissioners meeting as I will be retiring July 1 , 2022. I would like to thank the current & past Fire District Comm.

It has been a pleasure serving this Board. I have been so blessed to get to know you & work with you. I would also like to thank the Attorney Joe Youssouf, Auditor Ron Petrics , Administrator John Marini, IT Officer Peter Hall & members of the Fire Companies . The people of Manalapan are very fortunate to have such knowledgeable , caring & dedicated people serving their Community.

Thank You

Chairman Hogan thanked Ms Larson for everything that she has done over the years as Bookkeeper for Manalapan Twp. Fire Comm. District #2 , presented her with a Boutique of Flowers.

IT OFFICER – Hall

1. Zero instances of the internet dropping since last reported.
2. Firewall replacement was programmed & is current on security subscriptions through 2025 .
3. The conference system in the meeting room was temporarily dismantled & Stored until room renovations are completed .
4. The (2) replacement laptops were ordered on May 10th & will be shipped on or before June 9th.

OLD BUSINESS-

Mr. Kirkland stated regarding the upcoming (2) Conventions . Fire Rescue in Aug. there will be (5) people attending & Firehouse Expo in Sept. there will be (3) people attending . No Reservation bookings have been on line yet.

NEW BUSINESS-

1. Detailing of the following Vehicles 66,67,86,87, & 98 for \$1,500.00. Motion made by Chairman Hogan & 2nd by Mr. Primiano , approved by all.
2. Purchase of Firefighter Plates . Motion made by Mr. Primiano & 2nd by Chairman Hogan , approved by all.
3. Discussion regarding New Bookkeeper, Auditor Petrics & Chairman Hogan both have people interested in the position . Resumes need to be gotten , Meetings to be setup to interview people for Bookkeeper position.
4. Mr. Kirkland asked Chairman Hogan how are you doing with hiring people as paid firefighters . Hogan stated we're doing okay.
5. Chief Kirkland gave Mr. Spevak a price quote for the Opticom GPS activated traffic system to be installed at Rt. 33 & Millhurst Rd /Sweetmans Lane , cost of \$ 15,750.00. Mr. Youssouf & Mr. Spevak was asked if we had a pricing quote when we started this project .

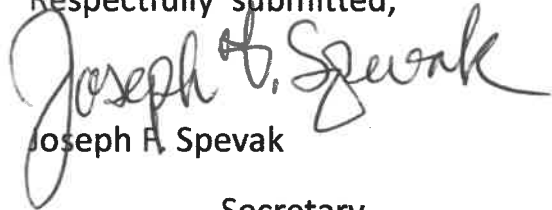
Mr. Primiano made a motion to OPEN PUBLIC PORTION at 8:38pm & 2nd by Mrs. Flannery, approved by all. **NO BUSINESS** . Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 8:39pm & 2nd by Mrs. Flannery, approved by all.

TREASURER'S REPORT- Kirkland

Chairman Hogan made a motion to pay bills in the amount of \$ 25,362.68 & 2nd by Mr. Primiano, approved by all.

Since there was no further business Chairman Hogan made a motion for adjournment at 8:44pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joseph F. Spevak". The signature is written in black ink and is positioned above the printed name.

Joseph F. Spevak

Secretary

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

June 1, 2022 Bill List

ADP	13,194.70
American Cloud Services	275.00
Charles Sacco	70.37
Document Solutions Leasing	99.74
Fire Apparatus Repair, Inc.	2,736.99
Gordons Corner Water Co.	2,163.09
J Swanton Fuel Oil Co.	843.52
Joseph Spevak	93.36
NetLink Web Services	349.00
Taylor Mills Family Medical, PC	360.00
Timothy Kirkland	3,419.20
Verizon	129.65
Verizon Wireless	1,628.06

\$ 25,362.68

Respectfully submitted,



Timothy Kirkland
Treasurer

From: egg@dca.nj.gov
Subject: REVISED Fire District Audits in FAST
Date: May 9, 2022 at 11:55 AM
To: klarson@mtfcboard.com

Please note the change, Fire District Officials must upload the required documents, NOT Fire District Auditors.

2021 Fire District Audit records are now available in the FAST portal. Fire District Officials must upload the required documents, including, the Audit, Group Affidavit, Synopsis, Questionnaire, and Corrective Action Plan and click the "Submit" button for the Audit to be considered successfully submitted to the Division of Local Government Services.

For technical support with FAST, contact Matt Gallelo at Matthew.Gallelo@dca.nj.gov. For questions regarding fire district audit requirements, contact Melissa Ford at Melissa.Ford@dca.nj.gov.

Notice sent to: Fire District Officials; Municipal Auditors; Auditors Listserv

From: egg@dca.nj.gov
Subject: N.J.A.C. 5:39-1 Remote Public Meeting Regulations
Date: May 13, 2022 at 11:43 AM
To: klarson@mtfcboard.com

N.J.A.C. 5:39-1, the regulations for remote public meetings held by local public bodies during a declared emergency, remain in effect and are posted on the DLGS Rules and Regulations webpage at https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_39/njac_5391.pdf. N.J.A.C. 5:39-1 was extended when the Public Health Emergency was extended pursuant to Executive Order 281, the Appendix of which references the regulations. Pursuant to Paragraph 6 of Executive Order 292, the EO lifting the Public Health Emergency, N.J.A.C. 5:39-1 remains in effect unless or until revoked or modified by the Division of Local Government Services or the State of Emergency is lifted.

Notice sent to: Municipal Clerks; County Clerks; Clerks-County Boards of Commissioners; Authority Officials; Fire District Officials; DLGS Listserv

From: egg@dca.nj.gov
Subject: Introduction to the Office of Information Privacy
Date: May 23, 2022 at 9:18 AM
To: klarson@mtfcboard.com

Attached is an introduction to the new Office of Information Privacy (OIP) penned by OIP Director Christine Campbell.

Notice sent to: Municipal & County Clerks; Municipal & County CFOs; Clerks-County Boards of Commissioners; Authority Officials; Fire

District Officials; DLGS Listserv



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF INFORMATION PRIVACY
101 SOUTH BROAD STREET
PO BOX 825
TRENTON, NJ 08625-0825

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

May 10, 2022

Re: Introduction to the Office of Information Privacy

Dear Colleagues:

As you are aware, Governor Murphy recently signed P.L.2021, c.371, which created the Office of Information Privacy (OIP) in the Department of Community Affairs to facilitate the State's implementation of Daniel's Law. Daniel's Law was enacted in response to the tragic death of Daniel Anderl, the son of Judge Esther Salas and Mark Anderl. The law prohibits disclosure of the residential addresses of certain Covered Persons on websites controlled by State, county, and local government agencies. The community of Covered Persons includes active and retired judicial officers, prosecutors, and members of the law enforcement community and their immediate family members residing in the same household. The OIP has begun its work, and I am honored to serve as its director. We need your assistance in this mandate.

The law allows Authorized Persons, which includes Covered Persons and certain other authorized individuals, to request the redaction of covered addresses from government records. The OIP has begun to develop the rules, policies, and procedures that Authorized Persons will use when they request the redaction of these residences from State, county, and municipal agencies' websites and records. These guidelines also will inform agencies of the steps they will follow when a redaction request has been approved by the OIP in order to securely receive this information. The creation of standard operating procedures for this effort is critical for its success. At present, they are a work in progress, as is the OIP Portal, which will be the pathway to achieving the most effective compliance with this challenging and inspiring legislation. The Portal is on schedule to be available by July 12, 2022. It will be the landing place for all – Authorized Persons and public agencies – to initiate and achieve compliance with Daniel's Law.

The OIP is aware that some counties and cities already have taken steps toward compliance, which Daniel's Law permits. We value those efforts. However, the redaction of a Covered Person's residence from a county or local website does not guarantee its removal from all State or other government websites. No Covered Person should be led to conclude that a request to their County Clerk or other local official for this protection will provide complete redaction coverage across all State, county, and local sites. Making the request through the OIP Portal will be the key to receiving that broad coverage.

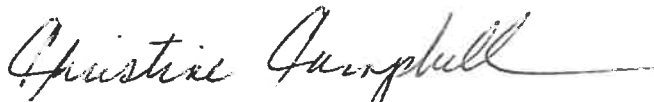
We strongly believe that one statewide effort, coordinated by the OIP, will best achieve the uniformity and consistency that are critical to the successful implementation of Daniel's Law. As such, although the law permits public agencies to honor requests for redaction prior to the January 13, 2023, date when compliance is required, the OIP would remind agencies that such actions are **not** required prior to that time and may even serve to confuse Covered Persons by improperly suggesting that their information is universally redacted. Guidance as to how we will effectively collaborate to accomplish this will come from the OIP in the weeks ahead.

Please note that this does not constitute legal advice, and agencies should consult with their counsel if they receive any requests from a Covered Person who is in an emergent situation.

As you await further information from this Office, we suggest that you inform the Covered Persons you work with of the need to establish an account on the *MyNewJersey* website. When the OIP Portal is available, they will use the *MyNJ* log-in to access the Portal. While most active Covered Persons already have such accounts, retired or formerly active Covered Persons may not. Taking this step now will allow them to submit their requests as soon as the OIP is ready to receive them.

As Director of the Office of Information Privacy, I look forward to working with you to achieve our common goal: to protect the legitimate privacy interests of the Covered Persons who are the focus of Daniel's Law. This is a unique mandate which will require a distinctive collaboration. The Department of Community Affairs remains confident that we can work together to make the safeguards at the center of this law a reality. Accordingly, we welcome your questions, suggestions and/or concerns and look forward to engaging with you as the OIP takes shape.

Sincerely,



Christine Campbell, Director
Office of Information Privacy
Department of Community Affairs
609-815-3941
Email: OIP@dca.nj.gov

From: egg@dca.nj.gov
Subject: Russia-Belarus List - Vendor Certification Not Currently Required For Non-State Contracts
Date: May 23, 2022 at 10:18 AM
To: klarson@mtfcboard.com

P.L. 2022, c. 3 requires the State Department of the Treasury (Treasury) to develop, based on credible information available to the public, a list of persons and entities engaging in prohibited activities in Russia or Belarus. Once the list is established, a contracting unit shall, prior to contract award, require a vendor or contractor to certify that they are not identified on Treasury's Russia-Belarus list and review the Russia-Belarus list to determine whether the vendor or contractor appears on the list.

Please be advised that the vendor/contractor certification requirement is not currently in effect for local governments and boards of education, and will not take effect until such time as Treasury finalizes the Russia-Belarus list. The Division of Local Government Services will provide further updates as needed.

Notice sent to: Procurement Officials; Municipal & County CFOs; Administrators/Managers; Authority Officials; Fire District Officials; Municipal Clerks; Clerks - County Boards of Commissioners

SIGNAL CONTROL PRODUCTS, INC.
199 EVANS WAY
BRANCBURG, NEW JERSEY 08876
 Tele: 908-231-1133 Fax: 908-707-0333
 Jim Pinelli / jim@signalcontrol.com / 732-995-6910
 David Case / dave@signalcontrol.com / 908-285-2301

Manalapan Fire District #2
Opticom GPS Activated Traffic System

Quote Date
05/16/22

Item No.	Qty	DESCRIPTION	Unit Price	Total Price
Rt 33 & Millhurst Rd / Sweetmans Lane				
1	1	Opticom GPS preemption system Intersection components c/o: 1 - model 764 multimode phase selector 1 - model 3100 radio unit 1 - model 1070 cable (250ft) 1 - mounting bracket assembly 1 - model 760 card rack 1 - Opticom cabinet per NJDOT 1 - "D" panel and harness - services of SCP tech for programming of cabinet ***Installation of above equipment is included***	\$15,750.00	\$15,750.00
Installation Contractor (Techna-Pro Electric) to provide traffic safety as required at each site at time of installation (per intersection)				
			GRAND TOTAL	\$15,750.00
NOTE: Manalapan Fire District #2 is responsible for all permits/approvals required for installation of equipment on the intersections outlined in this quote. Manalapan Fire District #2 is responsible to provide preemption timing plan to SCP for the above mentioned intersections.				
Prices are firm for 60 days from quote date, if purchase order is not received prior to 7/31/22, subject to re-quote.				
Additional Notes:				
Terms are 30 days net after shipment of goods. Order acceptance subject to credit approval. Monthly interest charges of 1-1/2% due on unpaid balance over 60 days. Please provide a copy of the applicable New Jersey tax resale certificate for this project. Delivery is estimated to be 3-4 weeks after receipt of order and receipt of approved submittal sheets and/or catalog cuts.				

MANALAPAN TOWNSHIP FIRE DISTRICT #2

6/1/2022 3:25 PM

Register: 2234 · Improv Auth - Opticom System
 From 12/31/2014 through 06/01/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Increase	C	Decrease	Balance
12/31/2014	180		6100 · Opticom System [split]	To charge budget and...	55,000.00			55,000.00
12/31/2015	203		6100 · Opticom System	to charge budget and ...	70,000.00			125,000.00
02/03/2022	10512	Signal Control Products, LLC	1010 · CASH CHECKING - U...	Inv. #20220137, 4-O...			54,800.00	70,200.00
02/03/2022	10512	Signal Control Products, LLC	1010 · CASH CHECKING - U...	" " , 4-...			4,800.00	65,400.00
02/03/2022	10512	Signal Control Products, LLC	1010 · CASH CHECKING - U...	" " , 7-...			29,400.00	36,000.00
04/07/2022	10540	New Jersey Department of Tr...	1010 · CASH CHECKING - U...	Inv. #A202200250, i...			1,500.00	34,500.00

Manalapan Fire District #2

Meeting 06/01/2022

Bookkeepers Report

There were a few notices from GovConnect this past month including the following:

- Fire District Audit Records are to be uploaded into the FAST system. The required documents include the Audit, Group Affidavit, Synopsis, Questionnaire and Corrective Action Plan. A Fire District official and not the auditor must submit the documents.
- The regulations for remote public meetings held during a declared emergency remain in effect and rules are posted on the DLGS website.
- There is an Introduction to the Office of Information Privacy for the implementation of Daniel's Law.
- The State Department of Treasury is developing a Russia-Belarus List. Vendor Certification is not currently required for non-state contracts but may be a requirement for future bids.

Sadly, this will be final Commissioners meeting as I will be retiring July 1, 2022. I would like to thank the current and past Fire District Commissioners. It has been a pleasure serving this board. I have been so blessed to get to know you and work with you. I would also like to thank the attorney Joe Youssef, auditor Ron Petrics, administrator John Marini, IT officer Peter Hall, and members of the Fire Companies. The people of Manalapan are very fortunate to have such knowledgeable, caring and dedicated people serving their community. Thank you.

Respectfully Submitted,

Katherine Larson

Bookkeeper