

January 11, 2023

Hazlet Township Town Hall
1766 Union Avenue,
2nd Floor Hazlet, NJ
07730

The **REGULAR MEETING** was opened by **Chairman Les Parleman** at **7:51PM**. **Chairman Parleman** led the **PLEDGE TO THE FLAG**, followed by a **MOMENT OF SILENCE** especially for **Michael Broderick, past Fire Commissioner clerk, life member, and Past President of West Keansburg Fire Company.**

Chairman Parleman read the following statement:

In compliance with the **OPEN PUBLIC MEETING ACT** of the State of New Jersey, adequate notice of this meeting was provided in the following manner:

On December 19, 2022, advance written notice of this meeting was posted at Town Hall, 1766 Union Avenue, Hazlet, NJ;

On December 22, 2022, advance written notice of this meeting was sent to the Newark Star Ledger and the Asbury Park Press; and

On December 19, 2022, copies of the advance written notice were mailed to all persons who requested and paid for such notice.

I direct the Fire District Secretary to enter into the minutes this announcement and the advance written notice of this meeting.

Chairman Parleman called for a ROLL CALL:

Commissioner Parleman	- PRESENT
Commissioner J.C. Schroeck	- PRESENT
Commissioner J.J. Schroeck	- PRESENT
Commissioner Sheldrick	- ABSENT
Commissioner Storcks	- PRESENT

Also Present:

Melanie Appleby, Esq.	- District Lawyer
Michelle Barney, QPA	- QPA
Edward M. Schmidt	-Township Fire Chief
Craig Spirko	-First Assistant Fire Chief
Robert Steiner	-Second Assistant Fire Chief
Tom Horner	-Fire Official

Absent:

Stephen Schmidt	-Hazlet FARS Chief
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A MOTION to APPROVE the WORKSHOP, REGULAR, and Executive Session minutes of the December 14, 2022 meetings

Offered by Commissioner J.J. Schroeck, seconded by Commissioner J.C. Schroeck

All in favor. No opposed

CORRESPONDENCE-

QPA Barney- Insurance audit letter received, just stated audit will be coming.

Michelle reached out to chiefs by e-mail for new member lists. Must provide separate lists for active, and non-active life members.

OLD BUSINESS-

Commissioner Parleman mentioned about the Mobile clinic – no interest from the chiefs or their members. Michelle will reach out to the company and decline at this time.

Commissioner Parleman asked Chief Steiner about the emergency warning light on Middle Road. No new information from Pat Wood about this issue.

FINANCIAL REPORT

Qualified Purchasing Agent- Michelle Barney read off and submitted the **ATTACHED FINANCIAL REPORTS** indicating account balances.

A MOTION to APPROVE the financial Report as submitted:

Offered by Commissioner Storcks
Seconded by Commissioner J.C. Schroeck

ROLL CALL VOTE:

Commissioner J.C. Schroeck	- Yes
Commissioner J.J. Schroeck	- Yes
Commissioner Storcks	- Yes
Commissioner Parleman	- Yes
Commissioner Sheldrick	- ABSENT

Qualified Purchasing Agent Michelle Barney **presented** the **ATTACHED LIST of OPERATING ACCOUNT and FIRE BUREAU BILLS TO BE PAID**
A MOTION to APPROVE payment of the OPERATING BILLS and FIRE BUREAU BILLS:

Offered by Commissioner J.C. Schroeck
Seconded by Commissioner J.J. Schroeck

ROLL CALL VOTE:

Commissioner J.C. Schroeck	- Yes
Commissioner J.J. Schroeck	- Yes
Commissioner Storcks	- Yes with abstain from bill #13730
Commissioner Parleman	- Yes
Commissioner Sheldrick	- ABSENT

REQUISITIONS/PURCHASE ORDERS

QPA Michelle Barney:

- All equipment, communication, radios, equipment maintenance item requisitions and quotes should be sent in for the P.O.'s to be processed. We do not need to wait to process orders.
- Also, PPE can be ordered. Try and get the pricing in prior to the first quarter to avoid a price increase after the first quarter.
- Any maintenance that was held from 2022 can also be submitted.

CHIEF'S REPORTS:

Township Fire Chief: Edward M. Schmidt

- Engine 3-81 (2003 KME) maintenance report: Radiator leak found during pump test/vacuum test. Could be an obstruction in the system (approx. \$7,000 repair), and about \$10,000 total in repairs. Additionally, tires are needed (approx. \$3,000)
- Engine 3-80 (2010 KME) has a laundry list of repairs (pump packing, steering issues, batteries need to be replaced) Fire and Safety having problems getting pricing on parts for repairs from the manufacturer.
- Fit Test – Date set up by Chief Spriko
- Chief 360 will completely replace the E Dispatch and I Am Responding programs and cut the cost in half, from approximately \$4,000 per year to under \$2,000. All 3 chiefs have agreed to this new program. The trial contract will expire on January 30, 2023. Approval was previously agreed upon. Fire Official Horner mentioned adding the fire bureau dispatch tones to this system.
- Mentioned the issues with the 2003 KME. Asked the board if there was any talk or thought of a future replacement plan for this engine, especially with the increased costs of current maintenance issues. Commissioner Parleman stated the commissioners are in early stages of discussing vehicle replacement and there is nothing set at this time.

1st Assistant Fire Chief: Craig Spirko

- Yearly required classes for HazComm, Right to Know, and Fit Test will all be done on January 29, 2023 for the entire department. Make up dates for fit testing will be discussed at the drill.
- Township Drill: Smokehouse for yearly SCBA familiarization refresher by mid-February which is a district policy.
- Asked for clarification on facial hair policy. Is there a clear policy between responding on certain apparatus response fire suppression/non-fire suppression vehicles. He is having some resistance from some members of his company. Commissioner J.J. Schroeck mentioned he was chief at the time when the policy was implemented. Zero tolerance at NCVFC per Commissioner Parleman and Chief Steiner.
- CPR/AED certifications are due. He wants to set up with the police department and will be available for all members.
- In process of setting up all Live Burn training
- Engine 1-76 (2011 KME) and Engine 1-77 (2018 KME) had Preventative Maintenance completed at the end of last year. Waiting on the list of repairs and will get to them as soon as possible.
- Ladder 1-90 (1989 Mack) will have a laundry list of repairs needed. We will have to see what repairs we want to do.
- Brush 1-93 (1999 Ford) has a list of repairs that were not completed. Bill will not be paid until Chief Spirko and Michelle discuss what repairs were done.
- Michelle asked Craig if the chiefs can get updated copies of all member's driver's licenses since most of the district members will be at the training on January 29th.

2nd Assistant Fire Chief: Robert Steiner

- Going to start working on the Preventative Maintenance done on all vehicles
- Going to move forward on the Capital purchase which was approved in December.
- Trying to combine maintenance and purchasing as much as possible to avoid dealing with too many vendors.
- Commissioner Storcks asked Chief Steiner if the 3 chiefs can all get on the same time frame for PMs. See if we can save the district some money as the vendor can do the vehicles in the same service call/time frame. Chief Steiner reports that he sends his vehicles up to Fire and Safety for repair and this is cheaper. PM's on the vehicles in town aren't around the same time currently but it would be a good idea to get them closer together. Will look into it with the other chiefs to see if that can be scheduled to benefit the fire district.

Fire Official REPORT:

Fire Official Thomas Horner

- Year 2022 total Commercial inspections: 1,023 and 467 C.O. inspections
- There are a few re-inspections that are needed and will be done soon from 2022.
- All life hazard inspections were completed for 2022
- Park East Property (Route 35 South and Holmdel Road) is unsafe and a placard was placed on the structure. They were advised to clean up excessive debris between their building and the motel. Use extreme caution if called to this property. All utilities are off.
- Kentucky Fried Chicken was issued a penalty for ongoing violations (re-inspection tomorrow) and will keep issuing violations until they are compliant.
- Follow up on Wellington Square Shopping Center (Route 36 N. and Poole Ave). Going to start violations since waterflow issues are a problem and are not corrected.

First Aid Report:

First Aid Chief Steve Schmidt

Per Michelle Barney, Steve stated: no report (via text message)

NEW BUSINESS

- Commissioner Parleman again announced the new attorney, Melanie Appleby. He also mentioned her son (Matthew Donahue) is a business partner and will be present at times.
- Commissioner Parleman announced that each Commissioner/chief/fire official/inspector has been issued an email. New E-mails will be first initial and last name @hazletfiredistrict.org Chief39-1, Chief 39-2, Chief39-3, and other commissioners and employees will have their first initial and last name: lparleman, dsheldrick, mstorcks, jcschroeck, jjschroeck, mbarney, thorner, jmerkel. NOTE: (Middle initials were added to JC and JJ Schroeck due to having the same first and last name).
- Fire District P.O. Box will be closed. All future mail and correspondence will be sent to the new address at 812 Poole Ave, Suite A, Hazlet, NJ 07730. Please advise all the vendors you deal with to update their information.
- Commissioner Storcks thanked the chiefs for meeting and getting the vehicle mileage information and registration cards cleaned up. He mentioned issues with the smaller vehicles not having proper inspection stickers. The chiefs and fire officials were advised and will handle it.
- Commissioner Storcks has updated all spreadsheets pertaining to vehicles to avoid lapse of issues with the district vehicles. Tom Horner advised he is working with Ken from the town who handles township owned vehicles (Rescue 2-85).

-Commissioner Parleman announced that the state approved a 7.3% allowable increase to LOSAP programs for 2024. This is up from 0.9%.

RESOLUTIONS

- a. **2023-001** Cash Management- Move bank account to Affinity Federal Credit Union
- b. **2023-002** Losap increase of 7.3% for 2024
- c. **2023-003** Award of Contract- ESI- Capital Purchase
- d. **2023-004** Executive Session for Personnel matters, Contractual, and LOSAP
- e. **2023-005** Appointment of Attorney Melanie Appleby with Matthew Donahue

A MOTION to APPROVE Resolutions 2023-001, 2023-002, 2023-003, 2023-004, and 2023-005:

Offered by Commissioner Storcks
Seconded by Commissioner J.J. Schroeck

ROLL CALL VOTE:

- Commissioner J.C. Schroeck - Yes
- Commissioner J.J. Schroeck - Yes
- Commissioner Storcks - Yes
- Commissioner Parleman - Yes
- Commissioner Sheldrick - ABSENT

NEW APPLICATIONS

None at this time

AT THIS POINT the MEETING WAS OPENED TO THE PUBLIC. IN ACCORDANCE WITH THE "OPEN PUBLIC MEETINGS LAW", EACH MEMBER OF THE PUBLIC WILL BE GIVEN A MAXIMUM OF 3 MINUTES FOR PUBLIC COMMENT

Time – 8:27pm

Adequate time was offered to the public for comments.
No members of the public spoke.

AT THIS POINT the MEETING WAS CLOSED TO THE PUBLIC. Time – 8:28pm

Lawyer Melanie Appleby read off resolution #2023-004 to go into closed session to handle personnel matters, LOSAP, and contractual issues.

At 8:29pm, Chairman Parleman requested a motion for an Executive Session to handle personnel matters.

Offered by Commissioner Storcks
Seconded by Commissioner J.J. Schroeck

ROLL CALL VOTE:

Commissioner J.C. Schroeck	- Yes
Commissioner J.J. Schroeck	- Yes
Commissioner Storcks	- Yes
Commissioner Parleman	- Yes
Commissioner Sheldrick	- ABSENT

At 9:35pm, Fire Commissioners returned to the public meeting. Chairman Parleman requested a motion close executive session:

Offered by Commissioner J.C. Schroeck
Seconded by Commissioner J.J. Schroeck
All in favor

At 9:36pm, Chairman Parleman requested a motion close the meeting:

Offered by Commissioner J.J. Schroeck
Seconded by Commissioner Storcks
All in favor



Les Parleman, Chairman



Joseph J. Schroeck Clerk