

November 8, 2023**Hazlet Township Town Hall****1766 Union Avenue, 2nd Floor Hazlet, NJ 07730**

The **workshop meeting** was opened by Commissioner Parleman at 6:35 pm. Commissioner Parleman noted 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 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 Clerk to enter into the minutes this announcement and the advance written notice of this meeting.

Vice Chairman JC Schroeck called for a roll call:

Commissioner Parleman - Present

Commissioner J.C. Schroeck - Present

Commissioner J.J. Schroeck - Absent

Commissioner Sheldrick - Present

Commissioner Storcks - Present

Melanie Appleby, Esq. - Present

Michelle Barney, QPA - Present

1. Resolutions-

- a. Adopt the introduction of the budget. Michelle to give a brief description and a notice will be put in the paper to allow anyone from the public to review the budget within 1 week of the December meeting
- b. 2023-032 Executive Session
- c. 2023-033 Merit Payment

2. Reorganization meeting – The reorganization meeting for the fire commissioners will be December 13th at 6:15pm to appoint positions for 2024.**3. Radio Keys-**

- a. Michelle noted all radio keys are in and programmed. The vendor will be paid from the bills tonight. Michelle double checked with Chief Schmidt who advised all radios were working except 1, which the county will fix. It was mentioned that it was a 2-year process to receive all the programming keys.

4. Engine 279-

- a. Commissioner Storcks advised the highest bid received on the GovDeals website was \$7,100. The Commissioners have a final say whether to sell. Commissioners decided to not sell at that price. He mentioned Brindlee Mountain was the only used fire vehicle vendor who offered to assist me with "comps" to other vehicle sales. Brindlee Mountain has a way to advertise for us and will take a 10% commission on the sale. If it doesn't get sold via their company, they do not take a commission. Lawyer Donahue's only concern would be that the fine print states they follow the laws of Alabama, which should be reviewed if we were to proceed that way. Commissioners decided to place back on GovDeals, and wait until the December meeting to have resolutions ready to use Brindlee Mountain

or GovDeals auction and allow Michelle to proceed with sale, if the purchase price is what we are looking for. Majority of the Commissioners are looking for around \$25000 for the vehicle.

5. Fire Official Tom Horner-

- a. New business at 1030 Route 36 (Self Storage). Fire hydrant was to be placed at the first entrance at the request of the Fire Chiefs when the plans were approved. The engineering firm was getting a hard time from the NJDOT when they wanted to open the highway road to tap in since it will be a private hydrant. After discussion with the new business, they are willing to place the private hydrant where we want it and pay the fees to install and pay the yearly fee to the water company. We need a resolution to go into an agreement between the fire district and the property owners for them to install and pay the "public" annual maintenance for the hydrant. This is approximately \$70 yearly and they have agreed to pay the yearly fee with any percentage increase, and transfer it to all future property owners, if they sell in the future.

6. Uniform/Incentive Points- Michelle

- a. Hazlet and North Centerville sent their information in. North Centerville had a few guys who did not qualify. Two guys were also listed who did not finish a year. Frank Wood was advised of the policy that the members have to be in one complete year before they become eligible. Hazlet had one new guy who was not qualified. Pete Kozielski was advised of this.
- b. We haven't received anything from West Keansburg. We need to get their information to review before they can be paid. Captain McCarron was brought in, who brought Vice President M. Schmidt in and advised they weren't submitted. VP Schmidt advised he did send the information in on October 31st, he is not sure why they weren't received. He resent the email to Michelle.
- c. Commissioner Storcks asked for contact information for all pertinent information such as clothing allowances, LOSAP, equipment. Michelle mentioned we have asked but all the companies have different procedures and sometimes the information will not get forwarded.

7. Inventory update-

- a. No inventory received as of this date. We were looking for bigger items such as gear, packs, radios, etc. so we can start a 5- or 7-year replacement plan going forward.
- b. Lawyer Donahue recommended giving the chiefs a clear deadline for submission. Commissioners will ask for this to be completed and submitted by the end of the first quarter.
- c. Michelle and Commissioner Storcks to work on a spreadsheet style form to get the information we are looking for.

8. Junior Firefighter application update

- a. Michelle reported she has the information drafted for the junior firefighter application.
- b. We are going to remove the background information portion.
- c. Michelle reported the most recent explorer did have all his physical information. Michelle questioned if the board will cover the cost if someone cannot afford the physical. Requests for medical exams will be reviewed case by case.

9. Budget introduction

- a. Hearing will be December 13th at 8pm.

10. New Members

- a. Ronelo Castro- West Keansburg FC
 - i. Michelle advised that Commissioner JJ Schroeck reviewed the application and its ready acceptance tonight.

11. Change of Chief Titles- Chief, Deputy Chief, Assistant Chief

- a. Michelle mentioned a resolution is needed for the December meeting so the information can be forwarded in the township committee so they have the proper titles for their resolutions.
- b. Commissioner Storcks worked with the current chiefs and incoming chiefs and ordered all the new badges and collar brass.

12. Requisitions and purchasing procedures-

- a. Michelle reported there are still issues with Hazlet and West Keansburg with the purchasing procedures. We received a bill for flow testing without proper information. We received a bill for a training on October 29, 2023 from Middlesex County. There was no requisition associated with this and the funds were not certified. This could put a red flag on our audit if we pay this bill. Discussion ensued on how to move forward.
- b. All three chiefs were brought into the meeting to discuss the issue. Chief Schmidt did not receive a quote or any information from the fire academy prior to the day of the training. Commissioner JC Schroeck advised the 3 chiefs of the proper paperwork procedures and the issue with the audit. Chief Spirko took responsibility claiming Middlesex was giving the district credit from a previous drill. He will seek them to give the credit from that previous drill to cover this bill.
- c. Michelle updated Craig on the status of his pager orders. PMC asked if we needed upgraded pagers if we switch to the trunk system. Craig will take the Gen5 pagers and Michelle will place the order since they are in already.
- d. Michelle mentioned the current purchasing manual was made in 2010. She wants to update the manual to cover updated procedures, have the commissioners review and adopt. Michelle wants to sit with the chiefs and explain the procedures to them. Commissioner Storcks would like to sit with the chiefs prior to this being adopted. Michelle stated the procedures written are covered under the law and the chiefs will not have to be consulted with prior to the manual being adopted.

Commissioner Sheldrick advised that someone else has to take over the responsibility of the cameras. Commissioner Storcks mentioned that all fire commissioners would have access to the camera system.

At 7:56pm, Commissioner JC Schroeck offered a motion to close the meeting was seconded by Commissioner Storcks.

All in favor



Les Parleman, Commissioner, Chairman



Michael C. Storcks, Commissioner, Clerk