

**December 13, 2023**

**Hazlet Township Town Hall  
1766 Union Avenue, 2<sup>nd</sup> Floor  
Hazlet, NJ 07730**

The **workshop meeting** was opened by Commissioner Parleman at 6:31 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 Malloy	- Present
Commissioner Parleman	- Present
Commissioner J.C. Schroeck	- Present
Commissioner J.J. Schroeck	- Present Via GoogleMeet
Commissioner Storcks	- Present
Melanie Appleby, Esq.	- Present
Michelle Barney, QPA	- Present

## **1. Grants-**

Commissioner JJ Schroeck spoke about the status of grants. The grants were sent to port security rather than local agencies. Looking for input for future grants. Commissioner Storcks said we looked into more grants. There is a lot of info that we need to have ready before we submit more grants. We need to research if we are going to spend another \$5000 for this boat grant, or will it be less since this will just be a resubmission. Commissioner JJ Schroeck will look into the cost to resubmit.

- 2. Tower Ladder** – Commissioner JJ Schroeck requested the board to consider the replacement of the tower ladder. Since we just finished the engine, we saw the issues with the steps needed. Asked the board their opinion on moving forward. Commissioner Storcks stated we should start it now. Commissioner Malloy asked if the company should start a committee first. After a small discussion Commissioner Storcks and Malloy will be on the committee representing the board. The company will be told to start gathering information.

At 6:42pm Commissioner JJ Schroeck left the meeting due to work.

**3. Resolutions:**

- a. Approve budget
- b. 2023-034 Board positions
- c. 2023-035 Appoint Accountant
- d. 2023-036 QPA
- e. 2023-037 Adopt PTO
- f. 2023-038 Cash management plan
- g. 2023-039 Approval/payment of claims
- h. 2023-040 Designating surety bonding
- i. 2023-041 Designation official newspaper
- j. 2023-042 Authorizing meeting schedule
- k. 2023-043 appoint fire official
- l. 2023-044 appoint fire inspector
- m. 2023-045 appoint acting fire official
- n. 2023-046 Titles for Department Chiefs.

Commissioner Storcks asked for an update on 2023-044. Commissioner Parleman stated that will remain for now.

**4. Budget Hearing-**

- a. The budget was approved by the state so we can have the hearing and can adopt the budget by resolution.

**5. Sale of 2-79**

- a. Commissioner Storcks updated the board. Still getting low numbers on final bids on GovDeals. The low bid will be declined.
- b. Asked for approval to use a broker to advertise. GovDeals is more geared towards private sellers. Melanie to review of the contract(s) from using broker(s) from out of state. Will follow up. Board discussed they would like \$20,000.

**6. Uniform/incentive points-**

- a. Look into current program. Look into modifications and updates, if needed.
- b. Commissioner Storcks mentioned looking into revamping the program. Commissioner Storcks and Malloy will look into updates if needed.
- c. Commissioner JC Schroeck mentioned there is an issue with members having to wait a whole year after their prevention. Commissioner Parleman and Michelle elaborated on the wait time. Commissioners Storcks and Malloy will look into.

**7. Junior Fire Application update**

- a. No input from the Fire Chiefs after they were sent the application. Board will move forward.
- b. Policy on Junior Fire. Commissioner Storcks will forward to the Chiefs for review, and bring back to the Board for final adoption.

**8. Requisitions and purchasing procedures-**

- a. Michelle presented the new purchasing procedure guidelines to the Commissioners prior to the meeting.
  - i. Commissioner Storcks requested clarification on some information. Michelle explained the procedures as the QPA
  - ii. Commissioner Storcks asked why the Treasurer gets compensated more than other members of the board, when the QPA is doing the work of the Treasurer. He suggested the compensation be looked at since the QPA is doing most of the financial duties.
  - iii. Michelle will invite the chiefs to the office to go over the procedures to avoid issues in the future.
  - iv. Commissioner Malloy asked to clarify why all gear gets sent to the office rather than the fire houses. Michelle advised unless it hose or large items, we can accommodate them at the office.

**9. Fit Testing**

- a. Commissioner JC Schroeck requested that all members of the fire district only qualify with the Fire District and the Fire District issued Masks. Chief Spirko was sitting at the meeting. He agreed that all members should test here with their issued mask. No longer accept testing from outside agencies (Career depts, other volunteer company testing)
- b. There will be 3 sessions to allow members options if they cannot make the initial testing date.

**10. Disposal of inventory**

- a. North Centerville has a list of equipment no longer needed, that he wants to donate. The 9-11 fund organization had requested these items. Will get a hold harmless and approve in January.

- b. West Keansburg has a list of equipment that is no longer needed. Captain McCarron stated he will leave it up to the board to make the decision. Board will allow 9-11 fund representative to look at the equipment, and take if wanted.

**11. Local Finance Board updates**

- a. Michelle noted that we need a full ledger of all accounts for the future. Used to only be for operating, now they want to see all accounts.
- b. There is a bill up for vote to mandate a cost benefit analysis when using Cooperative Purchasing. This could change the way we purchase apparatus in the future.

**12. Emails**

- a. Old G-Mail emails from the chiefs are still out there. Chief Spriko was advised and will send her whatever he has. He stated he doesn't use it. Ex Chief Wood and Schmidt still haven't given the passwords back. Commissioner Parleman is to follow up with them.
- b. New Email to be set up with Commissioner Malloy. Michelle to sit with him and set it up.

**13. Chief Titles and badges**

- a. Commissioner Storcks reported that the badges were ordered in October, should be here prior to New Years Day.
- b. Change in titles will be sent to the town for their reorganization agenda.

At 7:25pm, Commissioner Storcks offered a motion to close the meeting was seconded by Commissioner JC Schroeck.

All in favor

  
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Les Parleman, Commissioner, Chairman

  
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Michael C. Storcks, Commissioner, Clerk