

Buena Borough Fire District # 2
Board of Fire Commissioners
Monthly Meeting

Date: January 25, 2022

Meeting was called to order 7:00 PM.

Present were Brian Ewan, Steve LaPorta, Justin Lilla, Rita Shicunoff, Jim Abba, Kevin Chapman, John Belfi, and Mark Dixon.

Public Portion

A motion was made by Justin seconded by Brian to open the meeting to the public at 7:01pm. Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.

Joe Fabrizo: 292 Wheat Road, Minotola, NJ. Joe requested to use the Wheat Road property on February 24th and 26th for Little League registration. A motion was made by Brian, seconded by Justin to approve his request contingent upon the Use of Building form being completed and an insurance certificate being provided. Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.

A motion to close the public portion of the meeting was made by Brian at 7:11 pm, seconded by Justin. Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.

Minutes were read. Any corrections None.

Motion to accept the minutes made by Brian, seconded by Justin.

Roll Call: Steve Yes, Brian Yes, Justin Yes. All in favor.

Station 11-2 Wheat Road Property Bills were read. Any corrections None.

Motion to pay bills by Brian, seconded by Justin.

Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.

Station 11-2 Arbor Avenue Property Bills were read.

Brian made a motion to pay the bills, seconded by Justin.

Roll Call: Steve Yes, Brian Yes, Justin Yes. All in favor.

LOSAP: None

Correspondence:

- 1) Rich Braslow: 1) Has a new billing company. He will email invoice details each month. 2) Advised that closed sessions are only to discuss litigation, contracts, or personnel. 3) Outlined the positions that the commissioners need to fill.
- 2) Local Finance Notice regarding LOSAP

Discussion:

Chief's Report –

The officer's positions, groups, titles, and ID #'s on Infoshare had been updated.

A quote for a new hose reel for the number 3 & 4 bays will be sent via email.

The Organizational Chart for the operational side of the Minotola Fire Company, for the 2022 calendar year is as follows:

11-200	Tony Habersham (Chief)
11-201	John Belfi (Deputy Chief)
11-202	(CURRENTLY VACANT BUT RESERVED)
11-203	Joseph Drogo (Captain)
11-204	Mark Dixon (Captain)
11-205	Allen Remley (Lieutenant)
11-206	N/A
11-207	N/A

Safety Officer: **(VACANT)**

Chief's Aide: Bridget Habersham

Bianco Alarm Co. performed the annual fire alarm system test and had to replace one pull station in the kitchen (it was not communicating with the panel and not activating the audible and visual signals)

The Chief asked if all of the hose from Wheat Road and Arbor Avenue is being tested or just the hose, we want to keep from Arbor Avenue? The price is dependent on the amount of total feet tested. Brian requested a quote for each property separately and it be only the hose that is being kept.

As soon as 11-27 gets back the Chief will work with Anthony and Steve on the defects on 11-22.

The Chief's Aide created a spreadsheet for all incidents, work details, drills, etc. You will see this spreadsheet at the first commission meeting of every month. It will include both the current month totals and the yearly totals.

Mark Dixon informed the commissioners that Radio 203 needs to be fixed.

A purchase order needs to be done for helmets from Mid Atlantic Fire.

John Belfi informed the commissioners that the Active Alert was updated, and a pager inventory is being done. He will also do a poll to see if the members are using Tango Tango which expires in June.

Steve submitted a quote for tires for Truck 11-24. Justin made a motion to purchase the tires, seconded by Brian. Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.

Old Business –

- 1) Jeff has agreed to stay on as Treasurer/Secretary until reorganization.
- 2) The commissioners will be looking for a website design company to take over maintenance of the website.
- 3) Jeff will be turning over information on the Arbor Avenue kitchen for Anthony to take over the issues.
- 4) Steve spoke with Derick Armstrong from Bank of America and the P-Card will be ready in a few days and then training can begin.
- 5) An inventory was done of all fire gear from Arbor Avenue. Steve will reach out to Chief Carlino of the Newfield Fire Co to see what they are interested in purchasing.
- 6) The sale of the Mini Pumper was discussed. It was decided that it will be going out for bid and not put on GovDeals.

New Business --

- 1) The 2022 Budget was adopted.
- 2) Brian made a motion to apply for Wawa Fleet Cards for gas only, seconded by Justin. Roll Call: Brian Yes, Steve Yes, Justin Yes. All in favor.
- 3) The Arbor Avenue property was going to be temporary housing for the municipal employees while Boro Hall was being repaired. Steve toured the building with Pat Andaloro and Bill Nimohay and established the building could not be used because of ADA issues.

Motion to adjourn the meeting by Justin, seconded by Brian at 8:20 pm.

Respectfully submitted _____.
Steve LaPorta/ Chairman

INVOICES PRESENTED FOR PAYMENT

January 25th, 2022 Meeting

1	American Cleaning Inv#8752 & 8740	330.00
2	Buena MUA Sewer	136.25
3	AmeAce Hardware Inv# 8572438 Stencils	31.33
4	JIF Insurance 1st Qtr 2022	1,255.00
5	Major Petroleum Inv#011722	235.31
6	Rita Shicunoff Inv#178 Jan 4th - 25th	1,057.50
	Total	3,045.39