

BOARD OF FIRE COMMISSIONERS  
MANASQUAN FIRE DISTRICT NO. 1  
BORO OF MANASQUAN MINUTES OF REGULAR MEETING HELD ON  
DECEMBER 19, 2023

IN ATTENDANCE: John White, Commissioner  
Jack Herbert, Commissioner  
Carmen Triggiano, Commissioner  
Matt Byrne, Commissioner  
Kate Sendzik Haines, Attorney

Meeting was called to order by Commissioner White at 7:00 p.m. Flag salute.

The New Jersey Open Public Meetings Law was read.

The introduction of the 2024 Budget was presented by Attorney Kate Sendzik Haines.

A motion was made by Commissioner Byrne, seconded by Commissioner Herbert to approve the 2024 Budget.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

A motion was made by Commissioner Herbert, seconded by Commissioner Triggiano to accept the November 15, 2023 Regular Session Meeting minutes.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

Chief's Report: Deputy Chief Clayton thanked Chief Hill for serving the last term.

Fire Director Report: Read

Fire Prevention Bureau Report: Read

Committee Reports:

- Budget/Insurance/Finance: None
- LOSAP/Capital Improvement/By-Laws: None
- Equipment/Training/Vehicle & Equipment Maintenance: None
- Personnel: None

Old Business: None

New Business:

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the application of Jason Bitzer for Manasquan Volunteer Engine Co. No. 2

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

A motion was made by Commissioner Herbert, seconded by Commissioner Byrne to accept the first reading of the Active Membership/Mandatory Job Requirements.

|                                |                            |
|--------------------------------|----------------------------|
| Commissioner White – Abstained | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes   | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent     |                            |

A motion was made by Commissioner Herbert, seconded by Commissioner Triggiano to approve the 2024 Temporary Budget.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

Requisitions:

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the December 19, 2023 requisitions.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

Vouchers:

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the December 19, 2023 vouchers.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

Report of Attorney: Attorney Sendzik reviewed the following resolutions:

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the Resolution Establishing a Temporary Budget.

|                              |                            |
|------------------------------|----------------------------|
| Commissioner White – Yes     | Commissioner Herbert - Yes |
| Commissioner Triggiano – Yes | Commissioner Byrne – Yes   |
| Commissioner Wick – Absent   |                            |

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the Resolution Introducing and Approving 2024 Budget.

Commissioner White – Yes  
Commissioner Triggiano – Yes  
Commissioner Wick – Absent

Commissioner Herbert - Yes  
Commissioner Byrne – Yes

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to accept the Resolution Setting Date, Time & Place of the Annual Fire District Election.

Commissioner White – Yes  
Commissioner Triggiano – Yes  
Commissioner Wick – Absent

Commissioner Herbert - Yes  
Commissioner Byrne – Yes

Public Participation: Chairman White announced the changing of command from Chief Hill to Chief Clayton would take place January 1, 2024 at the Salty Whale.

A motion was made by Commissioner Triggiano, seconded by Commissioner Herbert to adjourn the Regular Meeting.

Meeting was adjourned 7:14 pm  
Commissioner White

#### REQUISITIONS:

|   |          |
|---|----------|
| 1) Gen-el Safety – Repairs & Maintenance<br>Replacement cord for Calibration Unit | 194.75   |
| 2) Mohell, Elliott, Bauer & Gass – Professional Fees<br>Services for 2022 Audit   | 13220.00 |
| 3) Wireless Electronics – Repairs & Maintenance<br>Replace M-27 Antenna Wire      | 345.00   |
| 4) Joe’s Service Center - Repairs & Maintenance<br>Oil Change 27-67               | 131.10   |
| 5) NJ Fire Equipment – New Equipment<br>New Foam (9 Pails)                        | 2637.00  |
| 6) NJ Fire Equipment - New Equipment<br>Hoods & Gloves                            | 4677.75  |
| 7) Grainger – New Equipment<br>New Tools  | 82.26    |
| 8) Middlesex County Fire Academy – Training<br>ICS 400 Class/Pearce & Tella       | 250.00   |
| 9) Sendzik & Sendzik – Advertising<br>Coast Star/2024 Meeting                     | 22.24    |
| 10) Penguin Management – Professional Fees<br>6 months E-dispatches Service       | 2340.00  |
| 11) Koerner & Koerner – Professional Fees<br>Accounting Fees                      | 7938.50  |
| 12) Rekindled Lids – Repairs & Maintenance  | 2000.00  |

|  |          |
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| Blanket PO for Helmet/PPE Repairs  |          |
| 13) RCD Group Solutions – Professional Services<br>Grant Preparation (ARP Grant)             | 2750.00  |
| 14) Grainger – Fire Bureau<br>2 Tape Measures  | 47.46    |
| 15) Sendzik & Sendzik – Advertising<br>Advertising/Coast Star                                | 211.76   |
| 16) Boro of Brielle – Materials & Supplies<br>November Fuel                                  | 780.98   |
| 17) Witmer Public Safety – New Equipment<br>Cairns 1044 (1) & Stream Light Survivor LED (10) | 1645.15  |
| 18) Witmer Public Safety – Fire Bureau<br>Uniforms   | 474.50   |
| 19) Jungle Lasers – Administration<br>Software Package                                       | 6200.00  |
| 20) R & H Spring – Repairs & Maintenance<br>New Tires for 67 (4)                             | 1173.24  |
| 21) NJ Fire Equipment – New Equipment<br>Gold Leaf Shield                                    | 165.00   |
| 22) Middlesex Fire Academy – Training<br>ICS 300 Class (2)                                   | 250.00   |
| 23) Sendzik & Sendzik – Advertising<br>Asbury Park Press Publishing                          | 123.24   |
| 24) Sendzik & Sendzik – Professional Fees<br>Legal Fees                                      | 3900.00  |
| 25) First Responders/JIF – Insurance<br>2024 First Installment                               | 21297.00 |
| 26) Chris Barkalow – Training<br>NFPA 1006/1670 Books for Training                           | 285.86   |
| 27) Jason Kole – Repairs & Maintenance<br>Radio Repair                                       | 375.00   |
| 28) Ecolab Inc. – Repairs & Maintenance<br>Turnout Gear Washer Soap                          | 1274.77  |
| 29) Manasquan Hook & Ladder Co. 1 – Nail Spa Donation  | 150.00   |
| 30) Manasquan Vol. Engine Co. 2 – Nail Spa Donation  | 150.00   |
| 31) Manasquan Hook & Ladder Co. 1 – Jersey Shore Running Club Donation                       | 150.00   |
| 32) Manasquan Vol. Engine Co. 2 - Jersey Shore Running Club Donation                         | 150.00   |

#### VOUCHERS:

|      |   |          |
|------|---|----------|
| 7238 | Mohell, Elliott, Bauer & Gass – Services for 2022 Audit             | 13220.00 |
| 7239 | Wireless Electronics – Replace M-27 Antenna Wire                    | 345.00   |
| 7240 | Joe’s Service Center – Oil Change 27-67                             | 131.10   |
| 7241 | HazMatt & Assoc Training – PO #23-25/T HazMat Awareness/Ops Classes | 1688.00  |
| 7242 | Central Jersey Compliance – PO 23-30/T ICS 200 Class                | 950.00   |
| 7243 | Sugar Run – January 2024 Rent /Taylor Ave                           | 2200.00  |
| 7244 | Polly Cleaning Services – December/Taylor Ave                       | 100.00   |
| 7245 | Shore Technology Group – December VOIP/Web Service                  | 263.13   |
| 7246 | JCP&L – 38 Taylor Ave   | 1.99     |
| 7247 | Grainger – New Tools  | 82.26    |
| 7248 | Middlesex County Fire Academy – ICS 400 Class/Pearce & Tella        | 250.00   |

|      |   |          |
|------|---|----------|
| 7249 | Sendzik & Sendzik – Coast Star Ad/2024 Meeting                | 22.24    |
| 7250 | Manasquan Board of Fire Directors – Payroll 11/11/23-12/08/23 | 6789.23  |
| 7251 | Penguin Management – 6 months E-dispatches Service            | 2340.00  |
| 7252 | Koerner & Koerner – Accounting Fees                           | 7938.50  |
| 7253 | NJ American Water – Hydrants/November 2023                    | 471.20   |
| 7254 | Verizon Wireless – Fire Prevention Cell/Ipad & Broadband      | 331.48   |
| 7255 | Staples – Chair Mat   | 49.04    |
| 7256 | RCD Group Solutions – Grant Preparation (ARP Grant)           | 2750.00  |
| 7257 | Grainger – 2 Tape Measures                                    | 47.46    |
| 7258 | Sendzik & Sendzik – Advertising/Coast Star                    | 211.76   |
| 7259 | Boro of Brielle – November Fuel                               | 780.98   |
| 7260 | Skylands Fire Equipment – PO 23-21/NE NFPA Boston Bend        | 1052.00  |
| 7261 | Manasquan H & L No. 1 – Donation                              | 150.00   |
| 7262 | Manasquan Vol. Engine Co. #2 – Donation                       | 150.00   |
| 7263 | Optimum – 38 Taylor Ave                                       | 154.94   |
| 7264 | Middlesex Fire Academy – ICS 300 Class (2)                    | 250.00   |
| 7265 | Sendzik & Sendzik – Asbury Park Press Publication             | 123.24   |
| 7266 | Sendzik & Sendzik – Legal Fees                                | 3900.00  |
| 7267 | First Responders/JIF – 2024 First Installment                 | 21297.00 |
| 7268 | OHD – PO 23-29/M Qfit Annual Calibration                      | 935.00   |
| 7269 | Chris Barkalow – NFPA 1006/1670 Training Book                 | 285.86   |
| 7270 | Jason Kole – Radio Repair                                     | 375.00   |
| 7271 | Ecolab Inc. – Turnout Gear Washer Soap                        | 1195.56  |
| 7272 | Manasquan Hook & Ladder Co. 1 – Donation                      | 150.00   |
| 7273 | Manasquan Vol. Engine Co. 2 – Donation                        | 150.00   |