



# MONROE TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT 2

10 HALSEY REED ROAD MONROE TOWNSHIP NJ 08831

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JASON MARTIN, CHAIRMAN | GLENN BORSUK, VICE CHAIRMAN | ROBERT MCGEE, SECRETARY

MICHAEL FRISCH, TREASURER | ALAN TANNENBAUM, DEPUTY SECRETARY/TREASURER

## Minutes of the Regular Meeting Wednesday, June 12, 2024

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Monroe Township Fire District #2 & EMS building, 10 Halsey Reed Road, Monroe Township, New Jersey for the Regular Meeting.

Chairman Martin called the meeting to order with a Salute to the Flag at 7:00 pm. Chairman Martin asked for a moment of silence for all firefighters, EMS, police, and military, who have died in the performance of their duties.

**UPON ROLL CALL** made by Commissioner Jason Martin, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Glenn Borsuk, Michael Frisch, Jason Martin, Alan Tannenbaum and Robert McGee.

**ALSO PRESENT:** Board Attorney Richard Shaklee, Esquire and Lindsay Lesser, Recording Secretary.  
Career firefighters present: Chief Volkmann  
Volunteer department members present: None  
Members of the public present: None

Chairman Martin announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published newspaper, posted on the bulletin board of the Office of the Township Clerk, Fire District #2 website @[www.station57.org](http://www.station57.org), and notices sent to those requesting such.

### **REGULAR MEETING**

#### **MINUTES**

Chairman Martin asked for a review of the May 8, 2024 meeting minutes.

**UPON MOTION MADE** by Robert McGee and seconded by Glenn Borsuk, to adopt the minutes of the regular meeting as amended.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye McGee  
Aye Tannenbaum  
Aye Martin

#### **CLAIMS AGAINST THE BOARD & TREASURERS REPORT**

Chairman Martin asked the board to review the claims against the board and for the treasurer's report.

Commissioner Frisch read the report:

General Operating Claims Total      \$206,416.54

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Net Payroll Claims Total	\$121,766.22
Total Claims Against the Board	\$328,182.76
Period ending June 13, 2024	

Amboy Bank:

Undesignated Funds	\$3,161,356.82
Petty Cash	\$170.00
Designated Funds	\$198,789.33
Total Balance	\$3,360,316.15

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$328,182.76

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye McGee  
Aye Tannenbaum  
Aye Martin

**OLD BUSINESS**

Chairman Martin asked if there is any old business that needed to be discussed, there was none.

**COORESPONDENCE**

Chairman Martin asked if there were any correspondence. Chief Volkmann received an email from Concordia thanking the department for participating in the Veteran's Medal Ceremony on May 9, 2024.

**NEW BUSINESS**

Dan Carlstrom sent an email to the Commissioners with the following suggestions:

- Dan to attend one Commissioners meeting per quarter.
- In addition to the Treasurer's Report, Dan to provide a monthly report detailing incoming and outgoing funds. This report will assist the Treasurer in performing a high-level monthly audit and can help resolve any issues quickly.
- A detailed payroll report to be issued each pay period. Per Chief Volkmann, this has already started.
- Following each quarter close, review books and records with the Treasurer in person at Dan's office.

The Commissioners continued discussing the need to hire a third-party auditor. Per Commissioner Borsuk, Millstone pays their auditor \$30,000 annually to perform quarterly audits. Chief Volkmann stated that District 3 is satisfied with their auditor and he will find out who they use. According to Board Attorney Shaklee, bids aren't necessary when hiring professional services.

**FIRE PREVENTION BUREAU REPORT**

Chairman Martin asked for the Fire Prevention Report. Chief Volkmann has electronically provided the full report to the Commissioners.

Chief Volkmann reported on the following:

- Incident of note: There was an incident in which someone drove their vehicle into the small body of water next to the Volunteer fire house. During the rescue, pictures were taken and

submitted to NJ P-OSHA. P-OSHA issued violations in regards to lack of equipment, training and SOGs. These violations may result in fines being issued. The department has 15 days to respond and explaining how the department will navigate going forward to make conditions safe. Chief Volkmann stated that he will write up an SOG which utilizes the current equipment, and state that no one will enter the water. Three local departments (Station 51, Hightstown and West Windsor) are equipped to handle water rescues and will be called should an incident happen within Station 57's district. In the interim Chief Volkmann will work to determine what the longer term SOG should be.

- Training – live burns were held in May (career and volunteer staff)
- Interviews – The top nine candidates were interviewed, the 10<sup>th</sup> candidate withdrew prior to the interview. A weighted scoring process was created and a ranking will be established within a week.
- Update on new truck purchase – Finalized specs have been created and have been submitted to sales. Sales gave the specs to Engineering. The prior salesman is no longer with Seagrave and a new salesman is obtaining pricing.

### **MEETING OPEN TO THE PUBLIC**

Chairman Martin opened the meeting to the public. No members of the public were in attendance.

### **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Martin asked if there was anything to report from the volunteers. No Volunteer members were in attendance.

### **CLOSED SESSION**

Chairman Martin stated there will be an executive session tonight.

### **ADJOURN**

**UPON MOTION MADE** by Jason Martin and seconded by Glenn Borsuk, the meeting was adjourned.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye McGee  
Aye Tannenbaum  
Aye Martin

ROBERT McGEE  
Board Secretary  
JASON MARTIN  
Chairman

**NOTE: Appendixes can be obtained upon request from the Board Secretary.**

PREPARED BY: Lindsay Lesser