



**MONROE TOWNSHIP BOARD OF FIRE  
COMMISSIONERS  
DISTRICT 2**

10 HALSEY REED ROAD MONROE TOWNSHIP NJ 08831  
PHONE (609) 395-6830 FAX (609) 395-0483 WEBSITE  
STATION57.ORG

JASON MARTIN, CHAIRMAN | GLENN BORSUK, VICE CHAIRMAN | ROBERT MCGEE, SECRETARY  
MICHAEL FRISCH, TREASURER | ALAN TANNENBAUM, DEPUTY SECRETARY/TREASURER

**Minutes of the Regular Meeting  
Wednesday, December 13, 2023**

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 J. Shaklee, Esquire and Lindsay Lesser, Recording Secretary.

There were three career firefighters present: Chief Volkmann & Firefighters Cackowski & Riley  
There were two members of the volunteer department present: Haligowski & Dunham  
There were no members of the public present.

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.

**MINUTES**

Chairman Martin asked for a review of the November 8, 2023.

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

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

**CLAIMS AGAINST THE BOARD & TREASURERS REPORT**

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

Regular Meeting  
December 13, 2023

report.

Commissioner Frisch read the report:

|                                 |              |
|---------------------------------|--------------|
| General Operating Claims Total  | \$212,527.47 |
| Net Payroll Claims Total        | \$132,551.86 |
| Total Claims Against the Board  | \$345,079.33 |
| Period ending December 13, 2023 |              |

Amboy Bank:

|                    |                |
|--------------------|----------------|
| Undesignated Funds | \$3,254,337.29 |
| Petty Cash         | \$170.00       |
| Designated Funds   | \$198,789.33   |
| Total Balance      | \$3,453,296.62 |

Notable events during this period – None

**UPON MOTION MADE** by Robert McGee and seconded by Glenn Borsuk, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$345,079.33.

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

**OLD BUSINESS**

Chairman Martin uploaded the expense reports required to submit for a 2022 grant. Once approved, the department will receive \$27,000. The 2024 grant for air pack purchases must be submitted by December 21, the full amount of this grant request is \$140,000 but we most likely will not receive the entire amount.

**UPON RESOLUTION MADE** by Jason Martin and seconded by Glenn Borsuk, certifying the 2022 annual audit and publication in the December 15<sup>th</sup> edition of the Cranbury Press.

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

**UPON MOTION MADE** by Jason Martin and seconded by Michael Frisch, the January 2024 monthly meeting to be moved from the second Wednesday, January 10<sup>th</sup> to the third Wednesday January 17<sup>th</sup> at 7pm for 2024 only.

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

**UPON RESOLUTION MADE** by Glenn Borsuk and seconded by Alan Tannenbaum, adoption of the 2024 fire district operating budget in the amount of \$6,050,702, of which \$5,357,702 is to be raised by taxation, for the 2024 calendar year.

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

Chief Volkmann reported that a new firefighter, Anthony Patton, has been hired and will begin January 5, 2024.

### **NEW BUSINESS**

Chairman Martin asked that Board Attorney Shaklee review the documentation containing guidance to the board members regarding communication via Google and provide feedback in the January monthly meeting. Emails can be sent out as information only but recipients cannot reply/reply all nor forwarded as this can be considered a "meeting". Personal emails cannot be used either.

Chief Volkmann was approached by Millstone Fire Department to do a joint hiring test with surrounding towns. He doesn't think strategy wouldn't benefit the district since our hiring requirements are not all the same as other department. We will decline this offer.

### **FIRE PREVENTION BUREAU REPORT**

Chairman Martin asked for the Fire Prevention Report.

Chief Volkmann reported on the following:

- Year to date totals – current inspections and fees billed and collected
- Truck Committee made recommendation on truck purchase. Next steps to determine specs
- Building renovations have begun
- Review of Incident Run Log
- Review of November Training

### **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Martin asked if there was anything to report from the volunteers.

President Haligowski performed a financial analysis of the Volunteers budget in the event that they lose the funding from District 2. He determined that the Volunteers would need to sell the building as they wouldn't be able to maintain it. This is not what the Volunteers want. During the time that the truck was at the Halsey Reed Station, while the camaraderie with the career crew and training did improve, call response did not improve. President Haligowski proposed a possible solution – move the engine back to the volunteer house and reduce either the monthly rent or utility payments made by District 2. In addition, actively engage with recruitment activities.

Chief Volkmann began drafting parameters that the volunteers would need to meet. Chief Volkmann wants to work with the volunteers to establish full details and draft policy but some of

Regular Meeting  
December 13, 2023

the items include:

- Vehicle maintenance – each truck would need to be checked once a week
  - Each volunteer would need to participate in a truck check once a month to remain active
- Annual fit testing, physical, compliance training, live burn, etc.
- Drills – missing 2 drills in a row and gear would be removed
- Monthly clean up
- Fire call response – based on VIP Program

**UPON MOTION MADE** by Jason Martin and seconded by Michael Frisch, return the engine back to the Applegarth Volunteer station and rescind the \$2,000 monthly rent payments effective January 1, 2024.

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

### **CORRESPONDENCE**

Chairman Martin asked if the board had any correspondence to discuss.

Firefighter Cackowski wrote a letter to the board in regards to tuition reimbursement for Occupational Health and Safety courses and degree. The school he is looking into is all online and his plan would be to start with 2 classes a session, each session is estimated to take 5-6 weeks. At this rate, it should take approximately 1 year to complete. The total cost for Firefighter Cackowski to obtain his degree would be approximately \$19,000.

Chief Volkmann stated that having someone on staff with the degree would be beneficial to the district. Board Attorney Shaklee will research the possibility of moving forward as there seems to be value in this proposal. Firefighter Cackowski will wait for the board to provide feedback.

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

Chairman Martin opened the meeting to the public, there wasn't any members of the public in attendance.

### **CLOSED SESSION**

Chairman Martin stated there was no need for an executive session.

### **ADJOURN**

**UPON MOTION MADE** by Jason Martin and seconded by Michael Frisch, the meeting was adjourned.

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

Regular Meeting  
December 13, 2023

ROBERT McGEE  
Board Secretary  
JASON MARTIN  
Chairman

**NOTE: Appendixes can be obtained upon request from the Board Secretary.**  
PREPARED BY: Lindsay Lesser