

February 8, 2023

Hazlet Township Town Hall

**1766 Union Avenue, 2nd Floor
Hazlet, NJ 07730**

The **WORKSHOP MEETING** was opened by **Chairman Les Parleman** at **6:40PM**. **Chairman Parleman** led the **PLEDGE TO THE FLAG**, followed by a **MOMENT OF SILENCE**. **Chairman Parleman** read 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.

Chairman Parleman called for a **ROLL CALL**:

Commissioner Parleman	- PRESENT
Commissioner J.C. Schroeck	- PRESENT
Commissioner J.J. Schroeck	- PRESENT
Commissioner Sheldrick	- ABSENT
Commissioner Storcks	- PRESENT
Melanie Appleby, Esq.	- PRESENT
Michelle Barney, QPA	- PRESENT

1. Resolutions-

a. 2023-006- Refund of Overpayment of Fees

- i. Reimbursement of Fees to a realtor who paid fees on two different applications. \$60

b. 2023-007- Executive Session for personnel matters and litigation issues.

2. Correspondence –

- a.** Blue Wave Car Wash is increasing prices of the car washes from \$8 to \$10. Commissioner Storcks asked how this works. It was explained the chiefs go once or twice a month and it comes out of maintenance.

b. Jersey Shore Blue Claws is having their First Responder Day June 8, 2023.

3. Uniform/Allowance Points and money

a. Commissioners JJ Schroeck and Parleman still need to sit down and discuss.

4. New Apparatus Committee –

a. Commissioners JJ Schroeck and Parleman will sit down with Michelle on February 22, 2023 to discuss financials and options going forward.

5. Future District By-laws

a. Commissioners Storcks and JJ Schroeck sat down for 3 hours last week and started from scratch. They were using other fire districts as a guide. Just the initial information has been generated (Organizational name, positions, responsibilities) This can be an extended endeavor. They may have to present it in sections at a time as they go further into these bylaws.

b. Lawyer Appleby stated it was good to start with the basics, but then start working towards your policies to implement them into the bylaws moving forward.

6. New mobile app dispatch

a. The new app is up and running. Michelle has the contract and is being paid at this meeting

b. Commissioner Parleman asked what the current issue is with it with cutting back on features. Chief Schmidt was asked to discuss. There was sensitive information that was rumored to be sent out by screenshot. But it appears a higher up in the County asked to see the app off someone's phone. So that's where they believe the County became aware of how much information was given out.

c. Chief also heard rumors of members complaining that mutual aid companies are jumping calls due to the pre-alert information that was being sent out on these apps. The County was considering taking this away. Chief Schmit said the company is pushing hard back against the county to keep these pre-alert features. Hazlet also gets alerts for the surrounding towns that we go to for mutual aid requests. Commissioner Storcks questioned why anyone would have an issue, if this fire company

in question is on our initial box alarm? Why would we want to delay our box alarm mutual company when they are going to be dispatched as well?

- d. Company is really easy to work with. Pat Wood and John D'Altilio are the liaisons and have had a good relationship with them. They can tweak the app to change potential issues and limit the screenshot information off cell phones to stop anyone from sending sensitive info.

7. **Fire Prevention**

- a. Fire Official Horner wanted to speak to the Board about getting more information out to the resident about fire prevention, escape plans, smoke/co detectors, etc. After 4 fires, a letter was generated about tips and information. The Fire Official is considering breaking them up into weekly categories to not put too much information out together. Keep the different tips fresh in everyone's minds.
- b. Michelle explained the mailing options could be a costly one. Printing, folding, stuffing envelopes, postage. We can speak to the town about using their system and mailing, but it can still be costly. Other options to start with first: asking the board of education to put these flyers in the student's virtual backpacks, reaching out to the Hazlet Public Information Officer for the town website, Facebook page posts, town social media accounts. Commissioner Storcks asked to also hand them out to the preschools as well.
- c. Commissioner Parleman asked about how we can respond to resident's questions going forward. Fire Official Horner would also like to have community information sessions at the firehouses so residents can come in and ask questions.
- d. Commissioner Parleman asked Chief Schmidt about his thoughts. He suggested short PSA videos, and info on how to ask questions, and response to submitted questions.
- e. Commissioner JJ Schroeck asked about websites for more information. Fire Official Horner said there is much information on the NFPA and National Volunteer Fire Council websites.
- f. Commissioner Storcks suggested asking the town about a Kiosk in the main lobby now that our office is not in town hall. Fire Official Horner will speak to Mayor Sachs about a display.
- g. Smoke detectors are available for those in need, but then need to be given to those who need the financial assistance.

- 8. Emergency Warning light at NCVFC**
 - a. Commissioner Storcks asked Tom Horner to stay for this as he is the NCVFC President. Ex-Chief Wood is still in contact with the county. Hopefully Ex-Chief Pat Wood will be present tonight for an update.

- 9. Update on CDL certified members driving apparatus**
 - a. This was tabled at January's workshop meeting since Commissioner Sheldrick was not in attendance. After a brief discussion, it was tabled again until we can speak with Chief Spirko and or Commissioner Sheldrick about this in closed session, since it pertains to a member.

- 10. LOSAP – minor changes**
 - a. Wording updates
 - i. From 5 years to 5 contribution years
 - ii. Add quarterly report dates the BOFC agreed on
 - iii. Update address for appeal processes
 - b. Miscellaneous Activities
 - i. Include Community events like township bonfire
 - ii. Fire Prevention at schools or Fire Prevention Day
 - iii. Board approval needed for credit for any miscellaneous that's not specifically listed.
 - c. Death of Non-Vested members
 - i. Board agreed to pay out beneficiary in case of a death of a member who is not vested at the time of death
 - d. Payments
 - i. Per statute vested members may withdraw their entire account if they want, but must start all over again and gain 5-year vesting again.
 - 1 Hardships are available but must be submitted and approved
 - ii. Commissioner Storcks asked about members who leave in good standing, cannot rejoin and start back up again. The Fire District is holding accounts attached to the names of former members. Said former members should send a letter to remove their name if they choose. According to lawyer Appleby that is a statutory issue.

11. Bank Accounts

- a. No issues with the new bank. Interest is much higher with this credit union's higher yield savings accounts.
- b. All employees, members, and Commissioners are allowed to join the Credit Union since they are connected to our Fire District membership.

12. Hepatitis B Vaccine

- a. Somehow it was somehow removed from the application process. It needs to be added back to conform with OSHA standards.
- b. If the applicant wants the vaccines, the Fire District as the employer must provide this at the Fire District's cost.

13. Junior Firefighter Program

- a. Commissioner JJ Schroeck said the Board needs to take the lead. We need to cover their insurance, physicals etc. Now that the state is allowing FireFighter 1 training to members who are 16 and 17.
- b. SCBA Fit test, respiratory protection physicals will be needed.
- c. Commissioner Storcks suggested having one Town-Wide curriculum for all 3 companies under one team, and not 3 separate programs at each company, which was done in the past. Commissioner Parleman agreed.
- d. Commissioner JJ Schroeck and Michelle to work on a Junior Firefighter application. Commissioner JC Schroeck is going to the fire academy soon and will try to gather more information.

14. New Member Application

- a. Commissioner JJ Schroeck asked if we need to do a review of the entire board for new members. Unless there is an issue, do we need to prolong the process during the meeting?
- b. Michelle said the new applicant went quicker than normal because he was able to get a different location for Meridian and got all his requirements faster than everyone else.
- c. Commissioner Storcks mentioned that current members were asking why the initial 7-page application can't be given out at the firehouse. Then go to the fire district office and sit with Michelle to complete the rest of the forms. Commissioner JJ Schroeck stated due to past issues, they want the forms to be done in one place to avoid missing forms, signatures, etc. Commissioner Parleman said company members usually give the

information out to prospective members quickly and they are forwarded to the District Office.

15. Vehicle Maintenance Update- Commissioner Storcks

- a. No vehicles have been brought to Red Bank Recycling to be weighed as of today. I know it's been busy, but we need to get them to start getting these vehicles down there to be weighed.
- b. All small vehicles that were mentioned last month having expired or missing inspection stickers were brought down and all vehicles are now in compliance.
- c. 2010 KME (WKFC) Still working on transferring title to the Board's name. Need one more Power of Attorney letter from the "lease company" who is the registered owner according to NJMVC. Once this is done, hopefully the process will be completed.
- d. 2020 Pierce (NCVFC) the finance company sent letters to us claiming they never received the title from NJMVC. I sent that finance company an email on 2/3/23 to get information on what is needed. Meanwhile, I spoke to the state office who gave me the correct contact info and address and even stated they sent out the title to them on 10/19/2019. We will have to get another Power of Attorney from them to get a duplicate title for them.
- e. The Board of Fire Commissioners has 2 Corp Codes (agency issues number for us similar to a personal driver's license number) for the NJMVC. So, some vehicles are registered under Hazlet Twp Board of Fire Comm., and some are listed under Hazlet Fire District 1. They were sent a letter to request to merge these two Corp Codes back to one code. This will stop the confusion of having two different names and numbers listed for us. They were emailed this back on 1/18/2023 and we were given an automatic email stating they are backed up and it could be 10-15 business days to get to our request.
- f. After the Corp Codes get merged, then we have to request an address change since we are getting rid of the PO box. Michelle is working with the accountant to get the IRS paperwork for the new address. Michelle sent out the information to the state but the state office is also backed up. So, there is work being done to get this completed.
- g. While looking up VIN numbers to check for recalls, I came across a recall for the 1999 Dodge Brush truck (NCVFC). Chief Steiner said he had an appointment on Saturday 2/4/23. Just waiting on the completed paperwork from the dealer.

- h. 2019 KME (HFC1) has 2 Cummings recalls. Chief Spirko was advised and will set up an appointment to get that taken care of.
- i. 1999 Ford Brush truck (HFC1) still out of service with fuel pump issue.
- j. 1994 Pierce (NCVFC) has an appointment in April to get repairs done from parts that were paid for last year. Maintenance is being put in on this year's budget.
- k. 2010 KME (HFC1) had a dead battery issue. One of the portable radio chargers in the rear shorted everything out. Batteries were replaced and wiring to that radio charger was disconnected.
- l. Other recall paperwork obtained from other recalls on the 2019 KME. One from Campbell Supply, one from First Priority. Both are now on file.

16. Grants- Storcks

- a. SAFER grant webinar information (personnel, recruitment and retention)
- b. No more matching grants, it is 100% awards
- c. Information must be given: manpower needs, recruitment problems, etc.
- d. Current grants close within a few days, so I would like to gather all information possible to see if it's feasible to try for the next cycle.

17. Website

- a. Commissioner Storcks requested we update the website and move to a new design and hosting company. Chief Technologies, which is the same company the Chiefs have for the new app system has web designs, hosting and support. Price is \$998 to build a new site from the ground up, \$59/month for IT support and hosting.
- b. The hosting cost will be the same price we currently pay for the two current sites (Fire District and Fire Prevention)
- c. There is unlimited storage for all financial and state-required paperwork to be displayed on the site.
- d. They said we can have the three fire companies come in at no extra cost. NCVFC and WKFC currently pay \$360/year each. HFC does not have a website.
- e. Administrator settings can be put in place that fire companies can handle their own pages, we can handle the fire district page, Fire Officials can handle the Fire Prevention section.
- f. Michelle had concerns of having the page that is too elaborate. The information has to be easy to navigate and easy for her to explain to the residents to navigate. Sites like the town website are too elaborate.

- g. Commissioner Storcks said he doesn't want to change the ease of use for residents or the state, but wants to see the image change. More information is needed. All information can be uploaded and done under one site.
- h. Commissioner JC Schroeck asked if we can demo this website information. The Chief Technologies companies offered to show us how to use the site if we get preliminary approval. Michelle asked if we can get a demo before a signed preliminary approval. Commissioner Storcks will send Michelle some links to show how some of the other page designs. But they have over a million interfaces for page designs available, so it would be up to us. Commissioner Storcks to get information and a demo session and sit with Michelle and the company to review the web designs.

18. Insurance Claims

- a. Commissioner Parleman stated there will be some claims coming in from recent fire incidents. Fire and Safety gave them prices on the damage. Weld on the tip of the ladder is bent.

19. Equipment

- a. Commissioner Parleman stated there were issues with not having enough hose for the engines. Normally we have enough hose to wash and dry used hose, but for some reason we don't have enough lengths of spare hose.
- b. Need the list of hose needed and costs associated with what's needed. Chief Schmidt recently got some prices on hose, and gave the costs. Suggested the three companies get together and see who has spare hose. Further discussion on costs and budgeting will be needed, based on need.

Commissioner J.J. Schroeck **MOVED THAT THE MEETING BE ADJOURNED**, Commissioner J.C. Schroeck seconded the motion. ALL VOTED IN FAVOR. The workshop meeting was adjourned at 8:08 PM.



Les Parleman, Commissioner, Chairman



Joseph J. Schroeck, Commissioner, Clerk