

**Commercial Township Fire Commissioners  
District #1  
Minutes of January 20, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Commissioner Bob Hyson

**Fire Company Members Present:**

Asst. Chief Tom Rhubart  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

Tower 11 repairs are still underway with no time table as to when then repairs will be complete

Still have 1 phone on back order with Verizon

The Federal Q Siren from E1103 has been dropped off at Vineland Auto Electric for repair

Charles McGuire came down and looked at the electrical projects.

Caribeeners, webbing and chain saw blades have all be rec'

No report on Ipad or items from Home Depot

### **New Business:**

All Commissioners present voted in favor of the introduced 2015 budget which reflects total revenues of \$249,981 of which \$211,681 is to be raised by taxation

Petitions for Commissioner have been rec' from Mike Rodgers and Christy Rhubart

All Commissioners present voted in favor of cleaning the filters, replacing belts and putting the fans on hinges provided the price is below the quote threshold

Water testing was completed in June and needs to be done quarterly. Chairman Hoffman will call to have the water tested.

Discussion was held to get quotes on a water system. No formal action was taken

A discussion was also held related to SCBA bottles being good for 15 years and some of our bottles only have 3 years left. We need to purchase a few each year to replace them.

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2015**

**Commercial Township Fire Commissioners  
District #1  
Minutes of February 17, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

# **NO MEETING HELD**

**Commercial Township Fire Commissioners  
District #1  
Minutes of March 17, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Asst. Chief Tom Rhubart

Safety Officer Dean Berry

**REORGANIZATION**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Secretary Gary Hollinger  
Commissioner Bob Hyson

**APPROVED RESOLUTIONS**

- #2015-1 = Set meeting dates / times
- #2015-2 = Newspapers for publications
- #2015-3 = Approved Banks
- #2015-4 = Contract with the Port Norris Fire Co.
- #2015-5 = BOFC Cash Management Plan
- #2015-6 = Appointment of Ed Duffy as solicitor
- #2015-7 = BOFC Cash receipts procedures
- #2015-8 = BOFC Reorganization
- #2015-9 = Appointment of Nighlinger, Colavita & Volpa as Auditor

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

The Federal Q Siren from E1103 has fixed and reinstalled.

2015 Budget was approved by 11-0 vote. Rodgers and Rhubart were elected to a 3 year term as Commissioners

**New Business:**

Dean questioned if SCBA flow testing has been schedule for the year. John suggested using John Heacock from Mid-Atlantic Fire/Air

A discussion was held in ref to replacing the batteries on E1103. No action was taken on the matter

Dean reported the Fire Inspection at the Hall has been completed for the year with no deficiencies

Dean reported the Generator has been fixed and certified by Janney Electric

A discussion was held in ref to replacing the kitchen windows and fixing the kitchen floor. All Commissioners present decided to table the repairs until after the Oyster/Ham dinner.

**Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2000**

**Commercial Township Fire Commissioners  
District #1  
Minutes of April 21, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

Gary reported no progress on SCBA flow testing

Dean is working on getting prices to replace the floor in the kitchen. All commissioners voted to complete the repairs to the floor providing the quotes are below \$2,625.00. Dean also reported that the CCHD requires the floor be replaced by June of 2015

John is going to contact Plowman's in ref replacing the windows in the kitchen

### **New Business:**

John reported Charles McGuire will replace the batteries on E1103. No time frame for the work was available

A building meeting will be held on May 6<sup>th</sup> at 1830 to discuss upcoming repairs to the building and tarmac

Gary reported that new phones were ordered and rec for John Hoffman and Dean Berry when their phones stopped working.

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubarb [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2010**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of May 19, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

# NO MEETING HELD

**Commercial Township Fire Commissioners  
District #1  
Minutes of June 17, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

### **Old Business:**

John reported SCBA flow testing and hydro testing has been completed

Dean reported the kitchen floor has been repaired and the kitchen has passed the Health Dept. Inspection

John submitted a quote from Plowman's in ref replacing the windows in the kitchen. All Commissioners present voted in favor of having the windows replaced.

At the building meeting we met with Guy Defabrites to draw up plans and get a price quote. Once with have this info Gary will take it to Ed Duffy to create a bid package.

No new info on replacing the batteries on E1103

### **New Business:**

Audit resolution #2015-10 was read and approved by all Commissioners present. The audit had no findings and no corrective action is required.

John and Dean gave a report on an EMS meeting they attended with Mayor Judson Moore and the other dept's in the twp. They stated there will be another meeting in July and we need to gather stats for total number of calls and also number of calls by time of day

As a group we reviewed the Death Benefit Association List and removed past non-life members that are no longer active

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubarb [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor Of paying all submitted bills.



**No further business meeting was adjourned at 2015**

**Commercial Township Fire Commissioners  
District #1**

**Minutes of July 19, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

**NO  
MEETING  
HELD**

**Commercial Township Fire Commissioners  
District #1**

**Minutes of August 19, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

# **NO MEETING HELD**

**Commercial Township Fire Commissioners  
District #1  
Minutes of September 15, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Safety Officer Dean Berry

**Public:**

Guy Defrebritis

**Attorney:**

Ed Duffy

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

John reported SCBA flow testing and hydro testing has been completed

Dean reported the kitchen floor has been repaired and the kitchen has passed the Health Dept. Inspection

No new action reported in ref to Plowman's replacing the windows in the kitchen.

No new info on replacing the batteries on E1103

**New Business:**

Safety Officer Dean Berry reported the hot water heater and fuel pumps are not working. Hyson is going to contact FF Delrossi to look at the hot water heater and if he is unable to fix it Hyson is going to contact Woodruff to come down and service the unit. Fuel pumps we are going to contact FF Kunkle to service the pumps and possible replace them if need be.

Chief Rhubart requested approval to purchase 15 LED flash lights for interior operations. All commissioners present voted in favor of purchasing the lights provided the cost does not exceed the quote threshold.

Gary reported the Chief Rhubart and Captain Hoffman phones are not working and has ordered replacement phones.

Safety Officer Berry requested to have the deep fryers serviced prior to the upcoming dinner. All commissioners present voted in favor of having the units service. Berry will contact Uries to service them.

Secretary Hollinger reported that one bid was received in ref to the repairs at the fire hall. The bid was from Bryan Page Masonry for \$85,000. BOFC Attorney Ed

Duffy reviewed the package and found that the surety bond was missing and advised that we not accept the bid until proof of the bond is given by the bidder.

**Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2038**

**Commercial Township Fire Commissioners  
District #1  
Minutes of October 20, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Chief Bill Rhubart  
Asst Chief Tom Rhubart  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by  
Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

No new action reported in ref to Plowman's replacing the windows in the kitchen.

No new info on replacing the batteries on E1103

No progress on the fuel pumps, Chief Rhubart is going to get prices on a new industrial fuel pump.

Bryan Page Masonry was unable to provide all of the proper paperwork for the front apron project causing the bid to be rejected. No further action will be taken on the matter this year.

Woodruff serviced the hot water heater before the dinner. They also provided a price of \$2,875 for a new 40 gallon gas hot water heater. Being over the quote threshold a decision on a new hot water heater was tabled until two more quotes were obtained.

Chief Rhubart has ordered 15 new LED flashlights for interior operations

All of the deep fryers were serviced before the dinner

### **New Business:**

Chairman Hoffman reported the well at the fire hall needs to be replaced. He is working on getting a price from Rosely well drilling

Chief Rhubart submitted info for a new company that does hose and ladder testing. Stated they do not perform Aerial test but they work with a company that does.

Possible end of year purchases discussed:

- Gear for members needing it
- Replace SCBA bottles
- Mount Misc Tools on the trucks
- New TIC for the Tower
- New Batteries for Portable radios
- Letter the Gator Trailer
- Suspenders, gloves and hoods
- Start the process of rehab on Tower11

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill

list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2106**

**Commercial Township Fire Commissioners  
District #1  
Minutes of November 17, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

**NO  
MEETING  
HELD**

**Commercial Township Fire Commissioners  
District #1  
Minutes of December 15, 2015 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Asst Chief Tom Rhubart  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

No new action reported in ref to Plowman's replacing the windows in the kitchen.

New diesel fuel pump have been installed

Bryan Page Masonry was unable to provide all of the proper paperwork for the front apron project causing the bid to be rejected. No further action will be taken on the matter this year.

No additional quotes were submitted for a hot water heater, project was tabled until next year.

15 new LED flashlights for interior operations came in and have been issued out to the members

No new info was available for purchasing a new well

### **New Business:**

Chairman Hoffman reported he would like to work on a grant for next year to get new air packs to replace the ones that are expiring.

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubarb [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2010**