

**BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO. 3  
TOWNSHIP OF LOWER**

The regular monthly meeting of the Board of Commissioners of Fire District No. 3 Township of Lower was held on April 16, 2019 at the Erma Fire House, County Airport, Erma, New Jersey, with the work session commencing at 7pm. The meeting was opened with a flag salute. Reading of the open Public Meeting Act, all exits were acknowledged; roll was called; all Commissioners were present, Chief Lepor and Solicitor Gelzunas were also present.

**MINUTES**

The minutes from the previous meeting were read and approved on motion of Commissioner Sweeten and seconded by Commissioner G. Douglass with all in favor.

**TREASURER'S/BILLS PRESENTED REPORT**

The Treasurer's report was approved on motion of Commissioner Robertson and seconded by Commissioner Van Mourik with all in favor. Bills, as presented, was approved of motion of Commissioner Robertson and seconded by Commissioner Van Mourik with all in favor.

**CORRESPONDENCE/PLAN REVIEW**

1. Received claim statement for Robert Post
2. Received copies of New Losap applicants paperwork.
3. Received certificate of insurance from Shoffler's Landscaping

**BUREAU NEWS**

Commissioner Robertson discussed financials and meeting notes. New part time seasonal inspector started April 2<sup>nd</sup>. Also stated that the Bureau will be selling 2008 Durango for minimum \$2500.

**OLD BUSINESS**

1. HVAC project- progressing
2. Sealing of Parking lot- waiting for warmer weather
3. Phone Lines- N/A
4. Audit 2018- Commissioner G. Douglass discussed audit, all is in order with no findings. By Resolution on motion of Commissioner Robertson and seconded by Commissioner Sweeten with all in favor the Board accepted the audit. Commissioner G. Douglass will advertise synopsis.
5. Micro 365- N/A
6. Chief's vehicle- N/A

## NEW BUSINESS

**1. Modern Generator service contract was renewed at \$1699, on motion of Commissioner Van Mourik and seconded by Commissioner Robertson with all in favor.**

**2. The Board had a discussion about Losap withdrawal guidelines and came to the conclusion that they need to be updated. Commissioner S. Douglass will get necessary information together and send to Solicitor Gelzunas for him to draft a new policy.**

### Comments of Chief

N/A

### Comments from Public

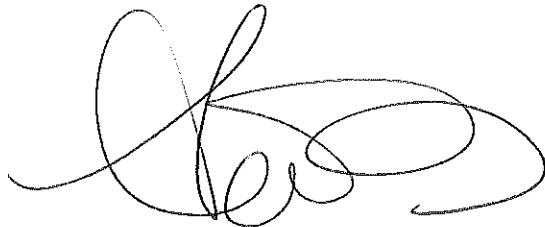
N/A

### Closed Session

N/A

On a motion by Commissioner Robertson and was seconded by Commissioner Sweeten the meeting was adjourned at 8:10 pm.

**Meeting notes were taken, prepared and submitted by Commissioner S. Douglass.**

A handwritten signature in black ink, appearing to be 'S. Douglass', written in a cursive style.