

**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 January 21, 2020 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. Mr. Harron from the Fire Company was also present.

**MINUTES**

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

**TREASURER'S/BILLS PRESENTED REPORT**

The Treasurer's report was approved on motion of Commissioner S. Douglass and seconded by Commissioner Sweeten with all in favor. Bills, as presented, and was approved of motion of Commissioner S. Douglass and seconded by Commissioner Devlin with all in favor.

**CORRESPONDENCE/PLAN REVIEW**

1. VFIS statement for Robert Post
2. Letter from VFIS that they are switching carriers.
3. received final payment from VFIS on Quint claim.

**BUREAU NEWS**

Commissioner Robertson discussed financials and meeting notes, he said the Budget was approved by all three districts. He also stated that going forward the meetings will be 5pm.

**OLD BUSINESS**

1. HVAC project- Done, By Resolution on motion of Commissioner S. Douglass and seconded by Commissioner Sweeten with all in favor the Board accepted work performance and release of Bond and to make all final payments.
2. Phone Lines- N/A
3. Chief's vehicle- progressing
5. Building repairs/pest control- Doors being worked on.
6. VFIS claim – pickup/other- Pick up is closed out, other damage to property at Academy is still pending. Commissioner Sweeten will contact insurance company to make sure it is still open since they are switching carriers.

## NEW BUSINESS

1. Received 2 petitions for the 2-3year term, and 1 petition for the 1-2 year unexpired term for the upcoming election, Commissioner S. Douglass stated that all paperwork was submitted to the printer for the election and all advertisements have been made.
2. Xerox- Commissioner G. Douglass stated that Xerox will end our lease and replace our copiers with 2 new ones and reduce payment by approximately \$60 with a new lease. This was approved by all.
3. PACO- Accordance to state law the Board must designate a Public Agency Compliance Officer, by Resolution on motion of Commissioner S. Douglass and seconded by Commissioner Devlin with all in favor the Board designated Commissioner Robertson as our PACO.
4. Generator- Commissioner Robertson stated that the big generator may need replacing in the near future and suggested that we should start saving funds to do so. More information will be gathered to set forth a plan of action.
5. Heating issues on Medical Side- Commissioner Robertson stated to the board that we are having heating issues on the medical side of the building, he has been trying to get a HVAC company to look at it but to no avail. He stated that he will continue to try to get a company to come in to look at the system.

### Comments of Chief

N/A

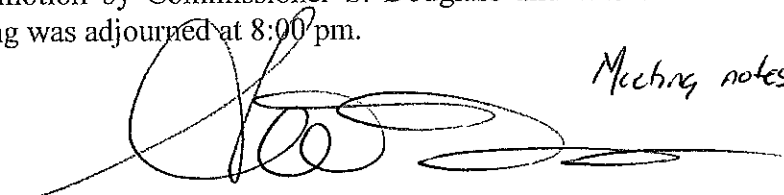
### Comments from Public

N/A

### Closed Session

N/A

On a motion by Commissioner S. Douglass and was seconded by Commissioner Devlin the meeting was adjourned at 8:00 pm.



Meeting notes taken by, Prepared and  
Submitted by  
Commissioner S. Douglass