

**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 March 19, 2024 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, Solicitor Gelzunas, Warner Muller, Matt Lepor and Greg Herron were also present.

**MINUTES**

The minutes from the previous meeting were read and approved on motion of Commissioner G. Douglass 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 Devlin with all in favor. Bills, as presented, and including SMS Building Systems for \$3003.60 was approved of motion of Commissioner S. Douglass and seconded by Commissioner Devlin with all in favor.

**CORRESPONDENCE/PLAN REVIEW**

1. VFIS claim statement was received.

**BUREAU NEWS**

Commissioner Robertson discussed financial and meeting notes

**OLD BUSINESS**

1. Building repairs-

Door Access- Commissioner Sweeten stated that computer system is done and working, now will investigate how many door mechanisms need to be replaced

Doors- will be here Thursday to install

2. Fire Apparatus- progressing

3. Erma fire audits- n/a

4. Duty crew research- committee had a meeting with J. Bryne's Jim Ridway and received answers to any insurance issues, will now meet April 2<sup>nd</sup> with another fire department that has had a duty crew in place, the meeting will discuss different facets of how the crew operates.

**NEW BUSINESS**

1. Reorganization

**Chairman- Robertson**

**Vice Chairman- Sweeten**

**Treasurer- Gary Douglass**

**Secretary- Steve Douglass**

**Asst. Treasurer and Secretary- Devlin**

2. Authorizing and appointing for 2023

**Bureau of Fire Safety- Dennis Robertson**

**Fire Truck Committee- Allyn Devlin and Bob Sweeten**

**Building Committee- Bob Sweeten and Dennis Robertson**

**Insurance Committee- Steve Douglass and Bob Sweeten  
Future fire service district designate-Bob Sweeten**

**3. Following resolutions were approved on motion of Commissioner G. Douglass and seconded by Commissioner Devlin after roll call votes with all in favor by roll call vote.**

**Authorizing appointment of Solicitor- Ron Gelzunas**

**Authorizing the appointment of Auditor- Ford, Scott**

**Official Newspaper- Star and Wave with alternate being the press of Atlantic City Surety**

**Adoption of Cash Management Plan**

**Authorize approval of payment claims**

**Authorize Meeting Schedule for every Third Tuesday of the month.**

**4. Fire service agreement with Erma Volunteer Fire Department- The board approved on motion of Commissioner Sweeten and seconded by Commissioner Devlin with all in favor to have the Erma Volunteer Fire Department to continue to provide district with fire services.**

#### **Comments of Chief**

**N/A**

#### **Comments from Public**

**Fire department acquired their old 1977 fire truck to use for parades and fire prevention events.**

#### **Closed Session**

**N/A**

**On a motion by Commissioner Devlin and was seconded by Commissioner G. Douglass the meeting was adjourned at 7:50pm.**

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

A handwritten signature in black ink, appearing to be 'S. Douglass', written in a cursive style. The signature is enclosed within a faint, hand-drawn oval border.