

South Essex Fire Department

COMMITTEE MEETING MEETING AGENDA

Tuesday February 27, 2024 – 3:00 PM
Maplewood Township Building, Main Conference Room,
574 Valley St., Maplewood Township, NJ 07040

ORDER OF BUSINESS

1. Call Meeting to Order

2. Roll Call

Committee Member Collum
Committee Member De Luca
Committee Member Lembrich
Alternate Committee Member Lewis-Chang
Alternate Committee Member Adams
Mr. Loehner, Chief Executive Officer

3. Meeting Notice Statement

In accordance with the Open Public Meeting Act of the State of New Jersey, adequate notice of this meeting has been provided to the official newspapers of the Village and Township, posted on the Village's website and filed in the Office of the Village Clerk. Official action may be taken.

4. Announcements

- A. Regular Meetings of the South Essex Fire Department Management Committee have been noticed on the 4th Tuesdays at 3:00 p.m., at the Township of Maplewood Town Hall, 574 Valley St. Maplewood Township, NJ 07040, to consider essential and regular business items.

The last order of business to be conducted by the South Essex Fire Department's Management Committee at all regular meetings will be the consideration of a resolution permitting the South Essex Fire Department's Management Committee to convene into closed Executive Session for the purposes of discussing those matters exempted from public session as permitted by the Open Public Meetings Act, N.J.S.A. 10:4-12 et. seq.

5. Public Comment

Open to the Public for agenda items only. Each speaker shall have one turn and not to exceed 3 minutes. There will be another Public Comment at the conclusion of the meeting. Please identify yourself with your name and address and please remain courteous.

6. Resolutions on Consent Agenda

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|----------------|--|
| 2024-06 | RESOLUTION AUTHORIZING THE MEETING SCHEDULE FOR THE SEFD MANAGEMENT COMMITTEE FOR 2024 |
| 2024-07 | RESOLUTION TO RE-APPOINTING A CHIEF EXECUTIVE OFFICER AND AUTHORIZING A CONTRACT FOR PROFESSIONAL MANAGEMENT SERVICES WITH ADAM D. LOEHNER (ARMOGAN STRATEGIC PARTNERS) FOR THE CALENDAR YEAR 2024 AND AN ADJUSTMENT MADE TO THE 2023 CONTRACT |

7. Approval of Bills

Chief Executive Officer, Adam D. Loehner audited and presents the Bills List dated February 23, 2024 The Management Committee has been provided with a copy of the Bills List prior to the meeting for examination.

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| 2024-08 | RESOLUTION AUTHORIZING PAYMENT OF BILLS AND THE ISSUANCE OF CHECKS FOR THE PERIOD THROUGH FEBRUARY 23, 2024 IN THE TOTAL AMOUNT OF \$203,022.46 |
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8. Committee Member Updates

9. Chief Executive Officer

Final Grant Submission Complete (Awaiting Check)
Civil Service Tests
Probationary Promotions Interviews

10. Chiefs Updates

11. Old Business

12. New Business

Budget

13. Public Comment

Each speaker shall have one turn and not to exceed 3 minutes. Please identify yourself with your name and address and please remain courteous.

14. Resolution to go into Executive Session

2024-09 RESOLUTION AUTHORIZING AN EXECUTIVE SESSION AT THE FEBRUARY 27, 2024 REGULAR MEETING OF THE SOUTH ESSEX FIRE DEPARTMENT COMMITTEE MEETING.

Matter/ (OPMA Exception)
Executive Session

- Giordano and Kozak v. South Essex Fire Department
- Personnel Concerns

15. Reconvene into Open Session – Roll Call

Committee Member Collum
Committee Member De Luca
Committee Member Lembrich
Alternate Committee Member Lewis-Chang
Alternate Committee Member Adams
Mr. Loehner, Chief Executive Officer

16. Adjournment

SOUTH ESSEX FIRE DEPARTMENT

**RESOLUTION AUTHORIZING THE MEETING SCHEDULE FOR THE SEFD MANAGEMENT
COMMITTEE FOR 2024**

NOTICE IS HEREBY GIVEN that the 2024 Meeting Schedule of the SEFD Management Committee of the South Essex Fire Department is as follows:

DAY	DATE	TIME	TYPE OF MEETING	
Tuesday	02/27/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	03/26/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	04/23/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	05/28/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	06/25/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	07/23/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	08/27/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	09/24/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	10/22/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	11/26/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.
Tuesday	12/31/24	3:00 p.m.	Regular Meeting	Maplewood Muni. Bldg.

The last order of business to be conducted by the SEFD Management Committee at all regular meetings will be the consideration of a resolution permitting the SEFD Management Committee to convene into closed Executive Session for the purposes of discussing those matters exempted from public session as permitted by the Open Public Meetings Act, N.J.S.A. 10:4-12 et. seq.,

Unless other noticed, the meetings will be held as noted at the Maplewood Municipal Building located at 574 Valley St, Maplewood, NJ 07040.

Should a meeting date, time or location need to be changed the SEFD Management Committee shall make every effort to provide timely notice to the general public. Formal action may be taken at all regular meetings by the SEFD Management Committee.

This notice is provided in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
De Luca						
Lembrich						

Alternate Members						
Lewis-Chang						
Adams						

CERTIFICATION

I, Adam D. Loehner, Chief Executive Officer of the South Essex Fire Department, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the South Essex Fire Department at their regular meeting held on Tuesday, February 27, 2024.

Adam D. Loehner, Chief Executive Officer

SOUTH ESSEX FIRE DEPARTMENT

**RESOLUTION TO RE-APPOINTING A CHIEF EXECUTIVE OFFICER AND AUTHORIZING A
CONTRACT FOR PROFESSIONAL MANAGEMENT SERVICES WITH ADAM D. LOEHNER
(ARMOGAN STRATEGIC PARTNERS) FOR THE CALENDAR YEAR 2024 AND AN ADJUSTMENT
MADE TO THE 2023 CONTRACT**

WHEREAS, the South Essex Fire Department (hereinafter "SEFD") has a need to acquire Professional Management Services for the year 2024 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:20.5 for Management Services; and

WHEREAS, the following Professional Service contractors have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee to the South Essex Fire Department in the previous one year, and that the contract will prohibit the following Professional Service contractor from making any reportable contributions through the term of the contract.

WHEREAS, the parties desire to enter into the proposed Professional Services Agreement to provide overall Management Services; and

WHEREAS, the Agreement shall be for a term beginning January 1, 2024 and expiring December 31, 2024, and shall be for an award not to exceed forty thousand dollars (\$40,000.00).

WHEREAS, in recognition to the ongoing additional work to setup the SEFD and work through the contract and concerns within the SEFD as well as complete documentation for the State Shared Service Grant the Management is adjusting 2023 contract amount by \$15,000 (totalling \$35,000)

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement that authorizes and approves the award of contract of a Professional Management Service Contract to Adam D. Loehner (Armogan Strategic Partners) for the SEFD, for a contract term from January 1, 2024 through December 31, 2024 for an amount not to exceed forty thousand dollars (\$40,000.00); and

BE IT FURTHER RESOLVED, the SEFD Management Committee is approved to enter into a contract with the following Professional Management Service contractor as described herein; provided, however that the Business Disclosure Entity Certification be

placed on file by the business entity or individual with this resolution in the Administrative Office; and

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Lewis-Chang						
Adams						

CERTIFICATION

I, Adam D. Loehner, Chief Executive Officer of the South Essex Fire Department, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the South Essex Fire Department at their regular meeting held on Tuesday, February 27, 2024.

Adam D. Loehner, Chief Executive Officer

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P.O. Type: All		Print Alpha, Revenue, & G/L Accounts: Y		Open: N	Void: N	Paid: Y	P.O.
Format: Detail without Line Item Notes				Held: N	Aprv: Y	Rcvd: Y	Type
Range: 3-First		to 4-ZZ-ZZ-ZZ-ZZ-ZZ		Bid: Y	State: Y	Other: Y	
Rcvd Batch Id Range: First		to Last		Paid Date Range: 01/13/24 to 02/23/24		Include Non-Budgeted: Y	
Vendors: All							
Department Page Break: No		CAFR Page Break: No	Subtotal Department: No	Subtotal CAFR: No			
Account	Description	Item Description	Amount	Stat/chk	First Rcvd Date	Chk/Void Date	Invoice
P.O. Id	Item Vendor						
3-01-20-1550-1102 OTHER LEGAL							
23-00484	1 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	LABOR COUNSEL AND PRINTING	1,560.00	P	346 12/19/23	02/23/24	231613
23-00484	2 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	PRINTING	0.25	P	346 12/19/23	02/23/24	231613
23-00484	3 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	CURRENT SERVICES RENDERED	1,462.50	P	346 12/19/23	02/23/24	231835
23-00484	4 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	COMPUTERIZED LEGAL RESEARCH	5.91	P	346 12/19/23	02/23/24	231835
23-00484	5 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	CURRENT SERVICES RENDERED	1,618.50	P	346 12/19/23	02/23/24	232003
23-00496	1 APRUZ005 APRUZESE, MCDERMOTT, MASTRO	LABOR COUNSEL	2,223.00	P	346 12/21/23	02/23/24	232093
			6,870.16				
3-01-25-2652-0150 SPECIAL FIRE EQUIPMENT							
23-00174	1 SKYLA005 SKYLANDS AREA FIRE EQUIPMENT & BEN LR HELMET W/NFPA EZ FLIPS		325.00	P	353 05/24/23	02/23/24	13922
23-00222	1 STATE005 STATE LINE FIRE & SAFETY INC. FDNY INSERT		382.50	P	357 06/20/23	02/23/24	135164
			707.50				
3-01-25-2652-1000 OFFICE EXPENSE AND SUPPLIES							
23-00156	1 WBMAS005 W.B. MASON	FLASH FURNITURE HIGH-BACK MESH	312.95	P	359 05/12/23	02/23/24	02/23/24
23-00424	1 WBMAS005 W.B. MASON	INNOVERA BLACK TONER 15A	66.19	P	359 10/17/23	02/23/24	02/23/24
			379.14				
3-01-25-2652-1500 AUTO MAINTENANCE / EXPENSE							
23-00382	1 TOWNS005 TOWNSHIP OF MAPLEWOOD	DPW FUEL-SOUTH ESSEX FD	2,606.91	P	358 09/22/23	02/23/24	02/23/24 I2300377
23-00382	2 TOWNS005 TOWNSHIP OF MAPLEWOOD	DPW FUEL - SOUTH ESSEX FD	1,106.74	P	358 09/22/23	02/23/24	02/23/24 I2300377
23-00382	3 TOWNS005 TOWNSHIP OF MAPLEWOOD	DPW FUEL - SOUTH ESSEX FD	2,191.65	P	358 09/22/23	02/23/24	02/23/24 I2300378
23-00382	4 TOWNS005 TOWNSHIP OF MAPLEWOOD	DPW FUEL - SOUTH ESSEX FD	622.79	P	358 09/22/23	02/23/24	02/23/24 I2300378
			6,528.09				
3-01-25-2652-1501 APPARATUS / EQUIPMENT							
23-00420	1 WNGRA005 W.W. GRAINGER, INC	SMALL ENGINE FUEL, 2 CYCLE, 50:1	504.12	P	361 10/17/23	02/23/24	02/23/24
3-01-25-2652-1700 DUES AND BUSINESS EXPENSES							
23-00286	1 WDAVT005 WILLIAM DAVITT	LITTLE TIJUANA - 07/14/2023	68.00	P	360 07/31/23	02/23/24	02/23/24 227264897

Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
3-01-25-2652-2000	BUILDING REPAIR AND MAINT								
23-00109 21 EASTE005	EASTERN PEST SERVICES	MONTHLY SERVICE DEC 2023	75.00	P	349 04/11/23	02/23/24	02/23/24	420512	B
23-00109 22 EASTE005	EASTERN PEST SERVICES	MONTHLY SERVICE DEC 2023	75.00	P	349 04/11/23	02/23/24	02/23/24	420538	B
23-00109 23 EASTE005	EASTERN PEST SERVICES	MONTHLY SERVICE DEC 2023	75.00	P	349 04/11/23	02/23/24	02/23/24	420540	B
23-00486 1 SPRUC005	SPRUCE INDUSTRIES	LYSOL DISINFECTANT SPRAY 12/19	144.74	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 2 SPRUC005	SPRUCE INDUSTRIES	SPRAY NINE DISINFECTANT CLNR	140.51	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 3 SPRUC005	SPRUCE INDUSTRIES	MPC RTC ORGANIC ACID BOWL CLNR	90.46	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 4 SPRUC005	SPRUCE INDUSTRIES	SIMPLE GREEN CONCENTRATE CLNR	174.14	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 5 SPRUC005	SPRUCE INDUSTRIES	ANGEL SOFT TOILET TISSUE 2PLY	753.90	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 6 SPRUC005	SPRUCE INDUSTRIES	MARCAL C-FOLDS WHITE 2400/CS	93.56	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 7 SPRUC005	SPRUCE INDUSTRIES	PREMIUM ROLL TOWEL 800 WHT	268.74	P	356 12/19/23	02/23/24	02/23/24	1141941	
23-00486 8 SPRUC005	SPRUCE INDUSTRIES	CASCADE COMPLETE ACTION PACS	28.88	P	356 12/19/23	02/23/24	02/23/24	1141941	
			1,919.93						
3-01-31-2652-1204	TELEPHONE								
24-00102 1 VERIZ005	VERIZON	PHONE CHARGES 12/11/23-1/10/24	114.65	P	345 02/23/24	02/23/24	02/23/24		
			17,091.59						
			17,091.59						
4-01-20-1000-1100	PROFESSIONAL SERVICES								
24-00007 1 BATT005	BATTAGLIA ASSOCIATES LLC	DEC 2023; FIN. MGT SRVCS SEFD	4,500.00	P	348 01/12/24	02/23/24	02/23/24		
24-00009 1 BATT005	BATTAGLIA ASSOCIATES LLC	JAN 2023; FIN. MGT SVCS SEFD	4,500.00	P	348 02/01/24	02/23/24	02/23/24	SOM-2024-01	
24-00010 1 PRIME005	PRIMEPOINT LLC	JAN 2024 PROCESSING SEFD	719.75	P	352 02/01/24	02/23/24	02/23/24		
24-00099 1 ARMOG005	ARMOGAN STRATEGIC PARTNERS	2023 PAYMENT ADJUSTMENT	15,000.00	P	347 02/23/24	02/23/24	02/23/24		
24-00100 2 ARMOG005	ARMOGAN STRATEGIC PARTNERS	2024 MGMT SRVCS SEFD	10,000.00	P	347 02/23/24	02/23/24	02/23/24		B
			34,719.75						
4-01-23-1172-000	EMPLOYEE GROUP BENEFITS								
24-00098 2 SHBP005	SHBP	EE HEALTH BENEFITS FEB 2024	134,180.50	P	12 02/12/24	02/12/24	02/12/24		
24-00103 1 DELTA005	DELTA DENTAL OF NJ, INC.	DENTAL BENEFITS FEBRUARY 2024	5,097.95	P	362 02/23/24	02/23/24	02/23/24		
			139,278.45						
4-01-25-2652-0170	RADIO MAINTENANCE								
24-00015 1 NEWJE020	NEW JERSEY STATE POLICE	P25 RADIOS FY 2024	927.67	P	351 02/08/24	02/23/24	02/23/24	34716	

Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
4-01-25-2652-1300 24-00011 1 MGLPR005 MGL PRINTING SOLUTIONS	PRINTING, PUBS AND POSTAGE	CHECKS AND 1099'S	375.50	P	350 02/01/24	02/23/24	02/23/24		
	Fund Total:		175,301.37						
	Year Total:		175,301.37						
T-13-55-2000-320 24-00012 1 AFLAC005 AFLAC	AFLAC	EE CONTRIBUTIONS JAN 2024	1,249.50	P	11 02/02/24	02/02/24	02/02/24		
T-13-55-2000-440 24-00013 1 SOUTH025 SOUTH ESSEX NJFMB LOCAL 25	FMBA LOCAL 25	EE DUES JANUARY 2024	6,440.00	P	354 02/02/24	02/23/24	02/23/24		
T-13-55-2000-450 24-00014 1 SOUTH030 SOUTH ESSEX NJFMB LOCAL 240	FMBA LOCAL 240 SUPERIORS	EE DUES JANUARY 2024	2,940.00	P	355 02/02/24	02/23/24	02/23/24		
	Fund Total:		10,629.50						
	Year Total:		10,629.50						
Total Charged Lines: 40			Total List Amount:	203,022.46	Total Void Amount:	0.00			

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	17,091.59	0.00	0.00	17,091.59
	4-01	175,301.37	0.00	0.00	175,301.37
	T-13	10,629.50	0.00	0.00	10,629.50
Total of All Funds:		203,022.46	0.00	0.00	203,022.46