

December 11, 2025

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Fire House, Post Office, Library, the Court House, mailed to the Daily Record, and placed on file at the Township Clerk's Office and on the public notice website for the Montville BOFC District1

Call to Order

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. Meeting was called to order at 7:00 P.M. by Chairman Lewis, who presided. Chairman Lewis pointed out the Fire Exits.

Roll Call

Those present were Commissioners Carl Lewis, Robert Cook, Michael Caggiano and Don Crownover; Chief Carol DaCosta, Fire Official Michael Cowley and Denise Phostole, District Clerk.

Minutes

The minutes of the meeting for November were read and accepted as read. Motion to accept made by Commissioner Crownover; seconded by Commissioner Cook and carried.

At 7:15 PM the meeting was paused to review the amendments made to the introduced budget. The amendments were reviewed and discussed. The Commissioners passed a resolution to approve the amended introduced budget. The budget has been set to be adopted at the January 8th, 2026, meeting and will be advertised as such. The meeting resumed at 7:38 PM.

Public Comment

None

Financial Report

Commissioner Caggiano gave the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows on a motion made by Commissioner Luciano, seconded by Commissioner Crownover, and carried

Disbursements December 2025	
Administration	\$ 3,783.94
Benefits	\$ 1,759.99
M&R Apparatus	\$ 11,675.41
M&R Buildings and Grounds	\$ 12,653.90
M&R Equipment	\$ 3,060.14
Insurance (Commercial Package)	\$ 2,830.92
LOSAP contribution	\$ 4,800.00
Office Expense	\$ 85.00
Professional Services	\$ 123.25
Purchases Tools and Equipment	\$ 7,315.95
Purchases Electronic Equipment	\$ 227.54
Purchases Gear and Radios	\$ 12,025.80
Supplies	\$ 1,078.98
Training	\$ 300.00
Utilities	\$ 9,317.69
UFSA	\$ 12,213.81
Total Disbursements:	\$ 83,252.32

Commissioner Caggiano reported the transfer of \$260,000.00 into savings. A check was received from Pine Brook in the amount of \$600.00 for their attendance at a training exercise. The Workers Comp refund check was received in the amount of \$14,482.00.

Motion to accept financial report was made by Commissioner Cook, seconded by Commissioner Crownover and carried. Commissioner Cook questioned a purchase made by the department. In his opinion the equipment that was purchased was already in place in at least two vehicles and a third one was not necessary. He reminded the chief that purchases needed to be approved by the Commissioners if the amount of the purchase was over \$3,000.00.

Chief's Report

Chief reported that there were sixteen fire calls for the month of November, bringing the year-to-date fire calls to 217, and the total year-to-date activities to 384. The annual Christmas tree lighting was held on Monday December 8th. Montville FD assisted with the escort of Santa. The department also escorted Santa to the holiday party at the Valhalla Club on Saturday December 6th. Boonton fire department had their holiday party over the past weekend. Chief and Ex-Chief attended. Dinner next year will be at the Hanover Manor. Date is secured for Friday October 23rd, 2026. The department will have one junior member and one regular member attending the academy. James Maloney passed FF1. Graduation will be Thursday December 18th. Members of the department will be attending. New probationary shields have been received and will be issued and effective January 1st. No one is allowed into the interior unless they passed FF1. Tyler Marzat – previous member is asking to rejoin. Chief made a request that the future commissioner's meetings be recorded. Foam Survey request was forwarded to Commissioner Lewis. Commissioner Lewis told the Chief that the meetings would not be recorded, but that she was welcome to bring a recorder herself if she wished to do so. Clerk will send a request to Counselor Bucco on the Tyler Marzat situation. Motion to accept the Chief's report was made by Commissioner Cook; seconded by Commissioner Crownover and carried.

Fire Official's Report

Fire Official Cowley reported that there were 9 home inspections in October: 4 permit inspections and a combined 75 inspections of LHUs, registrations and complaints. Total accounts receivable for the month of November was \$7,744.90. This included the first quarter LHU payment from the state. Year-to-date the bureau has conducted 580 inspections, at a 99% inspection rate. 150 River Road is at a 100% inspection rate. There were approximately 10 businesses that were not in the system that have now been inputted and inspected. The new software has aided immensely in doing inspections and getting out the paperwork on a timely basis. All LHUs have been inspected, and money has been collected and will be paid by the state. The annual report for the Division of Fire Safety and hopefully will be submitted within the first two weeks of January. The FO asked about washing the Inspector car. FO would like to bring tech support in to put in a share drive. FO requested authorization to purchase a color printer for fire prevention. There is an issue with the car's driver's side window. It is not closing correctly. FO requested an update on the radio for the car. FO was informed that there was a share drive already on the NAS. The commissioners will take his request for a color printer into consideration. The car can be washed at the firehouse. We do not have anything set up at a local car wash.

The radio for the car has been ordered and paid for. Motion to accept the Fire Officials report was made by Commissioner Cook; seconded by Commissioner Crownover and carried.

Correspondence

- Received and sent signed contract to ALM for the 2025/26 snow plowing. Did not send the signed contract back to Gen Serv for the generator at station 1 pending discussion of cost to repair versus replace.
- Received multiple emails from Amazon refunding tax charged on the first two invoices.
- Received and replied to email from Enforsys asking to be removed from the email trail as we are no longer a customer.
- Received and responded to a question from Lincoln Financial about LOSAP vesting.
- Processed purchases for FPB through Amazon.
- Received invoices from Verizon, First Stop Car and Truck LLC, Motorola, State Line Fire and Safety, ALM, past due from Gen Serv.
- Received an email from Gen Serv about replacing the generator at station one. Commissioner Cook to set up an appointment for an estimate. Repair quote came in at \$15,000.00
- Received an email from Amazon lowering our credit line to \$400.00
- Sent commissioners stipend resolution to the town. On the towns calendar for December 9th.
- Resolution to amend the Budget
- Several emails from DCA
- Email from the state regarding the disposal of AFFF foam.

Old Business

Commissioners reviewed the Project Status report.

New Business

Commissioners approved the request of the Ladies Auxiliary to use station two on April 18, 2026. Hood was cleaned at station one. Fire extinguishers are still due at station two and three. Commissioner Cook has had a difficult time contacting the company.

Adjournment

The motion to adjourn the meeting was made by Commissioner Cook, seconded by Commissioner Crownover and carried. The meeting was adjourned by Chairman Lewis at 9:14 P.M.

Respectfully Submitted

Denise Phostole
District 1 Clerk Montville Township BOFC District One