

**Freehold First Aid & Emergency Squad**  
**Meeting Minutes – 12/02/2021**  
**Prepared By: Kayla Ciok**

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*\*\*\* Meeting called to order at 20:05 PM by Jim McAllister, President. A salute to the flag and prayer followed\*\*\**

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**1. President's Report: Jim McAllister**

- No report

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**2. Vice President's Report: Rob Roche**

- No Report
- Housekeeping Committee: No report

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**3. Treasurer's Report: Kayla Ciok on behalf of Lori Itinger**

- Total Cash Assets as of November 30, 2021:
  - Asset Management Account: \$39,608.06
  - Billing Account: \$462,735.86
  - Debit Account: \$14,176.39
  - New Main Checking: \$8,187.77
  - Old Main Checking: \$634.62
  - Capital Expense Account: \$15,605.85
  - Special Event: \$20,180.00
  - Freehold Bank CD: \$200,000.00
  - FSB Raffle Account: \$5.00
- Fixed Assets as of November 2021: \$513,872.77
- Total Assets as of November 2021: \$1,282,262.32
- Total Income November 2021: \$92,025.13
  - Total Billing Income November 2021: \$89,007.83
- Total Expenses November 2021: \$51,793.09
- Large Bills Paid for November 2021:
  - Blaze Emergency Equipment LLC \$3,008.14 (Vehicle Repairs)
  - Central Jersey Security Cameras \$6,288.33 (New Access Control System)
  - Keavney & Streger \$7,500.00 (Payment for Quarter)
  - Radisson Hotel of Freehold \$4,200.00 (2<sup>nd</sup> Payment for January 2022 Banquet)
  - Revenue Guard \$2,466.66 (Billing Company)
  - Safe-T EMS Safety Training LLC \$12,600.00 (7 Members to EMT Class)
  - VE Ralph & Son INC \$4,552.03 (Medical Supplies)

#### **4. Secretary's Report: Kayla Ciok - Acting**

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- School Leaves:
  - Nicholas Moscardelli (01/02/2022 – 07/01/2022)
  - Lily Roessler (01/15/2022 – 05/15/2022)
- Personal Leaves:
  - Alexandra Colbert (12/01/2021 – 12/31/2021)
- Medical Leaves:
  - None
- Resignations:
  - Judah Haddad
  - Steve Russo from position of Deputy Chief effective 12/1
  - Jim McAllister retiring from position of President effective 12/31 @ 23:59:59
- Members to come off Probation:
  - Courtney Sawada Associate
  - Paige Frothingham Associate
  - Christina Gulotta Associate
- Applicants:
  - For Probationary Associate membership:
    - None
  - For Probationary Senior Squad membership:
    - None

#### **5. Trustee's Report: Peggy Haas/Charlie Buscaglia/Alicia Gross**

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- Tom Coniglio is being appointed as 15-51 for the remainder of the year to fill the vacancy from Steve Russo
- Bill Madden asked for help with putting up the holiday decorations this coming Saturday
- Income Breakdown (Year-to-Date):
  - Fund Drive: \$ 105,910.23
  - Memorial Donations: \$836

#### **6. Chaplain's Report: Jim McAllister on behalf of Noel Olivarius**

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- Jim McAllister thanked the membership for the gift box that was sent to him while he was being hospitalized

#### **7. Chief's Report: Jeremy Hoffman**

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- Call totals were provided for this month:
  - November 2021
    - Total Calls: 357
  - FEMS Primary coverage: 76%
- Officer Changes:
  - Steve Russo has resigned as 15-51 effective 12/01/2021
  - Alex Kubiak (15-53) will handle oxygen until end of the year

- Fleet:
  - OIC – new batteries and starter
  - 1555 – no issues
  - 1556 – brakes have been checked and are safe, new batteries
  - 1557 – OOS currently for AC repair then to PL for face plate
  - 1558 – no issues
  - 1559 – OOS with check engine light
  - 1560 – autoload repaired, no issues
- Charting:
  - Going forward, if charts are not completed, charges for dismissal will occur
  - Formal policy to follow
- COVID-19 Precautions:
  - N95s must be worn on all calls by all members, this is non-negotiable
  - There are to be NO guests in the building other than squad related activities
  - Ensure all vehicles and common areas are being disinfected
- Upcoming Dates:
  - December 22<sup>nd</sup> @ 1900 – Addiction Recovery Specialist will be coming to present on resources available to help handle influx of intox and homeless patients

## **8. Committee Reports:**

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- LOSAP: *Krissy Conti*
  - Please submit all trainings done outside the squad to Krissy ASAP to be considered for LOSAP
- Mechanical: *Jeremy Hoffman*
  - No report
- Banquet Committee: *Lori Itinger*
  - Banquet will be dedicated to Bill Madden
  - 70<sup>th</sup> anniversary
  - January 22<sup>nd</sup> at the Radisson of Freehold
- State Council: *Alicia Gross/Selene Philben*
  - No report
- Auxiliary: *Kevin O'Brien/Selene Philben*
  - Discount card sale is still ongoing
- IT Committee: *Sean Preston*
  - Access Control System was replaced today
  - Contact Sean to get new keys
- By-Laws & Constitution: *Sean Preston/Selene Philben*
  - Changing voting → did not pass
  - Get rid of certified → did pass
  - Read new language and it will go to ballot following tonights meeting
- Orientation: *Kayla Ciok/Nick Manos/Maddy Zuber*
  - New orientation program coming soon
- Uniforms: *Jeremy Hoffman/Lori Itinger*

- No report
- Nominating Committee:
  - No report
- Cadets: *Emilee Godek/Nick Manos/Maddy Zuber*
  - Nila gave report on behalf of the cadets
  - Bringing on some new members, looking for fundraiser suggestions
- Billing: *Sean Preston*
  - Best billing income month yet

## 9. Old Business:

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- Elections
  - Road Officers:
    - Chief:
      - **Unopposed election of Jeremy Hoffman**
    - Deputy Chief:
      - Vacancy
    - Assistant Chief:
      - **Unopposed election of Alex Kubiak**
    - Captain:
      - Vacancy
    - 1<sup>st</sup> Lieutenant:
      - **Jason Schank elected**
      - Nominees were Jason Schank and Nick Manos
      - Nick Manos asked to be removed from ballot via text to Kayla Ciok
      - Motion by Rob Roche to reopen nominations per the By-Laws. 2<sup>nd</sup> Selene Philben. **PASSED**
      - Kayla Ciok nominated Anthony Gandolfo, who accepted and was added to the ballot
      - Motion by Jeremy Hoffman to close nominations. 2<sup>nd</sup> Alicia Gross. **PASSED**
    - 2<sup>nd</sup> Lieutenant:
      - **Anthony Gandolfo elected**
      - Nominees were Anthony Gandolfo, Chris Zwickel
  - Chair Officers:
    - President:
      - **Unopposed election of Steven Morley**
    - Vice President:
      - **Unopposed election of Bob Bonardi**
    - Recording Secretary:
      - Vacancy
    - Membership Secretary:
      - **Unopposed election of Maddy Zuber**
    - Treasurer:

- **Unopposed election of Lori Itinger**
  - Chaplain:
    - **Unopposed election of Noel Olivarius**
  - Trustee (3-year term):
    - **Unopposed election of Peggy Haas**
- Elected Positions/Committees:
  - Member at Large (2 year position)
    - **Allie Colbert elected**
    - Nominees were Allie Colbert, Jason Schank, Selene Philben
    - Jason Schank removed from ballot prior to voting due to winning election for 1<sup>st</sup> Lieutenant
  - State Council
    - **Kevin O’Brien, Selene Philben, and Alicia Gross elected as the 3 delegates**
    - Nominees were Kevin O’Brien, Jim McAllister, Alicia Gross, Selene Philben

#### **10. New Business:**

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- Motion by Jason Schank to accept Allie Colbert’s personal leave from 12/01/2021 – 12/31/2021. 2<sup>nd</sup> Selene Philben **PASSED**
- Motion by Jeremy Hoffman to accept Courtney Sawada as a Regular Associate Member. 2<sup>nd</sup> Krissy Conti. **PASSED**
- Motion by Jeremy Hoffman to accept Christina Gulotta as a Regular Associate Member. 2<sup>nd</sup> Selene Philben. **PASSED**
- Motion by Jeremy Hoffman to extend Paige Frothingham’s probationary period by 6 months pending her EMT certification. 2<sup>nd</sup> Selene Philben. **PASSED**
- Motion by Steve Morley to approve the 2022 budget as written. 2<sup>nd</sup> Selene Philben. **PASSED**
- Motion by Steve to accept the November 2021 Meeting Minutes as is. 2<sup>nd</sup> Selene Philben. **PASSED**
- Motion by Jeremy to accept the November 2021 Treasurer’s Report as is. 2<sup>nd</sup> Jason Schank **PASSED**

#### **11. Good & Welfare:**

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- Thank you and goodbye from Jim McAllister

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\*\*\* Motion by Selene to adjourn meeting at 21:09 PM. 2<sup>nd</sup> Jeremy Hoffman **PASSED**\*\*\*

**Secretary Certification:**

I, Kayla Ciok certify that the above minutes were derived from this month's business meeting. I certify that a quorum (as defined by the By-Laws of Freehold First Aid & Emergency Squad, Inc.) was present. During this meeting, the Constitution, By-Laws, SOPs/SOGs & Organizational policies were abided by. The meeting was held with the current version of Robert's Rules of Orders as the guiding principles.

Kayla Ciok

Secretary Signature: \_\_\_\_\_

Date: 12/10/2021

**Original copy to be filed in Secretary's Office.**