

**Freehold First Aid & Emergency Squad**  
**Meeting Minutes – 11/04/2021**  
**Prepared By: Kayla Ciok**

---

---

*\*\*\* Meeting called to order at 20:03 by Rob Roche, Vice President. A salute to the flag and prayer followed\*\*\**

---

**1. President's Report: Rob Roche on behalf of Jim McAllister**

- No Report

---

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

- No Report
- Housekeeping Committee: No report

---

**3. Treasurer's Report: Lori Itinger - Acting**

- Total Cash Assets as of October 31, 2021: \$721,044.20
  - Asset Management Account: \$39,608.06
  - Billing Account: \$373,477.01
  - Debit Account: \$14,176.39
  - New Main Checking: \$45,699.72
  - Old Main Checking: \$634.62
  - Capital Expense Account: \$23,063.50
  - Special Event: \$24,380.00
  - Freehold Bank CD: \$200,000.00
  - FSB Raffle Account: \$5.00
- Fixed Assets as of October 31, 2021: \$513,872.77
- Total Assets as of October 31, 2021: \$1,242,172.97
- Total Income October 2021: \$68,075.72
- Total Expenses October 2021: \$44,041.15

---

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

- School Leaves:
  - Andrew Furie (10/18/2021 – 12/13/2021)
- Personal Leaves:
  - Noel Olivarius (11/15/2021 – 12/15/2021)
  - Stephanie Durao (11/22/2021 – 01/21/2022)
  - Judah Haddad (12/01/2021 – 06/01/2022)
- Medical Leaves:
  - Brittney Assael (10/15/2021 – 12/31/2021)

- Resignations:
  - Jamie Jacoby
- Members to come off Probation:
  - None
- Applicants:
  - For Probationary Associate membership:
    - Eric Correia
  - For Probationary Senior Squad membership:
    - Veer Yadav

---

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

- Report on members up for vote
  - Eric Correa – already an EMT, member of 15-1
  - Veer Yadav – brand new, pre-med student
- Income Breakdown (Year-to-Date):
  - Fund Drive: \$ 104,175
  - Miscellaneous: \$700 from a patient as a thank-you
    - Steve Morley will reach out to billing company to see if this patient can not be billed due to their generous donation

---

#### **6. Chaplain's Report: Noel Olivarius**

- Care package was sent to Rich Alavarces for his new baby girl
- Documentation due no later than November 15<sup>th</sup> for the cell phone and wellness incentive programs
- Jim McAllister will be filling in for Chaplain duties during Noel's absence

---

#### **7. Chief's Report: Krissy Conti on behalf of Jeremy Hoffman**

- Call totals were provided for this month:
  - October 2021:
    - Total Calls: 249
    - Boro: 81
    - Township: 150
    - Mutual Aid:
      - Manalapan: 7
      - Marlboro: 2
      - Colts Neck: 1
      - Jackson: 1
      - Howell: 1
- There are outstanding charts. Members involved with those charts will be notified and will have until Sunday night to complete them.
- Use your cell phone to do Rig Checks, it can be found through IAmResponding
- There is a Paramedic Assistant Class being held at the building November 16<sup>th</sup>, register on WhenToWork

## 8. Committee Reports:

---

- LOSAP: *Krissy Conti*
  - Progress is being made on LOSAP, let Krissy know about trainings ASAP
- Auxiliary: *Kevin O'Brien/Selene Philben*
  - Dinner will be before next month's meeting
  - Please notify Selene if you plan on attending or have dietary restrictions
- By-Laws & Constitution: *Sean Preston/Selene Philben*
  - Proposed By-Law changes to Article II Section 6 Line A read, to be voted on in New Business

- ❖ Purpose: Remove the requirement of attendance at business meetings affecting eligibility to vote in elections
- ❖ Current Language:

### **ARTICLE II – TRUSTEES AND OFFICERS**

#### **Section 6: Elections**

**A. Eligibility to Vote:** All voting members must have attended six (6) of the last twelve (12) business meetings to be eligible to vote in these elections.

- ❖ Proposed Language:

**A. Eligibility to Vote:** Eligibility for voting in elections shall follow the same requirements for voting on squad business as outlined in the "Privileges" section of each membership class.  
[as stated in Article I – Membership]

- Proposed By-Law changes to Article VII Section 5 Lines A & B read, to be voted on in New Business

- ❖ Purpose: Remove the requirement of sending a certified letter of intent to members being dismissed. Will still require notification, however it will not be via certified mail
- ❖ Current Language:

### **ARTICLE VIII – DISCIPLINE**

#### **Section 5: Dismissal from the Squad**

**A. Dismissal Due to Absence:** When a member is to be brought up on charges for dismissal due to absence, the following procedure is to be followed:

i. A certified letter of intent shall be sent to the member in question. It shall explain that if the member does not return to full duty within fourteen (14) days, he will be brought up on charges for dismissal at the next regularly scheduled business meeting

**B. Dismissal for Other Reasons:** When a member is to be brought up on charges for dismissal due to any other reason, the following procedure is to be followed:

i. A certified letter will be sent to the member in question notifying them that they are being brought up on charges for dismissal at the next regularly

scheduled business meeting. This letter will explain the charges, the process, and the member's rights.

❖ Proposed Language:

**A. Dismissal Due to Absence:** When a member is to be brought up on charges for dismissal due to absence, the following procedure is to be followed:

i. A letter of intent shall be sent to the member in question. It shall explain that if the member does not return to full duty within fourteen (14) days, he will be brought up on charges for dismissal at the next regularly scheduled business meeting

**B. Dismissal for Other Reasons:** When a member is to be brought up on charges for dismissal due to any other reason, the following procedure is to be followed:

i. A letter will be sent to the member in question notifying them that they are being brought up on charges for dismissal at the next regularly scheduled business meeting. This letter will explain the charges, the process, and the member's rights.

- Uniforms: *Jeremy Hoffman/Lori Itinger*
  - New fall/winter clothing order form will be going out this week

## 9. Old Business:

---

- Paid Staffing Update provided by Steve Morley:
  - Meeting with Freehold Township went well
  - Still haven't heard from Freehold Boro
  - Going to continue as planned

## 10. New Business:

---

- Nominations for Officer Elections to occur in December:
  - Road Officers:
    - i. Chief
      1. Committee Nomination: Jeremy Hoffman
      2. Floor Nomination: None
      3. Motion by Bill Madden to close nominations for Chief. 2<sup>nd</sup> by Alicia Gross. **PASSED**
    - ii. Deputy Chief
      1. Committee Nomination: Vacant
      2. Floor Nomination: None
      3. Motion by Steve Morley to close nominations for Deputy Chief. 2<sup>nd</sup> by Selene Philben. **PASSED**
    - iii. Assistant Chief
      1. Committee Nomination: Alex Kubiak
      2. Floor Nomination: None

3. Motion by Steve Morley to close nominations for Assistant Chief. 2<sup>nd</sup> by Selene Philben. **PASSED**
  - iv. Captain
    1. Committee Nomination: Vacant
    2. Floor Nomination:
      - a. Jeff Hoffman nominated Nick Manos who accepted.
    3. Motion by Steve Morley to close nominations for Captain. 2<sup>nd</sup> by Noel Olivarius. **PASSED**
  - v. 1<sup>st</sup> Lieutenant
    1. Committee Nomination: Nick Manos
    2. Floor Nomination:
      - a. Alex Kubiak nominated Jason Schank who accepted via text
    3. Motion by Steve Morley to close nominations for 1<sup>st</sup> Lieutenant. 2<sup>nd</sup> by Noel Olivarius. **PASSED**
  - vi. 2<sup>nd</sup> Lieutenant
    1. Committee Nomination: Anthony Gandolfo
    2. Floor Nomination:
      - a. Chris Zwickel nominated himself
    3. Motion by Steve Morley to close nominations for 2<sup>nd</sup> Lieutenant. 2<sup>nd</sup> by Selene Philben. **PASSED**
- Chair Officers
- i. President
    1. Committee Nomination: Steve Morley
    2. Floor Nomination: None
    3. Motion by Alicia Gross to close nominations for President. 2<sup>nd</sup> by PK. **PASSED**
  - ii. Vice President
    1. Committee Nomination: Bob Bonardi
    2. Floor Nomination:
      - a. PK nominated Rob Roche who declined
    3. Motion by Alicia Gross to close nominations for Vice President. 2<sup>nd</sup> by Selene Philben. **PASSED**
  - iii. Recording Secretary
    1. Committee Nomination: Vacant
    2. Floor Nomination: None
    3. Motion by Steve Morley to close nominations for Recording Secretary. 2<sup>nd</sup> by Alicia Gross. **PASSED**
  - iv. Membership Secretary
    1. Committee Nomination: Maddy Zuber
    2. Floor Nomination: None
    3. Motion by Steve Morley to close nominations for Membership Secretary. 2<sup>nd</sup> by Noel Olivarius. **PASSED**

v. Treasurer

1. Committee Nomination: Lori Itinger
2. Floor Nomination: None
3. Motion by Charlie Buscaglia to close nominations for Treasurer. 2<sup>nd</sup> by Alex Kubiak. **PASSED**

vi. Chaplain

1. Committee Nomination: Noel Olivarius
2. Floor Nomination: None
3. Motion by Steve Morley to close nominations for Chaplain. 2<sup>nd</sup> by Alicia Gross. **PASSED**

vii. Trustee (3 year position)

1. Committee Nomination: Peggy Haas
2. Floor Nomination: None
3. Motion by Selene Philben to close nominations for Trustee. 2<sup>nd</sup> by Steve Morley. **PASSED**

➤ Elected Positions/Committees

i. Member at Large (2 year position)

1. Committee Nomination: Allie Colbert
2. Floor Nomination:
  - a. Steve Morley nominated Anthony Gandolfo who declined.
  - b. Alex Kubiak nominated Jason Schank who accepted via text.
  - c. Krissy Conti nominated Selene Philben who accepted.
3. Motion by Noel Olivarius to close nominations for Member at Large. 2<sup>nd</sup> by Alicia Gross. **PASSED**

ii. State Council

1. Committee Nomination: Kevin O'Brien
2. Floor Nomination:
  - a. Kevin O'Brien nominated Jim McAllister who supposedly accepted prior to meeting.
  - b. Selene Philben nominated Alicia Gross who accepted.
  - c. Noel Olivarius nominated Selene Philben who accepted.
3. Motion by Alex Kubiak to close nominations for State Council. 2<sup>nd</sup> by Tommy Hartman. **PASSED**

- Motion by Lori Itinger to adopt the proposed changes to Article II Section 6 Line A "Eligibility to Vote" as read. 2<sup>nd</sup> by Steve Morley. **PASSED**
- Motion by Lori Itinger to adopt the proposed changes to Article VII Section 5 Lines A & B "Dismissal Due to Absence" and "Dismissal for Other Reasons" as read. 2<sup>nd</sup> by Steve Morley. **PASSED**
- Motion by Lori Itinger to change the process of amending the By-Laws so that the language does not need to be read in full but rather just distributed with adequate notice. 2<sup>nd</sup> by Selene Philben.

**PASSED** to be reviewed by the By-Law Committee

- Motion by Bill Madden to accept Noel Olivarius’s personal leave from 11/15/2021 through 12/15/2021. 2<sup>nd</sup> by Peggy Haas. **PASSED**
- Motion by Alex Kubiak to accept Stephanie Durao’s personal leave from 11/22/2021 through 01/21/2022. 2<sup>nd</sup> by Tommy Hartman. **PASSED**
- Motion by PK to accept Judah Haddad’s personal leave from 12/01/2021 through 06/01/2022. 2<sup>nd</sup> by Steve Morley. **PASSED**
- Motion by Alicia Gross to accept the following applicants to move onto the background check phase of the application process. 2<sup>nd</sup> by Nick Manos. **PASSED**
  - Eric Correa – Associate
  - Veer Yadav – Senior Squad
- Motion by Kevin O’Brien to accept the September 2021 Meeting Minutes as is. 2<sup>nd</sup> by Selene Philben. **PASSED**
- Motion by Alicia Gross to accept the October 2021 Meeting Minutes as is. 2<sup>nd</sup> by Alex Kubiak. **PASSED**
- Motion by Noel Olivarius to accept the October 2021 Treasurer’s Report as is. 2<sup>nd</sup> by Alicia Gross. **PASSED**

**11. Good & Welfare:**

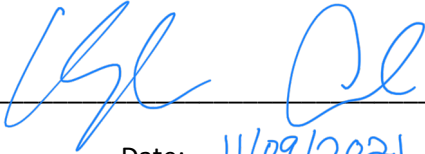
- Sean Preston informed the membership that the Executive Board approved the 2022 budget. There will be 2 budget hearings held via Zoom for the membership to come and ask questions as follows:
  - Monday, November 8<sup>th</sup> at 19:30
  - Thursday, November 18<sup>th</sup> at 18:30
- Kevin O’Brien commended the Cadet Corps for a good turnout at the Halloween Parade.

\*\*\* Motion by Noel Olivarius to adjourn meeting at 20:48. 2<sup>nd</sup> by Selene Philben.

**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.

Secretary Signature:   
 Date: 11/09/2021

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