

**Montgomery Township District No. 1  
Board of Fire Commissioner's Meeting**  
35 Belle Mead-Griggstown Road  
PO Box 130  
Belle Mead, NJ 08502

**Minutes of March 10, 2015**

*Commissioners Fedun and Hyncik were sworn in prior to the meeting.*

**Call To Order** -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:40 p.m. by Commissioner Spohn, following proof of publication in accordance with the Open Public Meetings Act. Notice of the meeting was posted at the municipal building, the Board's office, and advertised as required by law.

**Roll Call** -- Upon Roll Call the following Commissioners were present: W. Spohn, E. Fedun, W. Hyncik. Commissioners T. Karsay and J. Kessler were on a fire call and arrived late. Absent: None. Also present: Chief J. Huxley, L. Franchino, Attorney Griswold and Engineer M. Fedun.

**Election & Budget Referendum Results**- Commissioners Fedun and Hyncik were re-elected to 3-year terms on the board and the budget passed by a vote of 38 to 4. The results were certified to the State and the Township.

*Commissioners Karsay and Kessler arrived.*

**Elections and Appointments-**

**A. Nominations:** *A Motion was made and seconded to nominate the same members to fill the offices they held during 2014.*

*Motion by Kessler. 2<sup>nd</sup> by Karsay, Spohn, Fedun, Hyncik. Motion unanimously passed.*

The following commissioners were elected to hold office until the next annual election:

Chairman – William Spohn  
Vice-Chairman – Thomas Karsay  
Secretary – Eve Fedun  
Treasurer – William Hyncik

**B. Appointments:** The following appointments were made by Chairman Spohn:

Chief Financial Officer – William Hyncik  
LOSAP Administrator – Thomas Karsay  
Emergency Services Representative – Thomas Karsay  
EEOC Coordinator – Jonathan Kessler  
Public Agency Compliance Officer – Jonathan Kessler  
Public Records Custodian – Eve Fedun  
Fire Company Liaison – Jonathan Kessler  
Fire Prevention Bureau Representative – William Spohn

**RESOLUTION 2015-20 – APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**  
**(NJAC 17:27-3.2) Resolution attached.**

**Approval of February 10, 2015 Minutes** – The Board reviewed the minutes of the February 10, 2015 regular meeting.

*A motion was made to accept the Minutes of the February 10, 2015, board meeting.*

*Motion made by Karsay. 2<sup>nd</sup> by Kessler. Motion passed without objection.*

**PUBLIC COMMENT-** None.

## **MEETING UPDATES**

**Emergency Services** – No meeting.

**Fire Prevention** – No meeting.

## **COMMITTEE REPORTS**

**Water Rescue Vehicle** – Awaiting completion of a few customizations and retrofitting; not yet formally in service, but could respond if situation required.

**Rescue Truck** – Revised drawings and price adjustments, if any, will be forthcoming as a result of the pre-build conference at Pierce Manufacturing in Wisconsin. Pierce has offered an optional prepayment discount; a \$351,735.00 payment will net a \$13,675.00 credit on the final invoice. This rate of return is appreciable and a recommendation was made that the board accept the option.

*A Motion was made to exercise the option to make a prepayment on the rescue truck to take advantage of the rate of return thereon.*

*Motion by Hyncik. 2<sup>nd</sup> by Fedun. Motion passed without objection.*

### **RESOLUTION 2015-21 – Authorizing Prepayment on Rescue Apparatus**

*The Chief Financial Officer having certified there are sufficient encumbered funds in the 2014 Capital budget to make the payment, and the board having determined it is an economically advantageous decision, in accord with the terms of an optional payment plan offered by Pierce Manufacturing, Inc. dated February 18, 2015, authorization to pay to Pierce Manufacturing, Inc. the sum of \$351,735.00 as a partial prepayment of the purchase price of a rescue fire apparatus being manufactured by Pierce pursuant to contract awarded on July 8, 2014.*

*Resolution Ayes: Spohn, Karsay, Fedun, Hyncik, Kessler. Nays: None. Absent: None.*

**LOSAP** – There were no challenges to the 2014 LOSAP posting. Twenty-seven (27) people qualified for awards, totaling \$45,063.00. There are at least 3 recipients must establish an account with VALIC before their contributions can be sent to the provider.

*A Motion was made and seconded to forward payment to the LOSAP provider.*

*Motion made by Karsay. 2<sup>nd</sup> by Hyncik. Motion passed without objection.*

### **RESOLUTION 2015-22 - AUTHORIZING LOSAP REMITTANCE TO PROVIDER**

*The Chief Financial Officer having certified there are sufficient funds encumbered from the 2014 budget to cover the payment, authorization to remit payment to VALIC in the amount of \$45,063.00 for the 2014 LOSAP contributions for all members that earned a contribution for 2014 and who have existing LOSAP accounts. Amounts due for members who have not yet established accounts with the provider shall be paid when their accounts are established. All payments shall be charged to the 2014 encumbered LOSAP appropriation.*

*Resolution Ayes: Spohn, Karsay, Fedun, Hyncik, Kessler Nays: None Absent: None*

## TREASURER'S REPORT

**Monthly Bills/Financial Statement Review** -- A copy of the Treasurer's report was made available to each Commissioner with a list and description of the bills to be paid. The amount to be paid to Nottingham Insurance should be amended to \$8,694.00. The following invoices were added to the bills to be paid – Pierce Manufacturing, Inc. partial payment rescue apparatus contract (\$351,735.00 – '14 capital); reimbursement to MTVFC#2 Chief's Account for fire district internet web service inadvertently paid by fire co. (\$75.00 – '15 office), canopy for water rescue vehicle (\$1,400.00 – '15 gen. ops) and water rescue vehicle NJ title (\$60.00 – '15 gen. ops); VALIC for 2014 contribution (\$45,063.00 – '14 LOSAP); poll tellers Hillary Spohn and Danielle Sciotto (\$300 each – '15 elections).

There was a request to transfer \$550,000.00 from the investment account to the checking account for the payment of bills.

*A motion was made to accept the Treasurer's Report, to approve payment of the bills as presented, supplemented and amended, and to transfer funds to the checking account to pay the bills.*

*Motion made by Spohn. 2<sup>nd</sup> by Hyncik. Motion passed without objection.*

### **RESOLUTION 2015-23 – Payment of Bills and Transfer of Funds**

*The Chief Financial Officer having certified there are sufficient funds encumbered from the 2014 budget and unencumbered funds in the 2015 budget to pay the bills as presented, supplemented and amended, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills as presented in the total amount of \$474,465.54 (\$351,735.00 from 2014 encumbered capital budget; \$88,803.14 from 2014 encumbered funds; \$33,927.40 from the 2015 budget), and authorizing the transfer of \$550,000.00 from the PNC Bank investment account to the PNC Bank checking account for the purpose of paying bills.*

*Resolution Ayes: Spohn, Karsay, Fedun, Hyncik, Kessler. Nays: None. Absent: None.*

*Abstention: Karsay abstained from voting on the Karsay Coffee invoice.*

*Fedun abstained from voting on Harlingen Garage invoice.*

*Spohn abstained from voting on Sunrise Office Systems invoices and payment to Hillary Spohn.*

## OLD BUSINESS

**I Am Responding** – The contract was renewed for one year.

**Telephone System** – The VoIP system is operational. The fax lines on the old system are still in service.

## NEW BUSINESS

**Federal Disaster Funds** – The Chairman registered the fire district in a state system that will streamline the submission of claims for federal disaster funds if the situation arises.

## CHIEF'S REPORT

The fire company responded to 33 calls during February, 2015, including an oven fire, chimney fire, motor vehicle fire, 3 motor vehicle collisions with injuries (one requiring extrication) and 6 water problem calls.

**Fire Company News** – Members participated in the St. Barnabas burn foundation ski race.

**Drills/Work Sessions** – Truck & equipment checks, confined space refresher and Wellington Ct. critique.

*A Motion was made to approve purchases and reimbursements presented to the board.*

*Motion by Spohn. 2<sup>nd</sup> by Hyncik. Motion passed without objection.*

**RESOLUTION 2015-24 – Approval of Purchases and Reimbursements**

*The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2015 budget, a Resolution passed authorizing the following expenditures:*

- 1. One (1) helmet shield to match existing from NJ fire Equipment Co. at a cost of \$30.00, chargeable to the 2015 General Operating appropriation.*
- 2. Annual CO detectors calibration and repair of sensor from Fire Fighter One at a cost of \$3,150.00, chargeable to the 2015 General Operating appropriation.*
- 3. Reimbursements to MTVFC#1 Chief's Account pursuant to receipts submitted for 45 Utility fuel (\$51.00), for transportation to the airport for rescue apparatus prebuild (\$291.66), and for the PA temporary title & registration for the water rescue vehicle (\$62.00), all chargeable to the 2015 General Operating appropriation. This payment shall be added to the bills being paid at this meeting.*

*Resolution Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler. Nays: None. Absent: None.*

## **ENGINEER'S REPORT**

45-103 – pull-out step repaired; needs outlet wired for Blow Hard fan recharging unit; cab spotlight wiring issue (parts ordered, repair will be scheduled). Snaps torn out on hose bed cover – has been repaired once and replacement recommended – will research costs.

45-135 – needs an On-spot tire chain actuator, which has been ordered.

45-116 – TIC installed.

**Vehicle Maintenance** - being arranged according to the schedule.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:30 pm. The next regularly scheduled Board meeting is to take place on Tuesday, April 14, 2015, at 7:30 pm.

*Motion made by Hyncik. 2<sup>nd</sup> by Fedun. Motion passed without objection*

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**

**FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1**

**Resolution No. 2015 - 20**

WHEREAS, pursuant to N.J.A.C 17:27-3.2, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 1 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts,

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 1, Somerset County, New Jersey, for the period January 1, 2015 through December 31, 2015, or until the designation of his/her replacement ,

shall be Jonathan Kessler.

A Designation of Public Agency Compliance Officer shall be forwarded to the NJ Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on March 10, 2015.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Spohn	X			
Karsay	X			
Fedun	X			
Hyncik	X			
Kessler	X			