

**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 April 12, 2016

Commissioner Kessler was sworn in prior to the meeting.

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:30 p.m. by Commissioner Spohn, following proof of publication in accordance with the Open Public Meetings Law (Annual Meeting Notice published in the official newspaper of the district and provided to two other newspapers, filed with the municipal clerk and posted at the municipal building, the Board's office, and fire district web site.

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

Approval of Minutes – The Board reviewed the minutes of the March 8, 2016 regular meeting. *A motion was made to accept the Minutes of the March 8, 2016, board meeting.*

Motion made by Hyncik. 2nd by Fedun. Motion passed without objection.

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. Three bills were added to the list of bills to be paid: \$2,124.18 and \$874.00 to Bergey's for preventive maintenance on 45-102 and 45-116 (chargeable to the 2016 Maintenance & Repairs appropriation), and \$700.00 to Mid-Atlantic Rescue for 4 members' attendance at an upcoming Stabilization training class (chargeable to the 2016 Training appropriation).

A motion was made to accept the Treasurer's Report, to approve payment of the bills as presented and supplemented and to transfer money to the checking account for the purpose of paying the bills and meeting expenses.

Motion made by Hyncik. 2nd by Fedun. Motion passed without objection.

RESOLUTION 2016-24 – Payment of Bills and Transfer of Funds

The Chief Financial Officer having certified there are sufficient funds in the 2016 budget and encumbered funds from the 2015 budget to pay the bills as presented and supplemented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$89,553.63 ('15 encumbered \$2,333.94; '16 budget \$87,219.69) and authorizing the transfer of \$100,000.00 from the PNC Bank investment account to the PNC operating account for the purpose of paying bills and meeting expenses.

*Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Fedun. Nays: None. Absent: None.
Abstention: Commissioner Fedun abstained from voting on payment to Harlingen Garage.
Commissioner Spohn abstained from voting on payment to Sunrise Office Systems.*

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – A committee is pursuing the placement of high water markers throughout the township. Plans are being made for a multi-agency emergency incident drill to be held in the future. Meetings are scheduled to be held quarterly from now on.

Fire Prevention – No meeting.

COMMITTEE REPORTS

Aerial Truck – This month the committee will visit other fire companies with apparatus similar to that being considered to gather ideas and information. At this time the committee is proposing a 2019 delivery for the apparatus. They are reviewing the long-term apparatus needs of the fire district and will create an updated replacement schedule for Board review and discussion. In an effort to control costs multi-purpose apparatus will be considered where possible.

Water Rescue/Special Services Vehicle - Remains out of service for body work and painting. The chief will maintain regular contact with the contractor to monitor progress.

Command Vehicle – Should be arriving at the dealership's soon, after which it will be painted, lettered and the emergency lights installed.

OLD BUSINESS

Thermal Imaging Camera – The insurance claim for the loss has been paid in full.

Radio Programming – Somerset County has announced plans to complete the transition to the high-band trunked radio system by September. The fire district's radios will need to be re-programmed to sync with the system by that time. Commissioner Spohn reported the cost may be in the \$12-13,000 range.

NEW BUSINESS

Financial Disclosure Forms – Local Government Officials must file electronically by April 30th.

Data-Sharing with Township Fire Officials – The ESP software necessary to allow access to data collected and stored by the fire official and inspector requires Windows based hardware in order to operate. Commissioner Spohn researched alternatives and recommended purchasing a Microsoft Surface Pro laptop so the chief can sync with the system and can participate in the fine-tuning thereof. The device will be multi-purpose; it can be used as a PC in addition to providing access to the fire protection data. Quotes from various vendors were identical in cost.

Purchase of Windows Based Laptop –

A motion was made to purchase a Microsoft Surface Pro 4 laptop and accessories/software/warranty, etc. for use in connection with the data sharing software owned by the Township.

Motion made by Hyncik. 2nd by Fedun. Motion passed without objection.

RESOLUTION 2016-25 – Purchase Lap-Top Computer

The Chief Financial Officer having certified there are sufficient funds in the 2016 budget, authorization to purchase a Microsoft Surface Pro 4 computer, accessories, software and warranty, pursuant to best quote from Microsoft, Inc. at a cost of \$1,827.93, the total expense not to exceed \$2,000.00, chargeable to the 2016 General Operating appropriation.

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

Document Repository – Commissioner Spohn is working on creating an electronic storage system for fire district records and documents.

CHIEF’S REPORT

The fire company responded to 9 calls during March, 2016.

Drills/Work Sessions – SCBA air management training, confined space awareness drill, truck & equipment checks.

CO Detector Calibration System– The Fire Store, the new MSA area representative, has a demo calibrator available for purchase. The manufacturer requires that demos be replaced every 6 months – this unit is almost new, and comes with a full warranty. It will allow calibrations to be done more often, and in-house. Problems detected will be referred to the manufacturer for repair. Last year the one-year calibration service contract cost \$3,150.00.

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

Motion by Fedun. 2nd by Hyncik. Motion passed without objection.

RESOLUTION 2016-26 – Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2016 budget, a Resolution passed authorizing the following expenditures.

- 1. Purchase of one (1) demo MSA Galaxy GX2 automated calibration system for MSA meters with accessories and software from Witmer Public Safety Group (The Fire Store) at a cost of \$2,515.80, chargeable to the 2016 General Operating appropriation. Competitive quotes were not available.*
- 2. Purchase of one (1) MSA Altair 4X gas meter from Witmer Public Safety Group (The Fire Store), pursuant to NJ State Purchasing Contract A81357, at a cost of \$983.20, chargeable to the 2016 General Operating appropriation.*

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

ENGINEER’S REPORT

Periodic maintenance on 45-102 and the aerial revealed a number of issues and potential issues, some of which need to be addressed immediately. The board reviewed his report and authorized him to schedule repairs as necessary.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:20 pm. The next regularly scheduled Board meeting is to take place on Tuesday, May 10, 2016, at 7:30 pm.

Motion made by Hyncik. 2nd by Kessler. Motion passed without objection