

**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 December 13, 2016**

**Call To Order** -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:35 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, W. Hyncik and J. Kessler. Also present: Chief J. Huxley, L. Franchino and Attorney Griswold.

**Approval of Minutes** – The Board reviewed the minutes of the November 10, 2016 rescheduled meeting.

*A motion was made to accept the Minutes of the November 10, 2016, board meeting.*

*Motion made by Hyncik.            2<sup>nd</sup> 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. Five invoices were added to the list of bills being paid: \$1784.00 to Airpower International for the compressor annual service contract; \$165.00 to Witmer Public Safety for the Zico apparatus installation kit; \$9,388 to MTVFC1 Chief's account for the response incentive program – all chargeable to the 2016 General Operating appropriation; \$450.00 to Somerset County Training Academy, chargeable to the 2016 Training appropriation; and \$625.00 to Blacher Canvas Products for the water rescue vehicle, chargeable to the encumbered 2014 Capital (water rescue vehicle) appropriation.

*A motion was made to accept the Treasurer's Report and to approve payment of the bills as presented and supplemented.*

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

### **RESOLUTION 2016-47 – Payment of Bills**

*The Chief Financial Officer having certified there are sufficient funds in the 2016 budget and encumbered funds from the 2014 capital 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 \$66,845.18 (\$66,220.18 – '16 budget; \$625.00 encumbered '14 capital budget – Water Rescue Vehicle).*

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

*Commissioner Fedun abstained from voting to approve payment to Harlingen Garage.*

*Commissioner Kessler abstained from voting to approve reimbursement to him.*

**PUBLIC COMMENT-** None.

## **MEETING UPDATES**

**Emergency Services** – No meeting.

**Fire Prevention** – No meeting.

## **COMMITTEE REPORTS**

**Aerial Truck** – The truck committee is progressing with the project.

## **OLD BUSINESS**

**Firefighter Physicals** – Commissioner Kessler will look into charges associated with the AIC test the board had approved as part of the annual physicals. It appears that the nature of the testing performed was not as anticipated.

**Radio Console** – Further work/repair is needed to accommodate changes required by the county dispatch upgrades.

*A Motion was made to approve work/repairs to the radio console.*

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

## **NEW BUSINESS**

**Office Computer** – The computer in the Chief's office is outdated and not performing properly. A reliable machine is essential to NFIRS reporting and purchasing searches, etc. No monitor is needed.

*A Motion was made to approve the purchase and set-up of a desktop computer for the Chief's (officers') office for fire department administrative use.*

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

### **RESOLUTION 2016-48 – Purchase Approvals**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, authorization to pursue repairs to the radio console per quote from Wireless Communications, Inc. in the amount of \$1,245.00, and to purchase and install/set-up a desktop PC, plus memory upgrade, pursuant to lowest quote received from Sunrise Office Systems, Inc. at a cost not to exceed \$1,275.00, both expenses chargeable to the 2016 General Operating appropriation.*

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

*Commissioner Spohn abstained on voting on the purchase from Sunrise Office Systems.*

**LOSAP** – Thirty-two members qualified for 2016 LOSAP contributions. The list of those members who earned awards was presented to the board.

*A motion was made to approve the list of volunteer members who qualified for 2016 LOSAP contributions and to authorize its posting for member review.*

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

**RESOLUTION 2016-49 – Approval of the 2016 LOSAP Certified Participation List**

*The annual list, certified under oath, identifying those volunteer members of Montgomery Township Volunteer Fire Company No. 1 who have qualified for an award under the LOSAP for 2016 having been furnished to the Board as sponsoring agency of the LOSAP, and the Board having reviewed the certification list; pursuant to NJSA 40A:14-192, it is Resolved that the Board approves the 2016 annual LOSAP certification list and that the list shall be posted for at least 30 days for review by fire company members.*

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

**Annual Election** - The election and budget referendum will be held on Saturday, February 18, 2017, with polls open from 2-9 pm. The closing date and time for the receipt of candidates' petitions for the one 3-year seat on the board is 5 p.m. on January 13, 2017. Petitions are available from and shall be submitted to the Clerk of the Board, Eve Fedun. Petitions can also be secured by calling 609-466-3967.

**Public Agency Compliance Officer –**

*A Motion was made to appoint the fire district's Public Agency Compliance Officer for 2017 and to submit the required designation to the State.*

*Motion by Fedun.*

*2<sup>nd</sup> by Spohn.*

*Motion passed without objection.*

**RESOLUTION 2015-50 – Appointment of Public Agency Compliance (PACO) Officer (Attached)**

**2017 BUDGET**

After discussion, the proposed fire district budget for 2017 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will remain at \$0.044 per \$100 assessed valuation. The public hearing on the approved budget will be held at 8 pm at the next board meeting on January 10, 2017.

*Motion by Hyncik.*

*2<sup>nd</sup> by Fedun.*

*Motion passed without objection.*

**RESOLUTION 2015-51 – Approval of 2017 Fire District Budget. (Attached).**

**CHIEF'S REPORT**

The fire company responded to 31 calls during November, 2016, including 1 cooking fire, 2 brush fires, 1 flammable liquid spill, 3 natural gas leaks, 1 CO call, and 1 motor vehicle accident involving extrication. Volunteers responded to 8 accidental alarm activations.

**Drills/Work Sessions** – A pump drill and Phase 5 burning building training at the Academy were held; truck & equipment checks. In the wake of the very successful table-top mass casualty drill at J&J the county OEM is hoping to conduct another in the future at Carrier Clinic.

**Events** – Members participated in the township's Veterans' Day parade and observances. Fire Company elections - Chief Huxley and Fire Department officers will all remain in the same positions for 2017.

*A Motion was made to approve purchases and reimbursements presented to the board.  
Motion by Hyncik. 2<sup>nd</sup> by Fedun. Motion passed without objection.*

**RESOLUTION 2016-52 – Approval of Purchases and Reimbursements**

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

- 1. Reimbursement to the MTVFC Chief's account for bottled water in the amount of \$74.85, chargeable to the 2016 General Operating appropriation and to be added to the list of bills being paid at this meeting.*
- 2. Purchase one (1) Fargo Personal color card printer for the ID cards, etc., pursuant to lowest quote from Card Printer Pros at a cost of \$695.00, chargeable to the 2016 Supplies appropriation.*
- 3. Purchase five (5) Morning Pride helmets, pursuant to NJ State Purchasing Contract #A80948 from Witmer Public Safety Group (The Fire Store) at a cost of \$1,343.40, chargeable to the 2016 Turn-out Gear appropriation.*
- 4. Purchase two (2) Philips HeartStart AED's pursuant to lowest quote from the AED Superstore at a cost of \$1,403.00 each, with free shipping, the total purchase not to exceed \$2,806.00 and be chargeable to the 2016 EMS appropriation. The devices will be carried by the fire department and available for use by MEMS at emergency scenes when needed.*
- 5. Purchase one (1) Storm Case for first aid supplies for the command vehicle, pursuant lowest quote from Witmer Public Safety Group at a cost of \$78.00, chargeable to the 2016 EMS appropriation. The supplies will be carried by the fire department and available for use by MEMS at emergency scenes when needed.*
- 6. Purchase six (6) 10-foot and six (6) 3-foot sign posts for water markers pursuant to lowest quote from Garden State Highway Products at a cost of \$235.80, chargeable to the 2016 Supplies appropriation.*
- 7. Purchase five (5) Motorola Minitor VI pagers and warranty, pursuant to NJ State Purchasing Contract 83909 from Wireless Communications, Inc. at a cost of \$648.00 each, the total purchase not to exceed \$2,505.00, chargeable to the 2016 Supplies appropriation.*
- 8. Purchase up to twenty (20) replacement batteries for Motorola portable radios, pursuant to NJ State Purchasing Contract 83909 from Wireless Communications, Inc. at a cost of \$137.00 each, the total purchase not to exceed \$1,644.00, chargeable to the 2016 Supplies appropriation.*
- 9. Purchase one (1) TFT piercing nozzle system pursuant to quote from The Fire Store (all quotes being equal) at a cost of \$715.00, chargeable to the 2016 Supplies appropriation.*
- 10. Purchase one (1) Rhyno windshield cutter kit pursuant to lowest quote from Fire Safety USA, at a cost of \$750.00, unless a lower quoting vendor can be located, plus \$25.00 shipping, chargeable to the 2016 Supplies.*

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

**ENGINEER'S REPORT - none**

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:29 pm. The next regularly scheduled Board meeting is to take place on Tuesday, January 10, 2017, at 7:30 pm, at which the public hearing on the 2017 approved budget will be held.

*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. 2016 - 50**

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, 2017 through December 31, 2017, or until the designation of his/her replacement,

shall be Commissioner 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 December 13, 2017.

<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			

# 2017 FIRE DISTRICT BUDGET RESOLUTION

## Montgomery Township #1

**FISCAL YEAR: January 1, 2017 to December 31, 2017**

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 13, 2016; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 871,830.00, which includes an amount to be raised by taxation of \$ 820,050.00, and Total Appropriations of \$ 871,830.00; and


WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 13, 2016 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 10, 2017.

  
 \_\_\_\_\_  
 (Secretary's Signature)

12-13-16  
 \_\_\_\_\_  
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
W. Spohn	X			
T. Karsay	X			
E. Fedun	X			
W. Hyncik	X			
J. Kessler	X			

**BOARD OF FIRE COMMISSIONERS  
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1**

The budget approved for the year 2017 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Montgomery Township, Somerset County, New Jersey, at its meeting held December 13, 2016, is as follows:

Anticipated Revenues		
General Fund Balance Utilized	\$ 50,000.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>820,050.00</u>	
TOTAL REVENUES		\$ 871,830.00
=====		
Operating Appropriations		
Administration:		
Election	\$ 750.00	
Office Expense	15,500.00	
Professional Service	24,500.00	
Advertising	1,000.00	
Commissioners' Equipment	<u>300.00</u>	
Total Administration		42,050.00
Cost of Operations:		
Apparatus Housing	\$ 138,000.00	
Insurance	55,000.00	
Supplies/ New Equip. Expense	40,000.00	
Training/Education	32,000.00	
Maintenance and Repairs	55,000.00	
Utilities	35,000.00	
General Operating	75,000.00	
Montgomery EMS	3,000.00	
SFS Grant Equipment	1,780.00	
Turn-out Gear	20,000.00	
SCBA (Breathing Apparatus)	10,000.00	
Contingency	<u>15,000.00</u>	
Total Cost of Operations		479,780.00
LOSAP		50,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay	<u>300,000.00</u>	
Total Capital Appropriations		<u>300,000.00</u>
TOTAL APPROPRIATIONS		\$ 871,830.00
=====		

Proposed Tax Rate per \$100.00 = \$0.044  
Based on 2016 assessed valuation of \$1,873,197,533.00