

**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 8, 2016

Commissioner Spohn 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 7:34 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 and W. Hyncik. Absent: Commissioner-elect Kessler. Also present: Chief J. Huxley, L. Franchino, Attorney Griswold and Engineer M. Fedun.

Election & Budget Referendum Results- Commissioners Spohn and Kessler were re-elected to 3-year terms on the board and the budget passed by a vote of 56 to 4. The results were certified to the State and the Township.

Elections and Appointments-

A. Nominations: *A Motion was made and seconded to nominate the same members to fill the offices they held during 2015.*

Motion by Karsay. 2nd by Spohn, Fedun, Hyncik. Motion passed without objection.

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 2016-20 – APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER
(NJAC 17:27-3.2) Resolution attached.

Approval of February 9, 2016 Minutes – The Board reviewed the minutes of the February 9, 2016 regular meeting.

A motion was made to accept the Minutes of the February 9, 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.

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

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

RESOLUTION 2016-21 – Payment of Bills and Transfer of Funds

The Chief Financial Officer having certified there are sufficient funds encumbered from the 2015 budget and unencumbered funds in the 2016 budget to pay the bills as presented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$25,447.10 (\$2,502.29 from 2015 encumbered funds and \$22,944.81 from the 2016 budget).

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

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

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – Meeting scheduled for the end of March.

Fire Prevention – Progress is being made on the acquisition of the ESP software to make data collected and stored by the fire official and inspector accessible to the fire services in real-time. It will also allow the fire services to provide feedback to these officials as to situations they discover on scene, such as Knox box functionality, floor plan changes and noted hazards. Dialogue between the township committee, DPW and emergency services toward memorializing a plan for plowing during snow events is underway.

COMMITTEE REPORTS

Aerial Truck – Committee has been formed; Commissioners Karsay and Kessler are members. Prior to undertaking research into the specifics of replacing the aerial, the committee will review the long-term apparatus needs of the fire district and create an updated replacement schedule for Board review and discussion.

OLD BUSINESS

Firehouse Driveway – Fire Company representatives and professionals had an informational meeting with township engineers, planners, etc. to discuss preliminary designs for the driveway.

Insurance – Commissioner Spohn will meet with the fire district’s insurance broker soon and will report back on current coverage for members.

Thermal Imaging Camera – Insurance will cover the replacement value (less \$100 deductible) of the TIC damaged at the Blawenburg Café fire. The insurer issued a check but there is a minor discrepancy in the amount. Commissioner Spohn will review the paperwork with the claims adjuster.

Audit – Materials have been submitted to the auditor.

NEW BUSINESS

Thermal Imaging Camera Replacement –

A motion was made to purchase a thermal imaging camera to replace that damaged at a fire scene.

Motion made by Spohn. 2nd by Karsay. Motion passed without objection.

RESOLUTION 2016-22 – Purchase Thermal Imaging Camera

The Chief Financial Officer having certified there are sufficient funds in the 2016 budget, and in anticipation of the receipt of insurance reimbursement for the cost, authorization to purchase an MSA 6000 w/ laser pointer thermal imaging camera, pursuant to NJ Purchasing Contract #A81357, from Witmer Fire Safety Group, Inc., at a cost of \$7,699.00, chargeable to the 2016 Supplies appropriation. Accessories, shipping and installation may be an additional

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

CHIEF'S REPORT

The fire company responded to 19 calls during February, 2016. Calls included 1 structure fire, 1 equipment fire, 1 motor vehicle accident involving extrication, and 4 CO situations.

Drills/Work Sessions – Blood-borne Pathogen, Right to Know and HazMat class; personal protective equipment/SCBA refresher; truck & equipment checks, extrication drill.

Special Services 45 – Out of service for body work and painting. Lighting installation will follow.

CO detectors – calibration completed.

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

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

RESOLUTION 2015-23 – 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. Reimbursement to the MTVFC1 Chief's account pursuant to receipts submitted for office supplies (\$115.54 – '16 Office appropriation); training supplies (\$57.72 – '16 Training appropriation); food for day-long training class and during Hillsborough fire (\$327.09 – '16 General Operating appropriation); CO detectors (\$209.72 – '16 General Operating appropriation); and apparatus tags (\$51.94 – '16 General Operating appropriation). Payment shall be included in the bills being paid at this meeting.

2. Reimbursement to Tom Schweitzer pursuant to receipts submitted for expenses and losses incurred in the course of volunteer duty (\$106.98 – '16 General Operating appropriation). Payment shall be included in the bills being paid at this meeting.

3. *Purchase of name plates to match existing from Agin Signs and Designs at a cost of \$41.00, chargeable to the 2016 General Operating appropriation.*
4. *Purchase of 9 volt and AAA batteries from Grainger at a cost of \$61.14, chargeable to the 2016 General Operating appropriation.*
5. *Purchase of forty (40) pair Shelby 2500 extrication gloves, pursuant to lowest quote from Witmer Public Safety Group (The Fire Store), at a cost of \$1880.00, including shipping, chargeable to the 2016 General Operating appropriation.*
6. *Purchase of thirty-four (34) pair Dragon Fire Alpha firefighting gloves (NFPA) and ten (10) Majestic PAC II nomex hoods, pursuant to lowest quote from All Hand Fire Equipment at a cost of \$2,229.98, including shipping, chargeable to the 2016 General Operating appropriation.*
7. *Purchase six (6) Golfer traffic vests pursuant to lowest quote from Emergency Equipment Sales at a cost of \$250.33, including shipping, chargeable to the 2016 General Operating appropriation.*
Resolution Ayes: Spohn, Karsay, Hyncik, Fedun. Nays: None. Absent: Kessler.

ENGINEER'S REPORT

Inspections and periodic maintenance are being scheduled.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:40 pm. The next regularly scheduled Board meeting is to take place on Tuesday, April 12, 2016, at 7:30 pm.

Motion made by Hyncik.

2nd by Fedun.

Motion passed without objection

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1

Resolution No. 2016 - 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, 2016 through December 31, 2016, 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 8, 2016.

<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	