

**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 October 11, 2016

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, W. Hyncik and J. Kessler. Also present: Chief J. Huxley, Engineer M. Fedun, L. Franchino, and Attorney Griswold.

Approval of Minutes – The Board reviewed the minutes of the September 13, 2016 regular meeting.

A motion was made to accept the Minutes of the September 13, 2016, board meeting.

Motion made by Hyncik. 2nd by Karsay. 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. One invoice was added to the list of bills being paid: \$825.00 to Blacher Canvas for the previously authorized downpayment on a canvas top for the water rescue vehicle (SS-45), chargeable to the 2014 capital encumbered funds.

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

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

RESOLUTION 2016-38 – Payment of Bills

The Chief Financial Officer having certified there are sufficient funds in the 2016 budget and encumbered funds from the 2014 and 2015 budgets 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 in the total amount of \$41,890.20 (\$31,771.74 – '16 budget; \$9,293.46 encumbered '15 capital budget – Command Vehicle; \$825.00 encumbered '14 capital budget – Water Rescue Vehicle).

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

PUBLIC COMMENT- None.

COMMITTEE REPORTS

MEETING UPDATES

Emergency Services – No meeting. Captain Palmer, the township’s OEM Director has retired. Tom Wayne will fill the role as Acting Director.

Fire Prevention – No meeting. The Fire Prevention Month programs have begun in the schools.

OLD BUSINESS

Driveway Construction – All proposals received in response to the RFP were over the fire company’s budget. The plans are undergoing further review and the search for a contractor continues. Tree removal and site clearing has begun on the Belle Mead Plaza construction site.

NEW BUSINESS

Fire Prevention Materials - The Fire Prevention Month programs have begun in the schools. The two township fire districts traditionally provide educational materials and handouts for the programs.

A Motion was made to purchase educational materials for school presentations and the Fire Prevention open house.

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

RESOLUTION 2016-39 – Purchase of Fire Prevention Educational Materials

Authorization to purchase educational materials for Fire Prevention school presentations and the open house at a cost not to exceed \$1,300.00, chargeable to the 2016 Training and Education appropriation.

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

Girl Scout Gold Award Project – Heidi Schweitzer has proposed a project (approved by the Girl Scout Council) to place reflective straps on all hydrants in the district (about 420). She will also report any obvious states of disrepair that she notes with either the hydrants or marker poles. She appeared before the board to ask its permission to undertake this project and to request funding for needed materials. Rich Kennedy has agreed to be her contact/sponsor within the fire company. As part of her project, not fire company sponsored, she also intends to pursue creating an “Adopt a Fire Hydrant” program wherein residents will agree to keep a specific hydrant(s) clear of grass, brush, snow, etc.

A Motion was made to support Heidi Schweitzer’s Girl Scout Gold Award project and to provide funding for the materials she has requested to accomplish it.

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

RESOLUTION 2016-40 –Approving Expenditures for Girl Scout Gold Award project.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, authorization to purchase 500 reflective straps from HiViz, Inc., pursuant to lowest quote and to match existing straps used in Fire District #2 to identify fire hydrant locations, at a cost of \$2395.00, with shipping etc. to entire purchase id not to exceed \$2,500.00, chargeable to the 2016 Supplemental Fire Services Grant (\$1779.50) and the balance to the 2016 General Operating appropriation. The materials will be provided to Heidi Schweitzer in the performance of her Girl Scout Gold Award project. The Board notes its appreciation of the Scout's efforts and recognizes the value of her project to the fire district, the fire department and the community.

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

2015 Fire District Audit - RESOLUTION 2016-41 –Review of 2015 Audit Report – attached.

CHIEF'S REPORT

The fire company responded to 29 calls during September, 2016, including 1 building fire, 1 cooking fire, 1 open burn, 2 mulch fires, 4 CO calls, and 1 each motor vehicle accident and liquid spill. The issue with Dispatch and the box alarms resulted again in a number of canceled enroute calls. Officials believe the glitch has now been resolved.

Drills/Work Sessions – Training will be held at the County Training Academy later this month. Truck & equipment checks.

Events – Rescue 45 was displayed at the Wildwood convention. Firefighters took part in the annual Tower to Tunnels Run.

Command Vehicle - Painting is completed and the lettering should be done in a week or so. The lighting equipment has been delivered; installation will follow at the vendor's. The chief will secure insurance information from the vendor/installer.

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

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

RESOLUTION 2016-42 – 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. Purchase forty (40) safety glasses pursuant to lowest quote from Grainger at a cost of \$81.60, chargeable to the 2016 General Operating appropriation.*
- 2. Repair lighting on Car 45-2 pursuant to NJ State Purchasing Contract A81331 by Emergency Services Systems and Lighting at a cost of \$4,217.07, chargeable to the chargeable to the 2016 Maintenance & Repairs appropriation.*
- 3. Reimbursement to the MTVFC#1 Chief's account in the amount of \$37.44 for new floor mats for Car 45-2, from AutoZone, chargeable to the 2016 General Operating appropriation..*
- 4. Cleaning and detailing of Car 45-2 pursuant to lowest quote from Belle Mead Garage at a cost of \$169.96, chargeable to the 2016 General Operating appropriation.*
- 5. Purchase Globe turnout gear - three (3) jackets (\$1,637.48 ea); three (3) pants (\$1,581.79 ea); and five (5) pair boots (\$350.00 ea) – pursuant to NJ State Purchasing Contract #A80945 from NJ Fire Equipment Co., chargeable to the 2016 Turn-out Gear appropriation.*

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

ENGINEER’S REPORT:

- The tanker’s new tires will be put on tomorrow.
- The muffler on the tower cracked; a new one has been ordered.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:50 pm. The next regularly scheduled Board meeting is to take place on Tuesday, November 8, 2016, at 7:30 pm.

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

*Board of Fire Commissioners
Montgomery Township Fire District No. 1
P.O. Box 130
Belle Mead, NJ 08502*

RESOLUTION 2016- 41

REVIEW OF 2015 FIRE DISTRICT AUDIT REPORT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2015, has been filed by a Certified Public Accountant with the State of New Jersey, Division of Local Government Services pursuant to N.J.S.A.40A:5A-15, with the Treasurer of the Board of Fire Commissioners of Montgomery Township Fire District No. 1, with the Municipal Clerk of the Township of Montgomery, and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have personally reviewed the Annual Report of Audit, and have specifically reviewed the sections of the audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

WHEREAS, failure to comply with the regulation of the local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government

Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the governing body of Montgomery Township Fire District No. 1 certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

IT IS FURTHER RESOLVED, that the Secretary of the Board of Fire Commissioners of Montgomery Township Fire District No. 1 is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit,, accompanied by a certified true copy of this Resolution.

<u>Roll Call Vote:</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Spohn	X			
Commissioner Karsay	X			
Commissioner Fedun	X			
Commissioner Hyncik	X			
Commissioner Kessler	X			

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION DULY ADOPTED AT A MEETING OF THE BOARD HELD ON OCTOBER 11, 2016.

October 11, 2016 _____
Dated

_____ s/ Eve M. Fedun
Secretary of the Board