

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 12, 2017

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:35 p.m. by Chairman Spohn, following proof of publication in accordance with the Open Public Meetings Act. The Annual Meeting Notice was 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 on the fire district website.

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

Approval of Minutes -- The Board reviewed the minutes of the November 14, 2017 regular meeting. *A motion was made to approve the minutes of the November 14, 2017 board meeting as presented.*
Motion made by Hyncik. 2nd by Kessler. 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. Six invoices were added to the list of bills to be paid at this meeting: SCESTA for a live burn class (\$600.00), chargeable to the 2017 Training appropriation; Wireless Communication for a Minitor charger and repairs (\$420.00), Karsay Coffee to reimburse shipping for turnout gear cleaning (\$27.49), both chargeable to the 2017 General Operating appropriation; Verizon (\$97.21), PSE&G (\$4.39), both chargeable to the 2017 Utilities appropriation; Fire & Safety Services, Inc. for repairs to 45-103 (\$577.89), chargeable to the 2017 Repairs & Maintenance appropriation.

A Motion was made to accept the Treasurer's Report and to approve payment of the bills as presented and supplemented in the amount of \$28,636.96, as well as to approve encumbrances for end-of-year expenses.

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

RESOLUTION 2017-43 – Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2017 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 \$28,636.96.

Resolution Ayes: Spohn, Fedun, Hyncik, Karsay, Kessler. Nays: None. Absent: None.
Commissioner Fedun abstained from voting on approval of payments to Harlingen Garage.
Commissioner Karsay abstained from voting on approval of payment to Karsay Coffee, Inc.

TRANSFER OF FUNDS BETWEEN LINE ITEMS IN THE 2015 BUDGET

Insurance expenses in the 2017 budget will exceed the budget appropriations for this item, and there are excess funds available in other appropriations to cover this insufficiency.

A Motion was made to transfer funds between line items in the 2017 budget to cover the shortage in certain budget appropriations for expenses incurred during 2017.

Motion by Spohn.

2nd by Hyncik.

Motion passed without objection.

RESOLUTION 2017-44 – Transfer of Funds Between Line Items in 2017 Budget (Attached).

PUBLIC COMMENT- None.

FITNESS COMMITTEE PRESENTATION – Andrew Savadelis and Jeff Kolodziej appeared on behalf of the fire company’s fitness committee to request the board consider the purchase of 2 pieces of exercise equipment for the fitness room to supplement and replace aged and worn existing equipment – a “Concept 2” rower and a new elliptical machine. The board has a longstanding policy of encouraging firefighter fitness and supports this purchase, with certain stipulations as to the equipment’s use.

A Motion was made to authorize the purchase of equipment for the fitness room in the firehouse.

Motion made by Kessler.

2nd by Hyncik.

Motion passed without objection

RESOLUTION 2017-45 – Purchase of Exercise Equipment

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, authorization to purchase one (1) “Concept 2” rower pursuant to lowest and identical quotes from Amazon, Rogue or Concept 2 at a cost of \$2,300.00, including delivery and one (1) Sole E98 elliptical machine pursuant to lowest quote direct from the manufacturer at a cost of \$950.00, including delivery, plus up to \$250.00 for installation of the equipment, if needed – the total expense not to exceed \$3,500.00. The expense is chargeable to the 2017 Supplemental Fire Services Grant (\$1,780.00) and the balance to the 2017 Training (fitness) appropriation (\$1,720.00). As a prerequisite to the purchase the fire company must obtain and retain a properly executed Waiver, Release of Liability and Indemnity from each person allowed to use the fitness room and/or exercise equipment and must establish, distribute and enforce rules and policies regarding the use of the fitness room and the exercise equipment, including access to the room and training in use of the equipment.

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

MEETING UPDATES

Emergency Services – No report.

Fire Prevention – No report.

OLD BUSINESS

Fire Company Agreement/Lease –

A Motion was made to renew the lease with the fire company as presented.

Motion made by Spohn.

2nd by Fedun.

Motion passed without objection.

RESOLUTION 2017-46 – Authorizing Lease with MTVFC#1

Authorization to enter into a lease for use of portions of the building and surrounding grounds of the firehouse owned by Montgomery Township Volunteer Fire Company #1 for the housing and storage of vehicles, apparatus, communications and firefighting equipment and for the general conduct of fire district operations, for a one-year term beginning January 1, 2018 and with optional renewals to extend the period through December 31, 2023, and authorization for the Chairman and Secretary of the Board of Fire Commissioners to execute the lease on behalf of the Board.

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

The fire company owns property adjacent to the existing firehouse that the chief has requested permission to use, if necessary or desirable, for parking, miscellaneous storage and/or training.

LOSAP – To date, \$19,424.28 has been returned to the fire district from Valic, representing monies in the dormant LOSAP accounts of separated, unvested and inactive members of the fire company.

2018 Fire District Election – The election and budget referendum will be held on February 17, 2018. Candidates interested in running for the two open 3-year seats on the board may obtain a Candidate's Petition package from the Clerk of the Board, Eve Fedun, or by calling (908) 874-3677 during normal business hours. The closing date and time for the receipt of completed petitions by the Clerk is 5 pm on January 12, 2018.

NEW BUSINESS

CHIEF'S REPORT

The fire company responded to 14 calls during November, 2017. Calls included 3 vehicle accidents, 1 extrication, 1 each dumpster and chimney fire and 2 CO incidents. Between December 1, 2016 and November 30, 2017 the fire company responded to 200 calls.

Drills/Work Sessions – Fire Academy, truck & equipment checks.

Activities – The fire company participated in the Veterans' Day parade.

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

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

RESOLUTION 2017-47 – Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds available in the 2017 budget, a Resolution passed authorizing the following expenditures:

- 1. Reimbursement to the MTVFC#1 chief's account pursuant to receipts submitted for one (1) color printer ribbon for ID cards, \$48.33, chargeable to the 2017 General Operating appropriation.*
- 2. Purchase two (2) firefighter helmet shields for new members pursuant to NJ State Purchasing Contract #A80953 from NJ Fire Equipment at a cost of \$86.40, chargeable to the 2017 General Operating appropriation.*
- 3. Purchase one (1) hydrant bucket (\$52.00+\$10 shipping), 300' Sterling tubular webbing (\$75.00), twelve (12) nomex hoods (\$360.00), and thirteen (13) pair Shelby extrication gloves (\$611.00) all pursuant to lowest quote from Witmer Public Safety at a total cost of \$1,108.00, plus shipping, chargeable to the 2017 General Operating appropriation.*
- 4. Purchase sixteen (16) pair Alpha X structural gloves pursuant to lowest quote from Firefighter 1 at a cost of \$1,102.40 plus \$15.00 shipping, chargeable to the 2017 General Operating appropriation.*
- 5. Purchase one (1) Sterndrive installation cart for the boat motor from Sternmaster at a cost of \$800.00, chargeable to the 2017 Supplies appropriation.*

6. Purchase one (1) Gas-Explorer natural gas detector at a cost of \$1,445.00 and two (2) manual methane & CO calibration apparatus at a cost of \$320.00, from Bascom Turner Instruments, the entire purchase not to exceed \$1,815.00 including shipping, chargeable to the 2017 Supplies appropriation.
7. Purchase five (5) Minitor VI pagers and fifteen (15) Minitor V batteries pursuant to NJ State Purchasing Contract #83909 from Motorola Solutions at a cost of \$2,698.50, chargeable to the 2017 Supplies appropriation.
8. Purchase two (2) All-Band portable radios with attendant equipment, programming, installation and extended warranty pursuant to NJ State Purchasing Contract #83909 from Motorola Solutions at a total cost of \$17,076.39, chargeable ½ to the '14 Rescue apparatus encumbrance and ½ to the 2017 Supplies appropriation (\$8,538.15 each).
9. Encumber funds for the chiefs to attend the Firehouse World Conference in March, 2018, a management focused training conference, including registrations, airfare, hotel, and miscellaneous expenses, to be reimbursed upon the submission of receipts and not to exceed \$5,000.00, chargeable to the 2017 Training appropriation.
10. Increase encumbrance for water rescue gear for SS45 approved in October from \$2,500 to \$2,868.80, as Witmer Public Service is the only vendor able to provide some of the equipment specified and the prices in its updated quotes for those items have risen.
11. Payment of \$6,048.00 to the MTVFC#1 for the board's contribution to the fire company's Response Incentive Program, chargeable to the 2017 General Operating appropriation, to be added to the list of bills being paid and paid at his meeting.

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

ENGINEER'S REPORT –

Aerial Apparatus – Needs valve adjustment to rectify the backfiring condition. Only Allison can perform this repair. The estimated cost of repair is \$3,600.00.

Rescue – Should be back in service this week.

Engine 103 – Rear brakes will be replaced after the rescue is back in service.

A Motion was made to approve vehicle repairs

Motion by Hyncik. 2nd by Kessler. Motion passed without objection (Fedun abstain).

RESOLUTION 2017-48 – Approval of Vehicle Repairs

The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2017 budget, a Resolution passed authorizing the following expenditures:

1. Repair of Tower 45 apparatus by the authorized Detroit Diesel repair vendor at a cost not to exceed \$3,600.00, chargeable to the 2017 Maintenance & Repairs appropriation.

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

2018 BUDGET

After discussion, the proposed fire district budget for 2018 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will be \$0.050 per \$100 assessed valuation.

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

RESOLUTION 2017-49 – Approval of 2018 Fire District Budget. (Attached).

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:13 pm. The next regularly scheduled Board meeting, at which the public hearing on the 2018 fire district budget will be held, is to take place on Tuesday, January 9, 2018, at 7:30 pm.

Motion made by Hyncik.

2nd by Kessler.

Motion passed without objection.

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
P.O. BOX 130
BELLE MEAD, NEW JERSEY 08502**

Resolution # 2017- 44

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2017 BUDGET

WHEREAS, the voters in Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2017 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2017 have exceeded the sum appropriated in the budget for Insurance; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2017 budget available to offset the insufficiencies in this line item; and

WHEREAS, NJSA 40A:14-78.9 authorizes a Fire District, during the last two months of the fiscal year, to transfer amounts from line items with excess appropriations to those with appropriations deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, that

In the 2017 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

\$ 3,000.00 from General Operating to Insurance

As a result of the foregoing transfers, the fire district's 2017 budget appropriations are amended to the following amounts: Insurance \$ 58,000.00 and General Operating Expense \$ 72,000.00.

A written recital of this Resolution shall be prepared and forwarded to appropriate government authorities for approval.

Certified as a true copy of a
Resolution duly adopted by the
Board on December 12, 2017.

s/ Eve M. Fedun
Eve M. Fedun, Clerk

RESOLUTION 2017-49

**2018 FIRE DISTRICT BUDGET RESOLUTION
Montgomery Township #1**

FISCAL YEAR: January 1, 2018 to December 31, 2018

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.1 (the "Fire District") for the fiscal year beginning January 1, 2018 and ending December 31, 2018 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 12, 2017; 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 \$ 987,630.00, which includes an amount to be raised by taxation of \$ 935,850.00, and Total Appropriations of \$ 987,630.00; 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 12, 2017 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 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 9, 2018.

Eve M. Fedun
(Secretary's Signature)

12-12-2017
(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 2018 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Montgomery Township, Somerset County, New Jersey, at its meeting held December 12, 2017, 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>935,850.00</u>	
TOTAL REVENUES		\$ 987,630.00
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Operating Appropriations		
Administration:		
Election	\$ 750.00	
Office Expense	16,000.00	
Professional Service	24,400.00	
Advertising	1,000.00	
Commissioners' Equipment	<u>300.00</u>	
Total Administration		42,450.00
Cost of Operations:		
Apparatus Housing	\$ 146,400.00	
Insurance	70,000.00	
Supplies/ New Equip. Expense	35,000.00	
Training/Education	30,000.00	
Maintenance and Repairs	55,000.00	
Utilities	37,000.00	
General Operating	72,000.00	
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		495,180.00
LOSAP		50,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay	<u>400,000.00</u>	
Total Capital Appropriations		<u>400,000.00</u>
TOTAL APPROPRIATIONS		\$ 987,630.00
		=====

Proposed Tax Rate per \$100.00 = \$0.050
Based on 2017 assessed valuation of \$1,873,793,044.00