

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 10, 2018

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:40 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, posted at the municipal building, the Board's office and on the fire district website, and provided to any person requesting same in advance of the meeting.

Roll Call -- Upon Roll Call the following Commissioners were present: W. Spohn, T. Karsay, J. Kessler, M. Parise, 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 March 13, 2018 regular meeting. *A motion was made to approve the minutes of the March 13, 2018 board meeting as corrected.*
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. Two invoices were added to the list of bills – TASC Fire Apparatus for repairs to the Hurst equipment (\$168.90), chargeable to the 2018 Repairs and Maint. Appropriation, and Verizon (\$97.23), chargeable to the 2018 Utilities appropriation. *A Motion was made to accept the Treasurer's Report as supplemented and to approve payment of the bills as presented and supplemented,*
Motion made by Hyncik. 2nd by Kessler. Motion passed without objection

RESOLUTION 2018-22 – Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2018 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 \$20,515.64.

Resolution Ayes: Spohn, Karsay, Kessler, Hyncik, Parise. Nays: None. Absent: None.
Commissioner Spohn abstained from voting on approval of payments to Sunrise Office Systems.

A Motion was made to clear the following balances from the 2017 Encumbrance list: Advertising \$773.53; 4th quarter fuel \$681.78; water rescue gear \$5.00; Chevrolet Tahoe repairs \$3.00; Tower 45 aerial repair \$1,047.22; Rescue 45 bodywork \$607.73; MEMS equipment \$396.92; fitness equipment \$355.01.

PUBLIC COMMENT- None.

MEETING UPDATES - Emergency Services – No meeting.
Fire Prevention – No meeting.

OLD BUSINESS

LOSAP - Commissioner Karsay reported that 31 volunteers qualified for awards for 2017. The total of contribution, including the cost of living adjustment, is \$52,979.00.00.

A motion was passed to authorize payment of the 2017 LOSAP contribution to the LOSAP provider.

Motion by Hyncik.

2nd by Parise.

Motion passed without objection.

RESOLUTION 2018-23 – Approval of Payment to LOSAP Provider.

The annual certified list of the volunteer members of Montgomery Township Volunteer Fire Company No. 1, identifying those active volunteers who have qualified for an award under the LOSAP for 2017, having been furnished to the Board as sponsoring agency of the LOSAP, and pursuant to NJSA 40A:14-192 the Board having reviewed and approved the list, and the certified list having been posted for member review for at least thirty (30) days, and the Chief Financial Officer having certified there are together sufficient funds encumbered from 2017 as well as in the general surplus to make the payment; it is Resolved that payment to AIG Valic (Valic Financial Advisors, Inc.) is authorized in the total amount of \$52,979.00 for the 2017 MTVFC#1 LOSAP contribution, to be paid as follows: payment of \$49,561.00 for the 29 volunteers with existing LOSAP accounts shall be added to the list of bills and paid at this meeting and payment of \$1709.00 each for the 2 volunteers who have yet to enroll in the program shall be made as soon as their accounts are established with Valic.

Resolution Ayes: Spohn, Hyncik, Karsay, Kessler, Parise.

Nays: None. Absent: None.

Abstention: Karsay abstained as to approving payment to his & Stephen Karsay's LOSAP accounts.

Kessler abstained as to approving payment to his & Megan Kessler's LOSAP accounts.

Spohn abstained as to approving payment to his LOSAP account.

Insurance – The fire district received a Certificate of Appreciation for Commitment to Safety and Risk Control Practices from VFIS. The insurer has requested an updated member roster. Commissioner Spohn reported that not all fire company members are eligible for workers' compensation coverage, however all members except juniors and those on leaves of absence have some protection under the Accident and Sickness policy.

Boat - The Rotary Club of Montgomery/Rocky Hill Foundation generously has agreed to donate \$16,000.00 to be directed toward the cost of replacing the district's 20 year-old marine inflatable rescue boat and transport trailer. The boat has proven to be instrumental in the provision of emergency services during storms and flooding in the area. Fire company and district officials expressed their gratitude to the Rotarians for this support of the emergency services.

Emergency Repairs and Service for Apparatus and Equipment

A Motion was made to approve a policy for obtaining emergency service or repairs.

Motion by Hyncik.

2nd by Spohn.

Motion passed without objection.

RESOLUTION 2018-24 – Authorizing Emergency Service and Repairs

The Chief or his designee is authorized to obtain emergency and/or unanticipated service or repairs necessary to protect the apparatus and equipment and to keep same in service and operating safely without prior approval of the board if the cost of service or repair (per incident) is not expected to exceed \$2,500.00 and on the condition that the Chairman (or if unavailable at least one commissioner) be notified of the service or repair at the chief or his designee's earliest possible opportunity. Emergency or unanticipated service and repair expected to exceed \$2,500.00 will require prior approval of at least three members of the board.

Resolution Ayes: Spohn, Karsay, Kessler, Hyncik, Parise,

Nays: None. Absent: None.

Critical Materials and Supplies

A Motion was made to approve a policy for obtaining critical materials and supplies.

Motion by Hyncik.

2nd by Spohn.

Motion passed without objection.

RESOLUTION 2018-25 –Authorizing Purchase of Critical Materials and Supplies

The Chief or his designee is authorized to purchase materials and supplies critical to maintaining emergency service operations without prior approval of the board if the cost of the materials and supplies does not exceed \$1,000.00 and on the condition that at least one commissioner is notified of the need and the proposed purchase prior thereto, or if prior notification is impossible as soon as practicable after the purchase. Purchases of essential materials in excess of \$1,000.00 will require prior approval of at least three members of the board.

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

NEW BUSINESS

Financial Disclosure Forms – The annual filing deadline is April 30th.

CHIEF’S REPORT

The fire company responded to 37 calls during March, 2018. Calls included 1 building fire, 1 cooking fire, 2 outside equipment fires, 1 extrication and a number of calls associated with storms (gas leaks, power lines down, arcing, water, etc.)

Activities – 3 chiefs attended the Fire World Conference; Girl Scout tour of the firehouse; one member graduated Firefighter 1.

Drills/Work Sessions – Extrication drill; Blood borne pathogen and Hazcom refresher; truck & equipment checks.

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

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

RESOLUTION 2018-26 – Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient encumbered funds available from the 2017 budget, and encumbered or unencumbered funds in the 2018 budget, a Resolution passed authorizing the following expenditures:

1. Reimbursement to the MTVFC#1 Chief’s account for expenses associated with the Fire World Conference, pursuant to receipts submitted in the amount of \$2,901.97, chargeable to the encumbered 2017 Training appropriation and to be added to the list of bills being paid at this meeting.

2. Purchase two (2) ea. helmet shields pursuant to NJ State Purchasing Contract A80961 from NJ Fire Equipment Co., at a cost of \$86.40, and one (1) turnout gear hanging name patch at a cost of \$48.83, both chargeable to the 2018 General Operating appropriation.

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

ENGINEER’S REPORT –

Regular Preventive Maintenance on Apparatus – Tower 45 had a crack in the front tires; have ordered new ones. Other apparatus PM’s will follow.

Periodic Testing – will be scheduled for May. The quote from Mistras Asset Protection Solutions for the non-destructive ladder test is \$800.00.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:35 pm. The next regularly scheduled Board meeting will be held on Tuesday, May 8, 2018, at 7:30 pm.

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