

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 11, 2018

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, posted at the Montgomery Township municipal building, the Board's office and on the fire district website, and provided to any person requesting same prior to the meeting.

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

Approval of Minutes – The Board reviewed the minutes of the November 13, 2018 regular meeting. *A motion was made to approve the minutes of the November 13, 2018 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. Five invoices were added to the list of bills to be paid: Verizon (\$94.08) and Republic Services (\$1,431.98), both chargeable to the 2018 Utilities appropriation; AMTrust Insurance (\$2,624.00) for the workers' comp audit premium, chargeable to the 2018 Insurance appropriation; Penguin Management (\$973.00) for the e-dispatch program and Firefighter One (\$157.00) for a Streamlight, both chargeable to the 2018 General Operating appropriation;

Motion to accept the Treasurer's Report and to approve payment of the bills as presented and supplemented.

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

RESOLUTION 2018-49 – 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 \$60,592.36.

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

Motion to cancel and release the balances remaining encumbered for the following: General Operating (Motorola \$31.20); and Supplies (Motorola \$28.25 and Firefighter One \$390.99).

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

Motion to encumber funds to provide for year-end expenses.

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

RESOLUTION 2018-50 – Designating Encumbrances

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget to provide for the payment of year-end expenses, approval to include the following encumbrances on an updated Encumbrance List (Table 4): Advertising \$648.78; Office \$150.00; Professional fees \$2,000.00; Training \$3,500.00; Utilities \$2,000.00; Maintenance and Repairs \$8,000.00; Gen.Operating (fuel) \$3,000.00; MEMS \$2,260.56.

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

TRANSFER OF FUNDS BETWEEN LINE ITEMS IN THE 2018 BUDGET

Insurance expenses in the 2018 budget have exceeded the appropriation 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 2018 budget to cover the shortage in the Insurance appropriation for expenses incurred during 2018.

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

RESOLUTION 2018-51 – Transfer of Funds Between Line Items in 2018 Budget (Attached).

AMENDMENT OF 2018 BUDGET TO INSERT ITEM OF REVENUE AND APPROPRIATION

The donation from the Rotary Club for the purchase of the rescue boat, motor and attendant equipment and supplies is a special item of revenue, the amount of which was not determined at the time the 2018 budget was adopted, and should be approved by the state (DLGS) for insertion in the budget.

A Motion was made to seek approval from the state (DLGS) to include in the 2018 budget the \$17,000.00 Rotary Club of Rocky Montgomery-Rocky Hill Foundation, Inc. donation and corresponding appropriation for the purchase of the boat and equipment.

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

RESOLUTION 2018-52 – Insertion of Item of Revenue and Appropriation in the 2018 Fire District Budget (Attached).

2019 BUDGET

After discussion, the proposed fire district budget for 2019 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will be \$0.050 per \$100 assessed valuation, the same as in 2018. The public hearing on the approved 2019 fire district budget will be held at 8 pm at the next board meeting (January 8, 2019) after which the budget will be presented for adoption.

Motion to approve the 2019 proposed fire district budget and to submit to the state for certification.

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

RESOLUTION 2018-53 – Approval of 2019 Fire District Budget. (Attached).

ANNUAL MEETING NOTICE

Motion to adopt the fire district meeting schedule for 2019 and to publish as required.

Motion by Kessler. 2nd by Parise. Motion passed without objection

RESOLUTION 2018-54 – Annual Notice of Fire District Meeting Schedule for 2019. (Attached).

PUBLIC COMMENT- None.

MEETING UPDATES –

Emergency Services –

1. Background Checks – The local police will no longer provide this service to the fire companies or fire districts.

2. Rescue Task Force - A county-wide Rescue Task Force, primarily to respond to mass emergency situations (shootings, civil unrest, etc.) is in the planning stages. Many Montgomery Township emergency services, including Stations 45, 46 and the Montgomery Twp. Police Department, intend to opt in to participate in the task force. Members of the unit will assist law enforcement and will be trained and equipped to enter hostile environments to extricate and treat injured people. A training event will take place on February 28, 2019.

Fire Prevention – No meeting.

COMMITTEES - No report.

OLD BUSINESS

CHIEF'S REPORT

The fire company responded to 17 calls during November, 2018. Calls included a building fire, motor vehicle incident, electrical issue, water problem and smoke condition.

Activities – Members participated in the November 11th Veteran's Day Parade and in the Lebanon Borough Parade for Declan (cancer benefit).

Drills/Work Sessions – Phase 5 live burn (flashover) training and extrication drills at SCESTA; truck & equipment checks.

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

Motion by Hyncik.

2nd by Parise.

Motion passed without objection.

RESOLUTION 2018-55 Approval of Purchases and Reimbursements

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

- 1. Five (5) ea. Morning Pride Ben 2 helmets pursuant to lowest quote from Witmer Public Safety at a cost of \$1535.00, plus shipping of \$25.00 - the total cost not to exceed \$1,560.00, chargeable to the 2018 Turn-out Gear appropriation.*
- 2. Twelve (12) ea. Majestic PAC 11 3-ply Carbon Knight Hoods pursuant to lowest quote from MES at a cost of \$420.00, chargeable to the 2018 General Operating appropriation.*
- 3. Fourteen (14) pr. Dragon Fire Alpha Structural Firefighter Gloves pursuant to lowest quote from Firefighter One at a cost of \$942.50, including shipping, chargeable to the 2018 General Operating appropriation.*
- 4. Six (6) ea. leather helmet shields, pursuant to NJ State Purchasing Contract # A80953 at a cost of \$264.00, chargeable to the 2018 General Operating appropriation.*
- 5. Six (6) ea. custom PVC locker name plates to match existing from Agin Signs at a cost of \$72.00, chargeable to the 2018 General Operating appropriation.*
- 6. Fire Com wireless headset and portable ComHub for the water rescue vehicle pursuant to lowest quote from Eastern Fire Equipment Services at a cost of \$6,979.00, chargeable to the 2016 water rescue truck encumbrance.*
- 7. Reimbursement to MTVFCI Chief's account for Nashville Fire Expo expenses pursuant to itemized receipts submitted in the amount of \$1,683.90, chargeable to the 2018 Training appropriation, and being paid at this meeting.*
- 8. York Dumbbell set with 3-tiered rack pursuant to lowest quote received from Buckeye Fitness at a cost of \$5,505.25, chargeable to the 2018 Training appropriation.*
- 9. TKO Sports Commercial Multi-angle bench pursuant to lowest quote received from LiveWell Sports at a cost of \$489.20, chargeable to the 2018 Training appropriation.*
- 10. Increase encumbrance for Neutro-Wash cleaner, approved in May, 2018, by \$100.00 to cover shipping, bringing the total encumbrance for this item to \$567.40, chargeable to the 2018 General Operating appropriation.*

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

Nays: None.

Absent: None.

ENGINEER'S REPORT –

- **Engine 45-3** rear step being repaired by Fire & Safety Services.
- **Engine 45-2** Fire & Safety Services will make a service call to address small issues including the rear back-up camera, and will look at the reel on the Rescue which still is not right.

NEW BUSINESS

Gear Washer/Dryer – The danger to firefighters from carcinogenic and toxic particles to which their gear is exposed is receiving increased attention by the fire services and medical profession. It is recommended that gear be cleaned frequently, ideally after each exposure. At this time the fire company's gear is sent out for cleaning and each cycle has a couple week turn around. Cmsr. Kessler has been working with Deputy Chief Schroeck and they recommend purchasing an industrial washer/dryer geared toward cleaning turnout gear. They will research further and report at an upcoming meeting.

2019 Fire District Election – The election and budget referendum will be held on February 16, 2019. There are two 3-year seats on the board, those presently held by Commissioners Spohn and Kessler, up for election. Candidates interested in running for a 3-year term on the board may obtain a Candidate's Petition package from the Clerk of the Board, Mike Parise, or by calling (908) 507-7349. The closing date and time for the receipt of completed petitions by the Clerk is 5 pm on January 18, 2019.

ADJOURNMENT: There being no further business to come before the Board, the meetings were adjourned at 8:50 pm. The next regularly scheduled meeting of the board will be held on Tuesday, January 8, 2019 at 7:30 pm. The public hearing on the 2019 Budget will take place at this meeting at 8:00 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 # 2018 - 51

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2018 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 2018 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2018 have exceeded the sum appropriated in the budget for Insurance; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2018 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 2018 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

\$ 10,000.00 from Maintenance & Repair to Insurance

\$ _____ from _____ to _____

As a result of the foregoing transfers, the fire district's 2018 budget appropriations are amended to the following amounts: Insurance \$ 80,000.00 and Maintenance & Repair \$ 45,000.00.

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 11, 2018.

s/ Michael Parise
Michael Parise, Clerk

**Board of Fire Commissioners
Montgomery Township District No. 1**

Resolution # 2018 – 52

Insertion of Item of Revenue and Appropriation in the 2018 Fire District Budget.

WHEREAS, NJSA 40A:14-78.5 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any Fire District when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the director may also approve the insertion of an item of appropriation for an equal amount.

IT IS HEREBY RESOLVED, that Fire District #1 of Montgomery Township, Somerset County, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the fire district's budget of the year 2018 in the sum of \$17,000.00, which is available from a donation made by the Rotary Club of Montgomery-Rocky Hill Foundation, Inc. of Rocky Hill, New Jersey;

IT IS FURTHER RESOLVED, that the like sum of \$17,000.00 is hereby appropriated under the caption "Rescue Boat and Equipment".

CERTIFICATION

I, Michael J. Parise, Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of Montgomery, County of Somerset, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the Board office which was duly adopted at a public meeting held on the 11th day of December, 2018.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of Montgomery, County of Somerset, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of Montgomery, County of Somerset, State of New Jersey, on this 11th day of December, 2018.

s/ Michael J. Parise

Michael J. Parise, CLERK
Board of Fire Commissioners
Fire District No.1
Township of Montgomery

<u>ROLL CALL VOTE:</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Chairperson Spohn	X			
Commissioner Karsay	X			
Commissioner Kessler	X			
Commissioner Parise	X			
Commissioner Hyncik	X			

s/ Michael J. Parise
, Clerk of the Board

RESOLUTION 2018-53
2019 FIRE DISTRICT BUDGET RESOLUTION
Montgomery Township #1

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.1 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 11, 2018; 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 \$ 2,502,130.00, which includes an amount to be raised by taxation of \$ 949,850.00, and Total Appropriations of \$ 2,502,130.00; and

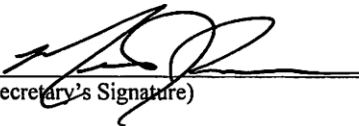
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations 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 11, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 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 8, 2019.



 (Secretary's Signature)

12/11/18

 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
W. Spohn	X			
T. Karsay	X			
M. Parise	X			
W. Hyncik	X			
J. Kessler	X			

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

The budget approved for the year 2019 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Montgomery Township, Somerset County, New Jersey, at its meeting held December 11, 2018, is as follows:

Anticipated Revenues		
Interest	\$ 3,000.00	
General Fund Balance Utilized	50,000.00	
Restricted Fund Balance Utilized	1,497,500.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>949,850.00</u>	
TOTAL REVENUES		<u><u>\$ 2,502,130.00</u></u>
Operating Appropriations		
Administration:		
Election	\$ 750.00	
Office Expense	16,000.00	
Professional Service	27,400.00	
Advertising	1,000.00	
Commissioners' Equipment	<u>300.00</u>	
Total Administration		45,450.00
Cost of Operations:		
Apparatus Housing	\$ 146,400.00	
Insurance	84,000.00	
Supplies/ New Equip. Expense	30,000.00	
Training/Education & Fitness	34,000.00	
Maintenance and Repairs	55,000.00	
Utilities	37,000.00	
General Operating	70,000.00	
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		506,180.00
LOSAP		53,000.00
Capital Appropriations:		
Capital Purchase – aerial apparatus	\$ 1,497,500.00	
Reserve for Future Capital Outlay	<u>400,000.00</u>	
Total Capital Appropriations		<u><u>1,897,500.00</u></u>
TOTAL APPROPRIATIONS		<u><u>\$ 2,502,130.00</u></u>

Proposed Tax Rate per \$100.00 = \$0.050
Based on 2018 assessed valuation of \$1,902,926,293.00

RESOLUTION 2018-54

ANNUAL MEETING NOTICE

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

Pursuant to the provisions of the Open Public Meetings Statute, the Board of Fire Commissioners of Montgomery Township Fire District No. 1 established by resolution at its meeting held on December 11, 2018, the following regular meeting dates for 2019 and January, 2020.

All meetings will commence at 7:30 p.m. and will be held at the Montgomery Township Volunteer Fire Company No. 1 firehouse at 35 Griggstown Road in Belle Mead, New Jersey.

Meetings will be held on:

January 8, 2019

February 12, 2019

March 12, 2019

April 9, 2019

May 14, 2019

June 11, 2019

July 9, 2019

August 13, 2019

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

January 14, 2020

Adopted December 11, 2018

Certified as a true copy of a Resolution duly adopted by the Board on December 11, 2018.

s/ Michael J. Parise, Clerk