

**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 September 11, 2018**

**Call To Order** -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:30 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, Deputy Chief Schroeck, Engineer Fedun, L. Franchino and Attorney Griswold.

**Moment of Silence** – Those present joined hands as sign of unity, strength, and American resolve and observed a moment of silence to remember those who lost their lives, particularly emergency responders, in the September 11, 2001 terrorist attacks.

**Approval of Minutes** – The Board reviewed the minutes of the August 14, 2018 regular meeting.

*A motion was made to approve the minutes of the August 14, 2018 board meeting as presented.*

*Motion made by Hyncik. 2<sup>nd</sup> by Karsay. Motion passed without objection.*

**MEMS Presentation** – Captain Johanna Snedeker presented a request that the district purchase an ice machine for use at MEMS' station to allow them to fill and store bags of ice on site for use at emergency calls. At this time they fill bags off-site and store in a freezer at the station. She presented competitive quotes for a machine suitable for their purposes and thanked the board for its consideration and generous support of MEMS.

*A motion was made to approve the purchase of an ice machine for use by Montgomery Township Emergency Medical Service.*

*Motion made by Spohn. 2<sup>nd</sup> by Hyncik. Motion passed without objection.*

**RESOLUTION 2018-35 – Purchase of Equipment for use by MEMS**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget, authorization to purchase for use by Montgomery Township Emergency Medical Service one (1) Monitowoc under counter ice cube machine (90-100# capacity), pursuant to lowest quote submitted from Ice Machines Plus, or vendor with similar cost, at a cost of \$1,912.00, plus shipping - the total expenditure not to exceed \$2,300.00, chargeable to the 2018 EMS equipment appropriation.*

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

**TREASURER'S REPORT**

Cmsr. Hyncik negotiated a significant reduction in monthly waste management costs with the vendor and was able to secure an increase in the interest rate applicable to the PNC Bank investment account. PNC is interested in meeting with the board to discuss investment vehicles that may be of interest.

*A motion was made to transfer \$300,000.00 from the PNC Bank operating account to the PNC Bank investment account.*

*Motion made by Hyncik. 2<sup>nd</sup> by Karsay. Motion passed without objection*

*A motion was made to approve a contract with Republic Services for waste removal and recycling.  
Motion by Spohn. 2<sup>nd</sup> by Kessler. Motion passed without objection.*

**RESOLUTION 2018-36 – Approving Waste Removal Contract**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the operating budget, approval of Cmsr. Hyncik’s execution of a contract on behalf of the board with Republic Services for waste removal services and recycling fees at a combined cost of \$117.37 per month, chargeable to the Utilities appropriation in the applicable year’s budget and subject to the availability and appropriation annually of sufficient funds to meet the obligations.*

**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: Verizon (\$92.67), chargeable to the 2018 Utilities appropriation; Solitario & Tierney (\$9,000.00) for the 2017 financial audit, chargeable to the 2018 Professional Services appropriation; MTVFC#1 Chief’s account (\$500.00) reimbursement for training costs, chargeable to the 2018 Training appropriation; Wireless Communication (\$560.00) for a portable radio repair and Harlingen Garage (\$12.58) for 45-154 oil & fluids, both chargeable to the 2018 Repair and Maintenance appropriation; and Harlingen Garage (\$41.69) for a step light, chargeable to the 2018 General Operating appropriation.

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

*Motion made by Hyncik. 2<sup>nd</sup> by Kessler. Motion passed without objection*

**RESOLUTION 2018-37 – 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 \$31,274.39.*

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

**PUBLIC COMMENT-** None.

**MEETING UPDATES - Emergency Services** – No meeting.

**Fire Prevention** – No meeting.

**COMMITTEES-**

**Tower 45 replacement** – Commissioner Kessler reported that the specs have been reviewed and tightened up and an accurate cost estimate will be available for the October meeting.

**OLD BUSINESS**

**2017 Audit** – The financial audit has been completed and a copy distributed to board members for review.

*Motion to approve the 2017 audit and authorize execution and submission of Group Affidavit.*

*Motion by Spohn. 2<sup>nd</sup> by Karsay. Motion passed without objection.*

**RESOLUTION 2018-38 – Review of 2017 Fire District Annual Financial Audit.** (Attached)

**Insurance** – Commissioners Spohn and Parise met with the insurance broker. The broker will provide competitive quotes for policy renewals. The 2017 workers’ comp audit has been completed and the roster has been updated. Where applicable, beneficiary designation forms are being distributed to members in connection

with the Accident & Sickness Policy. Vehicle and Property coverage is adequate as is; increasing property deductibles will be discussed.

Boat – Deputy Chief Schroeck presented a summary of the fire company’s review of inflatable boats suitable for swiftwater rescue situations that arise in this and neighboring fire districts. The boat will replace the 20-year old inflatable that has outlived its useful life. Funding for the purchase was generously donated by the Rotary Club of Montgomery/Rocky Hill. Research into options for securing a trailer is still underway.

*Motion to purchase an inflatable boat and motor for water rescue purposes.*

*Motion by Spohn.*

*2<sup>nd</sup> by Hyncik.*

*Motion passed without objection.*

### **RESOLUTION 2018-39 – Purchase of Inflatable Boat and Motor**

*The Chief Financial Officer having certified there are sufficient funds available from a donation received for this purpose, pursuant to lowest quote received from Mid-Atlantic Rescue Systems, Inc., authorization to purchase one R ONE Series 6-person inflatable rescue boat at a cost of \$3,274.00, and one (1) Mercury 30 hp motor and prop guard at a cost of \$5,253.95, with installation, rigging, testing and shipping costs of \$1,000.00; the total cost chargeable to the donation not to exceed \$9,527.95 for this purchase.*

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

*Nays: None.*

*Absent: None.*

## **CHIEF’S REPORT**

The fire company responded to 11 calls during August, 2018.

**Activities** – Members attended Hillsborough’s and Hopewell Borough’s truck dedications and participated in a Montgomery Kid Connection event.

**Drills/Work Sessions** – Pump/hydrant drill; water rescue drill; ladder operations lecture presented by FDNY Lt. Ciampo, with neighboring companies invited to attend; truck & equipment checks.

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

*Motion by Hyncik.*

*2<sup>nd</sup> by Karsay.*

*Motion passed without objection.*

### **RESOLUTION 2018-40 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. Three (3) sets of Globe turn-out gear, pursuant to NJ State Purchasing Contract #A80945 from NJ Fire Equipment Co., at a cost of \$11,006.19, chargeable to the 2018 Turn-out Gear Appropriation.*
- 2. One (1) jumbo Siamese doubled-clappered valve, pursuant to lowest quote from Continental Fire & Safety Inc. at a cost of \$933.25, including shipping, chargeable to the 2018 Supplies appropriation.*
- 3. Three (3) name plates for the gear rack, to match existing, from Agin Signs and Designs at a cost of \$36.00, chargeable to the 2018 General Operating appropriation.*
- 4. Thirty-four (34) single color firefighter license plates, to match existing, from Fire Fly Signs at a cost of \$254.32, chargeable to the 2018 General Operating appropriation.*
- 5. One (1) Streamlight portable LED scene light, pursuant to lowest quote from Continental Fire & Safety, Inc. at a cost of \$623.00, including shipping, chargeable to the 2018 Supplies appropriation.*
- 6. One (1) Fire Research ladder cover for Engine 45-2, pursuant to lowest quote from Continental Fire & Safety, Inc. at a cost of \$114.00, including shipping, chargeable to the 2018 Supplies appropriation.*

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

*Nays: None.*

*Absent: None.*

## **ENGINEER’S REPORT –**

- Batteries were replaced in the Rescue.

**NEW BUSINESS** - None.

**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 will be held on Tuesday, October 9, 2018, at 7:30 pm.  
*Motion made by Hyncik. 2<sup>nd</sup> by Kessler. Motion passed without objection.*

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

**RESOLUTION 2018- 38**  
**REVIEW OF 2017 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, 2017, 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, 2017, 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.

<b><u>Roll Call Vote:</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
Commissioner Spohn	X			
Commissioner Karsay	X			
Commissioner Parise	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 SEPTEMBER 11, 2018.

September 11, 2018  
 Dated \_\_\_\_\_

s/ Michael Parise  
 Secretary of the Board \_\_\_\_\_