

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1
35 Belle Mead-Griggstown Road, P.O. Box 130
Belle Mead, N.J. 08502**

Meeting Minutes of December 10, 2019

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 Act. The Annual Meeting Notice was published in the Courier News (official newspaper of the district) and provided to the Montgomery News and Packet Publications, filed with the municipal clerk, posted at the Montgomery Township municipal building, the Board’s office, 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, E. Lemon and M. Parise. Also present: L. Franchino, QPA W. Newberry, Attorney E. Perkins and Chief J. Huxley.

Approval of Minutes – The minutes of the November 12, 2019 meeting were presented for approval.

Motion to approve the minutes of the November 12, 2019 board meeting as presented.

Motion by Hyncik; 2nd Lemon. Motion passed without objection.

Public Comment – None

Meeting Updates - Emergency Services – No report
Fire Prevention – No report

Audit -The 2018 audit of the Board of Fire Commissioners accounts was distributed to all members and reviewed. There were no audit comments or recommendations by the auditor.

RESOLUTION 2019-52 - Receipt and Approval of 2018 Audit Report

Resolved, that the Board of Fire Commissioners, Montgomery Township Fire District 1 certifies to the Local Government Finance Board of the State of New Jersey, that each member has personally reviewed the annual audit for the fiscal year ending December 31, 2018, and specifically has reviewed the sections of the

audit report entitled “General Comments’ and “Recommendations”, and has evidenced same by executing the group affidavit in the form prescribed by the Local Government Finance Board; and be it further

Resolved: That the Secretary of the Board immediately forward a copy of the group affidavit to the Local Finance Board along with a certified true copy of this Resolution.

Motion to approve the resolution by Commissioner Hyncik; 2nd Karsay.
The resolution was approved unanimously.

Treasurers Report

Monthly Bills/ Financial Statement Review – A copy of the Treasurer’s report, attached hereto and incorporated as part of these minutes, was made available to each Commissioner with a listing and description of bills to be paid.

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

Motion made by Hyncik ; 2nd Lemon. Motion passed without objection.

RESOLUTION 2019-53 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2019 budget to pay the bills as presented, and having designated the accounts to which each should be charged, authorization is granted to pay the following bills included in the Treasurer’s report in the total amount of \$36,669.86. Additions made to the Treasurer’s report and paid at the meeting in the amount of \$11,556.65 (as noted below), bringing the total of bills paid to \$48,226.51.

Administration: Office Expenses \$2,705.22; Legal Fees \$3,400.00; Added to the Treasurer’s report were payments to W. G. Newberry QPA \$1,500 (4th qtr. Services chargeable to Office) and Solitario & Tierney for the 2018 Audit in the amount of \$9,000 (Professional Services)

Operations: Repairs \$3,993.34; Rental Charges \$12,200.00; Utilities \$ 1,596.50; General Operating \$ 9,554.22; Medical \$624.00; MEMS \$2,595.98; Two payments to Verizon (\$19.25 and \$97.40) chargeable to utilities; payment to Access Compliance \$293.00 chargeable to medical; Stewart & Stevenson \$647.00 chargeable to repairs were added to the Treasurer’s report.

(Additional detail regarding accounts charged and vendors is contained in the Treasurers Report)

Motion: Hyncik; 2nd Lemon: Resolution Ayes: Spohn, Hyncik, Karsay, Lemon, Parise.

Nays: None

Abstentions noted for Spohn and Karsay for limited items pursuant to annual notice.

QPA Newberry noted that all requisitions approved at the November meeting have been ordered. There are no new requisitions this month. Mr. Newberry met with Commissioner Lemon and developed a tentative schedule for 2020 Certification/Service contracts.

Transfer of Funds Between Line Items in the 2019 Budget

Reviewing 2019 expenditures two accounts were found to have negative balances. Accordingly the sum of \$2,000 was transferred from "Supplies" to "Election" and the sum of \$1,000 was transferred from "Supplies" to the "Turn Out Gear" line item. Additionally the sum of \$53,000 was encumbered for payment of the annual LOSAP assessments.

Motion: Spohn, 2nd Parise; unanimous approval.

New Business - None

Old Business

Gear Washer/Dryer – Continuing review of options for drain installation.

New Aerial Apparatus – Work is progressing. Wheels have been installed on the chassis. Current progress indicates completion of work at the Pierce facility in Wisconsin in early February. The apparatus would then be transported to New Jersey for outfitting.

Chiefs Report – There were 27 calls in the month of November. Drills for the month focused on drafting and water supply. A hose cleaning session and review of Engine 45-3 operations were conducted in addition to the monthly apparatus and equipment checks.

Approval was requested to reimburse the Chief's account for purchases made and previously approved by the Board as follows: Montgomery EMS in the amount of \$2,595.98 for propane tanks, heaters and misters; \$51.89 for food after fire calls; drone repairs and updates \$390.00 which were included in the Treasurer's report. Additionally approval was given for reimbursement to the Chief's account in the

amount of \$30.00 for a Radio Reference subscription (charged to Training); for (3) First Tactical Tactix High Vis parkas for the chiefs to be purchased from The Fire Store in the amount of \$1,008.96 (charged to General Operating); and for registration, travel and hotel expenses for the Fire House World conference in Las Vegas in the amount of \$6,000 (charged to training).

RESOLUTION 2019-54 Approval of Purchases and Requisitions

Upon certification that there are sufficient unencumbered funds available in the 2019 budget, authorization is granted for the requisitions and reimbursements as set forth above in the total amount of \$10,076.83.

Motion: Hyncik; 2nd Lemon. Motion passed without objection.

Engineers Report

Engine 45-2: assessed by Stewart & Stevenson Atlantic (Detroit Diesel) for engine codes; all were found to be functioning normally. The apparatus was then assessed by Absolute Fire Protection, which repaired the faulty engine shut off (faulty ground wire on frame), replaced the unloader valve on the engine compressor and replaced the transmission temperature gauge.

Tanker 45: awaiting parts. (direct tank fill flanges) four week order and new actuator pistons for all three rear dump valves.

Tower 45: MISTRAS aerial service/certification performed. Cables were found to be "bird caging" and need to be replaced in order to complete certification. First Priority has provided initial estimates for replacement of all cables as well as for the four problematic cables. Additional estimates will be solicited.

Engine 45-3: steamer valve parts and rocker box parts have been delivered; the floodlight housing on the drivers side front/rear needs to be replaced. Work will be completed when T45 is returned from service.

RESOLUTION 2019-55 Approval of 2020 Budget

After discussion by the Board, the proposed fire district budget for 2020 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will be \$0.05 per \$100 assessed valuation, the same as 2019. The public hearing on the approved 2020 fire district budget will be held at 8:00 p.m. on January 14th, 2020. Subsequent to the public hearing the budget will be presented for adoption.

Motion to approve the 2020 fire district budget and to submit same to the state for certification.

Motion by Karsay; 2nd by Spohn. Motion passed unanimously.

RESOLUTION 2019-56 Establishing Dates for the 2020 Fire District Election

The election and budget referendum will be held on Saturday, February 15, 2020. Commissioner Karsay's term of office will expire in February 2020. Candidates interested in running for the three-year term on the Board may obtain a Candidate Petition Package from the Clerk of the Board, Mike Parise, or by calling (908) 507-7349. Completed Petitions must be received/filed by the clerk by 5:00 p.m. on January 17, 2020.

RESOLUTION 2019-57 Adopting 2020 Annual Meeting Notice

In accordance with the Open Public Meetings Law the BOFC considered a proposed meeting 2020 schedule (attached hereto) establishing meetings on the second Tuesday of every month.

Motion to approve by: Hyncik; 2nd by Parise.

The Motion passed unanimously. The schedule will be distributed and posted as required under the law.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:50 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, January 14, 2020 at 7:30 p.m.