

**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 March 12, 2019**

*Commissioners-elect Spohn and Lemon were sworn in prior to the meeting.*

**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 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, E. Lemon, M. Parise. Absent: W. Hyncik. Also present: Chief Huxley, Deputy Chief Schroeck, L. Franchino, and Attorney Griswold.

**Elections and Appointments-**

**A. Nominations:** *A Motion was made and seconded to nominate the same members to fill the offices they held during 2018.*

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

The following commissioners were elected to hold office until the next annual election:

Chairman – William Spohn  
Vice-Chairman – Thomas Karsay  
Secretary – Michael Parise  
Treasurer – William Hyncik

**B. Appointments:** The following appointments were made:

Chief Financial Officer – William Hyncik  
LOSAP Administrator – Thomas Karsay  
Emergency Services Representative – Thomas Karsay  
EEOC Coordinator – Eric Lemon  
Public Agency Compliance Officer – Eric Lemon  
Public Records Custodian – Michael Parise  
Fire Company Liaison – Michael Parise  
Fire Prevention Bureau Representative – William Spohn

*Motion to adopt Resolution updating appointment of Public Agency Compliance Officer for the fire district.*

*Motion by Parise. 2<sup>nd</sup> by Karsay. Passed without objection.*

**RESOLUTION 2019-19 – Appointment of Public Agency Compliance Officer (PACO)**  
**(Attached)**

*Motion to approve the minutes of the February 12, 2019 board meeting as presented.  
Motion made by Karsay. 2<sup>nd</sup> by Parise. 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. Additions to the list of bills: Somerset Cty Bd. Of Elections (\$630.56) - Election 2019; Nottingham Insurance Co. (\$8,736.00 Accident & Sickness annual, \$17,897.75 Automobile annual, \$18,824.26 Package policy annual) – Insurance 2019; Benchmark Insurance Co. (\$17,560.00 Workers' Comp. balance of year) – Insurance 2019; EMR Power Systems (\$287.78 generator service) - General Ops. 2019; Verizon (\$19.00, \$100.95) – Utilities 2019; SCESTA (\$300.00 Firefighter 1, \$80.00 "New" Officer class) – Training 2019.

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

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

### **RESOLUTION 2019-20 – Payment of Bills**

*Upon certification that there are sufficient encumbered funds from the 2018 budget and unencumbered funds in the 2019 budget to pay the bills as presented, amended and supplemented, and having designated the accounts to which each should be charged, authorization to pay bills in the total amount of \$105,846.00 (\$14,605.71 from 2018 encumbered funds; \$91,240.29 from 2019 budget).*

*Resolution Ayes: Spohn, Karsay, Lemon, Parise. Nays: None. Absent: Hyncik  
Commissioner Spohn abstained from voting on approval of payment to Sunrise Office Systems.  
Commissioner Karsay abstained from voting on approval of reimbursement to Karsay Coffee, Inc.  
Commissioner Lemon abstained from voting on approval of payment for his training to SCESTA.*

*Motion to release the balances encumbered on the 2018 encumbrance report as follows: Advertising - Courier News \$198.10; Office - Ace Office Solutions \$60.63; General Operating - NJ Fire \$4.80, Gen. Maintenance & Repair \$6,239.27, Montgomery Twp. \$1,899.07, access Health \$2,223.00; Training – Buckeye Fitness \$100.00, Middlesex Fire Academy \$32.00, MTVFC Chief's Acc't. (Nashville Fire Expo)\$267.65.*

*Motion by Spohn. 2<sup>nd</sup> by Parise. Passed without objection.*

Bank signature cards will be updated to enable Commissioners Parise and Lemon to sign checks.

**PUBLIC COMMENT-** None.

## **MEETING UPDATES –**

**Emergency Services** – No meeting.

**Fire Prevention** – No meeting.

## **COMMITTEES –**

**Aerial Truck** – Kevin Schroeck presented the report. The spec is close to being final; awaiting final information for truck and options. Expect to present final report to the board next month. At this time there is a 10 ½ month lag time for production. Pending board approval, ideally a contract will be awarded in May.

## OLD BUSINESS

**2019 Fire District Election** – The 2019 budget was approved by voters (166 “Yes”, 43 “No”) at the February 16th referendum. William Spohn and Eric Lemon were elected to 3-year terms on the Board of Fire Commissioners. The results were certified and have been submitted to the state and township.

**Gear Washer/Dryer** – No update.

**LOSAP** - Commissioner Karsay reported that 30 volunteers qualified for awards for 2018. The total of contribution, including the cost of living adjustment, is \$51,510.00.

*A motion was passed to authorize payment of the 2018 LOSAP contribution to the LOSAP provider.*

*Motion by Parise.*

*2<sup>nd</sup> by Spohn, Karsay, Lemon.*

*Motion passed without objection.*

### **RESOLUTION 2019-21 – 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 2018, 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 2018 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 \$51,510.00 for the 2018 MTVFC#1 LOSAP contribution.*

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

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

*Lemon abstained as to approving payment to his LOSAP account.*

*Spohn abstained as to approving payment to his LOSAP account.*

**Attorney Search** – Underway.

**Qualified Purchasing Agent** – Commissioner Spohn, on his and on behalf of Cmsr. Hyncik, presented a proposal for hiring a QPA candidate whom they interviewed and consider highly qualified for the position. After discussion,

*Motion made to authorize Commissioners Spohn and Hyncik to offer the position and to negotiate a contract with the recommended QPA candidate pursuant to terms and conditions compatible with those discussed by the board.*

*Motion by Karsay.*

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

*Motion passed without objection.*

## NEW BUSINESS -

**Special Services Vehicle** – Vehicle intermittently has not started on its own on occasions it has been called into service and the situation has now become critical. An on-board battery charger is needed. This is the only vehicle in the fleet without one.

*Motion to approve the purchase and installation of an on-board battery charger system for 45-SS.*

*Motion by Spohn.*

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

*Motion passed without objection.*

### **RESOLUTION 2019-22 - Approving Purchase and Repairs for 45-SS.**

*Upon certification of sufficient encumbered funds remaining in the 2014 capital budget for the water rescue vehicle, authorization to purchase and install a 24-volt disconnect battery and 24-volt charger with 10 amp dual circuit in the special services (water rescue) vehicle pursuant to quote from Harlingen Garage at a cost of \$1,963.15.*

*Resolution Ayes: Spohn, Karsay, Lemon, Parise. Nays: None.*

*Absent: Hyncik.*

**Engine 45-2** – Urgent repairs entailed replacement of compressor pump which necessitated rebuilding discharge, tank to pump, tank to fill and speedlay valves as well. Annual preventive maintenance was done while the vehicle was at the shop to avoid having the truck go out of service again for this work.

*Motion to approve the work done and payment to the vendor for Engine 45-2 emergency repairs and PM.*

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

**RESOLUTION 2019-23 - Approving Repairs and Maintenance for Engine 45-2.**

*Upon certification of sufficient unencumbered funds, approval and ratification of authorization for emergency repairs and preventive maintenance on Engine 45-2 by First Priority Emergency Vehicles, Inc., in the amount of \$5,726.98, chargeable as follows: \$1,759.24 to the 2019 Repairs and \$3,667.74 to the 2019 Maintenance appropriations.*

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

**Firehouse Access** – Chairman Spohn asked that someone in the fire company readjust the exterior door entry system to ensure it is open for board meetings and other fire district public events.

**CHIEF’S REPORT –**

The fire company responded to 18 calls during February including 4 building fires, 1 wildland fire, 1 rescue, 1 extrication, 2 gas leaks, 3 smoke conditions and 2 water problems.

**Activities** – 2 teams from the fire company participated in the St. Barnabas Medical Center ski race.

**Drills/Work Sessions** – Confined Space refresher; Hazcom refresher; truck & equipment checks. All mandatory training has been completed.

**Somerset County Chief’s Alliance** – The county has a new fire coordinator and fire official. Station 45’s chiefs attended the Somerset County Chief’s Alliance working group meeting, the goal of which is to create recommended guidelines to standardize certain procedures common to the fire services throughout the county.

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

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

**RESOLUTION 2019-24 – Approval of Purchases and Reimbursements**

*Upon certification that there are sufficient unencumbered funds available in the 2019 budget, authorization of the following expenditures:*

- 1. Target Solutions – \$3,311.20 to renew on-line training system, together with annual maintenance fee - 2019 Training.*
- 2. Maxx Force Welding Sales & Service - \$1,385.78 (lowest quote, plus shipping to be determined) for 2 ea. swift water trailer aluminum boxes, the total not to exceed \$1,584.00 with shipping - 2019 General Ops. Provided, however that shipping costs be determined if possible and if one of the other quoting vendors can sell and deliver for less the purchase is to be made through that vendor.*
- 3. FF1 - \$1,705.04 (lowest quote) purchase miscellaneous ice rescue equipment, excluding ladder – 2019 General Ops.*
- 4. MTVFC#1 Chief’s account - \$63.60 reimbursement for HDMI adapter for the projector and natural gas detector batteries (receipts submitted) - 2019 General Ops. (\$52.25 for HDMI adapter already included in the bills being paid at this meeting but change line item charged on the list of bills from Office to General Ops.).*
- 5. Matthew Fedun - \$15.98 reimbursement for water rescue gear batteries (receipts submitted) - 2019 General Ops. (already included in the bills being paid at this meeting).*
- 6. Amazon - \$984.60 (lowest quote) purchase 1 ea. Fargo ID Card Printer - 2019 General Ops.*

7. Amazon \$249.99 (lowest quote) purchase 1 ea. Apple iPad for training room use - 2019 Training.
8. Amazon - \$85.99 (lowest quote) purchase 1 ea. keyboard folio case for iPad - 2019 Training.
9. Sawyers Control Systems, Inc. - \$1,410.75 purchase and install 1 ea. electric strike and face plate for exercise room door to interact with current system - 2019 General Ops.
10. Encumber \$8,219.85 for registration, transportation and lodging costs of six members' attendance at the Nashville Firehouse Expo in October '19, reimbursable upon proof of actual costs incurred – 2019 Training.

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

## **ENGINEER'S REPORT –**

- **Engine 45-2** – Repairs completed - back in service. Will monitor to ensure problems fully addressed.

- **Apparatus Decontamination** – The engineer will look into options and costs of having the interiors of the truck cabs professionally cleaned to remove harmful and possibly carcinogenic residue at least annually, as well as if needed after a considerable fire or emergency event.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:15 pm. The next regularly scheduled meeting of the board will be held on Tuesday, April 9, 2019 at 7:30 pm.

*Motion made by Spohn.*

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

*Motion passed without objection.*

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**

**FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1**

**Resolution No. 2019-19**

WHEREAS, pursuant to N.J.A.C 17:27-3.2, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 1 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts, and

WHEREAS, the Public Agency Compliance Officer in the fire district appointed in January, 2019 has retired from service and is no longer serving in the position.

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 1, Somerset County, New Jersey, for the period March 12, 2019 through December 31, 2019, or until the designation of his/her replacement,

shall be Commissioner Eric Lemon.

A Designation of Public Agency Compliance Officer shall be forwarded to the NJ Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on March 12, 2019.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Spohn	X			
Karsay	X			
Hyncik			X	
Lemon				X
Parise	X			

Certified to be a true copy of a Resolution adopted by the Board at a meeting duly held on March 12, 2019.

s/ Michael Parise  
Clerk