

**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 September 9th, 2025

Call to Order – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at the firehouse at 7:30 p.m. by Commissioner Parise, 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 website, offices and provided to any person requesting same prior to the meeting.

Roll Call – Upon Roll Call the following commissioners were present: Commissioners Philip Adams, William Hyncik, Michael Parise and Ricky Puleio Jr. Absent: William Spohn.

Also present: Deputy Chief Eric Lemon, Bookkeeper Lynn Franchino, Engineer Frank Wendling III and Attorney Eric Perkins. Absent: Chief Kevin Schroeck

Approval of Minutes – The minutes of the August 12th 2025 meeting were presented.

Motion to approve the minutes of the August 12th board meeting was made by Chairman Hyncik; 2nd by Commissioner Adams. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services –No meeting last month.

Fire Prevention – No meeting last month.

Rescue Task Force- No report.

TREASURER'S 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.

Administration: \$2,250.00 (bookkeeping); \$1,226.00 (office expenses); \$4,375.00 (professional services)

TOTAL ADMINISTRATION: \$7,851.00.

Operations: General Operating Expenses/medical: \$1,281.00; General Operating Expenses/other: \$10,219.23; Rental Charges/Apparatus Housing: \$13,352.00; Insurance: \$26,810.00; Training and education: \$1,140.00; Maintenance and Repairs/Repairs: \$12,769.66; Utilities: \$2,980.05.

TOTAL OPERATIONS: \$68,551.94

TOTAL ADMINISTRATION and OPERATIONS EXPENSES: \$76,402.94

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

An invoice (\$128.57) from Republic Services for September garbage removal was added to the bill list. Also, it was noted that an invoice had been received from Fire and Safety Services for repairs to 45-103. The invoice, in the amount of \$12,769.66, was approved by the Board and added to the bill list (reflected in total above). Questions about the repairs were satisfactorily addressed by Engineer Wendling.

RESOLUTION 2025-16 Payment of Bills

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2025 budget to pay the bills as presented and having designated the accounts to which each should be charged, authorization is granted to pay the bills as set forth in the Treasurer's report and the FY 2025 Encumbered Check Details, allocated to the various administration, operating and capital accounts. Total bills to be paid in the amount of **\$76,402.94.***

Motion to approve and accept the Treasurer's report and approve payment of the bills by Commissioner Hyncik, 2nd by Commissioner Adams. Resolution Ayes: Adams, Hyncik, Parise and Puleio. Nays: None

Commissioner Hyncik made a motion to transfer the sum of \$10,000.00 to the operating account to cover the approved payments. Commissioner Parise seconded the motion and it was unanimously approved.

The first half of the fire district tax proceeds in the amount of \$507,571.00 have been received from Montgomery Township. The balance of the funds will be received at the end of the year. The proceeds from the SNSF grant were not included in the check. Mr. Perkins will follow-up with the township on the grant funds.

Ms. Franchino reported that the BOFC has received a check in the amount of \$2,026.00 representing a post audit insurance premium refund for the 2024 year.

Chairman Spohn's written report indicated that a preliminary figure for the fire company's share of the insurance premiums was provided by Nottingham. Clarification was requested which will be provided at the October meeting. Ms. Franchino noted that she would prepare an invoice to the fire company for this amount.

NEW BUSINESS

Acceptance of FY 24 Annual Audit: Vice Chair Parise noted that the BOFC has received the FY24 and that it has been distributed to all members. He noted that the audit contained no exceptions and made no recommendations for changes in Board practices. The following resolution was placed on the record:

RESOLUTION 2025-17 ACCEPTING THE FY 2024 AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to have made an annual audit of the books, accounts and financial transactions; and

WHEREAS, the Annual Audit Report for the fiscal year ending December 31, 2024 has been completed and filed with the Treasurer of the Board of Fire Commissioners of the Township of Montgomery, Fire District 1 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 a group affidavit in the form prescribed by the Local Finance Board, and previously been investigated and found to be entirely false. After an extended discussion it was agreed that the BOFC should not respond to the comments at this time unless the Township Committee requests additional information.

WHEREAS, the members of the Board of Fire Commissioners have received and personally reviewed the annual audit report, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17, and

WHEREAS, failure to comply with the regulations 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 N.J.S.A. 52:27-52. To wit "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 a misdemeanor and upon conviction may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than six months, or both and in addition shall forfeit his office" now therefore be it

RESOLVED, that the governing body of the Township of Montgomery, Fire District No. 1, hereby 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 ending December 31, 2024, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations" and has evidenced the same by signing the group affidavit in the form prescribed by the Local Finance Board.

Vice Chairman Parise moved the above resolution, which was seconded by Commissioner Hyncik. The resolution was adopted by a unanimous vote. Attorney Perkins was directed to file a copy of the audit and a copy of the approval resolution with the DCA. He will also publish a synopsis of the audit in the Courier News and file a copy with Montgomery Township Clerk. A copy of the audit will also be posted on the BOFC website.

MEMS Funding: It was noted that the BOFC has received no communication from MEMS regarding the annual equipment purchase. Commissioner Adams agreed to remind the MEMS leadership to submit a request. Commissioner Hyncik noted that MEMS is currently soliciting funds for the purchase of AEDs.

FY 2026 Budget: The Board discussed the preliminary draft budget that Chairman Spohn had distributed to all members electronically. Ms. Franchino was asked to provide an updated report on expenditures in all categories for the October meeting.

OLD BUSINESS

Correspondence with Governing Body: Prior to the meeting Chairman Spohn distributed copies of his letter to the township committee regarding the remarks made from an individual at a committee meeting. As of this date there has been no response nor other action taken with regard to this matter.

VFIS Insurance Audit: The review of fire company policies and procedures is ongoing.

New Apparatus: No update on delivery date.

Generator Replacement: No update.

Gym Equipment – Discussions continue on the type of equipment to be purchased.

Brush Truck – The committee visited Flanders Fire Company to review their apparatus. A visit to Annandale Fire Company is scheduled for September 20th. It

was noted that there are not a lot of options available except if custom builds are considered. Estimates as to cost range from \$250,000 to \$300,000. Some consideration is being given to a multi-function truck which could also be used for water rescues. The committee intends to make a recommendation to the BOFC for the October meeting.

Foam Replacement – All of the old foam has been removed and replaced on 45-2 and R-45. Removal and replacement on 45-3 will be completed next week.

Radio Equipment – Deputy Chief Lemon reported that the inventory will be provided next week.

NJ Division of Fire Safety – Awaiting fire official review to prepare signs for maximum occupancy to be posted in lounge.

Training Facility – Commissioner Puleio reported that he and Chairman Spohn had a very positive meeting with the trustees of the fire department. Discussions will continue during the coming month.

CHIEF'S REPORT

Deputy Chief Lemon reported that there were 24 calls for service in the month of August. The company responded to 11 calls during a significant rain and wind event on September 6th. He indicated that the company has transitioned to NERIS for data tracking. Drills included monthly truck checks, an extrication drill and a pump drill. The Fire Prevention month open house will be held on Saturday, October 18th.

Chief Schroeck has a state contract quote from Gentilini Motors on a chiefs truck. He also has a quote for graphics.

The three sets of fire gear previously approved remain in process awaiting a quote from NJFE. No status report on the items approved for purchase at the August meeting.

Engineers Report

Engineer Frank Wendling electronically submitted a report to the Board.

E45-3 – The apparatus remains OOS. The front suction is not opening. F&SS determined that the problem is a bad solenoid. The repair parts have been received and F&SS will make the repair next week. The rear LDH discharge is leaking. F&SS will diagnose the issue next week.

The new brakes, new muffler and repair of an oil leak at the input shaft seal for the transfer case and other repairs authorized at July's meeting will be scheduled with F&SS.

Tanker 45: The apparatus failed a pump test. Attempting to diagnose the problem.

Tower 45: Passed its five-year certification. The apparatus developed an issue with basket leveling. A pump was replaced and the problem has now been resolved.

R45: A problem was reported with the light tower but could not be replicated and is considered unfounded at the moment.

Hose and appliance testing has been completed. .

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:17 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, October 14th, 2025 at 7:30 p.m.