

**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 April 14, 2020

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 by telephone conference call, 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 offices and provided to any person requesting same prior to the meeting. Additional notices regarding the conference call format of the meeting were posted at the municipal building and the firehouse, and emailed to the legal newspapers.

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 and Attorney E. Perkins. Also present Chief Jeff Huxley, Asst. Chiefs Rich Kennedy and Kevin Schroeck.

Approval of Minutes – The minutes of the March 10, 2020 meeting were presented for approval. They were amended to reflect a correction to the Engineers report regarding PM’s on the hose and ladders.

Motion to approve the minutes of the March 10, 2020 board meeting as amended.

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

Resolution 2020-14 Fire District Auditors.

Solitario & Tierney are named as Auditors for the year ended December 31, 2019 at a cost not to exceed \$9,500.00 for the fiscal audit and \$2,000.00 for the LOSAP. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

On motion of Commissioner Hyncik, 2nd Commissioner Parise the resolution was unanimously adopted.

Public Comment – None

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

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.

Administration: Elections \$362.47;

Operations: Insurance \$1,925.00; Maintenance \$818.08; Rental charges \$12,200.00; Training and Education \$4,058.70; Utilities \$2,400.43; General Operating \$1,194.15. Total Operations \$22,596.36.

Capital Outlays: \$1,374,215.68 (Final payment on new aerial and equipment for aerial).

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

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

RESOLUTION 2020-15 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 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 in the total amount of \$1,393,775.81.

*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.

Purchasing Officer Report

QPA Newberry noted that all requisitions approved at the March meeting have been ordered. There are no requisitions for consideration this evening.

Mr. Newberry has been working with the Chief to locate and purchase N95 masks and other Covid 19 protective gear. The masks should be delivered by the end of the week; gloves have already been delivered.

The incorrectly colored hose for the new Tower 45 is still an issue. The representative from FF1 agrees that the PO was written correctly. Given the time that has gone by since the hose was received replacement is an issue. Mr. Newberry will follow up with FF1.

Mr. Newberry spoke with Lee at Lee's Emergency Vehicles and resolved the misunderstanding regarding the estimate for repairs to Engine 45-3.

The Motorola radio has been invoiced but delivery is in question. Chief Huxley will attempt to locate the unit so that payment can be processed.

New Business None

Old Business

Background Check Policy - Draft policy is under review.

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

New Aerial Apparatus - Delivery expected sometime in the middle of May. The only equipment items to be included are the ground ladders. MISTRAS paperwork was submitted by E. Lemon. He will follow up to attain the necessary documentation. Delivery may be close to the penalty date. Chairman Spohn will obtain insurance on the new apparatus. Chairman Spohn and Commissioner Hyncik will execute the old title for the trade-in of the existing apparatus.

The Chairman noted that payment will be required for the aerial upon delivery. Change orders were approved during the initial pre-build meeting in the amount of \$12,099.78. Additional change orders at the final inspection were approved in the amount of \$19,439.00. The final payment will be in the amount of \$1,342,996.98. On a motion by Commissioner Hyncik, 2nd by Commissioner Karsay, the Board unanimously approved the issuance of three checks in the above amounts upon delivery of the new aerial apparatus.

Chiefs Report - Chief Huxley reported that there were 20 calls in the month of March. Activities for the month included truck checks. The apparatus is now being wiped down after each call. Regular drills were canceled. The Covid 19 response plan was activated on March 16. Access to the firehouse is limited without prior approval of an officer. Limited truck checks continue under officer supervision. Some on-line training is being distributed to members. Call response for calls for actual fires, smoke conditions or extrication are normal. For alarm activations all persons entering any premises must wear full protective gear.

Reimbursements were requested for Covid 19 supplies from the Home Depot \$19.11; Shop Rite \$16.14 and Dominos \$24.00. All purchases were approved but reimbursements in the amount of \$59.25 will be considered at the May meeting approved.

Engineers Report

Commissioner Lemon reported the following repairs:

Engine 45-2 – Officers side relief intake valve repair completed.

Tanker 45 – Awaiting First Priority scheduling time with Blaze to repair rear fill flanges and dump collar extension pistons. Still awaiting actuator parts.

Tower 45 – Will go out of service in May for equipment swap with the new apparatus; date to be determined. Swap will likely take about two weeks.

Engine 45-3 – Red Line Fabrication and Machine, LLC has parts from vendor to complete repairs. All work to be completed at firehouse after apparatus returned from F&SS.

The apparatus is currently at F&SS for repairs to the fuel tank and slack adjusters for the brakes. When the truck was being delivered to F&SS for the tank repair the driver noticed a pull to right while driving. F&SS noticed uneven brake wear and determined that the slack adjusters were not functioning correctly. After further inspection it was discovered that damage from the accident extended into the snow chains which pushed the air chamber finally bending the slack adjuster bracket. The bracket is not on hand and will need to be manufactured. Chain wheel was damaged and needs to be replaced. The repair cannot be completed until the bracket is received to correct the geometry of the system. Expected return from repairs is estimated to be April 20-21st. Estimate for repairs is around \$5,000.00 plus labor for the bracket, wheel and adjusters.

Preventive Maintenance quotes were received and reviewed. Awards were proposed to Fail Safe for pumps and ladders \$5,127.00 Absolute Fire for 45-2 \$1,995.00 and Fire and Safety Services for Tanker 45; 45-3 and the Rescue \$1,990.00.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:56 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, May 12, 2020 at 7:30 p.m.