

**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 February 11, 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, 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. Absent: 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 January 14, 2020 meeting were presented for approval.

Motion to approve the minutes of the January 14, 2020 board meeting as presented.

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

Public Comment – None

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

Treasurers Report

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, as amended, by Commissioner Hyncik, second Karsay. Motion passed unanimously.

Monthly Bills

Administration: Election Fees: \$1,439.50 (2020); Office Expenses \$112.50 (2020); Advertising: \$113.69 and \$53.49 (2020);

Operations: Insurance: \$6,338.00 (2020); Maintenance: \$1,121.82 (2020); Rental Charges \$12,200.00 (2020); Utilities \$2,314.87 plus \$91.07 (2020); General Operating \$2,929.88 plus \$303 (2020); General Operating \$897.00 (2019); Supplies \$392.25 and \$997.20 (2019)

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

2019 encumbrances were adjusted as follows: \$2000 Professional Services for LOSAP audit was released, the balance of \$11.96 for High Vis Parkas was released from General Operating, the balance of \$75.75 for hose was increased by \$67.25 to reflect the upcharge of \$146 under Supplies (see note in Purchasing Officer Report).

RESOLUTION 2020-08 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2019 budget and the 2020 temporary 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, as amended to include approved additions, in the total amount of \$26,570.26 (2020 temporary budget) and \$2,286.45 (2019 budget), bringing the total of bills paid to \$29,304.27. Adjustments to 2019 encumbrances were approved as detailed above.

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 reported that the Chiefs parkas and nomex hoods have been delivered. The pager clips remain outstanding. The Chief requested quotes on four helmet shields that are available from N.J. Fire Equipment for \$175.80. We are awaiting vendor clarification on the MSA cyl. The vendor will accept the return of the hose that was improperly sized with a restocking fee of \$146.00. The correct hose will take approximately four weeks to deliver. Quotes have been requested on a PPV fan and a little giant ladder; follow up will continue on the Hurst and the gas detector.

Mr. Newberry will meet with the Chief next week to review the balance of the equipment to be ordered for the new aerial apparatus.

New Business -

Chairman Spohn raised the issue of background checks of prospective firefighters. It was noted that the BOFC was now paying for the background checks as the police department was no longer able to provide them. The Chair will work on a policy for the checks and review it with the board.

Old Business

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

New Aerial Apparatus – Work continues to progress according to schedule and plant production is expected to be completed in February.

2020 Fire District Election – Public notice of the election and a copy of the adopted budget were published in the Courier News as required by statute. Only one petition for the office of commissioner was received by the deadline for filing petitions on Friday, January 17th. Two election clerks were appointed. The Chair noted that the election absentee ballot process has changed again. Absentee ballots will again be sent to all persons who received such ballots in the past two year. The cost of mailing and fees for the services of the Board of Election are unknown at this time. Attorney Perkins will prepare the ballots which will then be forwarded to the printer by Commissioner Parise.

Chief's Report – Chief Huxley reported that there were 11 calls in the month of January. Drills for the month included apparatus checks and tower operations. The Chief noted that the company had hosted the training session for the active shooter task force. This session was attended by members of Station 46 and Montgomery EMS and was very well received. He noted that at some point later in the year he will be requesting the purchase of some specialized equipment for the protection of members participating in this group.

The Chief noted that repairs to Engine 45-3 for the damage sustained at the River Road fire appear to have been more expensive than anticipated. The latest estimate is \$4,632.46. The Chief will provide a more complete estimate next month. The Chair will notify the insurance carrier as it appears that the repair of the damage will be more than the deductible.

Chief Huxley requested reimbursement for embroidery on three coats as part of the Board's 2019 approval of the High Vis Parkas, \$100, as well as a reimbursement for breakfast at the RTF Drill on 2/8/2020, \$72.98.

RESOLUTION 2020-09 Approval of Purchases and Requisitions

Upon certification that there are sufficient encumbered funds available in the 2019 budget and unencumbered funds in the 2020 temporary budget, authorization is granted for requisitions in the total amount of \$446.80 (4 helmet shields/fronts from NJ Fire in the amount of \$175.80 and a MSA Calibration System for an estimated cost of \$271, both chargeable to General Operating) and reimbursements as set forth above in the total amount of \$172.98 (\$100, 2019 General Operating and \$72.98, 2020 General Operating), and to include these reimbursements in the list of bills paid at this meeting.

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

Engineers Report

The Engineers written report included the following items:

First Priority has now entered an agreement with Blaze to perform repair work as a subcontractor. The board discussed whether this represents the most cost efficient method of obtaining repairs. Alternatives will be reviewed.

Engine 45-2 officers side relief intake valve needs new gasket seal. Awaiting pricing for the repair.

The rear fill flanges and dump collar extension pistons parts have now been received. Repairs are to be scheduled for completion with Blaze.

Absolute Fire Protection has received the replacement cables for Tower 45. The lower cables will be replaced at a cost of \$8,721.88. The work needs to be scheduled as the apparatus will be out of service for an extended period while the work is completed. After this repair the paperwork will be forwarded to complete the MISTRAS certification.

First Priority is scheduling time with Blaze to repair the engine steamer valve and install the rocker box parts. Repair is estimated at \$4,710.80.

Harlingen Garage has completed the installation of an on-board battery charger and new batteries in the Special Services apparatus.

LOSAP - The annual LOSAP list has been be posted for comment for the 30 days and no comments have been received. On a motion by Commissioner Karsay, second by Commissioner Hyncik a resolution directing the Treasurer to forward a check in the amount of the LOSAP payment to AIG/VALIC passed unanimously.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, March 10, 2020 at 7:30 p.m.