

**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 June 9, 2020

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 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 offices and provided to any person requesting same prior to the meeting.

Roll Call – Upon Roll Call the following Commissioners were present: W. Spohn, W. Hyncik, E. Lemon, M. Parise and R. Puleio Jr. Also present: L. Franchino, QPA W. Newberry, Attorney E. Perkins, Chief Jeff Huxley, Asst. Chief Kevin Schroeck.

Chairman Spohn read a letter of resignation from Commissioner Thomas Karsay dated June 5, 2020. On a motion by Commissioner Parise, 2nd by Commissioner Lemon, Mr. Karsay’s resignation was accepted.

Chairman Spohn expressed the gratitude of the Board to Mr. Karsay for his over twenty service as a commissioner and many contributions to the fire service.

Chairman Spohn made a motion to appoint Ricky Puleio Jr. to serve the remaining ten months of Mr. Karsay’s term. Commissioner Lemon seconded the motion which was then unanimously adopted by the Board.

Attorney Perkins administered the oath of office to Ricky Puleio Jr. for a term expiring February 28, 2021. Commissioner Puleio then took his seat on the board.

Chairman Spohn proposed a reorganization of the BOFC offices. He suggested the appointment of Commissioner Hyncik as vice chair to replace Mr. Karsay. Commissioner Hyncik will continue as treasurer. Commissioner Parise will take over responsibility as LOSAP administrator. Commissioner Puleio will become the BOFC representative on the Emergency Services board and the representative. The remainder of BOFC assignments will remain as per the BOFC reorganization in March. On motion of Commissioner Spohn, 2nd by Commissioner Hyncik the new appointments were approved by a unanimous vote of the Board.

Approval of Minutes – The minutes of the May 12, 2020 meeting were presented for approval.

Motion to approve the minutes of the May 12, 2020 board meeting.

Motion by Hyncik; 2nd Parise. Motion passed without objection. Commissioner Puleio abstained.

Public Comment – None

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

Treasurers Report

Ms. Franchino indicated that a previously approved and signed check issued to Access Compliance in the amount of \$1,274.00 has been voided. It included payment for services for a member of Fire District 2. The check is reissued in the amount of \$776.00 and is included in the 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: Office Expenses \$4,682.43; Legal Fees \$3,400.00

Operations: Insurance \$3,815.26; Repairs \$4,973.20; Rental charges \$12,200.00; Utilities \$1,645.00; General Operations \$1,474.00

Total Administration and Operations: \$32,189.89

Capital Outlays: \$5,124.00 equipment for new aerial apparatus (2019 Budget)

(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 2020-18 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 and 2019 budgets 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 \$37,313.89 of which \$5,124.00 represents capital expense from the 2019 budget and \$32,189.89 allocated from the 2020 operating accounts.

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

Abstention noted for Spohn for limited items pursuant to annual notice.

Ms. Franchino noted that the Board's financial records have been migrated to Swizznet's cloud-hosted Quick Books platform as approved by the BOFC at last month's meeting. Commissioner Hyncik moved payment for the Quick Books service in the amount of \$44.99 per month for the remainder of the year. An issue with formatting of the Treasurer's Report and the necessity for Excel access on the same platform will be resolved prior to the next Board meeting. The motion was 2nd by Commissioner Parise and unanimously approved by BOFC vote.

Purchasing Officer Report

QPA Newberry reported that he is working with the Chief and his assistants to complete the outfitting of the new T-45. All items approved last month have been ordered including the Motorola items, equipment from Witmer and Nat Alexander Company. A number of the ordered items have been received. He noted a vendor change from Nat Alexander to Witmer (fire hooks at a cost of \$370 will be purchased from Nat Alexander, while the (5) FireHooks Unlimited axes and (4) 30" Halogen tools will be purchased from Witmer at a cost of \$1,135; \$2,000 had been approved for these purchases). Mr. Newberry continues to work with Assistant Chief Schroeck on additional tools for the new aerial apparatus. He has submitted RFQ's and is awaiting quotes for the new thermal imaging cameras. He is working with Engineer Lemon on the hose for the new T45 and on testing quantities. Replacement fan parts have been delivered and will be installed.

New Business

Chairman Spohn noted that it was time for the BOFC to review the drivers abstracts of all active members.

The Chair noted that he would update the BOFC website to reflect the resignation of Mr. Karsay, the appointment of Commissioner Puleio, and the reorganization of BOFC offices.

Old Business

Background Check Policy - The draft background check policy continues to be reviewed by the company officers and will be shared with the company members.

Gear Washer/Dryer – Continuing review of options.

New Aerial Apparatus – Assistant Chief Schroeck reported that the outfitting of the apparatus and driver training continues. He estimates that the apparatus is 90% complete and believes that it should be in service by the end of the week. A letter has been executed by the Chair authorizing Asst. Chief Schroeck to complete the registration of the apparatus with the State Division of Motor Vehicles as soon as that agency is back in operation.

Old Aerial Apparatus – The apparatus has been removed to F&SS per the trade in agreement. Insurance on the apparatus has been cancelled.

Chiefs Report – Chief Huxley reported that there were 21 calls in the month of May. Activities for the month continue to be limited due to the Covid restrictions. The apparatus continues to be wiped down after each call. In person regular drills were canceled with the exception of a small new member hydrant drill. Distance training is on-going.

Access to the firehouse continues to be limited without prior approval of an officer. Limited truck checks continue under officer supervision.

The Pass It On books by Billy Goldfeder which were approved last month have arrived and are being distributed to the members.

The Chief requested approval to purchase four pair of Aurosports 12x25 high power compact binoculars for \$120.96 including shipping.

Engineers Report

Commissioner Lemon reported the following repairs:

Tanker 45 – All repairs have been completed.

Tower 45 – Out of service until the new apparatus is outfitted. F&SS is dealing with issues that have been identified during the outfitting. The new hose on the apparatus will be tested and inventoried during the PM on 45-3 to verify its

condition. Atlantic Detroit Diesel will be out on June 11th or 12th to assess the engine light issue related to the diesel exhaust fluid gauge.

Engine 45-3 – PM is scheduled on June 26th at the firehouse.

Engine 45-2 - Absolute Fire performed PM on June 3. Repairs were made on the pump panel lights, filter leaks and tech drive counter at the pump panel. The on-going issue with the check engine light remains unresolved. Absolute picked up the apparatus on June 8 to go through the wiring harness with Atlantic Detroit Diesel to locate the issue. The apparatus remains OOS.

The annual testing of the hydraulic equipment testing by TASC is being scheduled.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, July 14, 2020 at 7:30 p.m.