

**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 March 10, 2020

Prior to the meeting the oath of office was administered to Thomas Karsay who was re-elected for a three-year term ending February 28, 2023.

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, E. Lemon and M. Parise. Also present: L. Franchino, QPA W. Newberry and Attorney E. Perkins

Approval of Minutes – The minutes of the February 11, 2020 meeting were presented for approval.

Motion to approve the minutes of the February 11, 2020 board meeting as presented.

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

Certification of Election Results - Chairman Spohn reported on the results of the election held on Saturday, February 15th. The proposed 2020 budget passed with 124 votes in favor and 41 opposed. Thomas Karsay was re-elected commissioner for a three-year term with a total of 155 votes. On motion of Commissioner Spohn, 2nd by Commissioner Lemon, the Board unanimously voted to certify the election results and forward them to the township clerk and the Director of the Division of Community Affairs.

Reorganization - The Chair proposed the following slate of officers for the 2020:

William Spohn, Chair
Tom Karsay, Vice Chair
William Hyncik, Treasurer
Michael Parise, Clerk
Eric Lemon, Engineer

The slate of officers was elected by a unanimous vote of the BOFC.

Chairman Spohn made the following appointments:

CFO: William Hyncik
LOSAP Administrator: Thomas Karsay
Emergency Services Representative: Thomas Karsay
EEOC Coordinator: Eric Lemon
Public Access Compliance Officer: Eric Lemon
Public Records Officer: Michael Parise
Fire Company Liaison: Michael Parise
Fire Prevention Bureau Liaison: William Spohn

Appointment of Professionals

Resolution 2020-08 Fire District Attorney. Eric M. Perkins, Esq., of Skillman, New Jersey is hereby appointed as attorney for a term beginning March 1, 2020 and ending February 28, 2021 at an annual contract fee of \$13,600.00 plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,600.00. 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.

Resolution 2020-09 Fire District Purchasing Agent. William Newberry, QPA, LLC, of Wall Township, New Jersey is appointed as Purchasing Officer for a term beginning March 1, 2020 and ending February 28, 2021 at an annual contract fee of \$6,000.00, plus \$45.00 per meeting should extra meetings be required, plus expenses. 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.

Resolution 2020-10 Fire District Insurance Broker - Nottingham Insurance Agency of Hamilton Square, New Jersey, is named as broker of record, for a term beginning March 1, 2020 and ending February 28, 2021, to provide insurance services to the fire district relative issues presented in the course of fire district business. This broker of record has a good relationship with the specialized fire insurance providers and has proven to be knowledgeable, helpful and efficient in handling matters presented to it by the board. This contract is awarded as an Extraordinary Unspecified Service pursuant to N.J.S.A. 40:11-5(1)(a), 40A:11-5(1)(m) and the New Jersey Pay to Play regulations and is on file and available for public inspection at the fire district offices.

Resolution 2020-11 Establishing a Cash Management Plan

The Board hereby adopts a Cash Management Plan in accord with the N.J. Local Fiscal Affairs Law (N.J.S.A. 40A:5-15) and N.J. Local Finance Board guidelines designating the Bank of Princeton as official depository of the fire district and authorizing additions and deletions from this designation as long as the institution are GUDPA participating and authorized by law as a public depository. Disbursements from all accounts shall be by official check signed by two Commissioners. Investments as authorized as by N.J.S.A 40A:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report from the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

Fire District Auditors. No action taken

On motion of Commissioner Hyncik, 2nd Commissioner Lemon, the preceding four resolutions were unanimously approved.

Public Comment – None

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

Treasurers Report

Ms. Franchino requested authority to transfer 1.2 million dollars from the PNC investment account to the operating account in anticipation of the payment required when the aerial apparatus is delivered in the coming weeks.

Motion Hyncik, 2nd Lemon. The motion was unanimously approved.

It was noted that the FDIC conference was canceled therefore the 2020 encumbrance can be released.

A check in the amount of \$5,423.19 was received from VFIS for the 45-3 damage claim. (See Engineer’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 \$ 4,750.00; Professional fees \$3,400;

Operations: Insurance \$47,419.69; Maintenance & Repairs \$8,721.88; Rental charges \$12,200.00; Utilities \$2,414.42; General Operating \$3,363.22; Training \$540).

Operations: General Operating \$1,273.22 (2019)

(Additional detail regarding accounts charged and vendors is contained in the Treasurers Report and 2019 Encumbered Check Detail, as Updated)

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

RESOLUTION 2020-12 – 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 \$82,809.21. Additionally, approval is granted to pay certain 2019 encumbrances detailed in the Treasurer's report in the amount of \$1,273.22.

*Motion: Hyncik 2nd Karsay: 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 the pager clips and radio have now been received. Quotes have been received for two MSA Altair 4X gas meters (\$1,640.00) and a flame fighter nozzle (\$845.00) both of which would be charged to the capital expense for the new apparatus. Additional purchase requisitions (chargeable to the 2019 Tower Capital Account) for the following were presented for Board approval by QPA Newberry: (6) Ladder Belts from Firefighter One at a cost of \$1,143.72; (8) Key Yellow LDH 100' at a cost of \$4,384, (6) Key Red 1.75" x 50' hose at a cost of \$936. (2) Key Red 1.75" x 25' hose at a cost of \$196, and freight costs at a cost of \$100 all from Continental Fire & Safety; (1) BlowHard BH-20 Fan at a cost of \$3,700 and (2) Little Giant Ladder Planks at a cost of \$440 from Nat Alexander.

QPA Newberry also presented the following quotes to the Board for purchases chargeable to the 2020 Budget, as follows: (1) TFT Ball Intake Repair from Continental Fire & Safety at a cost of \$623.65 and (1) BlowHard Fan Replacement Parts from Nat Alexander at a cost of \$215, both chargeable to Repairs; (2) Bullard Eclipse Rechargeable Batteries from Continental Fire & Safety at a cost of \$135.90, chargeable to General Operating, and (1) Weather Station from WeatherShack at a cost of \$1,401.85, also chargeable to General Operating. Pending further future consideration by the Board were quotations from Atlantic Tac for Protech Delta 4 at a cost of \$392 each and ARK Bags from Tak Med at a cost of \$154.50 each; both purchases related to the Rescue Task Force.

Motion of Hyncik, 2nd Karsay the purchases in the amount of the quotes were unanimously approved.

New Business -

Chairman Spohn distributed a draft policy, guidelines and a procedure for on background checks for active and prospective members. The draft will be reviewed by the members of the board and the fire company for comments before consideration for adoption.

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 late March or early April. The inspection trip went very well and the BOFC representatives were very impressed with the Pierce response to the noted minor repairs and requested modifications.

Chiefs Report – Chief Huxley submitted a written report stating that there were 9 calls in the month of February. Activities for the month included truck checks and two drills.

Approval was requested to reimburse the Chief's account for payments made during the Firehouse World trip (food, luggage, parking) in the amount of \$1,367.86 and for repairs to the DeWalt Sawzall on Rescue 45 \$31.99. An additional reimbursement to Rich Kennedy for the hotel and taxis at Firehouse World in the amount of \$1,875.34. The costs for the Firehouse World trip have exceeded the estimates and amount encumbered from 2019 funds. The balance of \$878.43 will be charged to the training account of the 2020 budget.

RESOLUTION 2020-13 Approval of Purchases and Requisitions

Upon certification that there are sufficient funds available in the 2020 budget, and encumbered funds in the 2019 Tower Capital Account, authorization is granted for the requisitions as set forth above and detailed in QPA Newberry's report, with \$838.65 chargeable to 2020 Repairs, \$1,537.75 chargeable to General Operating, and \$10,899.72 chargeable to the 2019 Tower Capital Account (purchases for the MSA Altair Gas Meter and the Flamefighter Piercing Nozzle had previously been approved by the Board in November, 2019).

Upon further certification that there are sufficient encumbered funds available in the 2019 budget (\$2,364.77, 2019 Encumbered Training) and unencumbered funds

available in the 2020 budget (\$878.43, 2020 Training and \$31.99, 2020 General Operating), authorization is granted for the requisitions and reimbursements as set forth above in the total amount of \$3,275.19 (see post-meeting updated reports), and to add these to list of bills paid at this meeting.

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

Engineers Report

Commissioner Lemon reported the following repairs:

Engine 45-2 – Officers side intake valve awaiting gasket.

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

Tower 45 – Cable replacements completed. Documentation to be submitted so that MISTRAS certification can be provided prior to trade-in.

Engine 45-3 – Red Line Fabrication and Machine, LLC waiting for parts from vendor to complete repairs. All work to be completed at firehouse. Still waiting for First Priority to schedule Blaze to repair engine steamer valve and rocker box.

The child inserts have been received for the AESS's in the rescue and chief's car.

Quotes for the annual PM's have been received. Process of scheduling will now proceed.

Quotes have also been received from FS&S and Fire Flow for hose, ladders and other equipment required for the new tower. Engineer Lemon will provide a spreadsheet for consideration.

LOSAP – The annual LOSAP monies will be transmitted to AIG/VALIC. A replacement check in a corrected amount was prepared and signed by the Board. Check #2607 which had been signed at the February 11, 2020 meeting was voided.

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, April 14, 2020 at 7:30 p.m.