

**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 May 12, 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, Attorney E. Perkins, Chief Jeff Huxley, Asst. Chiefs Rich Kennedy and Kevin Schroeck.

Approval of Minutes – The minutes of the April 14, 2020 meeting were presented for approval.

Motion to approve the minutes of the April 14, 2020 board meeting.

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

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: Office Expenses \$463.70;

Operations: General Operating Expenses \$3,155.55; Insurance \$1,925.00; Maintenance and Repairs \$4,730.59; Supplies \$5,673.29; Rental charges \$12,200.00; Utilities \$1,896.98.

Total Operations \$29,581.57.

Capital Outlays: \$1,946.50 equipment for new aerial apparatus

(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 2020-16 – 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 \$31,991.77 of which \$1,946.50 represents capital expense and \$29,581.57 are allocated from the operating accounts.

*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 requested approval for a requisition for a Motorola APX8500 radio at a cost of \$10,535.55; a second requisition to Witmer Public Safety in the amount of \$3,045.00 for Zico items, Elkhart nozzles, a 2.5 gallon water can; and a third requisition to Nat Alexander Company in the amount of \$370.00 for Firehooks Unlimited items. All requisitions are required for the new aerial apparatus and will be charged to the capital account. After further discussion of items needed, the amount of the authorized purchase to Nat Alexander was increased to \$2,000 with QPA Newberry to provide additional information regarding the specific items ordered.

Purchase Orders issued to Motorola for radio equipment and installation in the amount of \$2,297.20; to Witmer for Junkin stretcher and related accessories in the amount of \$984, and to Grainger for power tools in the amount of \$802.78 (payment

included in current month's Treasurer's Report) were formally approved by the Board. All purchases are required for the new aerial apparatus and are to be charged to the capital account.

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.

The Motorola APX All-band 2.5 portable radio, charger and related equipment was delivered, and payment in the total amount of \$7,971.75 can now be released from the 2019 funds (\$6,192.25 from Supplies, \$1,779.50 from Supplemental Fire Services Grant).

Payment was also approved to Continental in the amount of \$136 (with \$78.75 charged to the 2019 open encumbrance, Supplies, and the balance of \$57.25 charged to 2020 Supplies). The increased charge was a combination of freight and a new coupling configuration for the hose that had been purchased.

New Business – Chairman Spohn raised the issue of improving the software used to maintain the BOFC financial records. It was suggested that the BOFC migrate to the on-line version of Quick Books. Such an action would require an expense of approximately \$60.00 per month but would assure the BOFC that the software would be routinely upgraded and provide the best records. Commissioner Hyncik made a motion to purchase the subscription which was seconded by Commissioner Karsay and unanimously approved.

Old Business

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

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

New Aerial Apparatus – The apparatus was delivered on May 2. It is now being fitted out. The Chief expects to begin to train drivers and company members later this month with the hope of placing the apparatus in service in early June.

Old Aerial Apparatus – All portable equipment will be removed prior to turning the vehicle over to F&SS with the exception of the ground ladders. The pump was tested and passed during the PM testing earlier this month. Commissioner Lemon will follow up to obtain the MISTRAS certificate before title is transferred. Chairman Spohn and Commissioner Hyncik will sign the title certificate and turn it over to

F&SS. Chairman Spohn will also take responsibility for the cancellation of the insurance policy on the apparatus after it has been removed from the firehouse.

Chiefs Report – Chief Huxley reported that there were 20 calls in the month of April. Activities for the month included truck checks. The apparatus is now being wiped down after each call. Regular drills were canceled.

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

Reimbursements totaling \$59.25 requested by the Chief at the April meeting were approved and included on this month's Treasurer's Report (\$19.11 at Home Depot; \$16.14 at ShopRite and \$24 at Darrows), chargeable to General Operating. Also included on the Treasurer's Report was a reimbursement to the Chief's Account for truck signs purchased from Montgomery True Value Hardware in the amount of \$35.06, chargeable to General Operating.

The Chief requested approval to purchase 30 books (Billy Goldfeder – Pass it On) from Firefighters Bookstore, chargeable to Training, in the amount of \$1,170.

RESOLUTION 2020-17 – Approval of Purchases and Requisitions

Upon certification that there are sufficient encumbered funds in the 2019 budget and unencumbered funds in the 2020 budget, authorization is granted for the requisitions as set forth in the Purchasing Officer Report above in the amount of \$19,663.53, chargeable to the capital account for the aerial apparatus, and \$136 to Continental (\$78.75 chargeable to 2019 Encumbered Supplies and \$57.25 chargeable to 2020 Supplies), and for reimbursements and requisitions as set forth in the Chief's Report above in the amount of \$1,264.31.

*Motion: Hyncik, 2nd Karsay: Resolution Ayes: Spohn, Hyncik, Karsay, Lemon, Parise.
Nays: None*

Engineers Report

Commissioner Lemon reported the following repairs:

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

Tanker 45 – All repairs have been completed except for the tank flange seal which will be scheduled with Blaze and should be completed by May 18.

Tower 45 – Will go out of service in shortly for equipment swap with the new apparatus.

Engine 45-3 – Accident repairs completed by Red Line and Fire and Safety Service. Apparatus now back in service.

Hose, ladder and appliance annual checks have been completed except for E45-3. Pump testing took place on May 11. All five pumps passed.

Absolute Fire performed PM on 45-2. Fire and Safety Services schedule PM on 45-3 now that it has returned. This should be completed in next two days.

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 8:31 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, June 9, 2020 at 7:30 p.m.