

**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 13, 2025**

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

**Roll Call** – Upon Roll Call the following commissioners were present: Commissioners Philip Adams, William Hyncik, Michael Parise, Ricky Puleio Jr. and William Spohn.

Also present: Deputy Chief Eric Lemon, Bookkeeper Lynn Franchino, Engineer Frank Wendling III and Attorney Eric Perkins

Absent: Chief Kevin Schroeck

**Approval of Minutes** – The minutes of the April 8<sup>th</sup> 2025 meeting were presented.

*Motion to approve the minutes of the April 8<sup>th</sup> board meeting was made by Commissioner Hyncik; 2<sup>nd</sup> by Commissioner Parise. Motion passed without objection.*

**Public Comment** – None

**Meeting Updates** –

Emergency Services –No meeting last month.

Fire Prevention – Meeting scheduled for this month.

Rescue Task Force- Planning drill.

**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: \$787.94

TOTAL ADMINISTRATION: \$787.94

Operations: General Operating Expenses: \$573.88; Rental Charges/Apparatus Housing: \$13,352.00; General Operating Expenses/Maintenance and Repairs: \$7,116.52; Supplies: \$1,402.86; Training and Education: \$7,176.67; Utilities: \$3,315.81; Equipment: \$4,200.00 (FY 24).

TOTAL OPERATIONS: \$37,137.74.

TOTAL ADMINISTRATION and OPERATIONS: \$37,925.68

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

### **RESOLUTION 2025-12 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2024 and FY 2025 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 and the FY 2024 and FY 2025 Encumbered Check Details, allocated to the various administration, operating and capital accounts. Total bills to be paid in the amount of \$37,925.68.*

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

Commissioner Hyncik is in the process of closing the Princeton Bank account and transferring the monies in that account to the PNC investment account.

Commissioner Hyncik noted that the banks require a resolution to permit the execution of new signature cards. The resolution was included in the April minutes which were approved tonight. He will forward the resolution to the banks and begin the process obtaining the new signature cards.

### **OLD BUSINESS**

**Training Facility:** No update.

**Insurance Audit:** The recommendations from the report need to be addressed by June 30<sup>th</sup>. The fire company is in the process of implement the changes to policies and procedures which were recommended by the audit. The project should be completed by the June meeting.

**New Apparatus:** No update on delivery date.

**Generator Replacement:** No update.

**Hamlet Court Tank** – No update.

**Gym Equipment** – Items ordered awaiting delivery.

**Gym Waivers** - Commissioner Adams agreed to assume responsibility for ensuring that all members execute the waiver documents.

**Brush Truck** – The committee met prior to tonight's meeting and will continue to define the truck requirements.

### **NEW BUSINESS**

**Purchasing Practices** – It was noted that several items have been ordered using the fire company credit card. In some instances, this has resulted in vendors improperly including sales tax on the purchase. This requires additional work to correct the transaction. The Board requested the officers to be mindful of the established limits on card purchases and to limit such transactions to emergent matters between meetings. Also, it is imperative to ensure that either the Fire Company or the BOFC is listed as the billing contact, not an individual. This will allow the vendor to use the tax exempt certificate.

**Command vehicles** – The issue of removing command vehicles from the response area for extended periods was discussed. The Board noted that the vehicles are considered emergency apparatus and are not available for emergency response if they are out of the immediate area. If the vehicles are to be removed from the response area for any extended period the Board should be advised in advance.

**Foam Replacement** – It appears that neither the State or county will lead a coordinated effort for foam replacement. The BOFC will likely have to hire a private entity for the project. The Chief will continue to investigate alternatives.

### **CHIEF'S REPORT**

Deputy Chief Lemon noted that the Chief has submitted a written report. There were 13 calls for service in the month of April. Drills included monthly truck checks, tower ops and a general drill. The report indicated that the FDIC trip was very beneficial to those who attended. Information was available on new equipment and brush truck options. Attendees also took six training classes each.

Deputy Chief Lemon requested approval for the following purchases: 2 Vulcan streamlights for the tanker in the amount of \$426.78 from The Fire Store and a fire cloak for EV fires in an amount not to exceed \$2,000. Vendor unknown at this time.

Commissioner Hyncik moved approval of the purchases. Commissioner Puleio seconded the motion and it was unanimously approved.

The Board also discussed the request to purchase two Fire Cam dashboard cameras for the command vehicles in the amount of \$584.70. After extended discussion this purchase was deferred.

The Chief's report indicates that the three thermal imaging cameras approved at April meeting and ordered from NJFE have not been delivered. The fire gear also remains on back order from NJFE.

The following items have been delivered: three MSA Altair X's; four Vallfirest vft brush helmets (\$573.08 The Fire Store); five fire hook water can harnesses with straps (\$384.34 The Fire Store); two backpack fire pump PROs (\$504.93 The Supply Cache).

Discussions continue for the re-purposing of the old Board meeting room.

### **Engineers Report**

Engineer Frank Wendling electronically submitted a written report to the Board.

E45-3 – The front suction is not opening. F&SS determined that the problem is a bad solenoid. Waiting for parts to complete the repair.

Awaiting quote from F&SS for new brakes, a new muffler and repair of an oil leak at the input shaft seal for the transfer case. The apparatus remains in service.

Rescue 45 - Front chock box retaining bar broken. New chock box on order from F&SS. Chock has been moved to pump operator/cascade compartment.

Brush 45 – Water level sensor is broken and a replacement part is no longer available. Installation of a new system will cost around \$1,300 per the estimate of Harlingen Garage.

Car 45-3: Remains OOS at Belle Mead Garage for persistent check engine light issue.

The springs on both command apparatus have now been upgraded.

**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, June 10th, 2025 at 7:30 p.m.