

**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 July 9, 2024

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: William Hyncik, Eric Lemon, Michael Parise and William Spohn. Absent: Ricky Puleio Jr. Also present: Attorney Eric Perkins, Treasurer Lynn Franchino, Chief Kevin Schroeck and Deputy Chief Rich Kennedy.

Approval of Minutes – The minutes of the June 11th, 2024 meeting were presented.

Motion to approve the minutes of the June 11th, 2024 board meeting was made by Commissioner Hyncik; 2nd by Commissioner Parise. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services – No meeting last month

Fire Prevention – No meeting last month.

Rescue Task Force- No report.

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/Other: \$365.94.

TOTAL ADMINISTRATION: \$365.94.

Operations: General Operating/ Repairs: \$14,032.05; Rental Charges/Apparatus Housing: \$13,090.00; Supplies: \$3,914.17; Utilities: \$2,697.37; General Operating Expense/ Other: \$502.38.

TOTAL OPERATIONS: \$34,235.97

TOTAL OPERATIONS AND ADMINISTRATION: \$34,601.91.

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

RESOLUTION 2024-17 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2024 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 and FY 2024 Encumbered Check Detail in the total amount of \$34,601.91, allocated to the various administration and operating accounts.

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

Ms. Franchino noted that a supplemental check has been received from the insurance company in the amount of \$355.73 for the repair of Rescue 45. The BOFC also received a check in the amount of \$5,415.00 from the workers compensation insurance carrier as a consequence of the annual audit for 2023.

Chair Spohn made a motion to transfer the sum of \$75,000.00 into the operating account so that the bills can be paid. The motion was seconded by Commissioner Lemon and unanimously approved.

Commissioner Hyncik noted that a T-bill will mature on July 31. He will reinvest the proceeds for a 1 year term.

Commissioner Parise reported that COREBRIDGE FINANCIAL acknowledged receiving the check for the 2023 LOSAP program, but that the check was never cashed and could not be located. Ms. Franchino verified that the check has never been cashed. Commissioner Parise made a motion to issue a stop payment on the check and to issue another check in its place. Chairman Spohn seconded the motion and it passed unanimously.

PURCHASING OFFICER'S REPORT

A written report indicated that Mr. Newberry will be working with Commissioner Lemon to transfer the credentials to maintain the website. The website is up to date through the minutes of the most recent meeting.

Mr. Newberry is working with the Chief to complete outstanding purchase orders. At the present time the list of incomplete orders includes a gas meter, a Next Pro thermal imaging camera, five flashlights, replacement foam and a hydro assist valve.

OLD BUSINESS

Training Facility: Chairman Spohn reported that the construction bid specifications will be issued next week. The return date for the bids will be August 13 to coincide with the Board's regular meeting.

New Apparatus: No update on the delivery date.

Generator Replacement: Discussions continue on the size of the replacement generator.

Equipment Donation- The release form prepared by attorney Perkins has been forwarded to the 911 Fund so that the donation can be completed.

NEW BUSINESS

Hamlet Court Tanks- It was noted that the pump breakers were tripped. The Chief or one of the officers will investigate.

LOSAP – Ms. Franchino noted that there was a significant overage in the LOSAP restricted account. It was suggested that the balance be reviewed and that a resolution be considered at a future meeting to transfer some monies from that account back into the general fund.

Purchasing Practices – Chairman Spohn noted that with the resignation of QPA Newberry the BOFC purchasing responsibilities will have to be re-allocated to Ms. Franchino and Mr. Perkins. A further assessment of the allocations of these responsibilities will be made in the coming weeks.

CHIEF'S REPORT

Chief Schroeck reported that there were 31 calls for service in the month of June. Other activities included the monthly business meeting, upper middle school pump drill, function drill and an extrication drill.

The Chief noted that he is working with Rob Jensen and Joe Olenick to renew the FCC radio license.

The Motorola grant radios remain at Wireless Solutions for programming. The Chief and Joe Olenick are working with Wireless on labeling/worksheets for the new radios.

The graphics work on the new command vehicles was approved and awaits scheduling with Cranbury Graphics
Deputy Chief Kennedy is working on providing additional information to ISO to possibly improve the score.

Chief Schroeck requested approval for the following purchases:

Two sets of firefighter PPE; these will be purchased from N.J. Fire Equipment under state contract. It was noted that the lead time for such purchases is several months.

Two additional equipment racks for the swift water gear. The purchase will be from Gear Grid in the amount of \$4,867.00. The new racks will allow the gear to be stored individually for each member. This will allow better drying and quicker access.

Commissioner Hyncik moved approval of the requested purchases. Commissioner Lemon seconded the motion and it passed unanimously.

Engineers Report

Rescue 45: Awaiting completion of repair work. The light tower repair was completed on July 2. The apparatus was damaged (scratches) during the process of repair. Fire and Safety will repair the damage at no cost.

Brush 45: The starter motor for the pump has been failing. Replacement of the starter is being researched.

Suburban Utility: A review of the vehicle indicates that it remains in serviceable condition with a few relatively minor repairs. The windshield must be replaced and the vehicle will have an oil change. It will continue to be used to transport members to fire school.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, August 13th, 2024 at 7:30 p.m.