

**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 February 11, 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 William Hyncik, Michael Parise and William Spohn.  
Absent: Commissioners Phil Adams and Ricky Puleio Jr.

Also present: Bookkeeper Lynn Franchino, Engineer Frank Wendling III, Rich Kennedy and Sue Perkins

**Approval of Minutes** – The minutes of the January 14<sup>th</sup> 2025 meeting were presented.

*Motion to approve the minutes of the January 14<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 – No meeting.

Rescue Task Force- Planning is underway for a drill at a date to be established.

**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.

Ms. Franchino indicated that she has received additional bills from Royal Printing in the amount of \$3,006.50 for the printing of the mail-in ballots and a \$528.00 from Peleton. This Peleton invoice will be paid out of FY 24 funds. Both bills are included in the totals below.

Administration: Elections: \$3,606.50 (2025)

TOTAL ADMINISTRATION: \$3,606.50 (2025)

Operations: General Operating Expenses/Other: \$8,668.12 (2025); Insurance: \$25,280.00(2025); Rental Charges/Apparatus Housing: \$13,352.00 (2025); General Operating Expenses/Maintenance and Repairs: \$9,650.00 (2024); \$611.11(2025); Supplies: \$239.00 (2025); Training and Education: \$528.00(2024); \$5,398.25 (2025); Utilities: \$4,872.58(2025).

TOTAL OPERATIONS: \$10,178.00(2024); \$62,027.56 (2025)

TOTAL ADMINISTRATION and OPERATIONS: \$72,205.56

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

### **RESOLUTION 2025-09 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2024 and FY2025 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 FY 2024 and FY2025 Encumbered Check Detail, allocated to the various administration, operating and capital accounts. Total bills to be paid in the amount of \$72,205.56.*

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

Commissioner Hyncik moved the transfer of \$75,000 from the investment account to the checking account. The motion was seconded by Commissioner Parise and approved by a unanimous vote.

Chairman Spohn noted that expenditures for the year were close to the temporary budget cap, but that this should not be an issue if the budget is approved.

Chairman Spohn raised the issue of who is responsible for paying the snow plowing invoice. The fire company has not notified the Board of the contract cost. If the fire company has signed a contract for the service and expects the Board to pay, a copy

of the contract should be provided to the Board. Commissioner Parise indicated the cost for the January 6<sup>th</sup> plowing and salting which totaled \$200.00. The storm on January 20<sup>th</sup> resulted in a \$325.00 bill for plowing and a \$200.00 bill for salting. These were all billed to the fire company. Rich Kennedy agreed to obtain the details from the fire company and verify that the provider has obtained a certificate of insurance. Chairman Spohn made a motion to pay the current invoice. Commissioner Parise seconded the motion, and it was unanimously approved.

Ms. Franchino noted that the Board has yet to receive an invoice from Montgomery Emergency Services for the item ordered under the 2024 budget.

### **OLD BUSINESS**

**Training Facility:** No update.

**New Apparatus:** No update.

**Generator Replacement:** No update.

**Hamlet Court Tank** – No update.

**Gym Equipment** – Items ordered.

### **NEW BUSINESS**

#### **FY 2025 Commissioner Election and Budget Referendum:**

Chairman Spohn reported that two petitions have been received, his petition and a petition from Commissioner Adams. The election and budget referendum will be held this Saturday, February 15. The polls will be open from 2 p.m. until 9 p.m. Annamarie and Arthur Crawford will serve as poll watchers. Commissioner Parise will make copies of the ballot. The voter records have been requested and received from Somerset County. Commissioner Hyncik will open the election and Commissioner Puleio will close the polls. The results of the election will not be final until February 24<sup>th</sup> to permit the counting of mail-in ballots.

**Workers Compensation Insurance Audit** Chairman Spohn reported that he has spoken with VFIS about the audit. There have been questions about the coverage for junior members. Additional discussion will take place to determine how claims should be reported.

### **CHIEF'S REPORT**

Rich Kennedy noted that there were 29 calls for service in the month of January.

The grant radios have been delivered and assigned. The Mercer County channels have now been added to facilitate communication with Mercer County fire companies. The issue of whether the grant match can be made from the State grant program funds has not been resolved.

Chairman Spohn asked Mr. Kennedy to work with Chief to provide information and clarity to the Board on purchase requests, ordered items and what has been received and what is open. It was noted that several items that the Board has been charged sales tax on several items that were ordered through the Chief's account. Additionally, invoices have been received from Grainger for eight items without packing slips. Mr. Kennedy will address the issue with the Chief. He requested approval to purchase garden hose in the amount of \$254.83.

The two multigas meters previously been approved have been ordered but not yet delivered.

Five registrations have been made for the FDIC convention. Tonight's bills include the registration fees and airfare in the amount of \$5,398.25. This includes \$3,175 in registration fees for five persons. Chairman Spohn indicated that the issue of per diem allowance will be considered at a future meeting.

The township fire marshal will retire in the month of February. The job has been posted to recruit a replacement.

Mr. Kennedy indicated that the officers are recommending that the brush truck be replaced in 2026. Chairman Spohn named Commissioner Parise as the liaison to the brush truck replacement committee. The estimated cost to replace the apparatus is \$300,000.00

The Chief requested the Board to consider re-purposing the old Board meeting room which has not been used for several years. The Board will review the issue and respond next month.

(The following items previously approved and ordered have not been delivered)

One set of turn out gear (part of second order for two sets) and Holmatro Core/Battery Rescue System.

Ten totes of Class A foam have been received. (Class B foam needs to be ordered.))

### **Engineers Report**

Engineer Frank Wendling reported.

E45- 3 The PM was completed. The report indicates that the apparatus needs brakes, the muffler needs to be replaced and there is an oil leak at the input shaft

seal for the transfer case. F&SS has been asked to provide a price for the work. The apparatus remains in service.

Tanker 45: PM complete. A number of repairs were noted during the inspection. Awaiting quote from F&S Services for repairs. Drivers side siren is non-functional. Officers side remains in operation. Truck remains in service.

R45: PM completed. Repairs completed.

Tower 45: PM to be completed this month, weather permitting.

Utility 45: Harlingen Garage performed oil change and brake fluid change.

Command Vehicles; Awaiting parts to upgrade suspension.

Asst. 45: At Belle Mead Garage for repairs to serpentine belt, check engine light and e-brake cable.

Hurst tools to be scheduled along with ladder and hose testing.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, March 11th, 2025 at 7:30 p.m.