

**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 April 13, 2021**

**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: W. Spohn, W. Hyncik, E. Lemon, M. Parise and Ricky Puleio Jr. Also present: QPA W. Newberry, Attorney E. Perkins, Treasurer Lynn Franchino, Chief Kevin Schroeck and Deputy Chief R. Kennedy

**Approval of Minutes** – The minutes of the March 9, 2021 meeting were presented.

*Motion to approve the minutes of the March 9, 2021 board meeting was made by Commissioner Hyncik; 2<sup>nd</sup> by Commissioner Puleio. Motion passed without objection. Chairman Spohn abstained as he did not attend the meeting.*

**Public Comment** – None

**Meeting Updates** - Emergency Services – Meeting scheduled for April 22<sup>nd</sup>.  
Fire Prevention – No report  
Rescue Task Force- A drill is being planned for the J&J facility.

**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: \$225.00; Election Poll Watchers \$600.00.*

*TOTAL ADMINISTRATION: \$825.00*

Operations: General Operating: Medical \$298.00; General Operating: Other \$857.40; Insurance: \$20,596.66; Rental Charges/Apparatus Housing: \$12,333.33; Training and Education: \$130.00; Turn Out Gear: \$5,464.64; Utilities: \$794.56.  
TOTAL OPERATIONS: \$40,474.59

Operations: (2020) General Operating: Fuel \$581.71; Supplies: \$410.40

Capital: \$155.00 (T45 -Witmer)

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

### **RESOLUTION 2021-12 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the 2021 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 2020 Encumbered Check Detail in the total amount of \$41,299.59 allocated to the various 2021 operating accounts; the sum of \$992.11 from the 2020 encumbered accounts and the sum of \$155.00 from the Capital account.*

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

*Abstention noted for Chairman Spohn for items for Sunrise Office Systems pursuant to annual notice.*

### **PURCHASING OFFICER'S REPORT**

QPA Newberry reported that the items ordered at the March meeting were ordered. In following up with BoundTree on the rescue task force equipment order he was advised by the company that the order was being held pending credit documentation. That issue should now be resolved, and the order should be shipped. The emergency lighting approved last month is still in process. Mr. Newberry met with the Chief to resolve issues with the equipment order placed with Witmer last month. The Chief will continue to follow-up on the battery order the replacement TFT valve for the tower. The original was returned to Continental as it was the wrong size.

The Chief recommended the BOFC accept a quote from Red Line Fabrication and Machine LLC for equipment mounting and modifications to T45. The amount of the quote is \$6,964.32 and includes work that could not be accomplished prior to delivery. There are sufficient funds in the capital account to cover the work. On a

motion by Commissioner Hyncik, second by Commissioner Lemon, the BOFC unanimously approved awarding a contract to Red Line for this work.

### **NEW BUSINESS**

The Department of Community Affairs has extended the deadline for the filing of the annual financial disclosure forms. Notice will be sent out regarding the filing when the new deadline is announced.

### **OLD BUSINESS**

#### **FY 21 Budget**

Commissioner Parise noted that he had received an email from the State Division of Local Government Finance on March 4<sup>th</sup> approving the 2021 budget as adopted at the February meeting, subject to referendum approval.

#### **FY 21 Annual Election**

Commissioner Parise reported that he had spoken with Arthur Crawford and Annamaria Parent-Crawford and that they had agreed to be poll workers on April 20<sup>th</sup>. A motion was approved to pay each of the poll workers in the amount of \$300 for their service. Commissioner Spohn has requested a list of registered voters which will be forwarded by the Somerset County Board of Elections the week before the election. Chairman Spohn will open the polls at 2:00 p.m. and he and Commissioner Lemon will close the polls at 9:00 p.m. and tally the votes.

**LOSAP** – The 2020 monies have been received by VALIC/AIG and deposited to member accounts.

**CHIEF'S REPORT** – Chief Schroeck reported that there were 23 calls in the month of March. COVID 19 practices have been modified of the latest CDC guidance and the relaxing of the Governor's executive orders. Junior and Associate members are now permitted to resume pre-Covid practices.

A number of drills were conducted including establishing landing zones, motor vehicle accident airbag/extractions, fire stream management and ground/tower ladders deployment.

The Chief submitted a reimbursement request in the amount of \$83.40 which was approved. The reimbursement was included in the Treasurer's Report.

#### **Engineers Report**

Commissioner Lemon reported that 45-2 sustained damage to the cab when a telephone pole and wires fell on it on a mutual aid call in District 2 on Province Line

Road. An insurance appraiser has reviewed the damage on March 31 and quotes have been requested for repairs. This is covered under the Comprehensive section of the insurance policy which is subject to a \$100 deductible. The apparatus is completely functional with the exception of the air conditioning.

Tanker 45: Awaiting parts from Fire and Safety to repair the right rear dump actuator valve.

The existing monthly “truck check” system is being revised. The revised system will focus on the function of and familiarization with the equipment. Electronic forms are being developed to permit problems to be identified and submitted. Inventory will be continued on a quarterly basis.

Commissioner Lemon is researching the replacement of the tablets in the apparatus. He is obtaining information from Hillsborough as they have already upgraded.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, May 11, 2021 at 7:30 p.m.