

**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 December 8, 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, 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. Due to the restrictions of the COVID 19 pandemic the meeting was convened by conference call after appropriate public notice consistent with the Open Public Meetings Act.

**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 Jeff Huxley, Deputy Chief Kevin Schroek, Asst. Chief Rich Kennedy.

**Approval of Minutes** – The minutes of the November 10, 2020 meeting were presented.

*Motion to approve the minutes of the November 10, 2020 board meeting as amended was made by Commissioner Hyncik; 2<sup>nd</sup> by Commissioner Puleio. Motion passed without objection.*

**Public Comment** – None

**Meeting Updates** - Emergency Services – No report  
Fire Prevention – No report

**TREASURER'S REPORT**

Ms. Franchino reported that she had spoken with a representative of Montgomery Township regarding the 3<sup>rd</sup> and 4<sup>th</sup> quarter tax installments. The Township Committee will approve the checks at their meeting on December 17<sup>th</sup>. She was directed to place the deposits in the PNC operating account pending future action.

**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: Advertising and Office expenses: \$4,431.46.; Professional Services \$12,900*

*Montgomery EMS: \$314.80*

*Operations: Medical: 9,345.00; General Operating expenses; \$16,542.54; Maintenance and Repairs: \$7,504.35; Rental charges: \$12,200.00; Training and Education: \$411.96; Turn-out gear: 629.62; Utilities: \$1,817.44. Note: A reimbursement to Commissioner Parise in the amount of \$38.36, chargeable to General Operating, was added to the bill list and approved.*

*Total Administration and Operations: \$66,247.93*

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

### **RESOLUTION 2020-23 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 \$66,247.93 allocated from the various 2020 operating accounts.*

*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, Parise, Lemon and Puleio. Nays: None*

*Abstention noted for Chairman Spohn for limited items pursuant to annual notice.*

### **RESOLUTION 2020-24 Reallocation of Funds**

Ms. Franchino reviewed the status of all of the BOFC accounts with the Board.

Office, Professional Services (Audit), Maintenance and Repair, and Turn Out Gear expenses in the 2020 budget will exceed the budget appropriations for these items, and there are excess funds available in other appropriations to cover this insufficiency.

*A Motion was made to reallocate funds between line items in the 2020 budget to cover the shortage in certain budget appropriations for expenses incurred during 2020 by*

*Commissioner Parise, 2<sup>nd</sup> by Commissioner Hyncik. Resolution Ayes: Spohn, Hyncik, Parise, Lemon and Puleio. Nays: None*

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

QPA Newberry reported that all items approved at the November meeting have been ordered.

The TFT valve that was received from Continental was the wrong size and has been returned. Awaiting verification that the correct valve has been received.

Some of the RTF items have been received; vests and helmets are outstanding.

### **NEW BUSINESS**

#### **COVID 19 Protocols**

Chairman Spohn noted that even with the prospect of a vaccine in the early months of 2021, the Covid virus continues to pose a threat to fire company operations. He requested that in-coming Chief Kevin Schroek and his officers clarify the existing Covid protocols and share them with the BOFC.

#### **RESOLUTION 20- 25 Adoption of Annual Open Public Meeting Schedule:**

The BOFC considered a resolution establishing meetings in 2021 on the second Tuesday of every month at 7:30 p.m. and on the same date in January 2022. Motion to adopt by Chairman Spohn, 2<sup>nd</sup> Commissioner Puleio. The resolution passed unanimously.

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

Chairman Spohn noted the annual election will take place on February 20<sup>th</sup>, 2021. There will be three open seats on the BOFC. Two seats will be for 3-year terms. The remaining seat will be for the remaining two years of former Commissioner Karsay's term. Commissioner Parise will prepare nominating petitions.

Chairman Spohn moved a resolution establishing Saturday, January 16<sup>th</sup> as the date by which all nominating petitions must be filed with the Clerk. Commissioner Parise seconded the motion, and the resolution was unanimously approved.

It was noted that the methodology of the February election is currently unclear. Even if absentee ballots are sent to all registered voters in the district the Board will still have to operate a polling place for those voters who wish to vote in person.

Chairman Spohn suggested that the poll workers from last year be contacted to determine if they are willing to provide that service for this year's election.

### **New Junior Firefighter Law**

Mr. Perkins noted that a new law was enacted in late November revising the junior firefighter statute. The law directs the Division of Community Affairs to promulgate new regulations governing junior firefighters within sixty days. As soon as the regulations are available, they will be shared with the BOFC and the company officers.

### **OLD BUSINESS**

**Member Drivers Abstracts:** Chairman Spohn reported that the review is complete and that no issues with members driving records were uncovered.

**Background Check Policy** – Review with company members continues.

**Gear Washer/Dryer** – A review of purchase options will proceed in the new year after the budget passes.

**New Aerial Apparatus** – The apparatus remains unregistered due to Covid delays. Chief Huxley indicated he has a DMV appointment for this purpose on December 29<sup>th</sup>.

**Rescue Task Force** – No meeting.

**Member Medical Review** – The results of the review by Access Health of the member with health concerns have been received and the member has been cleared as a Class A firefighter.

**Weight Room** – Commissioner Parise reported that the purchase order for the Peloton has been issued. He is working with the Peloton representative to complete delivery after the first of the year. The other items approved at the October meeting have been ordered from Amazon and should be delivered shortly.

**CHIEF'S REPORT** – The Chair and Commissioners applauded Chief Huxley on the conclusion of ten years as Chief and thanked him for his service. Chief Huxley thanked the BOFC for their cooperation and support during his term as Chief. He reported that there were 21 calls in the month of November. One drill was conducted and then activities were curtailed as Covid flared up.

Chief Huxley noted that office copier continues to malfunction and recommended that a new one be purchased. It was noted that this purchase would be deferred and considered in the new budget year. Chairman Spohn will investigate repairs in the interim. With the change in officers for the upcoming year, the Board approved the purchase of new helmet shields and gear rack labeling prior to the end of the year.

### **Engineers Report**

Tanker 45: F&S completed temporary repairs on the rear dump valve. The flange on the valve is cracked and will need to be replaced. Order time on the part is 4 to 6 weeks. When the valve is reinstalled F&S will add a support system in an attempt to ensure that the flange will not crack again. The tanker is functional with the temporary repair.

Tower 45: Fire and Safety has corrected the recall items and applied computer corrections to fix the engine fault codes.

Marine 45: The lights are being replaced with LED lights by Redline Fabrication Inc. as the existing lights are corroded.

R45: TASC replaced the OOS hydraulic high-pressure line and has performed PM on the hydraulic tools.

E45-2: TASC completed the annual PM.

**2021 Budget:** DCA forms have been completed and will be submitted to the State for approval. The BOFC will consider adoption of the budget at the next meeting in January.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:57 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, January 12, 2020 at 7:30 p.m.

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BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 1  
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BELLE MEAD, NEW JERSEY 08502

**Resolution # 2020-24**  
**RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS**  
**IN 2020 BUDGET**

**WHEREAS**, the voters in Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2020 fire district budget; and

**WHEREAS**, it has become apparent that expenditures incurred during 2020 have exceeded the sum appropriated in the budget for Office, Professional Services, Maintenance and Repair, and Turn Out Gear; and

**WHEREAS**, there are excess funds remaining in other operating appropriations in the 2020 budget available to offset the insufficiencies in this line item; and

**WHEREAS**, NJSA 40A:14-78.9 authorizes a Fire District, during the last two months of the fiscal year, to transfer amounts from line items with excess appropriations to those with appropriations deemed to be insufficient;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, that: In the 2020 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

\$5,000.00 from Administration: Per Diem to Office

\$500.00 from Administration: Per Diem to Professional Services (Audit)

\$20,000.00 from Administration: Per Diem to Maintenance and Repair

\$1,500.00 from Administration: Per Diem to Turn Out Gear

As a result of the foregoing transfers, the fire district's 2020 budget appropriations are amended to the following amounts: Office \$21,000.00, Professional Services (Audit) \$11,500.00, Maintenance and Repair \$70,000.00, Turn Out Gear \$21,500.00, and Administration: Per Diem \$13,000.00.

A written recital of this Resolution shall be prepared and forwarded to appropriate government authorities for approval.

Certified as a true copy of a  
Resolution duly adopted by the  
Board on December 8, 2020.

s/ Michael Parise  
Michael Parise, Clerk