

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

Certification of Election and Budget Referendum

Chairman Spohn reported the results from the election and referendum held on April 20th. The budget referendum passed with 155 votes in the affirmative and 38 votes in the negative. Commissioner Hyncik received 169 votes; Commissioner Parise received 177 votes. Each was re-elected to a three-year term. Commissioner Puleio received 172 votes and was re-elected to a two-year term.

Chairman Spohn moved, and Commissioner Parise seconded the certification of the referendum and election results. Commissioners Spohn, Parise and Puleio unanimously voted in favor of the motion. The certified results will be forwarded to the township clerk and the Director of the Division of Community Affairs,

Attorney E. Perkins administered the oath of office to Commissioners Parise and Puleio.

Board Reorganization

Commissioner Parise nominated the following slate of officers
William Spohn, Chair
Ricky Puleio, Jr. Vice Chair
Wm. Hyncik, Treasurer
M. Parise, Clerk
E. Lemon, Engineer

Commissioner Puleio seconded the nominations and the Board unanimously voted to approve them.

Chairman Spohn made the following appointments:

William Hyncik, CFO
Michael Parise, LOSAP administrator
Ricky Puleio, Emergency Services Representative
Eric Lemon, EEOC coordinator
Eric Lemon, Public Access Compliance Officer
Michael Parise, Public Records Officer
Michael Parise, Fire Company Liaison
William Hyncik, Fire Prevention Bureau Liaison

Appointment of Professionals

Resolution 2021-13 Appointment of Fire District Attorney

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning May 11, 2021 and ending on March 8th, 2022 at an annual contract fee of \$13,600.00 plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,600.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A: 11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2021-14 Appointment of Fire District Purchasing Agent

William Newberry, QPA, LLC of Wall Township, New Jersey, is appointed as Purchasing officer for a term beginning May 11, 2021 and ending on March 8th 2022 at an annual contract fee of \$6,000.00, plus \$45.00 per meeting should extra meetings be required, plus expenses. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2021-15 Appointment of Fire District Auditors

Solitario & Tierney, CPA's of Spotswood, New Jersey are retained as BOFC Auditors for the fiscal and LOSAP years ended December 31, 2020, and for financial review services, at a cost not to exceed \$11,500.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2021-16 Appointment of Fire District Bookkeeper

Lynn Franchino of Neshanic Station, New Jersey, is appointed as BOFC Bookkeeper for a term beginning May 11, 2021 and ending on March 8th, 2022 at an annual

contract fee of \$7,400.00 plus expenses. This contract is on file and available for public inspection at the fire district offices.

Chairman Spohn moved Resolutions 2021-13,14,15 & 16, second by Commissioner Parise and adopted by unanimous vote.

Approval of Minutes – The minutes of the April 13, 2021 meeting were presented.

Motion to approve the minutes of the April 13, 2021 board meeting was made by Commissioner Parise; 2nd by Commissioner Puleio. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services – Chief Schroeck gave a brief report of the first meeting of the year which was held on April 22nd.

Fire Prevention – No meeting last month.

Rescue Task Force- No meeting last month.

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: Election \$885.00; Office Expenses: \$403.45.

TOTAL ADMINISTRATION: \$1,288.45.

Operations: General Operating: Medical \$413.00; General Operating: Other \$162.16; Insurance: \$5,228.00; Rental Charges/Apparatus Housing: \$12,333.33; Training and Education: \$5,694.24; Utilities: \$3,719.18.

TOTAL OPERATIONS: \$27,549.91

TOTAL OPERATIONS AND ADMINISTRATION: \$28,838.36

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

RESOLUTION 2021-17 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 2021 Encumbered Check Detail in the total amount of \$28,838.36 allocated to the various 2021 operating accounts.

Motion to approve accept the Treasurer's report and approve payment of the bills by Commissioner Hyncik, 2nd Puleio. Resolution Ayes: Spohn, 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 April meeting were ordered. Bound Tree expects to ship the rescue task force equipment order shortly. The helmets ordered in January are on back order with delivery anticipated in four to six months. The 123A batteries which were ordered from Grainger at the end of 2020 are no longer available. He has ordered similar batteries from another supplier which should be delivered this week. He is continuing to work with the vender on the wireless radio adapters they should be delivered by June. He is working with the Engineer on the annual testing and PM specs and expects to bring them to the Board next month.

The Chief is following up on the replacement TFT valve for the tower. The original was returned to Continental as it was the wrong size.

NEW BUSINESS

Chairman Spohn noted that the Board has received an OPRA request for a listing of employees and their addresses and contact information. A response to the request was prepared indicating that the Board has no employees and does not maintain such a list.

The Department of Community Affairs has extended the deadline for the filing of the annual financial disclosure forms. The forms are now due on June 30th.

Chairman Spohn noted that District 2 was participating in a program to donate surplus equipment to fire companies down south that had lost their stations and equipment through tornadoes. John Kessler has prepared a list of items including equipment and personal protective gear which have expired and can no longer be used. He moved the following resolution

RESOLUTION 2021- 18 Declaration and Disposition of Excess Equipment

WHEREAS, the BOFC owns certain equipment and clothing which can no longer be used by the district as said items do not comply with NFPA standards as they have exceeded their useful life expectancy, and

WHEREAS, certain volunteer fire companies in the southern part of the United States have lost equipment through natural disasters and can use said equipment, now therefore be it

RESOLVED, that the Board declares such equipment as identified on the list prepared by the fire company to be surplus and donates said equipment to non-profit, volunteer fire companies in the south, provided that the recipient of donated items shall execute a waiver noting that the Board makes no representation as to the quality of the equipment and shall not be responsible if said equipment fails, and further that no compensation shall be paid for the equipment to any person or entity.

Commissioner Parise seconded the resolution which then passed by unanimous vote.

OLD BUSINESS

Insurance Claim Engine 45-2 Chief Schroeck reported that the insurance adjuster had examined the apparatus which was damaged at the Province Line Road mutual aid fire. The initial damage estimate is in the amount of \$18,613.60. This claim is under the comprehensive portion of the insurance policy and is subject to a \$100 deductible. It is possible that the amount of the claim could be increased if the repairs reveal additional damage.

CHIEF'S REPORT –

Chief Schroeck reported that there were 11 calls in the month of April. In addition to the normal business meeting and truck cleaning, a number of drills were conducted including establishing landing zones, car fires, and extrication.

The Chief requested approval to purchase a number of items of equipment detailed in quotes provided the BOFC from the following vendors: to Grainger in the amount of \$149.68 for two vent hooks; to Witmer in the amount of \$5,815.00 for miscellaneous equipment; to New Jersey Fire Equipment Co. in the amount of \$6,466.50 for three Scott Pro Package face pieces; and in the amount of \$4,728.20 to Continental Fire and Safety for miscellaneous equipment.

Chairman Spohn moved approval for the requested requisitions, Commissioner Puleio seconded the motion which then carried on a unanimous vote.

Chief Schroeck also requested approval for reimbursement to the Chief's account for \$3,727.55 for airfare and registration at the Firehouse Expo in Columbus, Ohio; \$375.00 for a Kean Drone class; \$91.69 for a textbook from Amazon; \$17.49 for items purchased at Staples and \$63.96 for toner. Ms. Franchino indicated that all of the above items were included in the monthly bill list and reimbursement was approved with the monthly bills.

Engineers Report

Engine 45-2: Apparatus will be OOS at the Elizabeth Truck Center this week for repairs of the accident damage noted above.

Tanker 45: Fire and Safety has completed repair of the right rear dump actuator valve.

Tower 45: Red Line has begun mounting the equipment and making alterations as required.

The Engineer is working with Mr. Newberry to schedule the apparatus PM's for the year.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:10 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, June 8th, 2021 at 7:30 p.m.