

**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 13, 2022**

**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:  
Wm. Hyncik , Eric Lemon, Michael Parise, R. Puleio and W. Spohn.

Also present: QPA Bill Newberry, Attorney Eric Perkins, Treasurer Lynn Franchino and Assistant Chief Rich Kennedy.

**Approval of Minutes** – The minutes of the November 8, 2022 meeting were presented.

*Motion to approve the minutes of the November 8, 2022 board meeting was made by Commissioner Lemon; 2<sup>nd</sup> by Commissioner Puleio. Motion passed unanimously.*

**Public Comment** – None

**Meeting Updates** –

Emergency Services – No meeting.

Fire Prevention – No meeting.

Rescue Task Force- No meeting.

**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 Expense: \$4,385.94; Professional Services: \$14,200.00.*

TOTAL ADMINISTRATION: \$18,585.00.

*Operations: General Operating: \$2,660.00; Maintenance & Repairs: \$14,812.83; Rental Charges/Apparatus Housing: \$12,500.00; Supplies: \$1,650.00; Training and Education: \$1,185.00; Utilities: \$2,297.53.*

TOTAL OPERATIONS: \$35,104.36

Capital Outlay Expense: \$619.50 (repair of SS45)

TOTAL OPERATIONS, ADMINISTRATION and CAPITAL OUTLAY: \$54,309.80

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

### **RESOLUTION 2022-25 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY22 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 above, in the Treasurer's report and in the FY22 Encumbered Check Detail in the total amount of \$54,309.80 allocated to the various administration, operating and capital accounts.*

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

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

Ms. Franchino noted that the BOFC has received the second and final installment of FY22 tax monies from Montgomery Township in the amount of \$493,450.00.

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

One of the replacement command vehicles was delivered on December 12<sup>th</sup>. The vehicle has a couple of issues which will be corrected. The cabinets have not yet been delivered. The second vehicle will be delivered by the end of the month. Both vehicles have been added to the BOFC insurance policy. A POA was issued to Commissioner to register the vehicles with the Division of Motor Vehicles.

A Purchase Order has been issued to NJ Fire Equipment in the amount of \$22,210.00 for 5 sets of turnout gear. The PO was sent to the Chief for approval and forwarding to NJFE.

A Purchase Order has been issued to Motorola in the amount of \$2,505 for 5 Pagers. This PO was also sent to the Chief for approval and forwarding to the vendor.

The 2021 Audit and Notice of the December 13<sup>th</sup> Referendum have been posted on the website.

### **NEW BUSINESS**

**Renewal of Response Contract** - The present contract for emergency response notifications ( I Am Responding) expires on December 31<sup>st</sup>. The fee of the renewal of the contract for a one-year term is \$810.00. Commissioner Lemon moved to approve the renewal. The motion was seconded by Commissioner Puleio and unanimously approved. Payment of the renewal is included in the bills approved tonight.

**Banking** – Commissioner Hyncik noted that he had obtained the necessary paperwork to establish an account with Royal Bank of Canada to purchase T-bills in accordance with the resolution adopted at the November meeting. He suggested investing the sum of \$1,000,000 from the PNC account and \$1,000,000 from the Bank of Princeton account in T-bills for a 9-month term. The motion was seconded by Chairman Spohn and unanimously adopted.

**Annual Open Public Meeting Schedule** – Chairman Spohn noted that the New Jersey Open Public Meetings statute requires the Board to annually establish and publish a schedule of meetings for the coming year. He moved a resolution establishing a schedule of meeting dates for 2023 and January of 2024 as set forth below:

January 10, 2023  
February 14, 2023  
March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
July 2023  
August 8, 2023  
September 12, 2023  
October 10, 2023  
November 14, 2023  
December 12, 2023  
January 9, 2024

All meetings will begin will be held at the Station 45 firehouse on the second Tuesday of each month at fire house beginning at 7:30 p.m. The motion was seconded by Commissioner Puleio and adopted by a unanimous vote of the Board.

Attorney Perkins was directed to publish the notice in the Courier News and to distribute it as required.

**Establishing Date for the Filing of Commissioner Election Petitions** – Chairman Spohn moved to establish the date of January 20, 2023 as the final date for filing petitions for persons intending to seek election to the Board of Fire Commissioners. Commissioner Lemon seconded the motion, and it passed by a unanimous vote.

### **OLD BUSINESS**

**Training Facility Improvements:** The referendum in the amount of \$100,000 for the cost of construction for improvements to the training facility is in process. The results will be certified at the end of the meeting.

**Fire Company Agreement:** As the agreement does not expire until December 31, 2023, renewal discussions will continue next year.

**Generator Replacement:** No report

**Tablet Purchase:** Commissioner Spohn reported that the tablets have been received and will be distributed as soon as they are programmed, and the tablet holders are available.

**Fire District Election Date:** A meeting on the subject will be deferred until after the first of the year.

**SS45 Insurance:** It was noted that the insurance carrier will not issue a policy with agreed replacement value coverage on the salvaged vehicle. This reduction in coverage will result in a premium refund of \$347.00.

### **CHIEF'S REPORT**

Assistant Chief Kennedy reported that there were 20 calls in the month of November. In addition to the normal business meeting and truck cleaning, the company conducted handline drills, a SCESTRA Phase 5 drill and an extrication drill.

The utility truck body has been received by the dealer and is now being installed on the vehicle.

The washer/dryer training by the vendor is being scheduled.

### **Engineers Report**

**Tower 45** – F&SS completed the annual PM on November 18th.

Engine 45-2 - Absolute Fire Protection completed the list of repairs identified in the annual PM on December 12<sup>th</sup>.

Engine 45-3 – Master intake anodes installation has been delayed until mid-December. F&SS found and repaired a loose clamp on a heater hose to be the source of a coolant leak. F&SS found and replaced two defective bulkhead fittings that were causing an air pressure leak. F&SS investigating issue with Officers side air brake release.

Rescue 45: The new airbags have still not been delivered. The annual PM by FSS will be delayed until mid-December.

SS45: The apparatus was returned to Raritan Repair on November 21 for repair of a PTO leak. The apparatus will go to Harlingen Garage in December for the installation of an on-board battery charger and to assess remaining electrical and lighting issues.

**FY22 Budget Transfers:** Ms. Franchino reviewed the FY 22-line-item accounts and noted those accounts that are in deficit. N.J.S.A. 40A-78.9 permits the BOFC to transfer money from other accounts which have surplus funds during the last two months of the budget year to ensure that all accounts are balanced at the end of the year. Ms. Franchino recommended the following transfers:

\$600.00 from the Supplies line to the Election Fee line.  
\$2,200.00 from the Supplies line to the Office Expense line.  
\$12,000.00 from the Turn-out Gear line to the Maintenance and Repairs line.  
\$25,000.00 from the Supplies line to the General Operating Expense line.  
\$1,290.00 from the Supplies line to the Montgomery EMS line.

Commissioner Lemon moved approval of the suggested transfers. Commissioner Puleio seconded the motion, and it was unanimously approved.

**FY23 Capital Referendum:** At 9:00 p.m. Chairman Spohn closed the polling station and the ballots for the capital referendum were tallied. The final vote tally was 26 votes in favor of the referendum and 4 votes in the negative. The referendum results were then certified by a unanimous vote of the full Board.

**FY 23 Budget:** Chairman Spohn reviewed the latest budget draft which he distributed to the members in advance of the meeting. Minor revisions were noted in the draft budget document. Noting the passage of the capital referendum, Chairman Spohn moved approval of the FY23 budget in the amount of \$1,161,680.00 which includes the amount of \$100,000 for the capital project. The budget maintains the property tax at a rate of \$0.050 as in the prior year. The budget anticipates tax revenues in the amount of \$1,004,900.00, utilizes a fund balance of \$150,000.00 and grant and interest revenues in the amount of \$6,780.00.

Commissioner Hyncik seconded the motion, and it was unanimously adopted. The budget will now be forwarded to the Division of Local Government Services for approval.

**ADJOURNMENT:** There being no further business to come before the Board, Commissioner Parise moved to adjourn the meeting at 9:15 p.m. Commissioner Spohn seconded the motion, and it was unanimously adopted. The next regularly scheduled meeting of the Board will be held on Tuesday, January 10th, 2023 at 7:30 p.m.