

**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 12th, 2023

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 Puleio, 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:
William Hyncik, Eric Lemon, Michael Parise, Ricky Puleio Jr. and William Spohn

Also present: Deputy Chief Rich Kennedy, Attorney Eric Perkins, QPA William Newberry and Bookkeeper Lynn Franchino

Approval of Minutes – The minutes of the November 14th, 2023 meeting were presented.

Motion to approve the minutes of the November 14th, 2023 board meeting was made by Commissioner Puleio; 2nd by Commissioner Lemon. Motion passed without objection.

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 expenses: \$4,481.94; Professional Services: \$4,200.00.

TOTAL ADMINISTRATION: \$8,681.94.

Operations: General Operations: Medical payments: \$393.00; General Operations: Other: \$15,945.66; Maintenance: \$3,100.00; Repairs: \$704.28; Rental Charges/Apparatus Housing: \$12,833.33; Supplies \$137.00; Training and Education: \$915.00; Utilities: \$2,604.19.

TOTAL OPERATIONS: \$36,632.46.

CAPITAL: \$2,549.63 (training facility improvements).

TOTAL OPERATIONS, ADMINISTRATION AND CAPITAL: \$47,864.03.

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

RESOLUTION 2023-24 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY23 budget and Capital 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 FY 23 Encumbered Check Detail in the total amount of \$47,864.03 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, 2nd by Commissioner Puleio. Resolution Ayes: Lemon, Hyncik, Parise, Puleio and Spohn. Nays: None

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

Ms. Franchino noted that a transfer to the operating account was required to permit payment of the bills and invoices. Commissioner Hyncik moved approval of a transfer of \$40,000.00 from the investment account to the operating account. Commissioner Lemon seconded the motion, and it was unanimously approved.

Montgomery Township reports that the transfer of tax monies to the district is on the township committee agenda for December 21st. A check will be processed the next day.

Chairman Spohn moved a resolution directing the bookkeeper to transfer the sum of \$400,000.00 from the operating account to the capital account upon the receipt of the check from the township. This transfer represents the FY 23 capital allocation

from the budget. Commissioner Puleio seconded the motion and it was unanimously approved.

Mr. Perkins reported that the Board has received the CNC 3 form from the tax assessor. It indicates an increase in ratables for the year in the amount of \$21,904,350.00. This translates to an increase in tax revenue in the amount of \$11,171.22 at the current tax rate. He noted that the form was improperly completed and that he will follow up with the tax office to have the form reissued.

FY 23 Budget Transfers: Ms. Franchino reviewed the FY 23 line item accounts and noted those accounts which are in deficit. N.J.S.A. 40A-78.9 permits the BOFC to transfer money from other accounts which have unexpended balances during the last two months of the budget year to ensure that all accounts are balanced as of the end of the year. Ms. Franchino recommended the following transfers:

\$7,000.00 from the turnout gear line to the office expense line.

\$24,000.00 from the turnout gear line to the maintenance line.

\$18,000.00 from the per diem firefighter line to the general operations line.

Chairman Spohn moved a resolution authorizing the transfers. Commissioner Puleio seconded the motion and the resolution passed on a unanimous vote.

FY 22 Audit: Mr. Newberry indicated that the auditor expects to have the audit available within the week. It was agreed that the Board will hold a special meeting at the call of the Chair to receive the audit so that it can be submitted with the proposed FY 24 budget.

Mr. Newberry noted that the auditor has raised questions about certain capital accounts which have had no activity during the past year. The BOFC reviewed the accounts and determined to keep the Generator replacement account, the Command vehicle replacement account and the Utility purchase account as these accounts will be used during the coming months.

Chairman Spohn moved a resolution to close two capital accounts, transferring the sum of \$82,170.12 from the 2019 aerial purchase account and the sum of \$9,268.72 from the 2014 SS45 purchase account back to the capital account. Commissioner Puleio seconded the motion and it passed unanimously.

The auditor also noted the balance in the LOSAP account. Chairman Spohn moved a resolution moving the sum of \$35,000 from the LOSAP account back to the general operating fund. Commissioner Lemon seconded the motion and it passed unanimously.

Commissioner Parise will review the LOSAP account to determine if the BOFC should proceed to reclaim monies allocated to members who are no longer active.

PURCHASING OFFICER'S REPORT – Mr. Newberry reported that the gloves have been received and the helmets have been ordered. He was asked to contact the washing machine vendor as the soap injector is still outstanding.

OLD BUSINESS

Engine Committee: Voting on the capital referendum is on-going and will be concluded at the end of the meeting.

ISO Evaluation: No correspondence has been received from ISO.

Generator Replacement – Commissioner Parise is obtaining technical specifications regarding the current unit to use in determining how to proceed with the replacement.

Lease Renewal – The firehouse lease renewal document has been fully executed. A copy has been forwarded to the Commissioner Parise for inclusion in the FY 24 budget.

Training Facility – Commissioner Puleio reported that the formal resolution from the Zoning Board has not been received yet. He has asked the contractor to update pricing for the project and expects to have new numbers in January.

Radio Replacement – The District 1 share of the AFG FEMA grant in the amount of \$245,744.00 will purchase 28 portables and 7 mobile radios per the quote from Wireless Solutions. The anticipated match will be in the amount of \$24,575.00. Michael Pitts, Montgomery CFO, indicates that the funds from the separate State grant awarded to the Township can be used as matching funds. Rocky Hill will order the radios. Delivery of the radios is anticipated to take six to nine months.

State Communications Grant – Details of the amount available and how it will be expended are still under discussion.

FY 24 Budget – Chairman Spohn distributed the final draft of the proposed FY2024 budget for consideration. The total budget will be in the amount of \$2,612,280.00. This includes monies for the purchase of the new tanker/pumper and communications equipment in the amount of \$1,510,000.00 from capital funds. The tax rate will remain the same as in the present year. Chairman Spohn moved approval of the budget. The motion was seconded by Commissioner Hyncik and the budget was approved by a unanimous vote.

NEW BUSINESS

I AM RESPONDING RENEWAL – The cost of a single year renewal is \$810.00. Commissioner Hyncik moved a resolution approving a single year renewal. Commissioner Parise seconded the resolution and it passed unanimously.

FY 24 Commissioner Elections – The terms of Commissioner Hyncik and Parise expire at the end of February. The Board voted to establish Friday, January 19, 2024 as the date by which petitions for candidates must be filed.

Call Incentive Program – Commissioner Parise reported that 24 people qualified for the call incentive program this year. The total value of the incentive awards was \$11,730.00. This is down slightly from the prior year.

Chairman Spohn requested an updated membership list to be compared to the list of members currently listed on the workers compensation insurance policy. He noted that he also wants to investigate increasing the agreed upon insurance value of the apparatus in view of the significant increase in the cost of replacing apparatus.

CHIEF'S REPORT

Deputy Chief Kennedy reported that there were 20 calls for service in the month of November. In addition to the normal business meeting and truck cleaning, activities included an extrication drill, CPR re-certification and a Phase 5 Simulator session at SCESTA.

Additional radio equipment was installed in the command vehicles.

The Chief requested the purchase of two Altair 5X multi-gas meters at a cost of \$2,049.00 per meter. He additionally requested three new AED devices along with replacement pads, batteries and cases at a cost of \$5,629.00. Commissioner Hyncik moved approval of the purchase. Commissioner Lemon seconded the motion, and the purchase was unanimously approved.

Engineers Report –

Tanker 45 – The pressure switch on the onboard air compressor was replaced by Fire & Safety Services on November 27th.

Fleet – Pump testing was completed by IIA on November 17th. All pumps and primers passed.

Engine 45-3 - Final PM was completed on November 27th.

2024 Capital Referendum - The polls closed at 9 p.m. Twenty-one people voted. On question 1, seeking approval for the purchase of a tanker/pumper in the amount of \$1,410,000.00 there were nineteen (19) votes in favor of the question and two (2) votes against the question. On Question 2, seeking approval for the expenditure of \$50,000.00 for the replacement of communications equipment, there were twenty (20) votes in favor of the question and one (1) vote against the question. Chairman Spohn made a motion to certify the referendum results and to incorporate both purchases in the 2024 budget. Commissioner Puleio seconded the motion and it was unanimously approved.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, January 12th, 2024 at 7:30 p.m.