

**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 February 14, 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 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 and W. Spohn. Absent R. Puleio.

Also present: Attorney Eric Perkins, Treasurer Lynn Franchino, Chief Kevin Schroeck and Rob Jensen. Absent: QPA Bill Newberry.

Approval of Minutes – The minutes of the January 10, 2023 meeting were presented.

Motion to approve the minutes of the January 10, 2023 board meeting was made by Commissioner Puleio; 2nd by Commissioner Lemon. Motion passed unanimously.

Public Comment – None

Meeting Updates –

Emergency Services – No meeting.

Fire Prevention – No meeting.

Rescue Task Force- Chief Schroeck reported that he is in the process of scheduling a drill for Montgomery Township. A large-scale county wide drill has been scheduled at the Verizon facility in Basking Ridge an April 1st. Efforts are still underway to fix the dispatching issue with Station 46 prior to activating the Montgomery task force.

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: Elections: \$600.00(FY23); Office Expense: \$85.07(FY23).

TOTAL ADMINISTRATION: \$665.07(FY23).

Operations: General Operating: \$951.70(FY23); Maintenance & Repairs: \$17,045.03(FY23); Rental Charges/Apparatus Housing: \$12,833.33(FY23); Insurance: \$12,634.00(FY23); Training and Education: \$2,480.85(FY23); Utilities: \$3,549.58 (FY23).

TOTAL OPERATIONS: \$49,494.49(FY23)

TOTAL ADMINISTRATION and OPERATIONS: \$50,159.56(FY23)

CAPITAL FUNDS: Command Vehicle \$56,315.28 (FY22)

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

RESOLUTION 2023-08 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY22 and FY23 budgets 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 FY23 Encumbered Check Detail in the total amount of \$50,159.56 for Administration and Operations allocated to the various administration and operating accounts and for \$56,315.28 from the FY 22 Capital account.

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

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

PURCHASING OFFICER'S REPORT

QPA Newberry's written report noted that purchase orders have been issued to NJFE for helmet fronts (\$390.00); to Agin Signs for locker ID's (\$150.00) and to Continental Fire for TIC batteries (\$364.75).

The second command car will be delivered on February 15th. Quotes will be required for the standard vehicle graphics and lettering.

Mr. Newberry is working with the sales representative to obtain the washer injector and other items outstanding.

The website has been updated with the December minutes. All of the announcements regarding the proposed FY 23 budget have been posted.

NEW BUSINESS

FY 22 Workers Compensation Audit: Chairman Spohn will provide the end of the year active firefighter roster to the insurance company for the purposes of the audit.

ISO Evaluation: Chief Schroeck reported that he and his officers are in the process of collecting data for the ISO visit in late March.

OLD BUSINESS

Posting of the Annual FY22 LOSAP Qualification List: Commissioner Parise provided an updated list of eligible members. The list will be posted at the firehouse for the next 30 days for member review. Commissioner Parise noted that AIG/VALIC is now known as Corebridge Financial. Corebridge advised Commissioner Parise that the BOFC designation of a BOFC administrator was out of date. Chairman Spohn moved a resolution designating Commissioner Parise as the administrator for the BOFC. Commissioner Hyncik seconded the motion, and it was unanimously adopted.

Annual Election and Budget Referendum: Chairman Spohn reported that the Crawfords have again agreed to serve as poll watchers. Commissioner Hyncik will open the polls at 2:00 p.m. and Commissioner Parise will join him to close the polls and tally the vote at 9:00 p.m. The list of registered voters has been obtained from the county board of elections. The process for receiving and holding provisional ballots was reviewed. It is anticipated that final results will be available on Friday, February 24th due to the Monday holiday.

Employment of Grant Writer: Chairman Spohn noted that the joint radio grant application with Fire District No. 2, Rocky Hill and Montgomery EMS has been submitted.

Banking – Commissioner Hyncik reported that an account has been established with Royal Bank of Canada. He will complete the T-bills purchase in accordance with the BOFC resolution during the coming week.

Fire District Election Date: Discussions are deferred until after the annual election and budget referendum.

Response Incentive Program: Commissioner Parise and Chairman Spohn will meet with the Chief and his officers to review the program.

CHIEF'S REPORT

Chief Schroeck reported that there were 20 calls in the month of January. In addition to

the normal business meeting and truck cleaning, the company conducted a swiftwater rescue drill, a Mayday drill with an obstacle course and a drill with ground ladders and saw stations. The annual bloodborne pathogen and RTK law refresher class was held on January 30th.

The utility truck is currently being painted. The graphics and lights will be installed in the next weeks.

Six members will be attending the annual FDIC convention. Transportation has been booked.

The Chief requested approval to spend \$1,245.00 to complete sexual harassment training. Commissioner Spohn moved approval of a resolution in this amount; Commissioner Hyncik seconded the motion, and it was unanimously approved.

Engineers Report

Engine 45-2 – The apparatus is out of service for engine and exhaust issues indicated by dashboard trouble lights. Detroit Diesel is ready to accept the apparatus for repair as soon as it can be delivered to their shop. Outstanding issue of whether the truck can be driven to the shop or should be towed.

Engine 45-3 – All issues identified in the 2022 PM were addressed and repaired by F&SS on January 20.

Rescue 45: Awaiting installation of the new airbags by Redline in March. Airbags have been placed on shelving until Redline completes project.

SS45: Apparatus remains at Belle Mead Garage for assessment of the clutch stiffness issue. Marker light assessment will commence after the clutch issue is resolved.

Tanker 45: No air leaks were found after an inspection by Fire and Safety Services. The on-board air compressor has been reconnected and is performing normally.

Tower 45: The Opticom was returned and reinstalled after a diagnostic check and is performing normally.

Tablets: The tablet holders will be installed in both command vehicles by Redline after the second command vehicle has been delivered.

ADJOURNMENT: There being no further business to come before the Board, Commissioner Parise moved to adjourn the meeting at 8:05 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, March 14th, 2023 at 7:30 p.m.