

**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 January 12, 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 offices and provided to any person requesting same prior to the meeting.

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 Kevin Schroeck, Deputy Chief Rich Kennedy.

Approval of Minutes – The minutes of the December 8, 2020 meeting were presented.

Motion to approve the minutes of the December 8, 2020 board meeting as amended was made by Commissioner Hyncik; 2nd by Commissioner Lemon. Motion passed without objection.

Public Comment – None

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

TREASURER’S REPORT

Monthly Bills/ Financial Statement Review – A copy of the Treasurer’s report and the 2020 Encumbered Check Detail, 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: 2020 Office: \$192.50

Operations: 2021 General Operating expenses; \$1,784.00; 2020 General Operating \$1,150.19, 2021 Rental charges, \$12,333.33; 2021 Utilities, \$320.71; 2020 Utilities, \$1,890.89; 2020 Supplies, \$7,721.75

2019 Capital, Tower: \$7,881.25

2021 Total Administration and Operations: \$14,438.04

2020 Total Administration and Operations: \$10,955.33

Capital Reserve: \$7,881.25

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

RESOLUTION 2021-01 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 and 2021 budgets and 2019 Capital Reserve 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 2020 Encumbered Check Detail in the total amount of \$14,438.04 allocated from the various 2021 operating accounts, \$10,955.33 allocated from the various 2020 operating accounts, and \$7,881.25 from Capital Reserve.

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

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

PURCHASING OFFICER'S REPORT

QPA Newberry reported that two requisitions requests for helmets and helmet repair parts came in between meetings and were approved by Chairman Spohn. On motion of Chairman Spohn, second by Commissioner Hyncik, the BOFC ratified the interim requisitions.

Mr. Newberry noted that the website has been updated with meeting agendas. He noted some issues with the layout of information on the website. Chairman Spohn will review.

NEW BUSINESS

FY 21 Annual Election

Chairman Spohn noted that Governor Murphy has issued an Executive Order changing the date of the annual election and budget referendum from the third

Saturday, February 20th, 2021 to the third Tuesday, April 20th. The terms of those commissioners which were due to expire in February have been extended until May 1st. Additionally the amount of the temporary budget has been increased from 14% to 30% of the 2020 budget, excluding interest and capital costs. This increase is to permit the BOFC to cover the costs of the additional months of operation. The method of the election and referendum, either by mail or in person voting, has not been determined.

RESOLUTION 21-02 Designation of Official Newspapers

Pursuant to statute, the BOFC is annually required to designate an official publication. Commissioner Spohn moved the designation of The Courier News of Bridgewater, New Jersey as the official newspaper of the District for public notices and other public communication. When notification to a second newspaper is required by law the Board designates the Princeton Packet for such purpose. Courtesy copies of all public notices will also be provided to the Montgomery News.

Chairman Spohn motion was seconded by Commissioner Parise and passed by unanimous consent.

RESOLUTION 21-03 Adoption of a Cash Management Plan and Designation of Approved Depositories:

Commissioner Hyncik moved the designation of PNC Bank as the official operating account and the Bank of Princeton for the official capital account of the District. The motion was seconded by Commissioner Lemon and unanimously approved.

RESOLUTION 21-04 Adoption of a FY21 Temporary Budget

In accordance with the provisions of N.J.S.A. 40A14-78.17, a temporary budget in the amount of \$185,664 is hereby adopted to provide for the payment of expenses during the period January 1, 2021 and final approval of the proposed 2021 budget by the voters on or about April 20, 2021. A motion to approve the adoption of the temporary budget was made by Commissioner Hyncik, seconded by Commissioner Puleio and adopted by unanimous vote of the Board.

RESOLUTION 21-04 Designation of LOSAP Contractor

The LOSAP program operated for the benefit of the fire company personnel requires an administrator to provide investment opportunities for member benefits. The current vendor, VALIC a subsidiary of AIG, has performed this function in prior years and provides multiple investment opportunities. Commissioner Hyncik moved the renewal of the contract with VALIC for the 2021 year; second by Commissioner Puleio and unanimously adopted by the Board.

RESOLUTION 21-05 Posting of Annual List of Members Qualifying for LOSAP

Commissioner Parise noted that the list of persons eligible for LOSAP for service provided during the 2020 year must be posted at the firehouse for 30 days. This Notice is intended to give all members an opportunity to review the list. Any member questioning his/her status on the list should notify the Board. Commissioner Parise moved the posting of the list, second by Commissioner Lemon and adopted by unanimous consent.

OLD BUSINESS

COVID 19 Practices- Chairman Spohn noted that even with the vaccination of some members, COVID 19 continues to impact operations. Chief Schroeck reported that Associate members were permitted in the firehouse unless quarantined. Junior members are not permitted to respond to emergency calls but can continue with drills and training. All members must wear masks while at the firehouse and while responding to emergency calls.

New Junior Firefighter Law -Mr. Perkins noted that the anticipated regulations have not yet been issued.

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 Chief reported that the apparatus was finally registered with the Division of Motor Vehicles.

Rescue Task Force – No meeting.

Weight Room – No report

CHIEF'S REPORT – Chief Schroeck reported that there were 27 calls in the month of December. One drill was conducted on ladders and hydrants. A second drill was conducting utilizing videos to review fire operations. The Chief introduced his new line officers for 2021.

The Chief presented documentation from Staples and requested approval of reimbursement to the Chief's account in the amount of \$264.82. Reimbursement for this purchase, as well as for purchases from Amazon and NJDMV were included in the 2020 Encumbered Check Detail and paid at this meeting.

The purchase of several pieces of Turn Out Gear were approved for purchase from NJ Fire Equipment in the amount of \$5,464.64.

ENGINEER'S REPORT

Tanker 45 is OOS at Fire and Safety for replacement of the rear dump plastic collar and the insertion of structural members to avoid future damage. F&SS will also attempt to find a leak in the air system. Additionally two extinguishers were refilled by Confires.

Marine 45: The replacement LED lights have been received. The work will now be scheduled with Redline Fabrication Inc.

Utility 45 has an illuminated oil trouble light indicator. The problem is being assessed.

Engine 45-2 has no interior cab heat.

2021 Budget: The budget document submitted to DCA was not approved. Proof of publication of the 2019 audit synopsis must be provided to DCA. Additionally the FY 21 capital project must be the subject of a public vote. The BOFC approved a Special Meeting and citizen vote from 6 to 9:00 p.m. on February 9th. Assuming that the capital plan is approved, the BOFC will then consider adoption of the budget at the monthly meeting also to be held on February 9th.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:55 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, February 9, 2021 at 7:30 p.m.