

**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 18, 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: W. Hyncik, E. Lemon, R. Puleio, Jr. and W. Spohn. Absent M. Parise
Also present: Treasurer Lynn Franchino, Attorney E. Perkins and Chief Kevin Schroeck.

Approval of Minutes – The minutes of the December 14, 2021, meeting were presented.

Motion to approve the minutes of the December 14, 2021, board meeting was made by Commissioner Spohn; 2nd by Commissioner Puleio. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services –No meeting last month.

Fire Prevention – No meeting last month.

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:\$0.00

TOTAL ADMINISTRATION: \$0.00.

Operations: General Operating-Other:\$285.00(2021), \$113.15(2022); Maintenance and Repairs: \$293.31(2022); Rental Charges/Apparatus Housing: \$12,333.33(2022); Training and Education: \$300.00(2021); Montgomery EMS:\$3,000.00(2021); Utilities: \$2,753.06(2021); \$442.78(2022).

TOTAL OPERATIONS: \$6,338.06(2021); \$13,182.57.00 (2022)

TOTAL ADMINISTRATION, OPERATIONS AND CAPITAL: \$19,520.63.

(Additional detail regarding accounts charged and vendors is contained in the Treasurers Report and the 2021and 2022 Encumbered Check Detail reports)

RESOLUTION 2022-1 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2021 and 2022 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 in the Treasurer's report and 2021and 2022 Encumbered Check Detail in the total amount of \$19,520.63, allocated to the various 2021 and 2022 operating and capital accounts.

Motion to approve accept the Treasurer's report and 2021and 2022 Encumbered Check Detail reports and to approve payment of the bills by Commissioner Hyncik, 2nd Lemon. Resolution Ayes: Spohn, Hyncik, Lemon and Puleio. Nays: None

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

Ms. Franchino reported that the BOFC has received two checks from insurance companies in settlement of claims for damage to T45 (\$17,258.23) and the destruction of SS45 (\$66,000.00). These checks were deposited in the PNC Operating account.

PURCHASING OFFICER'S REPORT

QPA Newberry's reported that the utility chassis will be delivered in April without cabinets. Outfitting will take place thereafter.

Mr. Newberry is working with the company chiefs on the specifications for the new command vehicles.

Information on the washer/dryer and SS45 is respectively included in the reports of the Chief and Engineer.

The MEMS rehabilitation tent order is in progress. A check for the district share will be cut and approved but be held until delivery.

Mr. Newberry noted that the BOFC minutes have been posted on the website through December. The FY22 approved budget and FY20 audit and synopsis are also posted. Working with Ms. Franchino he has also included on the website the list of vendors whose contracts exceeded \$20,000 in each of the past three years. This information is required by DCA and its absence was noted during the review of the FY22 budget.

OLD BUSINESS

Election: Chairman Spohn reported that one petition has been submitted for the election on February 19th. A second petition is expected before the deadline. Chairman Spohn will reach out to the poll workers to ensure that they are available on election day. Attorney Perkins will prepare the ballots and forward them to the printer. It was noted that given the mail-in ballot process the election results will not be confirmed on the day of the election but will be available later in the following week after the mail-in ballots have been counted.

LOSAP: The member LOSAP eligibility chart was provided to the Board and will be posted at the firehouse for the next 30 days. The Board will consider approval of the chart at next month's meeting.

NEW BUSINESS

RESOLUTION 2022-2: Designation of Official Newspaper – In compliance with the provisions of the Open Public Meetings Act, Commissioner Puleio moved a resolution designating the Courier News as the official publication of the Board. The Princeton Packet is designated as the official newspaper in the event that a second paper is required. Courtesy notification will be supplied to the Montgomery News. Commissioner Lemon seconded the motion which was then approved by unanimous vote.

RESOLUTION 2022-3: Designation of Official Banking Depositories – Commissioner Hyncik moved a resolution designating PNC Bank and The Bank of Princeton as operating account depositories; The Bank of Princeton and PNC Bank are also designated as capital account depositories. Chairman Spohn seconded the resolution which was approved by unanimous vote.

RESOLUTION 2022-4: Adoption of a Temporary Budget – Ms. Franchino noted that she had prepared a draft proposal after reviewing prior year expenditure

patterns. The amount of the temporary budget is 14% of the prior (2021) budget exclusive of capital items.

Chairman Spohn moved the adoption of the temporary budget, second by Commissioner Hyncik. The temporary budget was unanimously adopted.

Workers Compensation Insurance: Chairman Spohn reported that the Board has been advised that the insurance carrier which provided workers compensation coverage in recent years has indicated that it will no longer provide coverage in New Jersey. Coverage will now be provided by a State program as no other private coverage is available. The cost impact, if any, of this change will be known after the renewal of the policy in February.

I AM RESPONDING: The annual program subscription expires this month. Commissioner Lemon noted that the BOFC is now using the I Am Responding program to report calls in the NFIRs system rather than through Fire Power. Notice should be sent to Fire Power to cancel the BOFC subscription. Commissioner Lemon moved renewal of the I Am Responding subscription. Commissioner Hyncik seconded the motion which was approved by a unanimous vote.

FY2020 Audit : The FY20 audit was distributed to all members of the Board. Chair Spohn noted that it was a clean audit with no exceptions and that there were no corrective actions required. He noted that the Board will conduct a full review of the document at a future meeting. The DCA process requires the BOFC to accept the audit by formal resolution and to signify their acceptance of same by signing a group affidavit.

RESOLUTION 2022-5 ACCEPTING THE FY 2020 AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to have made an annual audit of the books, accounts and financial transactions; and

WHEREAS, the Annual Audit Report for the fiscal year ending December 31, 2020 has been completed and filed with the Treasurer of the Board of Fire Commissioners of the Township of Montgomery Fire District No. 1 and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received and have personally reviewed the annual audit report, and have specifically reviewed the sections of the

annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A 52:27BB-52, to wit: “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of the Local Government Services), under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both and in addition shall forfeit his office”

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Township of Montgomery Fire District No. 1, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2020, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced the same by signing the group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Board of Fire Commissioners of the Township of Montgomery Fire District No. 1 is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Chairman Spohn moved the adoption of the resolution, seconded by Commissioner Pulio. The resolution was unanimously adopted. Attorney Perkins was directed to file a copy of the audit and the approval resolution with the DCA. He will also publish a copy of the audit synopsis in the Courier News. Mr. Newberry will post a copy of the audit on the district website.

FY2022 Budget Adoption: Chairman Spohn reported that after considerable back and forth with the DCA, Commissioner Parise has received approval to consider the FY22 budget for adoption. The issues that the DCA review raised were not substantive but required the submission of supplementary materials and postings on the Board website. Mr. Perkins indicated that he had published the required notice of Board action to adopt the budget in the Courier News.

RESOLUTION 2022-6: Approving the Reading of the FY22 Budget by Title

Whereas, N.J.S.A. 40A: 14-78.2 provides that a Board of Fire Commissioners may read a budget by title prior to adoption if during the week preceding the hearing it has been posted in a public place as notice in the district and is made available to each person requesting a copy during said week and at the hearing; and

Whereas, the Board has complied with these conditions, now therefore be it

Resolved that the FY22 budget shall be read by title.

Motion of Spohn, seconded by Commissioner Hyncik and unanimously approved.

Chairman Spohn noting that the FY22 Budget has been approved for adoption by the DCA and that notice of adoption has been published in the Courier News and the Board website as required, opened the meeting to the public for public comment. No members of the public appeared to comment on the budget. Commissioner Hyncik made a motion to close the meeting to the public. Commissioner Lemon seconded the motion which passed unanimously.

RESOLUTION 2022-7: Adoption of the FY 22 Budget

Whereas, the proposed FY22 budget has been approved for adoption by the Division of Local Government of the Department of Community Affairs, and

Whereas, the budget has been published on the BOFC website and the availability of copies of the approved budget has been published in the Courier News, and

Whereas, notice of a public hearing on the adoption of the budget has also been published and posted as required, and

Whereas, no person or persons have raised objections or comments regarding the budget, now therefore be it

Resolved, that the FY22 budget in the amount of \$1,219,680.00, of which sum the amount of \$986,900.00 is to be raised by taxation, is adopted and shall be placed before the public for approval at an election/referendum to be held on Saturday, February 19, 2022.

The above resolution was moved by Commissioner Hyncik, seconded by Commissioner Puleio and approved by a unanimous vote.

CHIEF'S REPORT

Chief Schroeck reported that there were 12 calls in the month of December. In addition to the monthly business meeting the drills included a skills competition. Members were reminded to continue to maintain Covid protocols.

Quotes have been obtained for the electric (\$3,750.00) and plumbing (\$3,500.00) work necessary to install the new washer and dryer. The Chief requested approval to proceed with the project. Chairman Spohn moved approval for the project in an amount not to exceed \$7,500.00. Commissioner Lemon seconded the motion which was unanimously approved.

Chief Schroeck noted that the early bird registration discount for the annual FDIC International convention in Indianapolis ends on March 11th. Chairman Spohn moved approval for the Chief to expend up to \$4,500 for conference registrations. Commissioner Puleio seconded the motion which was unanimously approved.

Engineers Report

Engine 45-2: The repairs to the apparatus have been delayed by Covid. It is anticipated that the apparatus will be back in service by January 21st.

Car 45-2: Harlingen Garage repaired electrical issues involving the batteries. An additional wiring issue was identified.

Tanker 45: The apparatus will be scheduled for repair of electric issues in the dashboard once Engine 45-2 is returned to service.

Tower 45: Waiting for Fire & Safety to schedule repairs of the electronic sirens.

Special Services 45: Apparatus is at Eastern Surplus for engine and clutch replacement including a new alternator and starter. During the replacement process the exhaust port will be raised.

Tablets: The new tablets have been deployed in the cars and it E45-3. Initial user response has been very positive.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m. The next regularly scheduled meeting of the Board will be held on February 8th, 2022, at 7:30 p.m.