

**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 June 13th, 2023**

**Call to Order** – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at the firehouse at 7:38 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: William Hyncik, Eric Lemon, Michael Parise, Ricky Puleio Jr. and William Spohn. Also present: QPA William Newberry, Treasurer Lynn Franchino, Chief Kevin Schroeck and Deputy Chief Rich Kennedy.  
Absent: Attorney Eric Perkins

**Approval of Minutes** – The minutes of the May 9th, 2023 meeting were presented.

*Motion to approve the minutes of the May 9th, 2023 board meeting was made by Commissioner Hyncik; 2<sup>nd</sup> by Commissioner Lemon. Motion passed without objection.*

**Public Comment** – None

**Meeting Updates** –

Emergency Services – No meeting.

Fire Prevention – No meeting.

Rescue Task Force- Zoom Meeting is scheduled for June 13, 2023; more training being scheduled.

**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. Two (2) additional bills were added to the Treasurer's Report for consideration and

payment: reimbursement to MTVFC#45 in the amount of \$308.45 chargeable to Supplies and an invoice from Fire & Safety in the amount of \$1,180.91 chargeable to Repairs.

Administration: Office Expenses: \$4,513.20; Legal Fees: \$4,200.00.

TOTAL ADMINISTRATION: \$8,713.20.

Operations: General Operating Expenses: \$1,580.17; Rental Charges/Apparatus Housing: \$12,833.33; Maintenance & Repairs: \$1,180.91 (added to bill list); Supplies: \$5,887.71 plus an additional \$308.45 (added to bill list); Training and Education: \$1,902.53; Utilities: \$2,270.85; Turn-out gear: \$7,790.68 (FY22)

TOTAL OPERATIONS: \$33,754.63

Capital: Command Car: \$15,463.00

TOTAL OPERATIONS, ADMINISTRATION and CAPITAL: \$57,930.83

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

### **RESOLUTION 2023-17 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY 22 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 in the Treasurer's report and FY22 Encumbered Check Detail in the total amount of \$57,930.83 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 Puleio. Resolution Ayes: Spohn, Parise, Lemon, Hyncik and Puleio. Nays: None*

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

*Commissioner Hyncik moved a resolution transferring the sum of \$100,000.00 into the operating account. The motion was seconded by Commissioner Lemon and unanimously approved.*

Commission Puleio inquired about the submission status of the 2022 financial records for Audit, stressing the importance of submitting them as soon as possible.

The insurance audit was briefly discussed and follow up in the form of collecting Certificates of Insurance from service providers is necessary. Ms. Franchino was asked to provide the insurance auditor with the requested information.

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

A generic elevator key has been purchased by the Chief through Amazon. Reimbursement for this purchase to MTVFC#45 was paid at this meeting.

Mr. Newberry indicated all requisitions approved at the May meeting have been ordered and are awaiting shipment.

Mr. Newberry stated that one white chief's helmet has been ordered for Deputy Chief Kessler from Skylands Area Fire Equipment & Training. The Chief requested the purchase of two additional helmets (a total of three) at a cost of \$385.55 each.

Chief Schroeck discussed radio requisitions, stating that he has received a quotation from Motorola to purchase three (3) new mobile units at a cost of \$27,162. Additionally, Motorola quoted \$2,000 for the installation of three (3) radio units removed from an Ida-damaged vehicle to Deputy Chief Kennedy's truck allowing for full command capability in that vehicle. Approved and charged to Chiefs' trucks capital account, or as offset by Ida insurance claims.

Chairman Spohn discussed copier replacement. He presented Board members with pricing from Saxon Office Technology to replace the current copier with an upgraded version of the same brand (Kyocera). The cost for the new Kyocera M3645 is \$2,125, plus a service contract covering ink and repairs at a cost of \$300, brings the total to \$2,425.

Commissioner Hyncik moved approval of the purchases. The motion was seconded by Commissioner Puleio and adopted on a unanimous vote of the Board.

### **OLD BUSINESS**

**Truck Committee:** Commissioner Lemon provided a brief report, stating that the discussions are ongoing with configurations still developing. He expected more information from the vendor in the next few weeks but believes the pumper/tanker configuration will be 1 ½ to 2 inches longer than what had been anticipated.

**ISO Evaluation:** Chief Schroeck and Deputy Chief Kennedy met with the evaluator on May 19th, and both were optimistic of the outcome.

**Generator Replacement** – Mr. Newberry had nothing new to report.

**Training Facility** – Chairman Spohn and Commissioner Puleio met with Township representatives to review all documents and audio recordings pertinent to the past

use variance approval as they relate to the Board's current training facility plans. The site plans did not completely encapsulate oral testimonies with regards to uses on these out structures. It was suggested the fire company apply for a 10-year extension on the entire project and then "carve out" the use variances for the barn, garage, shed and gravel area. Commissioner Spohn emphasized that it would not be a good use of taxpayer dollars to require the Fire Company to go back and start a process for a use already approved.

**Grant Application** - No new information.

## **NEW BUSINESS**

**Software Acquisition** – Commissioner Lemon's efforts regarding this acquisition are ongoing.

## **CHIEF'S REPORT**

Chief Schroeck reported that there were 25 calls for service in the month of May. In addition to the normal business meeting and truck cleaning, activities included an extrication drill, a firefighter skills test and participation in a Memorial Day Parade where the Fire Company won "best overall" fire company.

**Command Vehicles** – Chief Schroeck stated that the custom boxes have been installed on both trucks. Payment to Regional Communications in the amount of \$15,463 was made at this meeting. It was noted that an accident occurred (deer strike), and damage was sustained to the Deputy Chief's vehicle while responding to a fire call. A comprehensive claim has been filed with the insurance company.

**Utility Truck** – The apparatus has been painted, and emergency lights have been installed. Graphics are being finalized and delivery is anticipated sometime later this month.

## **Engineers Report**

**Rescue 45:** Redline completed the installation of the airbags on May 25<sup>th</sup>. All of the new equipment is now on the apparatus.

**Special Services 45:** Additional parts are required and have been delayed in delivery. Completion is now anticipated for the end of June.

**Brush 45:** Apparatus is out of service as of June 12<sup>th</sup> as the pump motor is not working. Assessment of the problem to be conducted by Belle Mead Garage. The apparatus also suffered a malfunction of the diesel turbo elbow connection which occurred on June 10<sup>th</sup>. The elbow was reconnected in-house.

Engine 45-3: Apparatus was placed OOS on June 7<sup>th</sup> for multiple comm loss signal issues which prohibited pump operations. Fire and Safety Services responded and determined the failure was caused by a faulty module link in the pump panel wiring. A repair was made, and the apparatus was placed back in service on June 8<sup>th</sup>.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, July 11<sup>th</sup>, 2023 at 7:30 p.m.