

**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 March 8, 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: William Hyncik, Eric Lemon, Michael Parise, Ricky Puleio Jr. and William Spohn. Also present: QPA William Newberry, Attorney Eric Perkins, Treasurer Lynn Franchino, and Chief Kevin Schroeck.

Certification of Election and Budget Referendum

Chairman Spohn reported the results from the election and referendum held on February 19th. The budget referendum passed with 242 votes in the affirmative and 68 votes in the negative. Commissioners Spohn and Lemon each received 263 votes and were re-elected to three-year terms.

Commissioner Parise moved, and Commissioner Lemon seconded the certification of the referendum and election results. Commissioners Spohn, Hyncik, Lemon, Parise and Puleio unanimously voted in favor of the motion. The certified results will be forwarded to the township clerk and the Director of the Division of Community Affairs,

Attorney E. Perkins administered the oath of office to Commissioners Spohn and Lemon.

Board Reorganization

Commissioner Parise nominated the following slate of officers
William Spohn, Chair
Ricky Puleio, Jr. Vice Chair
Wm. Hyncik, Treasurer
M. Parise, Clerk
E. Lemon, Engineer

Commissioner Puleio seconded the nominations and the Board unanimously voted to approve them.

Chairman Spohn made the following appointments:

William Hyncik, CFO
Michael Parise, LOSAP administrator
Ricky Puleio, Emergency Services Representative
Eric Lemon, EEOC coordinator
Eric Lemon, Public Access Compliance Officer
Michael Parise, Public Records Officer
Michael Parise, Fire Company Liaison
William Spohn, Fire Prevention Bureau Liaison

Appointment of Professionals

Resolution 2022-9 Appointment of Fire District Attorney

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning March 8, 2022 and ending on March 14th, 2023 at an annual contract fee of \$13,600.00 plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,600.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A: 11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2022-10 Appointment of Fire District Purchasing Agent

William Newberry, QPA, LLC of Wall Township, New Jersey, is appointed as Purchasing Officer for a term beginning March 8, 2022 and ending on March 14th 2023 at an annual contract fee of \$6,000.00, plus \$45.00 per meeting should extra meetings be required, plus expenses. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2022-11 Appointment of Fire District Auditors

Solitario & Tierney, CPA's of Spotswood, New Jersey are retained as BOFC Auditors for the fiscal and LOSAP years ended December 31, 2021, and for financial review services, at a cost not to exceed \$11,500.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2022-12 Appointment of Fire District Bookkeeper

Lynn Franchino of Neshanic Station, New Jersey, is appointed as BOFC Bookkeeper for a term beginning March 8, 2022 and ending on March 14th, 2023 at an annual

contract fee of \$7,400.00 plus expenses. This contract is on file and available for public inspection at the fire district offices.

RESOLUTION 2022 -13 Appointment of Fire District Insurance Broker

The fire district requires the services of knowledgeable insurance professionals to obtain insurance coverages necessary to support fire district operations and Nottingham Agency of Hamilton Square, New Jersey, a licensed broker, has demonstrated a professional relationship with specialized carriers necessary to provide the coverages required. Accordingly, Nottingham Agency is appointed broker of record for a term beginning March 8, 2022 and ending March 14, 2023, to provide insurance services to the fire district relative to all insurance coverages required in the course of fire district business. Compensation under this contract will be based on commission for services. This contract is awarded as an Extraordinary Unspecified Service pursuant to N.J.S.A. 40A:11-5(1)(a), 40A:11-5(1)(m) and the New Jersey Pay to Play regulations and is on file and available for public inspection at the fire district offices.

Chairman Spohn moved Resolutions 2022-9, 10, 11, 12 and 13, second by Commissioner Parise and adopted by unanimous vote.

Approval of Minutes – The minutes of the February 8, 2022 meeting were presented.

Motion to approve the minutes of the February 8, 2022 board meeting was made by Commissioner Parise; 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 last month.

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: Election: \$1,180.00 (FY22); Office Expenses: \$4,123.48 (FY22); Professional Services: \$9,500.00 (FY21); \$3,400.00 (FY22).

TOTAL ADMINISTRATION: *\$9,500.00 (FY21); \$8,703.48 (FY 22).*

Operations: General Operating: Medical \$916.00(FY 22); General Operating: Other\$1,279.55 (FY21) \$4,880.83 (FY 22); Maintenance & Repairs: \$18,713.60 (FY21), \$7,904.36 (FY22); Rental Charges/Apparatus Housing: \$12,834.34 (FY22); Supplies:\$1,261.56 (FY21); \$994.13(FY22); Utilities: \$3,943.05 (FY22).

TOTAL OPERATIONS: \$22,654.71 (FY21); \$31,472.71 (FY22).

TOTAL OPERATIONS AND ADMINISTRATION: \$72,330.90

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

RESOLUTION 2022-14 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY2021 and FY2022 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 FY 2021 and FY2022 Encumbered Check Detail in the total amount of \$72,330.90, allocated to the various administration and operating accounts.

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

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

PURCHASING OFFICER'S REPORT

QPA Newberry reported that it has been impossible to locate new command vehicles as no suppliers have them available. It may be possible to order the vehicles in May, but a delivery date is impossible to predict.

The utility truck has supposedly been delivered to the supplier but the cabinets may not be delivered until the end of May.

Eastern Surplus has stripped the Special Services apparatus down and continues to prepare for reconstruction. The muffler was found to be full of water and unuseable. The air intake will be raised and the dashboard lighting will be improved when the apparatus is restored.

NEW BUSINESS

Truck Committee: The BOFC discussed the formation of two committees to begin the process of preparing to replace the B45 in 2025/26 and to purchase a

pumper/tanker in 2025. The committees will include two commissioners as well as officers and members of the company. This is consistent with the seven year vehicle consolidation planning. No capital purchases are anticipated in 2023. It was noted that SCBA replacement is scheduled for 2029.

Financial Disclosure Statements: BOFC members were reminded to anticipate receiving an email from the Township Clerk containing information on the annual disclosure statement which must be filed by April 30th.

OLD BUSINESS

Apparatus Insurance Chairman Spohn reported that the vehicle insurance renewal coverage for the 2022 year would increase \$800 for a total premium of \$39,100.

2021 LOSAP – Chairman Spohn noted that the proposed 2021 LOSAP allocations will be reposted on the firehouse bulletin board. The allocations will be approved at the April meeting.

CHIEF'S REPORT –

Chief Schroeck reported that there were 17 calls in the month of February. In addition to the normal business meeting and truck cleaning, a number of drills were conducted including air supply and extrication.

The electric has been installed for the washer and dryer. Efforts to complete the plumbing are now underway.

The Chief requested approval to book airfares for those attending the Indianapolis Fire Convention. He estimated the cost not to exceed \$3,000.

Chief Schroeck also requested approval to proceed with improvements to R45. The improvements will permit storage of the new Res-Q jacks and struts which will not fit into the former configuration. He has obtained a quote from Red Line Fabrication in the amount of \$9,412.35. The cost of this project will be charged to the maintenance and repairs account.

Commissioner Hyncik moved approval of both expenditures. Commissioner Pulieo seconded the motion and the resolution passed unanimously.

Engineers Report

Tanker 45: The apparatus was delivered to Stewart and Stevenson Detroit Diesel on February 21 to assess the Electronic Control Unit warning on the dash. The batteries were found to be defective and the control module components were out of spec. If the system is not upgraded the apparatus could be damaged. The

estimated cost of repairs and service is \$8,175.00 which will include replacement of the Control Module parts, a calibration update, replacement of the batteries, fluids and filters and running a new dedicated wiring-power ground.

Tower 45: Fire and Safety Services is still researching the problems with the electric siren.

Engine 45-3: The generator and hydraulic pump were repaired and returned to service on February 18th

Tablets: The holders have not been received.

Firehouse Generator: The generator had a preventive maintenance service. The batteries had to be replaced at a cost of \$764.58.

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 Tuesday, April 12th, 2022 at 7:30 p.m.