

**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 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: 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 18th. The budget referendum passed with 196 votes in the affirmative and 64 votes in the negative. Commissioners Puleio received 228 votes and was re-elected to a three-year term.

Commissioner Hyncik moved certification of the election results. Commissioner Lemon seconded the motion. On a roll call vote, 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 Eric Perkins administered the oath of office to Commissioner Puleio.

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 Hyncik 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 2023-9 Appointment of Fire District Attorney

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning March 14th, 2023 and ending on March 12th, 2024 at an annual contract fee of \$13,800.00 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 2023-10 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 14th, 2023 and ending on March 12th 2024 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 2023-11 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, 2022, and for financial review services, at a cost not to exceed \$12,000.00. 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 2023-12 Appointment of Fire District Bookkeeper

Lynn Franchino of Neshanic Station, New Jersey, is appointed as BOFC Bookkeeper for a term beginning March 14th, 2023 and ending on March 12th, 2024 at an annual

contract fee of \$7,800.00 plus expenses. This contract is on file and available for public inspection at the fire district offices.

RESOLUTION 2023-13 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 14th, 2023 and ending March 12, 2024, 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 Hyncik moved Resolutions 2023-9, 10, 11, 12 and 13, second by Commissioner Puleio. The Board adopted the listed resolutions by a unanimous vote.

Approval of Minutes – The minutes of the February 14th, 2023 meeting were presented.

Motion to approve the minutes of the February 14th, 2023 board meeting was made by Commissioner Hyncik; 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- A countywide drill is scheduled for the Verizon facility in Basking Ridge on April 1st. The RTF is almost ready for activation.

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: Advertising: \$108.71; Election: \$1,445.00; Office Expenses: \$4,050.00
Professional Services: \$4,200.00.*

TOTAL ADMINISTRATION: \$9,803.71.

Operations: General Operating: Medical \$1,026.00; General Operating: Other \$4,073.97; Insurance: \$29,737.19; Maintenance & Repairs: \$3,414.41; Rental Charges/Apparatus Housing: \$12,833.33; Training and Education: \$4,870.00; Utilities: \$3,450.23.

TOTAL OPERATIONS: \$59,405.13.

TOTAL OPERATIONS AND ADMINISTRATION: \$69,208.84.

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

RESOLUTION 2023-14 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY2023 budget 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 2023 Encumbered Check Detail in the total amount of \$69,208.84, 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 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.

PURCHASING OFFICER'S REPORT

QPA Newberry reported that both command vehicles have now been delivered. The command boxes have yet to be delivered. Upon delivery they will be installed in the rear of the vehicles. He is working on obtaining pricing for the graphics.

The utility truck has been painted and is being outfitted at the dealership.

NEW BUSINESS

Truck Committee: Chairman Spohn asked the committee to obtain a price information for the proposed engine. He requested that the committee obtain two quotes, one with the new SAM pump and a second quote with a regular pump.

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.

ISO Evaluation: Chief Schroeck reported that he had been contacted by ISO and that a representative would be conducting an evaluation of the district in the coming month. He will provide the necessary paperwork and work with the evaluator.

OLD BUSINESS

2022 LOSAP – Commissioner Parise noted that the proposed 2022 LOSAP allocations have been reposted on the firehouse bulletin board and that no objections to the proposed member allocations have been received. He moved a resolution approving the payment of the sum of \$52,272.00 to Corebridge Financial for allocation to the individual member accounts. The motion was seconded by Commissioner Hyncik and approved by a unanimous vote.

Training Facility – The Board discussed the proposed improvements to the training facility. The project must be approved by the fire company board of trustees and the membership of the company. Additionally, a use variance may be required from the township. The Board approved the employment of legal counsel and a planning professional to pursue the variance application. Commissioner Puleio and Chief Schroeck will speak with President Fedun to facilitate the project.

Grant Application - Chairman Spohn noted that Congressman Bonnie Watson Coleman has written a letter in support of the grant application.

CHIEF'S REPORT

Chief Schroeck reported that there were 20 calls for service in the month of February. In addition to the normal business meeting and truck cleaning, drills included truck familiarization, airbag familiarization and a critique of the recent structure fire.

The FDIC registrations have been completed and flights have been booked. Six members will be attending. Registrations expenditures are in the amount of \$3,720. The airfare will be in the amount of \$2,261.85.

Chief Schroeck requested authority to purchase 19 pair of fire gloves, 26 pair of extrication gloves and 24 Mastic Fire Pack Z hoods. He noted that the present equipment storage arrangement does provide space for the swiftwater rescue gear. He suggested the purchase of an 8-bay rolling gear rack which can be located in multiple locations as necessary. The rack will cost \$2,526.00. He also requested approval for flow testing SCBA packs under State contract in the amount of \$1,250.00.

Commissioner Puleio moved approval of the requested expenditures for training and equipment. Chairman Spohn seconded the motion and the Board unanimously approved the action.

Engineers Report

Tanker 45: Tanker 45 was delivered to Gabrielli Truck Services in Bloomsbury, NJ on February 25, 2023 for issues related to air leaks and miscellaneous repairs specific to the Mack chassis. An invoice was submitted, and payment will be approved tonight so that the apparatus can be returned to service the week of March 23rd.

Engine 45-2: The apparatus is out of service for engine acceleration issues. Stewart and Stephenson's Atlantic will replace the injectors and looking into the acceleration issues during the week of March 23rd.

Rescue 45: The rescue airbags have been received. Redline has been contacted but will be unable to install the airbags into the apparatus until the week of March 23rd.

Special Services 45: SS45 is awaiting parts which should be delivered and installed the week of March 13th. Modules for lighting and warning lights were assessed and replacements ordered.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, April 11th, 2023 at 7:30 p.m.