

**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 May 9, 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, Chief Kevin Schroeck and Deputy Chief Rich Kennedy.

**Approval of Minutes** – The minutes of the April 11th, 2023 meeting were presented.

*Motion to approve the minutes of the April 11th, 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- 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: Office Expenses: \$354.00.*

TOTAL ADMINISTRATION: \$354.00.

Operations: General Operating: Insurance \$1,109.63; Maintenance & Repairs: \$17,358.60; Rental Charges/Apparatus Housing: \$12,833.33; Supplies: \$2,526.00; Training and Education: \$5,830.90; Utilities: \$2,459.98.

TOTAL OPERATIONS: \$42,636.94.

TOTAL OPERATIONS AND ADMINISTRATION: \$42,990.94

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

### **RESOLUTION 2023-16 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY23 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 23 Encumbered Check Detail in the total amount of \$42,990.94, 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, 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.*

Ms. Franchino noted that she has transferred \$140,000.00 into the checking account as approved at last month's meeting.

Mr. Perkins reported that the DCA certification of the FY 23 budget approval and tax rate has been received by the township tax assessor.

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

QPA Newberry noted that he has obtained two quotes for the generic elevator key discussed at last month's meeting. It was agreed that this item should be purchased directly from Amazon rather than through one of the fire equipment vendors.

Mr. Newberry indicated that there was an attempt to deliver the nine pairs of extrication gloves but that there was no one present at the firehouse to accept them. Mr. Newberry will attempt to take delivery of the gloves on behalf of the Board.

He noted that the vendor has advised that the soap injector for the washer has shipped.

The chief has requested the purchase of a Stihl Model MSA 161T chain saw (\$674.99 Continental Fire), a Holmatro forceable entry tool (\$2,500.00 ESI Equipment) and a 10-foot length of Key 1 ¾ green hose (\$137.00 Continental Fire). The delivery time on the hose is anticipated to be 26 weeks. Commissioner Hyncik moved approval of the purchases. The motion was seconded by Chairman Spohn and adopted on a unanimous vote of the Board.

### **OLD BUSINESS**

**Truck Committee:** Commissioner Lemon reported progress appears to have been made between Pierce and IDEX. Pierce is now indicating that it can deliver an apparatus with the IDEX SAM pump. The pump will have an 8-year warranty and has been installed in multiple apparatus throughout the country. Commissioner Lemon will attempt to obtain a price quote for the proposed apparatus from Fire and Safety by the next meeting.

**Financial Disclosure Statements:** All members of the BOFC members filed their annual disclosure statement by the April 30<sup>th</sup> deadline and received confirming emails from the township clerk.

**ISO Evaluation:** An ISO representative will be conducting an evaluation on May 19<sup>th</sup>. Deputy Chief Kennedy and the line officers are working on preparing the material required for the evaluation visit.

**Generator Replacement** – Mr. Newberry reported that he has been working with the committee and Cooper Power to review the requirements so that bid specifications can be prepared.

**Training Facility** – Chairman Spohn reported that a lease addendum for the construction of the facility has been signed by the fire company. He noted that the addendum is limited in scope to the period of time during which the improvements will be constructed. Commissioner Hyncik moved a resolution approving execution of the lease addendum by the Chairman of the BOFC. Commissioner Puleio seconded the motion which passed by a unanimous vote of the Board.

Chairman Spohn reported that discussions were on-going with representatives of the township regarding what approvals were required to complete the project. He noted that the project would have been permitted under the variance that was granted when the property was acquired. Unfortunately, all of the conditions of the variance were not met at the time. It may be possible to re-open the variance rather than incurring the costs of filing a new variance application. Future action will depend upon the response received from the township officials.

**Grant Application** - No new information.

**Command Vehicles** – Chief Schroeck reported that the trunk boxes have been installed in both vehicles. He is working with Motorola to obtain a quote on the radio equipment to be installed in the vehicles.

**Utility Truck** – The apparatus remains at the dealership awaiting the installation of graphics.

## **NEW BUSINESS**

**Software Acquisition** – Commissioner Lemon reported that he is investigating the acquisition of software that will permit the tracking of training, turn-out response and LOSAP. This special purpose software would replace the current system of Excel spreadsheets.

## **CHIEF'S REPORT**

Chief Schroeck reported that there were 23 calls for service in the month of April. In addition to the normal business meeting and truck cleaning, activities included an elevator drill and a drill at the fire academy.

The Chief reported that the recent trip to the FDIC show was very beneficial as it provided an opportunity to review new products and training opportunities.

## **Engineers Report**

**Rescue 45:** Redline has scheduled installation of the airbags.

**Special Services 45:** The long-awaited parts have been delivered and should be installed next week.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, June 13th, 2023 at 7:30 p.m.