

**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 November 10, 2020

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 offices and provided to any person requesting same prior to the meeting.

Roll Call – Upon Roll Call the following Commissioners were present: W. Spohn, W. Hyncik, M. Parise and Ricky Puleio Jr. Also present: QPA W. Newberry, Attorney E. Perkins, Treasurer Lynn Franchino, Deputy Chief Kevin Schroek, Asst. Chief Rich Kennedy.

Absent: Commissioner Eric Lemon

2021 Capital Budget – Chairman Spohn noted that in accordance with the published announcement the Board had held an open session for public comment on the 2021 Capital Budget beginning at 7:00 p.m. this date. No member of the public appeared to comment on the budget nor were any comments received electronically or by regular mail. The Chairman called for a motion to close the meeting to the public. Motion by Commissioner Parise, second by Commissioner Puleio. The motion to close the public hearing passed unanimously. The Chair then moved the adoption of the 2021 Capital Budget in the amount of \$200,000.00 as presented; the motion was seconded by Commissioner Hyncik. Roll call vote: Ayes: Spohn, Hyncik, Parise and Puleio. Nays: none.

Approval of Minutes – The minutes of the October 13, 2020 meeting were presented. Several corrections were noted. The amount for the purchase of the Peloton bicycle was corrected to \$2,613.25. The language setting forth the costs and allocations for the RTF equipment was amended as follows: “six ARK bags; six PROTEC helmets and liners and six Rescue Task Force vests in the total amount of \$8,708.16. The cost of these items will be allocated as follows; \$1,779.50 will be charged to the SFS grant; \$2,902.72 will be charged to the EMS line item; the balance of \$4,025.94 will be charged to the turnout gear line item”.

Motion to approve the minutes of the October 13, 2020 board meeting as amended was made by Commissioner Hyncik: 2nd by Commissioner Puleio. Motion passed without objection.

Public Comment – None

Meeting Updates - Emergency Services – No report
Fire Prevention – No report

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 and Office expenses: \$149.99.

*Operations: General Operating expenses; \$4,165.15; Rental charges: \$12,200.00;
Training and Education: \$65.00; Utilities: \$1,451.66.*

Total Administration and Operations: \$18,031.80.

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

RESOLUTION 2020-22 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 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 in the total amount of \$18,031.80 allocated from the various 2020 operating accounts.

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

Abstention noted for Chairman Spohn for limited items pursuant to annual notice.

2019 AUDIT

The Chairman noted that the 2019 audit has been received from the auditor and that copies have been distributed to all commissioners. He noted that the audit contained no findings or recommendations for improvements. The audit has been filed with the Local Finance Board by the auditor. Commissioner Hyncik moved the adoption of the audit, second by Commissioner Puleio. The Board unanimously approved the motion. A copy of the Group Audit Affidavit was circulated and signed by all members of the BOFC. Attorney Perkins was directed to publish the audit synopsis in the Courier News and to provide copies to the municipal clerk for public access. Attorney Perkins was also directed to file a copy of the Group Affidavit and

Adopting Resolution with the Local Finance Board. Chairman Spohn will post the audit on the BOFC website.

PURCHASING OFFICER'S REPORT

QPA Newberry reported that all items approved at the October meeting have been ordered.

The TFT valve that was received from Continental was the wrong size and has been returned. The correct valve should be received shortly.

The RTF items have been ordered and should be delivered in the near future.

The Auditor provided a renewal quote for the 2020 audits which reflects a small increase over the prior year amount.

NEW BUSINESS

None

OLD BUSINESS

BOFC email Accounts: New accounts are operational. Commissioners are continuing to adapt to the new system.

Member Drivers Abstracts: Chairman Spohn reported that the review documents have not been received as of this date. VFIS will cover the cost of the abstracts this year but the BOFC may have to cover the cost in the future.

Background Check Policy – Review with company members continues.

Gear Washer/Dryer – Continuing review of options.

New Aerial Apparatus – The apparatus remains unregistered due to DMV Covid delays.

Rescue Task Force – No meeting.

Member Medical Review – The results of the review by Access Health are pending.

Weight Room – Commissioner Parise reported that he was working with the Peloton representatives to complete the order. The other items approved at the October meeting will be ordered from Amazon. He noted that the fire company needs to remove the old universal gym to provide space for the new equipment.

CHIEF'S REPORT – Deputy Chief Schroek reported that there were 13 calls in the month of September. All firefighter physicals have been completed.

The Deputy Chief requested approval to purchase one all band portable radio. The radio is available on State contract for the amount of \$7,721.75.

A motion to approve the requested purchaser was made by Commissioner Hyncik, seconded by Commissioner Puleio and approved by a unanimous vote.

Engineers Report

In the absence of the engineer, a written report was read into the record.

Tower 45: Fire and Safety will service and correct the recall items at the firehouse in the next days. F&S has also received feedback from Pierce on the previously noted engine fault codes. They will be applying computer corrections during this service.

Marine 45: The improvements have not been completed.

R45: Still awaiting TASC to schedule replacement of the OOS hydraulic high-pressure line.

Fire and Safety will make an on-site inspection of Tanker 45 in the next few days to assess the on-board air compressor and the rear dump valve leak.

2021 Budget:

Chairman Spohn reviewed the budget discussions for the draft document which was electronically distributed to all BOFC members prior to the meeting. He noted the successful capital project public hearing which took place prior to the meeting and the list of proposed capital projects including the purchase of a new utility truck estimated at \$100,000; a laundry remediation system at \$25,000 and replacement of the generator at \$75,000.

The township tax assessor provided a new ratable certification which indicated an increase in ratables.

The proposed budget of FY 21 is in the amount of \$1,230,780.00 of which the sum of \$976,000 will be raised by taxation and utilizing a prior year fund balance of \$50,000. The fund balance utilization is in line with the fund balance utilized in the current year.

Commissioner Hyncik moved the approval of the budget; the motion was seconded by Commissioner Puleio. The BOFC voted unanimously to approve the budget for submission to the State for approval.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:25 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, December 8, 2020 at 7:30 p.m.