

**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 9, 2021

Call to Order – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at the firehouse at 7:36 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: W. Spohn, W. Hyncik, M. Parise and Ricky Puleio Jr. Also present: QPA W. Newberry, Treasurer Lynn Franchino, Chief Kevin Schroek, Asst. Chief Rich Kennedy.
Absent: Commissioner Eric Lemon

FY22 Capital Budget – Chairman Spohn noted that in accordance with the published announcement, the Board opened a Special Meeting and Capital Budget Referendum beginning at 6:00 pm. Polls were opened by Commissioner Parise and Chairman Spohn and are scheduled to conclude at 9:00 pm at which time the votes are to be counted. Voter approval is requested for two capital projects in an amount not to exceed \$180,000. During the hours of this Special Meeting and Referendum, legal voters shall either approve or disapprove of said capital projects and determine the amount of monies to be expended concerning the projects. If approved at referendum, the BOFC will vote to include the funds in the FY22 budget. All monies to be expended are currently in the capital reserve account and no tax increase will occur as a consequence of referendum approval.

The proposed capital projects involve the replacement of two command vehicles. One command vehicle to be replaced is over eleven years old and has exceeded its useful life expectancy. The second vehicle was declared a total loss due to water damage incurred during Tropical Storm Ida. The command vehicles are necessary to provide incident command tools and equipment at emergency scenes and to transport staff for assignments at emergency incidents.

Approval of Minutes – The minutes of the October 12, 2021 meeting were presented.

Motion to approve the minutes of the October 12, 2021 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 – 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: Advertising and Office expenses: \$374.94.

Operations: General Operating expenses: \$850; Insurance: \$3,247.00; Repairs: \$3,405.00; Rental charges: \$12,333.00; Supplies: \$1,768.00; Training and Education: \$750.00; Utilities: \$2,624.49.

Total Administration and Operations: \$25,352.76.

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

RESOLUTION 2021-23 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2021 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 \$25,352.76 allocated from the various 2021 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 items for Sunrise Office Systems pursuant to annual notice.

PURCHASING OFFICER'S REPORT

QPA Newberry had no further updates on the purchase of the Utility Truck (last updated in September 2021) or the Turn Out Gear that had been ordered. Both purchases are in progress.

The washer and dryer arrived on October 27, 2021, and further coordination is necessary for its hook up. Services of a plumber and electrician are necessary to complete the installation.

The MSA Gas Detector that had been backordered as of August 18th has just been received, and the MSA Calibration Gas was shipped via FedEx on November 8, 2021.

RAM Mounts and Cases have been ordered from East Coast Emergency Lighting.

The joint purchase between District 1 and District 2 of the rehab tent requested by MEMS and approved by both Boards remains pending further information from the Squad's representative. Both Chairman Spohn and Chief Schroeck planned to follow up with their Rescue Squad contacts, and QPA will coordinate the purchase between the two Districts.

The Nomex hoods that had been ordered from Continental will be returned and swapped out for black hoods. An additional charge of \$6/hood for the 15 hoods ordered is anticipated, but the invoice for the hoods that had been ordered and received is included on the bill list for this meeting.

The six (6) Streamlight Fire Vulcan LED flashlights with chargers and the Firehooks Unlimited 10 lb sledgehammer purchased from Continental have been received. Payment is on the bill list for this meeting.

Regarding storm damaged equipment, a spreadsheet has been generated and distributed to the Chiefs and Chairman Spohn. New batteries have been ordered and received for Tower 45's StrongArm Hurst Tool (storm-related damage).

Mr. Newberry noted that the BOFC minutes have been posted through September 2021.

NEW BUSINESS

2020 AUDIT

The 2020 audit has not yet been started by the Auditor. Said audit must be completed, then reviewed and approved by the Board prior to the approval of its 2022 Budget. A Special Meeting of the Board may be necessary if the audit is not received and reviewed prior to the next regular meeting on December 14, 2021.

OLD BUSINESS

LOSAP Update – Commissioner Parise met with the VALIC representative and with several new members who have now been set up. The final total of qualifying members will be available at the next meeting. Efforts continue to determine inactive members for whom their contributions may be reclaimed by the Board.

Special Services 45 – Chairman Spohn confirmed that SS4 is a total loss for insurance purposes. Because much of this vehicle's value lies in how it is fitted and equipped, Board members agreed the best option was to pay the salvage value of the vehicle, \$3500, while exploring ways in which to have it repaired. It will be titled as a salvage vehicle, and if the Board chooses to pursue repair, its status will be documented before any repairs are begun (photographs will be taken clearly showing each side of the vehicle), costs of all repairs will be documented, and its post-repair status will be documented with photographs so that when the vehicle becomes operational once more, its title may be restored. Insurance can be secured while the vehicle is in a "salvage" condition. Further discussion and a formal decision on how to proceed will be made at the December Board meeting. At that time, the costs to replace the engine and other damaged items, potentially the clutch and some of the emergency lighting, can be considered.

CHIEF'S REPORT –Chief Schroeck reported that there were 15 calls in the month of October. In addition to the normal business meeting, the company engaged in a rolling response drill at the Upper Middle School and a scavenger hunt drill. Most of the firefighter physicals were completed on October 25, 2021.

The Chief reported that S. Kennedy has passed the EMT class. He offered his congratulations to the graduate and shared his appreciation for the additional skills brought to and benefitting the Fire Company.

Chief Schroeck advised the Board of a Fire Company member's 180-day suspension. Chairman Spohn had been informed, and Chief Schroeck stated that the reason for this member's suspension did not involve actions at the Fire Company or against any of its members. Chief Schroeck is afforded the discretion to suspend a member for a period up to 180 days.

Pursuant to the Chief's requests, and after discussion of the necessity for these specific items, the following purchases were approved on motion by Hyncik, second by Puleio and carried unanimously:

- Cribbing Supplies: (2) Quick Response Kits and (8) 4x4x20" wedges to be purchased from Mid-Atlantic Rescue Systems, Inc., chargeable to Supplies, for a cost of \$1,261.56 including shipping and handling pursuant to Quote 21-6204 dated October 27, 2021, and
- Res-Q-Jack Equipment: (4) APEX Long Struts, (2) APEX Short Struts, and (6) APEX Strut add-on Jacks to be purchased from Mid-Atlantic Rescue Systems, Inc. for a total cost of \$20,554.92, of which \$1,779.50 is to be

charged to the SFS Grant, and the balance of \$18,775.42 charged to Supplies. The total cost includes shipping and handling as well as a trade-in credit of \$1,500, pursuant to Quote 21-6193, dated October 25, 2021.

ENGINEER'S REPORT

In the absence of the engineer, a written report was submitted.

Engine 45-2: Engine 45-2 was moved to Absolute for repairs to the generator. Replacement of the regulator may be necessary. Elizabeth Truck Center needs the generator to work in order to test the new parts being installed. Parts have been received for the light tower and other material fixes. Repairs at Elizabeth Truck Center were scheduled to begin the week of October 25, 2021 and are expected to take one month.

Car 45-2: An assessment is needed on power issues with the battery and/or alternator. It is scheduled to be taken to Harlingen Garage on November 11, 2021.

Rescue 45: The engineer is scheduled to meet with the regional dealer on rescue jacks. Modifications to compartments on apparatus will be needed to fit new equipment when it is purchased.

Testing: Industrial Inspections Analyst Inc. (new owner of Fail Safe) will be performing ladder inspections and appliance/hose testing on November 16, 2021 for a cost of \$4,865.00. Aerial testing is scheduled for November 24, 2021 for a cost of \$800.00. This company does not have the resources to do pump testing at this time; an alternate pump testing company must be secured.

Testing by TASC has not yet been scheduled.

Air Compressor – Air Power International submitted a quote for a 5-year extended service contract at a cost of \$9,250 or \$1,850 per year. After a brief discussion, Board members authorized Chairman Spohn to execute an agreement for a 1-year contract at a cost of \$1,850.

Tropical Storm Ida – Car 45-1, Tower 45, and Special Services 45 continue to be out of service due to the tropical storm. Car 45-1 has been removed from the firehouse by the insurance company. An issue related to the electronic sirens on Tower 45 has been reported to Fire & Safety. At their request for additional information, an email with pictures of the command module screens has been sent and they have been made aware that the problem still exists. Special Services 45 remains at Harlingen Garage. The engine is locked and does not want to break loose. Board direction is needed as to how to proceed.

FY22 Capital Budget – On motion by Commissioner Hyncik, second by Commissioner Puleio, Chairman Spohn closed the polls for the Special Meeting and Capital Budget Referendum at 9:00 pm in accordance with the published announcement. By a vote of ___ in favor of passage of the proposed Capital Budget Referendum, and ___ votes opposed, the FY22 Capital Budget Referendum was approved.

FY22 Budget Approval

The Chair introduced the FY22 Budget. Copies of the budget were previously distributed to all members of the BOFC. After discussion, Commissioner Hyncik moved approval of the budget in the amount of \$1,219,680.00 including Capital expenditures in the amount of \$180,000.00 as approved at the capital referendum conducted on November 9, 2021. The amount to be raised by taxation is \$986,900.00. Commissioner Parise seconded the budget approval resolution. The motion to approve the Budget passed by unanimous vote.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:40 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, December 14, 2021 at 7:30 p.m.