

**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 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, R. Puleio and W. Spohn.

Also present: Attorney Eric Perkins, Treasurer Lynn Franchino, Chief Kevin Schroeck and Assistant Chief Rich Kennedy. QPA Bill Newberry was absent.

Approval of Minutes – The minutes of the October 11, 2022 meeting were presented.

Motion to approve the minutes of the October 11, 2022 board meeting was made by Commissioner Lemon; 2nd by Commissioner Parise. Motion passed unanimously.

Public Comment – None

Meeting Updates –

Emergency Services – No meeting last month

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: None.

TOTAL ADMINISTRATION: \$0.00.

Operations: General Operating- Medical: \$7,870.00; General Operating- Other: \$10,404.91; Maintenance & Repairs: \$1,941.49; Rental Charges/Apparatus Housing: \$12,500.00; Supplies: \$613.01; Training and Education: \$218.18; Utilities: \$3,767.72.

Note: Two invoices were added to the Treasurer's report at the meeting as follows: reimbursement to MTVFC#1 in the amount of \$1,616.46 for 2022 electric and gas expenses at the garage location, charged to Utilities; payment to Milspray for annual apparatus underbody treatment in the amount of \$1,750.00, charged to Maintenance and Repairs. These invoices are not included in the above amount but are included in the totals below.

TOTAL OPERATIONS: \$37,315.31

Capital Outlay Expense: \$2,605.99 (repair of SS45 transmission)

TOTAL OPERATIONS, ADMINISTRATION and Capital Outlay: \$39,921.30

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

RESOLUTION 2022-23 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY22 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 above, in the Treasurer's report and in the FY22 Encumbered Check Detail in the total amount of \$39,921.30 allocated to the various administration, operating and capital accounts.

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

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

PURCHASING OFFICER'S REPORT

Chairman Spohn reviewed Mr. Newberry's report in his absence. He noted that in spite of all efforts the two 2022 Chevy Tahoe command vehicles remain at the dealership. All of the equipment for upgrading the vehicles has been delivered. It was agreed that the Board will request delivery of the vehicles and the equipment uninstalled. The Board will then subcontract for the installation of the equipment.

Ron Gerschel from Montgomery EMS reviewed and approved the model and quote for the pulse oxygen machine. A purchase order was issued to Concord Health on October 24th.

The PO for the approved turnout gear remains pending awaiting review and sizing information from the Chief.

Chairman Spohn noted that one of the uninterruptable power supplies at the station is failing. He noted that three quotes were obtained for the purchase of a replacement UPS unit. The lowest quote was in the amount of \$2,180.

Commissioner Puleio moved approval of a replacement in the amount of the lowest price. Commissioner Hyncik seconded the motion which passed by a vote of 4-0 with Chairman Spohn abstaining.

NEW BUSINESS

Banking – Commissioner Hyncik noted that rising interest rates make it possible for the BOFC to earn a higher rate on the capital monies which are not required for immediate purchases. He suggested that the BOFC invest in Federal T-bills which are now paying in excess of 4.8%. Neither of the BOFC current financial institutions deals with such accounts. He suggested that the BOFC establish an account with Royal Bank of Canada to purchase T-bills. Commissioner Parise made a motion to establish an account at RBC. The motion was seconded by Commissioner Puleio and passed unanimously. The BOFC will consider the amount to be invested in T-bills at next month's meeting.

FY2021 Audit: The FY21 audit has been received and distributed to all commissioners prior to the meeting. Commissioner Hyncik noted that once again the audit made no findings or recommendations for improvement. The DCA regulations require the BOFC to accept the audit by formal resolution and to signify their acceptance of same by signing a formal group affidavit. He moved the following resolution.

RESOLUTION 2022-24 ACCEPTING THE FY 2021 AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to have made an annual audit of the books, accounts and financial transactions; and

WHEREAS, the Annual Audit Report for the fiscal year ending December 31, 2021 has been completed and filed with the Treasurer of the Board of Fire Commissioners of the Township of Montgomery Fire District No. 1 and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General

Comments” and “Recommendations,” and to evidence same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received and have personally reviewed the annual audit report, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A 52:27-52, to wit: “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of the Local Government Services), under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than six months, or both and in addition shall forfeit his office”

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Township of Montgomery, Fire District No. 1, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced the same by signing the group affidavit in the form prescribed by the Local Finance Board.

Chairman Spohn seconded Commissioner Hyncik’s motion. The resolution was unanimously adopted. Attorney Perkins was directed to file a copy of the audit and the approval resolution with the DCA. He will also publish a copy of the audit synopsis in the Courier News. Mr. Newberry will post a copy of the audit on the district website.

OLD BUSINESS

Engine Committee: Commissioner Lemon reported that he was unable to obtain an estimated price for the proposed vehicle. The manufacturer’s representative indicated a reluctance to install the proposed SAMS pump. After a brief discussion it was decided to defer this purchase for a year to obtain additional information and pricing.

Training Facility Improvements: Commissioner Puleio reported the contractor has provided a revised quote. The total training facility project will be considered a capital expenditure in the amount of \$100,000 and placed on the ballot for public approval. The capital referendum will be held on December 13th. Chairman Spohn and Commissioner Puleio will prepare the project description for the ballot.

Fire Company Agreement: As the agreement does not expire until December 31, 2023, renewal discussions will continue next year.

Generator Replacement: No report

Tablet Purchase: Commissioner Spohn reported that he spoke with Fire Marshall Roy Mondy who confirmed that the township is in the process of purchasing the tablets utilizing fine monies to fund the purchase.

Fire District Election Date: A meeting on the subject will be deferred until after the first of the year.

FY 23 Budget: Chairman Spohn reviewed the latest budget draft which he distributed to the members in advance of the meeting. He noted that the CNC-3 Form has been received from the Montgomery Township Tax Assessor. The form shows an additional \$12,980,200 in added assessments for the year. This would result in a revenue increase of \$6,490.10 in the proposed FY 23 budget at the current tax rate. Minor revisions were noted in the draft budget document. The Board will consider the draft for initial approval at the December meeting after the public referendum on the capital item.

CHIEF'S REPORT

Chief Schroeck reported that there were 20 calls in the month of October. In addition to the normal business meeting and truck cleaning, the company conducted drills and member physicals.

There is no update on the utility truck delivery.

The washer/dryer vendor has not yet scheduled a date time to go over the instructions for the operation of the new machines.

Chief Schroeck requested the purchase five pagers (\$2,505.00). Commissioner Puleio moved a resolution approving the purchase which was seconded by Commissioner Lemon. The resolution passed unanimously.

The Chief noted that he is looking for a report breaking out the timing of calls during weekdays. The BOFC requested that the Chief add the number of members responding to calls, separating the number of certified firefighters from the number of juniors.

The Rescue Task Force should go into service sometime in the next month.

Engineers Report

Tower 45 – F&SS should complete the annual PM by mid-November.

Engine 45-2 - The annual PM for the apparatus was completed by Absolute Fire Protection on November 1st. A list of repairs is forthcoming.

Engine 45-3 – Master intake anodes will be installed mid-November.

Rescue 45: The new airbags have not been delivered. The annual PM will be conducted by FSS in mid-November.

SS45: Raritan Repair completed the rebuild of the transmission and clutch. The apparatus was returned to Station 45, but a PTO leak was noted. The apparatus will be returned to Raritan Repair to resolve the leak. Upon to Station 45 work will commence on assessing the electrical and lighting issues.

Tablets: On hold pending delivery of the new command vehicles and the receipt of the additional tablets by the fire marshal.

ADJOURNMENT: There being no further business to come before the Board, Commissioner Parise moved to adjourn the meeting at 8:55 p.m. Commissioner Hyncik seconded the motion, and it was unanimously adopted. The next regularly scheduled meeting of the Board will be held on Tuesday, December 13th, 2022 at 7:30 p.m.