

**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 12, 2024

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 Puleio, 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: Commissioners William Hyncik, Eric Lemon, Michael Parise and Ricky Puleio Jr. Absent: Commissioner William Spohn.

Also present: Bookkeeper Lynn Franchino and Attorney Eric Perkins.
Absent: Chief Kevin Schroeck and Deputy Chief Rich Kennedy.

Approval of Minutes – The minutes of the October 8th, 2024 meeting were presented.

Motion to approve the minutes of the October 8th, 2024 board meeting was made by Commissioner Hyncik; 2nd by Commissioner Parise. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services –No meeting last month.

Fire Prevention – The Fire Prevention Month open house was held on October 24th.

Rescue Task Force- Planning is underway for a drill scheduled to take place in December.

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: \$0

TOTAL ADMINISTRATION: \$0.

Operations: General Operating Expenses/Medical: \$9,084.00; General Operating Expenses/Other: \$6,384.02; Maintenance and Repairs: \$4,003.26; Rental Charges/Apparatus Housing: \$13,090.00; Supplies: \$9,988.90; Training and Education: \$2,004.00; Turn Out Gear: \$4,200.00; Utilities: \$2,430.08.

TOTAL OPERATIONS: \$51,184.26.

TOTAL ADMINISTRATION and OPERATIONS: \$51,184.26.

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

RESOLUTION 2024-21 Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2024 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 2024 Encumbered Check Detail in the total amount of \$51,184.26, 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 Puleio. Resolution Ayes: Parise, Hyncik, Lemon and Puleio. Nays: None

Commissioner Hyncik moved the transfer of \$10,000 from the investment account to the checking account. The motion was seconded by Commissioner Lemon and approved by a unanimous vote.

Ms. Franchino noted that the Board has received reimbursement in the amount of \$2,250.00 from District 2 for firefighter swift water training. An invoice has been sent to Franklin for reimbursement of the cost of training for their personnel.

There is no update from the auditor on when the FY23 audit will be received. It may be necessary to hold a special meeting to receive and approve the audit as this must be done before the FY25 budget is approved. A decision on a special meeting date will be made by the Chair as soon as the audit is available.

The fire company has not been invoiced for its share of the insurance premium.

OLD BUSINESS

Training Facility: Commissioner Puleio reported that he has continued to explore options for improvements to the facility. Noting the difficulties in completing the project given funds available, he recommended that the BOFC proceed to install the concrete floor in the facility. He has spoken with the contractor who can excavate, frame and pour the concrete floor for \$17,500.00. Commissioner Hyncik made a motion to approve a contract with Olympus Construction for this project. Commissioner Lemon seconded the motion, and it passed by a vote of 4-0.

New Apparatus: No update on the delivery date.

Generator Replacement: Commissioner Parise reported that he has reached out to the vendor recommended by Commissioner Hyncik and to Van Cleef Engineering. He has not received proposals from either as of this date.

Hamlet Court Tank – No update.

LOSAP – Commissioner Parise will review projected costs to verify that they can be accommodated in the present budget.

2024 EMS Allocation – No response from the EMS representatives as of this date. Follow up will be made.

NEW BUSINESS

FY 2025 Budget - It was noted that Chairman Spohn distributed a revised draft to all members of the board. The draft will continue to be modified. The proposed increase of \$1,000.00 in the Elections category is insufficient as the current account is already \$850.00 in deficit. The increase should be at least \$2,000.00. The training account is also presently in deficit by over \$11,000.00. It was suggested that the amount remain the same in the coming year, but that restrictions on the number of members attending the FDIC convention be established. An additional \$600.00 should be included in the Office Administrative expense to cover the annual fee for Quick Books. Ms. Franchino will work to better align the expense categories with those contained in the State format. Mr. Perkins noted that he has requested the CNC-3 form from the township tax assessor to determine the value of new ratables in the district for the year. The form should be available in the next week.

VFIS Visit – Commissioner Puleio indicated that the Chief and members of the Board had met with representatives of VFIS to tour the firehouse facility and review training and other protocols. The VFIS representatives will submit a report with recommendations to improve safety and implement best practices.

2025 BOFC Election: Commissioner Puleio noted that there are two positions open for election in February. Commissioner Spohn has indicated that he will run for re-election. Commissioner Lemon indicated that he will not run for another term. Commissioner Parise stated that he will have the election petition forms available at the December meeting.

CHIEF'S REPORT

Chief Schroeck submitted a written report. There were 20 calls for service in the month of October. Average response time was 11 minutes with 9 members and two apparatus. Training activities included the monthly business meeting, a drill, company physicals, and a function/tower drill.

The Motorola grant radios remain at Wireless Solutions for programming.

The two new Knox Boxes were installed in the Chief and Deputy Chief command vehicles.

The Chief continues to research multigas meters and gym equipment.

The following items previously approved and ordered have not been delivered;

Two multigas meters not ordered/still researching; helmet fronts (first order); one set of PPE fire gear (part of second order).

Ten totes of Class A foam have been received. Class B foam needs to be ordered.

Engineers Report

Commissioner Lemon reported that Fire & Safety Services is presently performing the annual PM's for the apparatus. The invoice for this service will be available by the December meeting.

45-103 had an issue which was resolved by F&SS and is now back in service.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, December 10th, 2024 at 7:30 p.m.