

**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 December 10, 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 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:
Commissioners William Hyncik, Eric Lemon, Michael Parise and William Spohn.

Absent: Commissioner: Ricky Puleio Jr

Also present: Bookkeeper Lynn Franchino, Attorney Eric Perkins and Deputy Chief Rich Kennedy.

Absent: Chief Kevin Schroeck

Approval of Minutes – The minutes of the November 12th, 2024 meeting were presented.

Motion to approve the minutes of the November 12th, 2024 board meeting was made by Commissioner Hyncik; 2nd by Commissioner Lemon. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services –No meeting last month.

Fire Prevention – No meeting.

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

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.

Chair Spohn requested three amendments to the bills. He suggested payments in the amount of \$1,000 each to Attorney Perkins and Bookkeeper Franchino for extra work performed after the resignation of the QPA. He noted the Ms. Franchino had not requested reimbursement for the monies she expended for the annual subscription for the Quick Books software for the past two years. He suggested that she receive \$1,298 reimbursement for this expenditure. Commissioner Hyncik seconded approval of the suggested amendments and they were approved by unanimous consent.

Administration: Office: 7,017.19 (\$10,315.19 including amendments above); Professional Services: \$4,250.00.

TOTAL ADMINISTRATION: \$11,267.19 (\$14,565.19 including amendments above)

Operations: General Operating Expenses/Medical: \$438.00; General Operating Expenses/Other: \$12,893.20; Insurance: \$216.08; Rental Charges/Apparatus Housing: \$13,090.00; Supplies: \$7,094.59; 2023 Encumbered Supplies (see 2023 Encumbered Check Detail): \$2,701.10; Training and Education: \$850.00; Utilities: \$2,428.71.

TOTAL OPERATIONS: \$37,010.58.

Capital Outlay Expense: \$1,728.00 (Knox box installation in command vehicles.)

Unreserved Committed Funds: (insurance Ida related SS45) \$1,111.00

TOTAL ADMINISTRATION, OPERATIONS, CAPITAL OUTLAY EXPENSES and Unreserved Committed Funds: \$51,116.77 and \$2,701.10 (\$57,115.87 with amendments)

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

RESOLUTION 2024-22 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 2023 Encumbered Check Detail in the total amount of \$57,115.87, 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 Lemon. Resolution Ayes: Parise, Hyncik, Lemon and Spohn. Nays: None

Commissioner Spohn moved the transfer of \$90,000 from the investment account to the checking account. The motion was seconded by Commissioner Hyncik and approved by a unanimous vote.

Ms. Franchino noted that the Board has received the second half tax proceeds from Montgomery Township.

The auditor indicates that the FY23 audit is almost complete. A special meeting will be scheduled to receive and approve the audit and to approve the FY 25 budget. A decision on the special meeting date will be made by the Chair as soon as the audit is available.

The fire company share of the insurance premium has not yet been received.

FY 24 Budget Transfers: Ms. Franchino reviewed the FY 24 line item accounts and noted those accounts which are in deficit. N.J.S.A. 40A-78.9 permits the BOFC to transfer money from other accounts which have unexpended balances during the last two months of the budget year to ensure that all accounts are balanced as of the end of the year. Ms. Franchino recommended the following transfers:

\$4,000.00 from the insurance line to the office expense line.

\$5,500.00 from the insurance line to the maintenance line.

\$1,000.00 from the insurance line to the election line.

\$13,000.00 from the supplies line to the general operations line.

\$15,000.00 from the supplies line to the training and education line.

Commissioner Hyncik moved a resolution authorizing the transfers. Chair Spohn seconded the motion and the resolution passed on a unanimous vote.

OLD BUSINESS

Personnel – Chair Spohn noted that the fire company has hired a lawyer to assist in the resolution of the dispute between two officers of the fire company. No action is

contemplated by the BOFC until the fire company trustees conclude their review of the matter.

Training Facility: Olympus Construction cannot begin the work of framing and pouring the concrete floor until the weather warms in the spring.

New Apparatus: No update.

Generator Replacement: No update.

Hamlet Court Tank – No update.

LOSAP – Commissioner Parise has reviewed the records and projects that 25 to 30 members will qualify and that the costs of the program can be accommodated in the present budget.

2024 EMS Allocation – Chair Spohn reported that he has spoken with the EMS representatives. He made a motion to approve the purchase of a portable generator for the squad in the amount of \$1,200.00. Commissioner Hyncik seconded the motion, and it was unanimously approved.

Gym Equipment – Commissioner Parise indicated that the committee was requesting funding for the replacement of the Universal gym which is broken and has reached the end of its useful life expectancy. He made a motion to spend up to \$6,000.00 to obtain replacement equipment. Commissioner Lemon seconded the motion, and it was adopted by a vote of 4-0.

On behalf of the BOFC Chair Spohn thanked Commissioner Lemon for his years of service on the Board.

NEW BUSINESS

I AM RESPONDING Contract: Chair Spohn noted that the existing contract expires in early 2025. Commissioner Hyncik made a motion to approve renewal of the contract in the amount of \$809.00 for a term beginning February 21, 2025 and ending February 20, 2026. Renewals for following years, years 2 through 5, will have a 2.5% increase in cost. Commissioner Parise seconded the motion which passed with a unanimous vote.

FY 2025 Commissioner Election: Commissioner Lemon has submitted a letter resigning his position effective December 31, 2024 as he will become a line officer. Chair Spohn made a motion to accept the resignation which was seconded by Commissioner Hyncik and approved by a unanimous vote.

Commissioner Parise distributed petition forms for the election. The Board approved the date of January 17, 2025 as the deadline for the submission of

petitions. Chair Spohn and Phil Adams have indicated interest and will submit petitions.

Chair Spohn noted that there will be transition in fire company leadership as of January 1. Chief Schroeck and Deputy Chief Kennedy will be stepping down. Jon Kessler will become chief, and Eric Lemon will become deputy chief. Chair Spohn applauded Chief Schroeck and Deputy Chief Kennedy for their service and dedication to the BOFC and community.

FY 2025 Budget - Chairman Spohn reviewed the revised draft which he had distributed to the to all members of the board prior to the meeting. Minor modifications have been made since the last meeting. Total expenditures are projected to be \$1,088,422. The amount to be raised by taxation is slightly less than in FY24. All members were asked to review the document. The Board cannot approve the draft until the FY23 audit has been received and accepted. This will be done at the special meeting noted above.

CHIEF'S REPORT

Deputy Chief Kennedy noted that there were 22 calls for service in the month of November. Average response time was 11 minutes with 9 members and two apparatus. Training activities included the monthly business meeting, truck checks; a live burn at SCESTA a drill and a tabletop drill.

Deputy Chief Kennedy noted that with the leadership change some new equipment will be necessary. He requested approval to purchase nine helmet shields, 2 white officer jackets and 3 black helmets at an estimated cost of \$6,078.00. Commissioner Parise made a motion to approve the requisitions. Commissioner Lemon seconded the motion, and it was adopted unanimously.

The Motorola grant radios remain at Wireless Solutions for programming and should be released shortly.

The Chief continues to research multigas meters (two multigas meters have previously been approved).

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

One set of turn out gear (part of second order for two sets) and Holmatro Core/Battery Rescue System.

Engineers Report

Commissioner Lemon reported that Frank Wendling III will assume the position of Engineer on January 1st.

Fire & Safety Services will perform the annual PM's for the apparatus beginning on December 16th. The invoice for this service will hopefully be available by the end of December.

45-103- The charging system continued to have an issue after F&SS declared that it was operating correctly. Further investigation resulted in a replacement of the onboard charger. As the batteries continued to lose charge F&SS replaced the alternator and installed a new regulator. The apparatus was placed back in service on December 7th.

Additional steering issues were reported on December 8th. F&SS investigated and found low air pressure in the right front tire. The tech assessed the brakes and steering box and will forward information to the PM tech for review.

45-102 – The replacement pressure governor for the pump panel has been received. Installation was deferred until 45-103 is returned to 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, January 14, 2025 at 7:30 p.m.