

**BOARD OF FIRE COMMISSIONERS**  
**Montgomery Township Fire District No. 2**  
**PO Box 264**  
**Blawenburg, New Jersey 08504**

MINUTES OF MARCH 3, 2016

*Commissioners Martin and Weingart were sworn in prior to the meeting.*

**CALL TO ORDER**

The scheduled meeting of the Board was called to order by Commissioner Laughlin at 7:00 pm, following proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspaper of the district and provided to two other newspapers, filed with the municipal clerk, posted at the Montgomery Township Municipal Building, Board offices and fire district web site).

**ROLL CALL**

Present: Commissioners L. Laughlin, P. Martin, S. Weingart and D. VanDoren. Absent: Commissioner J. Plimpton. Also present: Chief Kabis, L. Franchino and Attorney Griswold.

**CERTIFICATION OF ELECTION RESULTS**

The 2016 budget was approved by voters (40 “Yes”, 10 “No”) at the February 20th referendum, and Peter G. Martin (48 votes) and Stephen B. Weingart (47 votes) were elected to three-year terms on the Board of Fire Commissioners. The results were certified and have been submitted to the State and Township.

**ELECTION OF OFFICERS**

On a call for nominations for the office of Chairman, a motion was made and seconded nominating Leighton Laughlin, Jr. There were no other nominations.

*Motion made by Martin.                      2<sup>nd</sup> by VanDoren.                      Passed without objection.*

On a call for nominations for the office of Vice-Chairman, a motion was made and seconded nominating David VanDoren. There were no other nominations.

*Motion made by Laughlin.                      2<sup>nd</sup> by Martin.                      Passed without objection.*

On a call for nominations for the office of Secretary, a motion was made and seconded nominating Stephen Weingart. There were no other nominations.

*Motion made by Laughlin.                      2<sup>nd</sup> by Martin.                      Passed without objection.*

On a call for nominations for the office of Treasurer, a motion was made and seconded nominating Jonathan Plimpton. There were no other nominations.

*Motion made by Laughlin.                      2<sup>nd</sup> by VanDoren.                      Passed without objection.*

The following commissioners were elected to hold office until the next annual election:

Chairman – Leighton Laughlin, Jr.  
Vice-Chairman – David VanDoren  
Secretary – Stephen Weingart  
Treasurer – Jonathan Plimpton

The board unanimously approved the following appointments:

Jonathan Plimpton as Chief Financial Officer.  
Jonathan Plimpton as LOSAP Plan Administrator.  
Leighton Laughlin as representative to the Emergency Services Board.  
David VanDoren as representative to the Fire Prevention Bureau.  
Stephen Weingart as EEOC/Affirmative Action Officer.  
Peter Martin as Public Agency Compliance Officer.  
Stephen Weingart as Fire Company liaison.  
Peter Martin as Public Records Custodian.  
Peter Martin as Insurance Review Officer.

**RESOLUTION 2016-20 – Appointment of Public Agency Compliance Officer (NJAC 17:27-3.2) Resolution attached.**

### **APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the February 4, 2016 meeting.  
*A Motion was made to accept the minutes of February 4, 2016 meeting as corrected to reflect that the Telma was delivered for installation in Engine 46-108.*

*Motion made by Martin. 2<sup>nd</sup> by Laughlin. Passed without objection.*

### **TREASURER’S REPORT**

#### **BILLS**

A copy of the Treasurer’s Report was made available to each commissioner with a list and description of the bills to be paid. The Chief Financial Officer has certified that there are sufficient encumbered funds from the 2015 budget and unencumbered funds in the 2016 budget to pay the bills and has designated the account to which each would be charged. A transfer of funds to the checking account is necessary to pay the bills.

*A motion was passed to accept the Treasurer’s Report, to approve payment of the bills as presented, and to transfer \$40,000.00 to the HVCB checking account for the purpose of paying the bills.*

*Motion by Laughlin. 2<sup>nd</sup> by Martin. Motion passed without objection.*

### **RESOLUTION 2016-21 - Payment of Bills and Transfer of Funds.**

*The Chief Financial Officer having certified there are sufficient funds encumbered from the 2015 budget and unencumbered funds in the 2016 budget to pay the bills as presented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$39,584.18 (\$9,030.00 from 2015 encumbered funds and \$30,554.18 from the 2016 budget), and authorizing the transfer of \$40,000.00 from the HVCB money market account to the HVCB operating (checking) account for the purpose of paying bills,*

*Resolution Ayes: Laughlin, Martin, Weingart, VanDoren. Nays: None. Absent: Plimpton.*

## **OLD BUSINESS**

Medical Return to Duty Forms – The form will be reviewed and updated.

Opticoms – Still needed at Hollow Road and Rt. 518 intersection and at the Montgomery Shopping Center light.

Investments- Tabled until next month.

Harassment Policies – Tabled until next month.

Security – Commissioner Plimpton provided alternatives for systems to board members. Tabled until next month when he can be present to discuss.

Review of LOSAP Program Procedures – Tabled until next month.

## **CHIEF'S REPORT**

The fire company responded to 23 calls during February, 2016, including 4 mutual aid structure fires, 1 downed power line, 1 water leak, 1 CO event and 1 motor vehicle accident w/ extrication.

During 2015 fire company members logged 13,176 man-hours, including 1,140 hours for Firefighter One classes. The Company received a plaque of appreciation from the North Brunswick for the help given during their large fire in July, 2015. Recently our volunteers spent numerous hours at the massive Hillsborough Twp. industrial park fire.

Engine 46-108 – The Telma system has been repaired and installed.

SCBA – A rigorous progressive training schedule has been created. Additional training sessions will be held at a later date for younger members who may be at college during the scheduled training.

Opticoms – The chief has written to NJDOT in an effort to get their approval to include the installation of Opticom hardware as part of the placement of new traffic lights.

Fire Prevention Meeting – Discussion of snow plowing by the township for emergency services buildings; the Blawenburg Café fire investigation was determined to be “unfounded” and is closed; discussion of shortfalls in some local restaurants’ hood cleaning and venting; the fire inspector is pursuing repair of a hydrant at the airport that has been out of service for over 6 months; progress is being made toward the acquisition of ESP pre-plan software to enable the fire companies to access emergency services data that the township fire marshal and inspectors create and store. There may be a licensing and monthly subscriber fee for users.

Events - Volunteers will participate in program in conjunction with the NJ State Police and Medevac Services in the “Every 15 Minutes” program at the high school on April 7<sup>th</sup>. The Montgomery Fun Fest has been rescheduled from September 11<sup>th</sup> to September 28<sup>th</sup>.

*A Motion was made to approve purchases presented to the board.*

*Motion by Laughlin. 2<sup>nd</sup> by Martin. Motion passed without objection.*

**RESOLUTION 2016-22 –Approving Expenditures.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, a Resolution passed authorizing the following expenditures:*

- 1. Encumbrance of \$11,000.00 in the 2016 Training appropriation for costs associated with firefighter attendance at the FDIC (Fire Department Instructor Conference) to be held in Indianapolis in April.*
- 2. Purchase nine (9) ea. thermal imaging camera batteries and replacement lanyards pursuant to NJ State Purchasing Contract A81357, from Witmer Public Safety, Inc. at a cost of \$1,340.00, chargeable to the 2016 General Operating appropriation.*
- 3. Repair of the building generator coolant reservoir and periodic preventive maintenance pursuant to quote from EMR Power Systems at a cost of \$3,499.18, chargeable to the 2016 General Operating appropriation.*
- 4. Encumber \$1,530.00 in the 2016 Supplies appropriation for the purchase, as needed, of up to four (4) pair of fire boots, pursuant to NJ State Purchasing Contract #80956 from Continental Fire & Safety, Inc. at a cost of \$382.50 per pair.*
- 5. Testing of the Paratech Air Bag System by Continental Fire and Safety, Inc. (manufacturer's authorized rep) at a cost of \$330.00, chargeable to the 2016 General Operating appropriation.*
- 6. Encumbrance of up to \$500.00 from the 2016 General Operating appropriation to enable the chief to maintain an inventory of smoke and carbon monoxide detectors for distribution to residents when deemed advisable for safety reasons in connection with emergency calls.*
- 7. Encumbrance of \$5,000.00 from the 2016 Training appropriation to support the fire company's ongoing retention/incentive program. Payments shall be made to the Chief's Account as needed.*
- 8. Purchase of miscellaneous office supplies pursuant to NJ State Purchasing Contract #88839 from WB Mason in an amount of \$143.84, chargeable to the 2016 Office appropriation.*

*Resolution Ayes: Laughlin, Martin, Weingart, VanDoren. Nays: None. Absent: Plimpton.*

The chief was asked to provide the board with the age of the paratech bags at the next meeting.

**NEW BUSINESS**

**Routine Maintenance and Inspections/Testing-**

*A Motion was made to approve a policy for routine maintenance, testing and emergency repair expenditures.*

*Motion by Laughlin. 2<sup>nd</sup> by VanDoren. Motion passed without objection.*

**RESOLUTION 2016-23 – Authorizing routine maintenance and inspection/testing;  
Emergency repairs.**

*The chief or his designee is authorized to obtain routine preventive maintenance and standard periodic inspections and testing of apparatus and equipment without further approval of the board, and to obtain emergency service or repairs necessary to protect the apparatus and equipment and to keep same in service and operating safely without prior approval of the board if the cost of the emergency service or repair (per incident) is not expected to exceed \$2,500.00 and on the condition that the Chairman (or if unavailable, at least one commissioner) be notified of the service or repair at the chief or his designee's earliest possible opportunity. Emergency service and repair expected to exceed \$2,500.00 will require prior approval of at least three members of the board.*

*Resolution Ayes: Laughlin, Martin, Weingart, VanDoren. Nays: None. Absent: Plimpton.*

Critical Materials and Supplies- Purchase Between Meetings -

*A Motion was made to authorize the purchase of critical firefighting and emergency service materials, within limits.*

*Motion by Laughlin. 2<sup>nd</sup> by Weingart. Motion passed without objection.*

**RESOLUTION 2016-24 –Authorizing Critical Materials and Supplies Purchases.**

*The chief or his designee is authorized to purchase materials and supplies critical to the maintenance of emergency service operations without prior approval of the board if the cost of the materials and supplies does not exceed \$1,000.00, and on the condition that at least one commissioner is notified of the need and the proposed purchase prior to, or if notification is impossible, as soon as practicable after the purchase. Purchases of essential materials in excess of \$1,000.00 will require prior approval of at least three members of the board.*

*Resolution Ayes: Laughlin, Martin, VanDoren, Weingart. Nays: None. Absent: Plimpton.*

SCBA Use Policy- Commissioner Laughlin expressed his concern over the effect on volunteers of working in conditions under which there is a possibility of breathing “hazardous” air – emergency situations not necessarily involving the presence of actual smoke or fire. He requested that the fire department develop an SOG addressing and recommending the use of SCBA by volunteers when a call involves exposure to this type environment. He recommended research be done into what other fire companies do in this regard, and asked that the SOG, once drafted, be presented to the board for comment and review.

Equipment/Apparatus Replacement Schedule - From the inventory being updated by the fire company Commissioner Martin will create a rotational replacement schedule of equipment and apparatus. He will present a proposed schedule to the board at a future meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:55 p.m. The next regularly scheduled meeting will be held on April 7, 2016.

*Motion by Laughlin. 2<sup>nd</sup> by Martin. Motion passed without objection.*

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**

**FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2**

**Resolution No. 2016 -20**

WHEREAS, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 2 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts,

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 2, Somerset County, New Jersey, for the period January 1, 2016 through December 31, 2016, or until the designation of his replacement ,

shall be         Peter G. Martin        .

A Designation of Public Agency Compliance Officer shall be forwarded to the NJ Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on March 3, 2016.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Laughlin	X			
Martin	X			
Plimpton			X	
VanDoren	X			
Weingart	X			

Certified as a true copy of a Resolution  
Duly adopted at a meeting held  
March 3, 2016.

        s/ Stephen Weingart          
Clerk of the Board