

**BOARD OF FIRE COMMISSIONERS
Montgomery Township Fire District 2
PO Box 264
Blawenburg, New Jersey 08504**

MINUTES OF AUGUST 8, 2024

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman Mozumdar at 7:30 p.m. following proof of publication under the Open Public Meetings Law. Annual meeting notice published in the Courier News 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, and provided to any person requesting same prior to the meeting.

Roll Call

Present: Commissioners Gerry Hogan, Rich Hopkins, Stephen Morrison, Andy Mozumdar and Michael Ruppert.

Also present: Chief Adam Verducci, Assistant Chief Kyle Rendall, Engineer Justin Kabis, Attorney Eric Perkins and Accountant Susan Perkins.

Approval of Minutes

On the motion of Commissioner Ruppert, seconded by Chairman Hogan, the minutes of the meeting of July 11th, 2024 were unanimously approved.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Rescue Task Force- No activity.

LEPC – No meeting held.

Chiefs Report

There were 48 calls in the month of July. A heavy rain and windstorm event early in the month resulted in 24 calls in about 36 hours. The most significant call involved

the collapse of a tent sheltering horses on Skillman Road. No injuries were reported for either personnel or horses. Two drills were conducted.

Chief Verducci requested approval to purchase the following: 3 all weather fire police coats \$1,335.00; 4 sets of five collapsible cones \$648.00; 3 fire police flashlights \$128.97; 3 traffic wand extensions for FP flashlights \$44.07; 7 FP front license plate brackets \$118.93; 12 FF license plate brackets \$203.88; 2 flare cases \$32.58; 8 pairs of FP reflective summer gloves \$144.00 and 8 pairs of FP winter reflective gloves \$320.00. Chair Mozumdar moved approval of the purchases in an amount not to exceed \$3,000. Commissioner Hogan seconded the motion, and it was approved unanimously.

The Chief noted that the current incident reporting system software has been acquired by a new company. The officers use this program to complete the NFIS reporting required by state for each incident. The current cost of the software is \$2,700 annually. The I Am Responding software is an additional \$865.00. Other fire companies have reported a number of problems with the transition to the new software and a significant increase in cost. The Chief is exploring other options and expects to make a recommendation at the September meeting. The existing product will be discontinued at the end of December.

ENGINEER'S REPORT

E108 – A malfunctioning spotlight was repaired under warranty.

U46 - Accident damage awaiting repair. The apparatus remains in service.

E107 – A mirror was broken when it struck a street sign. Searching for a replacement.

The annual Milspray undercoating will be deferred until later in the year so that R46 which is OOS can be included.

The Engineers report emailed to the BOFC contains a detail of projected PM activities.

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. Additional detail is included in the Treasurer's report. The report was accepted as presented.

Administration: Elections: \$143.78; Office Expenses: \$72.46; Professional Services (FY22 audit): \$10,000.

Total Cost of Administration: \$10,216.24.

Cost of Operations:

Apparatus Housing: \$16,000.00; General Operations (Fuel): \$4,825.92; General Operations-Other/Chief's Acct: \$500.88; Operating Insurance: \$1,010.03; Repairs and Maintenance: \$882.00; Testing and Inspection: \$9,280.00; Utilities: \$963.59; Supplies: \$1,045.81; Training and Fire Prevention: \$287.44.

Total Cost of Operations: \$33,749.86.

Total Cost of Administration and Operations: \$43,966.10

Resolution 2024-17 Payment of Bills

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2024 budget to pay the bills as presented and having designated the accounts to which each should be charged, the Board authorizes the Chief Financial Officer to pay the Administration and Operations bills in the total amount of **\$43,966.10**.*

On Motion of Commissioner Hopkins, 2nd by Commissioner Ruppert the BOFC unanimously approved payment of the bills.

The first installment of tax receipts has been received from Montgomery Township in the amount of \$519,529.50. The sum of \$1,779.50 funds the annual State Supplemental Fire Service grant. The remaining \$517,750.00 funds the actual 2024 budget.

Purchasing

Requisitions: See Chief's Report

OLD BUSINESS

American Rescue Plan Grant – The BOFC received a letter on June 7th confirming an award in the amount of \$75,000 for the acquisition of 12 sets of replacement PPE, 10 firefighter helmets, 25 PPE harnesses and associated personal escape systems and 6 SCBA facemasks. It was noted that this is a reimbursement grant. Chief Verducci requested approval to purchase the PPE from Firefighter One under State contract in the amount of \$74,999.96. Commissioner Ruppert moved a resolution approving the purchase, second by Commissioner Hopkins. The resolution passed unanimously.

AFG/FEMA Grant – Wireless Solutions continues the process of programming the new equipment. There is a delay as Franklin Township needs to conform its radio system before Wireless Solutions can complete its work.

State Radio Grant – Montgomery Township continues to review the various agency needs for the use of the funds.

Seagraves Tower – Chief Verducci reported that construction continues. The cab has been mounted on the frame; the aerial has been delivered but not placed on the frame. At this point in time, he anticipates a trip to the factory for final inspection on September 23 & 24th. The apparatus will be shipped to North Brunswick for final refinements within a few days of the inspection. It is anticipated that it will be delivered to the firehouse in early October.

Sale Of T-46 – The Chief indicated that he continues to discuss the sale of the apparatus to an interested fire company in Virginia. That company is awaiting confirmation of grant funds to complete the purchase. The funds will likely not be confirmed until September. In the interim the apparatus continues to be marketed in trade publications.

Brush Truck Replacement – The body is being striped and lettered. Upon completion it will be returned to A & K equipment. The wrong front bumper was previously delivered to A & K. A replacement bumper should be delivered and installed shortly. As soon as the bumper is installed the apparatus will be delivered to East Coast Lighting. The lighting installation should take one to two weeks.

Banking – Commissioner Morrison reported that capital monies in the PNC account have been transferred to the RBC account which has a higher interest on deposits. The BOFC discussed various upcoming expenditures and investments. A second account will be established at RBC for operational expenses.

Commissioner Hopkins made a motion to provide Susan Perkins with informational access to the accounts. Commissioner Morrison seconded the motion, and it was unanimously approved.

Long Term Capital Plan - An update will be prepared and discussed at a future meeting.

Viburnum Tank – No report

NEW BUSINESS

R46 Damage – Deputy Chief Rendall noted that the apparatus was damaged in a non-emergency response incident when it was being backed into the firehouse. A door on the officers side of the apparatus was left open and struck the firehouse. The door was significantly damaged, and the apparatus has been placed OOS pending repair. The firehouse itself was not damaged. Chief Rendall met with an adjuster from the insurer, VFIS this week. The adjuster indicated that the door and a piece of chrome trim would have to be replaced. The door frame itself will have to be squared. We are awaiting approval of the adjuster estimate to order the

replacement door. The estimate is anticipated to be in the amount of \$25,000. There is a \$1,000 deductible on the policy. The door will also have to be re-lettered. At this point in time the door will not be delivered for 8 to 14 weeks.

Chief Verducci reviewed the accident reporting protocol and noted that the incident had been promptly reported and that the operator confirmed that he had failed to complete a 360 degree walk around the apparatus before it was moved.

LOSAP – Mr. Perkins noted that the BOFC has received correspondence from Corebridge Financial concerning two checks, in a total amount of \$1713.80, that were issued to the BOFC by Corebridge in 2022 and never cashed. He is completing the paperwork necessary to have the checks re-issued.

Workers Compensation Insurance Audit – An interim payment was made to confirm coverage. We are awaiting confirmation of a supplemental premium amount.

Accounting Computer/Printer - The present Board computer is seven years old, and the printer will not print checks. Commissioner Ruppert moved a resolution authorizing the expenditure of up to the amount of \$1,000 to replace the computer and printer. The motion was seconded by Commissioner Hogan and unanimously approved. Engineer Kabis was authorized to purchase the new equipment through Best Buy using the fire department tax-free ID. The BOFC will reimburse the fire department for the purchase. Engineer Kabis was also authorized to clear the data from the present computer and to dispose of the equipment.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m. The next regularly scheduled meeting will be held on September 12th, 2024. *Motion by Mozumdar, 2nd by Hogan. Motion passed without objection.*