

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

MINUTES OF APRIL 13th, 2023

**CALL TO ORDER**

The regularly scheduled meeting of the Board was called to order by Chairman Sartorio 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, Stephen Morrison, Andy Mozumdar, Michael Ruppert and Tony Sartorio.

Also present: Chief Adam Verducci, Deputy Chief Kyle Rendell, Engineer Justin Kabis, QPA Bill Newberry, Attorney Eric Perkins and Rich Hopkins.

**Approval of Minutes**

Corrections were noted in the draft of the March minutes. The resolution appointing Mr. Newberry contained the wrong dates. The contract will run until March of 2024, not 2023. The resolution appointing the auditor was also corrected to show a fee of \$13,500, not \$11,500. On the motion of Commissioner Mozumdar, seconded by Commissioner Sartorio, the minutes of the meeting of March 9th, 2023 were unanimously approved as corrected.

It was noted that the emails and passwords for the Commissioners of will need to be reset to reflect their new offices on the BOFC. Fire Company President Kabis will accomplish this task after the April meeting.

**Public Comment** - None

**Meetings**

Emergency Services – A meeting was held on March 22<sup>nd</sup>. Several topics were discussed including the pre-positioning of apparatus in advance of predicted flooding or other natural weather events. The committee also discussed designating shelters in schools, churches and other locations in the event that an evacuation is required. The next meeting will be held in August.

Fire Prevention – No meeting held.

Rescue Task Force- The Rescue Task Force was activated on April 1<sup>st</sup>. A local drill was conducted on the same date.

### **Chiefs Report**

Chief Verducci reported that there were 26 calls in the month of April. Two drills on engine operations and extrication were also held.

### **ENGINEER'S REPORT**

**T46**-All repairs have been completed and the apparatus is back in service. Master drain leak repairs to be completed by Four Lanes after delivery of parts. The annual MISTRAS testing on the apparatus will be conducted during the next month.

**B46**- The new engine has been installed and the apparatus has been returned to the firehouse.

**U46**- The catalytic converter has been replaced, the oil changed, and new brakes installed on all four wheels of the apparatus.

The Engineer provided a written report to the BOFC on pending repairs to all other apparatus. In most instances the repairs are delayed due to the inability of the vendor to obtain parts. The apparatus remain in service as the repairs do not interfere with the firefighting capability of the apparatus.

### **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: \$3,497.45(FY23); Office Expenses: \$532.45(FY23)

**Total Cost of Administration: \$4,029.90 (FY23).**

#### **Cost of Operations:**

Apparatus Housing: \$16,000.00 (FY23); Gen. Operations-Medical: \$45.00(FY23); Gen. Operations: Repairs and Maint.: \$22,182.09 (FY22); \$2,547.65 (FY23); Gen. Operations: Supplies/Equip: \$7,219.35 (FY22); \$629.82 (FY23); Gen Operations: Supplies Turnout Gear: \$13,116.40(FY22); Gen. Operations Other: \$1,182.07 (FY23); Snow Removal: \$975.00 (FY23); Utilities: \$466.46 (FY23); Training and Fire Prevention: \$2,686.63 (FY23).

**Total Cost of Operations: \$67,050.47; \$42,517.84 (FY23); \$28,562.33 (FY22).**

**Total Cost of Administration and Operations: \$71,080.37**  
**[\$42,517.84(FY23); \$28,562.53(FY23).]**

### **Resolution 2023-14 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2022 and 2023 budgets 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 **\$71,080.37.***

*On Motion of Chairman Sartorio, 2<sup>nd</sup> by Commissioner Mozumdar the BOFC unanimously approved payment of the bills.*

### **Purchasing -**

**Requisitions:** A requisition was submitted by the Engineer for a contract with Fireflow in an amount not to exceed \$9,950.00 for annual hose, pump and ladder testing. The cost includes testing for Rocky Hill as per the agreement with the BOFV. An additional requisition in the amount of \$2,895.00 (plus shipping) for two replacement tripod lights for T46. Chairman Sartorio moved approval of the requisitions; Commissioner Hogan seconded the motion, and it was unanimously approved by the BOFC.

### **NEW BUSINESS**

**Financial Disclosure Reports** – Attorney Perkins reminded all commissioners of their obligation to file the State financial disclosure forms by April 30<sup>th</sup>

**ISO Evaluation** – The ISO will be visit is now anticipated on May 4th. The chief and officers have been preparing the necessary data in advance of the visit. The chief will notify the Board in advance of the visit so that one of the commissioners can attend.

**Capital Fund Investment** – Commissioner Mozumdar reported that he was investing 1.7 million in one-year T-bills at an interest rate of 5% per the February BOFC resolution.

**OSHA and WC Posters** – Commissioner Morrison will contact the insurance company to obtain new posters.

**Rocky Hill Report** - Chairman Sartorio indicated that he had asked to defer the quarterly session until next month given the lengthy agenda for tonight's meeting.

**Gear Inspection** – Chief Verducci reported that he had engaged Firefighter of New York to perform an inspection of the PPE. The inspection found gear that required repairs which were performed at the station. The cost of the inspection was \$831.25; the cost of the repairs was \$7,526.34. He spent an additional \$930.19 to add firefighter names to gear which was missing the name. He noted that by having the gear repaired in-house, the BOFC saved on the cost of shipping it out for repair. He requested approval of an invoice in the amount of \$9,287.78 which will be charged to the equipment account. Chairman Sartorio moved approval to pay the invoice. The motion was seconded by Commissioner Hogan and unanimously approved.

### **OLD BUSINESS**

**Tower Replacement** – The Board held an extensive discussion regarding the letter received from Seagraves requesting a 10% increase in the purchase price due to the increased cost of materials. A number of options were discussed. It was noted that the BOFC has a signed contract for the delivery of the apparatus at a fixed price. Chief Verducci, as the principal point of contract with Seagraves, was directed to send a letter to Seagraves requesting clarification on the purpose of the letter and noting the numerous legal obstacles the BOFC faces if the contract price is changed.

**Deputy Chief Vehicle** – The new apparatus remains in the firehouse and is not responding to calls. The apparatus has been added to the BOFC insurance policy and the insurance premium has increased by \$573.00. The radios, rear box and graphics need to be installed prior to placing the apparatus in service. The cap for the bed has been ordered through the Fire Prevention Bureau using fine revenue. The lead time for delivery is approximately 7 weeks. East Coast Emergency Lighting has submitted a quote for the upfitting of the apparatus in the amount of \$39,115.43. Commissioner Ruppert moved approval of the East Coast quote; second by Commissioner Sartorio. The motion was approved by a unanimous vote of the Board.

**Brush Truck** – After an extended discussion it was agreed to place the existing brush truck on the Gov Deals website with a minimum bid of \$100,000. The bids will be returnable by the May meeting. The apparatus has a new engine but will not be used to respond to calls until the auction is complete.

It appears that the cost of a suitable chassis with a gas engine will exceed the bid limitations. A bid specification will be prepared. A separate specification will be prepared for outfitting the chassis. The BOFC will purchase the equipment necessary to outfit the apparatus directly.

**Update of Long-Term Financial Plan:** Chairman Sartorio noted that Mr. Newberry's report indicated that the balance in the capital account is now \$194,472. This will increase to \$519,472 with the addition of this year's appropriation of

\$325,000. He suggested that given recent unexpected costs for apparatus replacement and repair, as well as projected purchases for new radios, it would be important for the BOFC to appoint a committee to revisit and update the LTFP. A new committee will be appointed by the new BOFC chair.

**FEMA** – An additional check has been received in the amount of \$2,215.32 has been received from FEMA and will be deposited in the capital account. The MUA must still be completed.

**Change of Election Date** – Discussion deferred until a future date.

**Resignation of Commissioner Sartorio** - Commissioner Sartorio noted that he is moving out of the district before the end of the month and tendered his resignation as a commissioner. Chairman Mozumdar and all members of the Board expressed their appreciation to Mr. Sartorio for his years of service as Chairman, as a commissioner and as a volunteer firefighter.

Chairman Mozumdar noted that the statutes require the BOFC to appoint a person fill the vacancy on the BOFC. The appointed person will serve until the next election in 2024. The seat would then be the subject of an election for a person to complete the remainder of Mr. Sartorio's term. Chairman Mozumdar nominated Rich Hopkins to fill the vacant position for the next months. Commissioner Hogan seconded the nomination and Mr. Hopkins was elected by a unanimous vote of the Board. Attorney Perkins administered the oath of office to Commissioner Hopkins.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:40 p.m. The next regularly scheduled meeting will be held on May 11th, 2023. *Motion by Mozumdar, 2<sup>nd</sup> by Sartorio. Motion passed without objection.*