

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

MINUTES OF JULY 10, 2014

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman Devin Davis at 7:37 pm, following proof of publication under the Open Public Meetings Law (Annual notice published in the official newspaper of the district and provided to two other newspapers, posted at the Montgomery Township Municipal Building and Board offices).

ROLL CALL

Present: Commissioners D. Davis, J. Plimpton, S. Weingart. Absent: Commissioners L. Laughlin, C. Lewis. Also present: Chief Kabis, 1st VP Long, Attorney Griswold and L. Franchino.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the June 5, 2014 meeting.

A motion was made to accept the minutes of the June 5, 2014 meeting as presented.

Motion made by Plimpton. 2nd by Weingart. Motion 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 certified that there were sufficient unencumbered funds to pay the bills and designated the account to which each would be charged. Payment to M&W Communications (\$1084.06) will be removed from the list of bills and not paid until the chief is satisfied that the work has been satisfactorily completed. One additional bill - Courier News (\$66.00) - will be added to the bills being paid at this meeting.

The treasurer requested the transfer of \$45,000.00 from the TD Bank equity account to the checking account for the purpose of paying the bills.

The 2nd quarter tax check (\$209,437.50) will be deposited in the TD Bank equity account.

A motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented, supplemented and amended, and to transfer money to the checking account for the purpose of paying the bills.

Motion by Plimpton. 2nd by Weingart. Motion passed without objection.

RESOLUTION 2014-28 Payment of Bills and Transfer of Funds.

Approval of payment of the bills in the total amount of \$41,360.07, which amount reflects deletion of payment to M&W Communications in the amount of \$1084.06 and the addition of payment to the Courier News in the amount of \$66.00 chargeable to the 2014 Advertising appropriation (\$40,290.07 from 2014 funds and \$1,070.00 from 2013 encumbered funds); and authorization to transfer \$45,000.00 from the TD Bank equity account to the checking account for the purpose of paying the bills.

Resolution Ayes: Davis, Plimpton, Weingart. Nays: None. Absent: Laughlin, Lewis.

PUBLIC COMMENT – None.

OLD BUSINESS

MEMS Agreement – Final review underway by all parties.

Disposition of old 46-107 – As a result of his research Chairman Davis believes the market value of the vehicle ranges from \$25,000 to \$60,000. Sales fees or commissions range from 7.5% to 10%. GovDeals, an approved vendor for the sale of property no longer needed for public use, has the lowest commissions he has found so far.

Human Resources – Commissioner Plimpton distributed a draft document focusing on bias and conduct in the workplace. Discussion will continue.

2013 Fire District Audit – **RESOLUTION 2014-29** (attached)

Resolution Ayes: Davis, Plimpton, Weingart. Nays: None. Absent: Laughlin, Lewis.

CHIEF'S REPORT

The fire company responded to 26 calls during June, 2014.

Activities –

1. During the month the fire company participated in a flag retirement ceremony at the Elks Club, the township's fireworks celebration and fireworks at Be on June 14th, will standby at fireworks at Bedens Brook Country Club.
2. The Wet Down for the new Engine 46-107 will be held on July 26th at the firehouse.

Annual Testing – Hose and ladder testing is done; pump tests will be done on July 21st. Hydrostatic testing of the Cascade system cylinders has been done and all passed. SCBA flow tests will be done on July 22nd.

Firefighter Physicals – scheduled for August 10th and 11th at the firehouse.

MEMS – Submitted a request for the fire districts to contribute toward the cost of a hazmat decontamination tent, which will cost roughly \$9,400. There was discussion as to whether this is the wisest or most practical use of district funds in light of the amount of use it would get (Somerset County Rehab Services can be called to an emergency of this nature). The chief was directed to consult with MEMS as to material or equipment needs more appropriate to the fire districts' needs.

Failed Hose – Hose that has failed testing over the years is stored at the firehouse. A lot is still sound and failed solely due to age. The board will discuss its disposal next month.

Piercing Nozzle – Broken at an emergency call. Replacement is necessary.

Steps on Utility 46 – Side steps have been failing and one has now fallen off the truck. A quote for its repair/replacement is \$525.00.

Purchases:

1. A 28' extension ladder on Ladder 108 failed testing and must be replaced.
2. The ID card printer used for member ID's and accountability tags is malfunctioning. Replacement is more economical than repair. Quotes from ID Wholesales \$1380.00 (free shipping); Card Imaging \$1380.00; ID Card Group \$1668.00.
3. One (1) AED is needed in 46-107. Quotes from AED Superstore \$1245.00 (free shipping); Grainger \$1699.00; Lifesavers \$1245.00.
4. Replacement AED pads, pediatric and adult, are needed. Quotes AED Superstore \$844.00; Lifesavers \$884.00; AED Brands \$844.00.
5. The tower truck needs a multi gas meter. To match existing, sole source provider Bascom Turner Instruments, \$1400.00, including shipping.
6. Two (2) plumbing adaptors to provide versatility for various pump and hose sizes. Quotes Continental Fire & Safety \$155.11; Firefighter One \$133.00; Tasc \$123.75.
7. High rise packs and SCBA mask bags to maintain integrity of masks. Quotes for each, respectively, from Continental Fire & Safety (\$89.96; \$116.80); Tasc (\$99.00; \$122.50); the fire Store (\$89.96; \$116.80).
8. 40 gal. Class A foam – Quotes Continental Fire & Safety \$924.96, including shipping; Absolute Fire Protection \$965.00.
9. Thermal Imaging Camera – On NJ State Contract, MSA #5800 Evolution has faster thermal throttling and responsiveness than other models and is tri-color imaging (\$13,781.77 ea). The vendor offers a \$2,000 per unit trade-in for old units. Truck chargers cost \$1,233.24 each.
10. Office supplies, \$610.13.

A motion was passed to move forward with the foregoing expenditures and repairs.

Motion made by Davis. 2nd by Weingart. Motion passed without objection.

RESOLUTION 2014-30 Authorizing Expenditures.

A Resolution passed authorizing the following expenditures:

1. *Purchase of one (1) piercing nozzle pursuant to lowest of three quotes to be obtained, at a cost not to exceed \$1000.00, chargeable to the 2014 General Operating appropriation.*
2. *Repair of side steps on Utility 46 by Motor Sports of Raritan Township at a cost not to exceed \$525.00, chargeable to the 2014 General Operating appropriation.*
3. *Purchase of one (1) 28' Alcolite extension ladder pursuant to lowest of three quotes to be obtained, at a cost not to exceed \$1000.00, chargeable to the 2014 Supplies appropriation.*
4. *Purchase of one (1) ID card printer pursuant to lowest quote from ID Wholesalers at a cost of \$1380.00, chargeable to the 2014 General Operating appropriation.*
5. *Purchase of one (1) Lifeline AED (\$1245.00) and AED pads (\$844.00) pursuant to lowest quote from AED Superstore at a total cost not to exceed \$2089.00, including shipping, chargeable to the 2014 General Operating appropriation.*
6. *Purchase of one (1) Bascom Turner multi-gas meter from the sole source provider Bascom Turner Instruments at a cost not to exceed \$1400.00, including shipping, chargeable to the 2014 General Operating appropriation.*
7. *Purchase of one (1) Kochek 2 ½" NH Swivel Rocker Lug Female x 3" NH Male, and one (1) Kochek 3" NH Swivel Rocker Lug Female x 2 ½" NH Male plumbing adaptors pursuant to lowest quote from Tasc Fire at a cost of \$123.75, chargeable to the 2014 Supplies appropriation.*
8. *Purchase of two (2) True-North #HS101 high-rise packs at a cost of \$179.92, and ten (10) True-North #TN-MB100R SCBA mask bags at a cost of \$233.60, pursuant to lowest quote from Continental Fire & Safety, chargeable to the 2014 Supplies appropriation.*

9. Purchase of eight (8) five-gallon pails of Knockdown Class A Foam from Continental Fire & Safety, Inc. at a cost not to exceed \$924.96, including shipping, chargeable to the 2014 General Operating appropriation.

10. Purchase of two (2) MSA #5800 Evolution thermal imaging cameras (\$13,781.77 ea) and three (3) compatible truck chargers (\$1,233.24 ea) on NJ State Contract No. A81357 from Firefighter One, Inc., and authorizing the trade-in of two (2) used MSA #4000 series cameras at a value of \$2,000.00 each. The total purchase, including, including trade-in, shall not exceed \$27,263.26, chargeable to the 2014 Supplies appropriation.

11. Purchase of office supplies from WB Mason at a cost of \$610.13, chargeable to the 2014 Office appropriation.

Resolution Ayes: Davis, Plimpton, Weingart.

Nays: None.

Absent: Laughlin, Lewis.

HOSE BIDS

After review of the bid proposals received on May 15, 2014, the board determined the most responsive proposal to be that of Continental Fire & Safety, Inc.

A Motion was passed to award the purchase of hose pursuant to the bid proposal submitted by Continental Fire & Safety, Inc.

Motion made by Davis.

2nd by Weingart.

Motion passed without objection.

RESOLUTION 2014-31 Awarding Hose Bid

Award purchase of Jafline double jacketed attack hose pursuant to competitive bids received on May 15, 2014, to Continental Fire and Safety, Inc. in the following quantities and prices:

- 1. 13 lengths - 1 3/4" x 50' \$1,559.35*
- 2. 2 lengths - 2" x 50' \$ 337.70*
- 3. 2 lengths - 2 1/2" x 50' \$ 366.00*
- 4. 16 lengths - 3" x 50' \$3,968.00*

The total purchase not to exceed \$6,231.05, chargeable to the 2014 Supplies appropriation.

Resolution Ayes: Davis, Plimpton, Weingart.

Nays: None.

Absent: Laughlin, Lewis.

NEW BUSINESS

Banking - Commissioner Plimpton has researched products and rates of return at local banks. 1st Constitution, Hopewell Valley Community Bank and 1st Bank all offer significantly higher interest rates on deposits than does TD Bank. He will further his report next month and make a recommendation to the board.

Line Officer Succession – Chairman Davis reported that Deputy Chief Ballinger will be moving soon and asked the chief to provide the board some insight into his plans for grooming officers and expanding the line. He also suggested that the chief or an engineer present a report on operations and apparatus status on a regular basis.

CLOSED SESSION

A motion was made to go into closed session to discuss a personnel matter regarding a request for a hardship withdrawal from a vested member's LOSAP account.

Motion by Davis.

2nd by Plimpton.

Motion passed without objection.

**Resolution 2013-32 – Authorizing Closed Session to Discuss Matters pursuant to
NJSA 10:4-12(b).**

Whereas, the board will discuss a confidential personnel matter which may constitute an unwarranted invasion of individual privacy if disclosed; and

Whereas, NJSA 10:4-12(b) authorizes the exclusion of the public from discussion of matters such as this; it is

Resolved, that the board will meet in closed session to discuss a fire company member's request for a hardship withdrawal from his vested LOSAP account; and it is

Further Resolved, that the matter discussed will be disclosed to the public if and when confidentiality is no longer required; and it is

Further Resolved, that action pursuant to the discussion, if any, will take place when the board returns to regular session and the meeting is reopened to the public.

Resolution Ayes: Davis, Plimpton, Weingart. Nays: None. Absent: Laughlin, Lewis.

RETURN TO REGULAR SESSION

Resolution 2013-33 – Authorizing A Member's LOSAP Hardship Withdrawal.

Having reviewed the circumstances surrounding the request by a fire company member for a hardship withdrawal from his LOSAP account, and finding that the circumstances meet the criteria for a hardship withdrawal as set forth in the LOSAP plan documents, the member is authorized to pursue the withdrawal of up to \$2,000.00 from his vested LOSAP account, and the Plan administrator and the fire company LOSAP officer are directed to work with the member to file the necessary paperwork with the provider.

Resolution Ayes: Davis, Plimpton, Weingart. Nays: None. Absent: Laughlin, Lewis

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:40 p.m. The next regularly scheduled meeting will be held on August 7, 2014.

Motion by Davis. 2nd by Plimpton. Motion passed without objection.

**Board of Fire Commissioners
Montgomery Township Fire District No. 2
P.O. Box 264
Blawenburg, NJ 08504**

RESOLUTION 2014-29

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2013, has been filed by a Certified Public Accountant with the State of New Jersey, Division of Local Government Services pursuant to N.J.S.A.40A:5A-15, with the Clerk of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, with the Municipal Clerk of the Township of Montgomery, and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have personally reviewed the Annual Report of Audit, and specifically reviewed the sections of the audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

WHEREAS, failure to comply with the regulation of the local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the governing body of Montgomery Township Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

IT IS FURTHER RESOLVED, that the Secretary of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

Ayes: Davis, Plimpton, Weingart.

Nays: None.

Absent: Laughlin, Lewis.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION DULY ADOPTED AT A MEETING OF THE BOARD HELD ON JULY 10, 2014.

July 10, 2014
Dated

s/ Stephen B. Weingart
Clerk of the Board (Acting)