

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

MINUTES OF MARCH 6, 2014

Commissioner Jonathan Plimpton was sworn in prior to the meeting.

**CALL TO ORDER**

The scheduled meeting of the Board was called to order by Commissioner Devin Davis at 7:43 pm, following proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspaper of the district and posted at the Montgomery Township Municipal Building and Board offices).

**ROLL CALL**

Present: Commissioners D. Davis, J. Plimpton, S. Weingart. Absent: Commissioner C. Lewis, Commissioner-elect L. Laughlin. Also present: Chief Kabis, President Kaufman, Attorney Griswold and L. Franchino.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the February 6, 2014 meeting.

*A motion was made to accept the minutes of the February 6, 2014 meeting as presented.*

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

**CERTIFICATION OF ELECTION RESULTS**

The 2014 budget was approved by voters (35 “Yes”, 5 “No”) at the February 15th referendum, and Leighton Laughlin, Jr. (39 votes) was elected to a three-year term and Jonathan Plimpton (40 votes) to a one-year term 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 Devin Davis. There being no further nominations, a motion was made and seconded to close the nominations and Devin Davis was elected Chairman.

*Motions made by Plimpton. 2<sup>nds</sup> by Weingart. Passed without objection.*

On a call for nominations for the office of Vice-Chairman, a motion was made and seconded nominating Claude Lewis. There being no further nominations, a motion was made and seconded to close the nominations and Claude Lewis was elected Vice-Chairman.

*Motions made by Davis. 2<sup>nds</sup> by Plimpton. Passed without objection.*

On a call for nominations for the office of Secretary, a motion was made and seconded nominating Leighton Laughlin, Jr. There being no further nominations, a motion was made and seconded to close the nominations and Leighton Laughlin, Jr. was elected Secretary.

*Motions made by Davis. 2<sup>nds</sup> by Plimpton. Passed without objection.*

On a call for nominations for the office of Treasurer, a motion was made and seconded nominating Jonathan Plimpton. There being no further nominations, a motion was made and seconded to close the nominations and Jonathan Plimpton was elected Treasurer.

*Motions made by Davis. 2<sup>nds</sup> by Weingart. Passed without objection.*

Chairman Davis made the following appointments, unanimously approved by the Board:

Jonathan Plimpton as Chief Financial Officer.

Jonathan Plimpton as LOSAP Plan Administrator.

Leighton Laughlin as representative to the Emergency Services Board.

Devin Davis as representative to the Fire Prevention Bureau.

Stephen Weingart as EEOC/Affirmative Action Officer.

Jonathan Plimpton as Public Agency Compliance Officer.

Leighton Laughlin as Fire Company liaison.

Devin Davis as Public Records Custodian.

Devin Davis as Insurance Review Officer to work in conjunction with Commissioner Plimpton.

**RESOLUTION 2014-16 – Appointment of Public Agency Compliance Officer (NJAC 17:27-3.2) Resolution attached.**

## **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.

Four additional bills were presented for payment and added to the bills being paid at this meeting: Absolute Fire Protection Co. for travel time associated with the VIC replacement (\$133.50); M&W Communications for radio transfers between trucks (\$1,920.00); Continental Fire & Safety, Inc. for Quic Bar exchanges (\$94.40); and George Gurzo for election poll teller food expenses (\$50.10).

The check to Absolute for miscellaneous hardware (\$195.00) on the list of bills will not be sent until the chief ascertains that the items have been received in full and are correct.

The treasurer requested the transfer of \$25,000.00 from the TD Bank equity account to the checking account for the purpose of paying the bills.

The following amounts encumbered from 2013 will be released: Advertising \$283.05; Office \$1,238.77; Supplies \$1,865.00 balance encumbered for turn-out gear.

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

*Motion by Plimpton.*

*2<sup>nd</sup> by Davis.*

*Motion passed without objection.*

**RESOLUTION 2014-17 Payment of Bills.**

*Approval of payment of the bills as presented in the total amount of \$35,383.32 including payments to Absolute Fire Protection Co. in the amount of \$133.50 chargeable to the 2014 General Operating appropriation; to M&W Communications in the amount of \$1,920.00 chargeable \$879.90 to the 2013 encumbered General Operating appropriation and \$1,040.10 to the 2014 General Operating appropriation; to Continental Fire & Safety, Inc. in the amount of \$94.40 chargeable to the 2014 Supplies appropriation; and to George Gurzo in the amount of \$50.10 chargeable to the 2014 Election appropriation - (total bills of \$2,270.82 from 2013 encumbered funds and \$33,112.50 from the 2014 budget); and authorization to transfer \$25,000.00 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.*

**OLD BUSINESS**

MEMS Agreement - The proposed agreement will be presented to the trustees for comment and thereafter will be circulated.

LOSAP – Commissioner Plimpton researched approved providers and investment options and reported that he does not see any significant advantage to changing anything at this time. He will work with Charles Kabis to ensure a smooth transition of duties as Local Plan Administrator of the LOSAP to Commissioner Plimpton.

Workers' Compensation Audit – proceeding.

**CHIEF'S REPORT**

The fire company responded to 27 calls during February, 2014.

Engine 46-107 (new 46-107) – The vehicle is in service. Minor issues are being addressed.

Waterous and Trident are looking into the pump primer issue.

Brush 46 (46-149) - Annual preventive maintenance completed.

Rescue Engine 46 (46-156) – Exhaust gas recovery (EGR) has been repaired. There is a \$100.00 deductible due under the warranty coverage.

Engine 46-108 – The vehicle is at Absolute for diagnosis and repair of the pump/CAFS issue and voltage drop problem.

FDIC – Three members are planning to attend. They are all active firefighters and will prepare a presentation for fire company members sharing the substance of courses taken and skills learned at the convention.

Thermal Imaging Camera – The display on a ten-year old unit is failing. The chief will research whether it can be repaired and whether it is economical to so. He will report next month.

The fire company responded mutual aid to fill tenders for a large fire in East Amwell. The aerial was also called when a second attempt at extinguishment was required. It was a very long and cold night. Mutual aid cooperation was great and Hunterdon County Chief (Station 48) relayed his thanks and appreciation to the fire company through the chief.

## **NEW BUSINESS**

The board discussed the following:

1. Continuation of the firefighter retention/incentive program.
2. Annual turn-out gear replacement schedule. (10 year useful life per NFPA standards)
3. Continuation of community safety alarm program.
4. "I Am Responding" system annual renewal.
5. FDIC expenses for 2014 attendees (3 people).
6. Miscellaneous office supplies purchases.
7. Leather helmet shield purchase for new members and to reflect changed positions.
8. Routine periodic maintenance and testing expenditures.
9. SCBA and Cascade system service contract. (Air Power International) – tabled until a future meeting.

*A motion was passed to move forward with expenditures and encumbrances for items no. 1-7 above and authorization for no. 8 above.*

*Motion made by Plimpton.*

*2<sup>nd</sup> by Davis.*

*Motion passed without objection.*

### **RESOLUTION 2014-18 Authorizing expenditures and encumbrances.**

*A Resolution passed authorizing the following expenditures:*

1. *Encumbrance of \$5,000.00 from the 2014 Training appropriation to support the fire company's retention/incentive program. Payments shall be made to the Chief's Account as needed.*
2. *Purchase of five (5) sets of Quaker Safety turn-out gear from Absolute Fire Protection Co., pursuant to NJ State Contract #80950 at \$2,085.38 per set; the total cost not to exceed \$10,426.90, including shipping, chargeable to the 2014 Supplies appropriation.*
3. *Encumbrance of \$500.00 from the 2014 General Operating appropriation to enable the chief to maintain an inventory of 3 each smoke and carbon monoxide detectors for distribution to residents when deemed advisable for safety reasons after emergency calls and alarm activations.*
4. *Renewal of the "I Am Responding" subscription for one year from sole supplier Emergency Services Marketing Corp., Inc. at a cost of \$800.00, chargeable to the 2014 General Operating appropriation, and authorizing the chief to execute the renewal contract.*
5. *Payment of up to \$6,000.00 for FDIC (Fire Department Instructor Conference) expenses, reimbursable upon submission of attendees' actual expenses incurred, chargeable to the 2014 Training appropriation.*
6. *Purchase of miscellaneous office supplies from W.B. Mason at a cost not to exceed \$105.43, chargeable to the 2014 Office appropriation.*
7. *Purchase of fourteen (14) leather helmet shields to match existing from Paul Conway Shields at a cost not to exceed \$750.00, chargeable to the 2014 General Operating appropriation.*

*Resolution Ayes: Davis, Plimpton, Weingart.*

*Nays: None.*

*Absent: Laughlin, Lewis.*

### **RESOLUTION 2014-19 – Authorizing routine maintenance and inspection/testing; emergency repairs.**

*The chief or his designee is authorized to obtain routine preventive maintenance and 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: Davis, Plimpton, Weingart.*

*Nays: None.*

*Absent: Laughlin, Lewis..*

The chief is reviewing mobile communications accounts and he gave an overview of items he may request to purchase in the future.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:08 p.m. The next regularly scheduled meeting will be held on April 3, 2014.

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

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**  
**FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2**

**Resolution No. 2014 - 16**

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, 2014 through December 31, 2014, or until the designation of his replacement ,

shall be Commissioner Jonathan Plimpton

Adopted at a meeting held on March 6, 2014.

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

Certified as a true copy of a Resolution  
Duly adopted at a meeting held  
March 6, 2014.

s/ Devin Davis  
Clhairman of the Board