

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

MINUTES OF APRIL 6, 2017

CALL TO ORDER

The scheduled meeting of the Board was called to order by Commissioner Martin 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 Plimpton. Also present: Ass't. Chief Bolen, VP L. Long, L. Franchino and Attorney Griswold.

As the newly elected Chairman, Commissioner Martin presented a brief overview of his focus and philosophy of leadership for the fire district. He noted the board's dual responsibility to represent the interests of fire district residents by providing adequate fire protection services to them and in allocating the funds they approve in their best interests in that regard, as well as to represent the interests of the fire department in terms of providing them the most effective and adequate resources, both in quantity and type, necessary for them to provide those services, with the safety of the firefighters involved as a first priority. The relationship between the board and the fire company must be one of mutual support and collaboration to achieve this mission. The chairman intends to focus on planning, particularly in terms of capital needs (what, when and why?) and personnel resources. He stressed he is a believer in timely decision-making and follow-through on initiatives by all involved parties, whom he trusts will operate with a spirit of collaboration towards achieving these goals.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the March 2, 2017 meeting.

A Motion was made to accept the minutes of the March 2, 2017 meeting as presented.

Motion made by Weingart.

2nd 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. Two invoices were added to the list of bills being paid at this meeting: Comcast \$74.95 ('17 Gen Ops); Access Health \$984.00 for miscellaneous services including firefighter vaccines and SCBA mask fit tests for ('17 Gen Ops). As the board determined not to renew its contract, the payment authorized to Fire Programs, Inc. last month (\$1,440.00) has been voided. The Chief Financial Officer previously certified that there are

sufficient encumbered and unencumbered funds in the 2017 budget to pay the bills and designated the account to which each would be charged.

A motion was passed to accept the Treasurer's Report and to approve payment of the bills as presented, amended and supplemented.

Motion by Martin.

2nd by VanDoren.

Motion passed without objection.

RESOLUTION 2017-25 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient funds unencumbered and encumbered in the 2017 budget to pay the bills as presented, amended and supplemented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$22,870.70.

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

A Motion was passed to encumber in full the 2017 budget line item for LOSAP (\$50,000.00) and to transfer the 2017 budget line item for Reserve for Future Capital Purchases (\$250,000.00) to the Capital Fund.

Motion by Martin.

2nd by Laughlin.

Motion passed without objection.

The PNC Bank operating account is now incurring a monthly service charge. There may need to be a transfer of funds to avoid the charge. Ms. Franchino is working with the bank to determine alternatives.

Laurin Long will bring the matter of reimbursement for the cost of its treasurer's bond to the fire company's attention.

OLD BUSINESS

LOSAP – The Valic representative will be at the firehouse on March 8th to enroll new participants and to answer questions.

Insurance – There has been no comment yet from the carrier as to the reason for the property and casualty premium increase.

Capital Equipment Committee – Discussion of apparatus and other assets and the long range scheduling of replacement/purchase. The list and schedule are being refined, however at this time it appears there will be a need to budget additional capital reserves for future acquisitions.

Command Vehicle/Car 46 (2018) – Research has begun on vehicles and options that best meet fire district needs.

Medical Return to Duty Forms – Commissioner Laughlin and Attorney Griswold will work with the chief to complete review and revision.

Fire Company Agreement – Review is underway at the fire company trustee level.

MEMS Agreement – The fire company president will spearhead renewal discussion.

Alcohol and Drug Policy –

A Motion was made to formally adopt and establish as fire district policy a "Drug and Alcohol Policy", jointly approved by this Board of Fire Commissioners and the Board of Trustees of Montgomery Township Volunteer Fire Company #2.

Motion by Martin.

2nd by Laughlin.

Motion passed with no objection.

Security – The cameras and hardware have been installed and the system is operational, however the focal points and resolution require adjustment. The vendor will be contacted to correct the problems. Training on the use of the system has begun. Review and negotiation of the policy document dealing with the surveillance system continues.

Equipment Disposition – Commissioner Laughlin reported that ex-chief Kabis will work with Attorney Griswold to initiate the previously authorized public auction of surplus equipment no longer needed for public use. The disposition or disposal of equipment unfit for auction or of minimal or no value was tabled until a future meeting.

CHIEF’S REPORT

The fire company responded to 25 calls during March, 2017. Calls included 4 gas leaks, 3 water leaks, 1 wood pile fire, 1 utility incident, 1 lift assist and 1 late night search.

Training – A roof cut drill was held March 22nd. The Phase 5 live burn drill at the Training Academy was postponed.

Helmets – Between now and 2019, twenty-three helmets will need replacement. 17 will expire (out of date per NFPA standards) in 2018.

Opticoms – Commissioner Laughlin will compose a letter to township officials again requesting that they adopt an ordinance incorporating the purchase and installation of emergency services traffic control devices (Opticom)s as part of a developer’s project approval process.

Pre-Plan License – No update.

Hose re-coupling – Completed. Not as much hose was salvageable as previously thought.

AED’s – Still awaiting vendor approval to ship as result of battery recall. The manufacturer has issued “re-boot” instructions on equipment currently in use in case of failure.

Periodic Maintenance and Testing – Apparatus maintenance has begun. SCBA flow testing will take place on April 7th; ladder and testing is being scheduled. All should be completed by the end of the summer.

Events - The open house for membership recruiting was a success, resulting in 7 juniors and 2 adults expressing an interest in joining the company.

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

Motion by Martin. 2nd by Laughlin. Motion passed without objection.

RESOLUTION 2017-27 –Approving Expenditures.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, a Resolution passed authorizing the following purchases and contracts:

- 1. Seven (7) hose coupling mounts from Senpro at a cost of \$251.00, including shipping, chargeable to the 2017 General Operating appropriation.*
- 2. Six (6) office chairs from WB Mason pursuant to NJ State Purchasing Contract # at a total cost of \$1,370.16, including shipping, chargeable to the 2017 Supplies appropriation.*
- 3. Four (4) office desks from WB Mason pursuant to NJ State Purchasing Contract # at a total cost of \$2,015.64 including shipping, chargeable to the 2017 Supplies appropriation.*

4. *One (1) yr. contract with Emergency Reporting for software package and CAD links, storage and maintenance of data, and support services at a cost of \$2,988.00, including one-time set up fee, chargeable to the 2017 General Operating appropriation. Emergency Reporting is a sole provider of the system, which is deemed most appropriate and useful for the fire district, cost and other factors considered. This system will replace the expiring Fire Programs, Inc. software previously used for NFIR reporting and firehouse management systems.*

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

NEW BUSINESS

MEMS Presentation – Representatives requested that the fire district consider purchasing for EMS use a RAD 57 device to measure CO levels in patients. The squad carries one such device in its first response ambulance and requests a second for the rig that responds out of the Station 46 firehouse. The devices will be useful in the provision of EMS services for firefighters as well as for the general public. One quote was presented for \$5,360.00. Additional quotes will be sought.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:37 p.m. The next regularly scheduled meeting will be held on April 6, 2017.

Motion by Laughlin.

2nd by Weingart.

Motion passed without objection.