

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

MINUTES OF APRIL 7, 2016

**CALL TO ORDER**

The scheduled meeting of the Board was called to order by Commissioner Laughlin 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, J. Plimpton and D. VanDoren. Absent: S. Weingart. Also present: Chief Kabis, President Verducci, L. Franchino and Attorney Griswold.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the March 3, 2016 meeting.

*A Motion was made to accept the minutes of March 3, 2016 meeting as corrected to reflect that it was a 'scheduled' meeting and that Commissioner Weingart received 47 votes at the election.*

*Motion made by Laughlin.*

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

*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. Three invoices were added to the list of bills being paid at this meeting: FireOne (\$750.00) for 2015 aerial ladder testing, chargeable to the 2016 General Operating appropriation; MTVFC2 Chief's Account (\$925.12) for miscellaneous expenses, chargeable \$663.87 to the '16 General Operating and \$261.25 to the '16 Training appropriations; and reimbursement to Jon Plimpton (\$13.60) for the voter registration list, chargeable to the 2016 Election appropriation. The Chief Financial Officer has certified that there are sufficient encumbered funds from the 2015 budget and unencumbered funds in the 2016 budget to pay the bills and has designated the account to which each would be charged. A transfer of funds to the checking account is necessary to pay the bills.

*A Motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented, supplemented and amended, and to transfer \$45,000.00 to the HVCB checking account for the purpose of paying the bills.*

*Motion by Plimpton.*

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

*Motion passed without objection.*

**RESOLUTION 2016-25 - Payment of Bills and Transfer of Funds.**

*The Chief Financial Officer having certified there are sufficient funds encumbered from the 2015 budget and unencumbered funds in the 2016 budget to pay the bills as presented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$235,118.40 (\$194,701.92 from 2015 encumbered*

*funds, including capital expenditure for SCBA, and \$40,416.48 from the 2016 budget), and authorizing the transfer of \$45,000.00 from the HVCB money market account to the HVCB operating (checking) account for the purpose of paying bills,*

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

The board will look at its bank accounts and perhaps consolidate some accounts and/or invest funds as authorized by law. Hopewell Valley Community Bank was sold and will transition into Northfield Bank as of April 15<sup>th</sup>.

## **OLD BUSINESS**

Medical Return to Duty Forms – Forms used over the years distributed. Will check with workers' comp. carrier to see if they have a form they prefer. A decision on best to implement will follow.

Investments- Tabled until next month.

Harassment Policies – Tabled until next month.

Review of LOSAP Program Procedures – Conversation will continue next month.

Security – Controlled security system, controlled by a third party and to be accessed only in case of an incident requiring investigation, proposed by board. It is in the taxpayers' best interests to have their investment in fire apparatus and equipment protected in some way, particularly in light of reported problems in other fire districts/companies in the state. The board will further address the issue in a work session and will offer fire company representatives a chance to comment and if objections exist, to present prudent and reasonable security alternatives.

## **CHIEF'S REPORT**

The fire company responded to 19 calls during March, 2016, including mutual aid to a residential fire w/ entrapment in Hopewell, 2 motor vehicle incidents and a true mulch fire.

-The fire company received formal recognition for its efforts during the massive Hillsborough Twp. industrial park fire earlier this year.

-Three new fire police have completed training and have been sworn in: Darlo Campo, Tammy Garrafa and Chris Santangelo.

Events - The "Every 15 Minutes" program at the high school was a success. There will be a large scale water supply drill in Middlesex County on April 30<sup>th</sup>, sponsored by the Somerset County Task Force. The fire company will participate in the Hopewell and Neshanic Memorial Day parades in May.

Local Emergency Planning Council – Plans are underway to install high water markers up in flood prone areas. A mass casualty incident drill is being organized, possibly at J&J, for some time later this year. Montgomery Twp. Health Department will test its public health point of distribution (POD) plan through its rabies inoculation program to be held at the firehouse.

Somerset County Chief's Association Meeting – The 2016 Mutual Aid Books are being printed and will be distributed soon. The county plans to complete the transition to the high-band trunked radio system by September. Software upgrades (re-programming) to the district's radios will be required before that time at a cost of roughly \$300 per radio, or at least \$12,000.00.

FDIC – Due to scheduled SCBA training only two company members will attend the conference this year, both of whom are at college in Indiana and thus can attend without incurring major transportation or accommodation expenses. The funding previously approved for this will allow more members to attend the Firehouse Expo in Nashville later this year. Much like FDIC, this event likewise offers training and education opportunities as well as a trade show.

Generator – EMR will repair next week.

Paratech Air Bags – failed testing and have been taken out of service.

Princeton Airport Hydrant- has been repaired but not yet flow tested.

23 Orchard Road – Knox Key is now in place on site.

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

*Motion by Laughlin. 2<sup>nd</sup> by Martin.*

*Motion passed without objection.*

### **RESOLUTION 2016-26 –Approving Expenditures.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, a Resolution passed authorizing the following expenditures:*

- 1. Encumbrance of \$12,000.00 in the 2016 Training appropriation for costs associated with firefighter attendance at the Fire House Expo to be held in Nashville in October.*
- 2. Purchase four (4) ea. Paratech air bags for the rescue truck pursuant to NJ State Purchasing Contract #80970, from Continental Fire & Safety, Inc. at a cost of \$6,375.55, chargeable to the 2016 Supplies appropriation.*
- 3. Purchase of miscellaneous radio equipment (batteries, clips, etc.)pursuant to NJ State Purchasing Contract # 83909 from M&W Communications, Inc., at a cost of \$1,574.80, chargeable to the 2016 General Operating appropriation.*
- 4. Purchase of ID stickers for loose equipment from UA Graphics at a cost of \$175.00, chargeable to the 2016 General Operating appropriation.*
- 5. One-year maintenance contract with Signal Control Products, Inc., the authorized mfg. rep., for servicing the Opticom intersection control devices in place at 9 intersections in the fire district, at a cost of \$2,000.00, chargeable to the 2016 General Operating appropriation.*
- 6. Purchase a software upgrade for the ID printer pursuant to lowest quote to be submitted at a cost not to exceed \$176.00, including shipping, chargeable to the 2016 General Operating appropriation.*
- 7. Purchase four (4) ea. leather helmet shields to match existing from Paul Conway Shields at a cost of \$185.00, chargeable to the 2016 General Operating appropriation.*
- 8. Purchase six (6) sets of Morning Pride turn-out gear pursuant to NJ State Contract #A80948 from Skylands Area Fire Equipment & Training, Inc., at a cost of \$16,818.60, chargeable to the 2016 Supplies appropriation.*

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

### **NEW BUSINESS**

Financial Disclosure Forms – Local Government Officials must file electronically by April 30<sup>th</sup>.

In Memorium – Claude F. Lewis -

Commissioner Laughlin read a Proclamation of Recognition and Thanks to Claude, who died earlier this week. On a Motion by Cmsr. Plimpton and seconded by Cmsr. Martin, the board unanimously adopted the Proclamation, a copy of which is attached to these minutes.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:05 p.m. The next regularly scheduled meeting will be held on May 5, 2016.

*Motion by Martin.*

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

*Motion passed without objection.*

# **A Proclamation of Recognition and Appreciation**

## **Claude F. Lewis**

Montgomery Township, District 2, Board of Fire Commissioners has lost a great friend and fellow commissioner.

Claude F. Lewis passed away on April 3, 2016.

Claude was a fire commissioner for 26 years, 1989-2015. He was instrumental in the growth and development of District 2 from a small one room station in Blawenburg to the fire department that is now stationed in its current facilities.

Claude was a 1947 founding member and life member of this department. He served as Chief, as well as President and later Trustee of the Fire Company. During the most recent years, Claude was Captain of the Fire Police.

Claude's peers awarded him the Enos Parsell Award three times, in 1992, 1999 and 2009. This honor is given to a fire company member who exemplifies outstanding service and commitment.

Besides the fire service, Claude contributed to Montgomery Township as a police officer, Princeton Elks, Lions Club, VFW Post 8371 and American Legion Post 280. He was also a WW II Navy Veteran.

Claude was a hard-working volunteer for many worthy causes, and a true gentleman.

The members of the Board of Fire Commissioners of Montgomery Township Fire District 2 salute Claude, and express their sincere appreciation for his dedicated and tireless service to this board, to the fire department, and to the residents of Montgomery Township.

Leighton Laughlin, Jr., Chairman

Jonathan Plimpton

David VanDoren, Sr.

Stephen Weingart, Jr.

Peter Martin