

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

MINUTES OF MAY 5, 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, D. VanDoren and S. Weingart.  
Absent: None. Also present: Chief Kabis, President Verducci, L. Franchino and Attorney Griswold.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the April 7, 2016 meeting.

*A Motion was made to accept the minutes of April 7, 2016 meeting as presented.*

*Motion made by Martin. 2<sup>nd</sup> 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. Reimbursement to the MTVFC#2 Chief's account in the amount of \$2,333.72 was added to the list of bills presented for payment, chargeable \$790.87 to the 2016 General Operating, and \$1,542.85 to the 2016 Training appropriations). The Chief Financial Officer has certified that there are sufficient 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 \$25,000.00 to the Northfield (formerly HVCB) checking account for the purpose of paying the bills.*

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

**RESOLUTION 2016-27 - Payment of Bills and Transfer of Funds.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget to pay the bills as presented 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 \$23,125.97, and authorizing the transfer of \$25,000.00 from the Northfield Bank money market account to the operating (checking) account for the purpose of paying bills,*

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

The treasurer will present recommendations for consolidating some bank accounts and/or investing funds at the next meeting.

Commissioner Martin will investigate whether it makes sense to pay certain insurance bills in one installment instead of multiple ones.

## **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.

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

Security – At the most recent trustees' meeting some fire company trustees expressed concern over the installation of a controlled security system under consideration by the commissioners. The board will invite the trustees to engage in an open discussion in which they can present their concerns and provide reasonable security alternatives. It will either take place at the regularly scheduled work session on May 19<sup>th</sup> or on another date to be determined and public notice provided.

Fire Company Policies – Commissioner Plimpton is working with the fire company trustees in formulating a "Code of Conduct" and "Alcohol Use Policy" (requested by the insurance company). The board will have an opportunity to review and comment.

## **CHIEF'S REPORT**

The fire company responded to 37 calls during April, 2016, including 4 wires down, 1 propane and 2 natural gas leaks, 2 motor vehicle accidents (one with extrication), 1 mulch, 1 brush and 1 structure fire, and 4 mutual aid calls to Princeton.

- The fire company received many thanks for its participation in Claude Lewis' funeral.
- Training is complete and the new SCBA are in service.
- The generator radiator has been repaired.
- The Cascade system hoses have been replaced.

Events- Members will attend the Harrisburg Fire Expo on May 20<sup>th</sup>. The fire company will participate in the Hopewell and Neshanic Memorial Day parades on May 29<sup>th</sup> and 30<sup>th</sup>. A joint fire department and EMS drill will be held at Bloomberg on June 17<sup>th</sup>.

### Apparatus –

- Brush 46 is out of service for repair of pump starter switches and preventive maintenance. It needs new tires suitable for off-road and field use. The chief will secure quotes.
- Engine 7 preventive maintenance completed.
- Tower 46 preventive maintenance scheduled; its vendor has reported issues with the aluminum relief valve - it may make sense to replace it with a brass valve.

Opticom Maintenance Contract – will be amended to include obligation of the contractor to inspect the interior of all boxes for obstructions or damage (nests, gnawing, etc).

Fire Police Radios – reception and communication capabilities being addressed by the chief.

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

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

*Motion passed without objection.*

**RESOLUTION 2016-28 –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. Purchase of four (4) ea. Scott Air-pak X3 (\$6,853.55 ea); eight (8) cylinders (\$1,242.01 ea); one (1) bail out bottle for the turntable operator (ladder truck) (\$2,196.00 ea), with \$7,000.00 trade-in allowance, pursuant to NJ State Purchasing Contract A80961, from FF1 Professional Safety Services, at a cost not to exceed \$32,546.28, chargeable to the 2015 Capital appropriation for SCBA's.*
- 2. Encumber \$1,000.00 in the 2016 Training appropriation for costs associated with firefighter attendance at the PA Fire Expo in Harrisburg in May – reasonable expenses to be reimbursed upon submission of receipts for actual expenses incurred.*
- 3. Purchase three (3) ea. AED battery packs from the manufacturer PhysioControl, Inc. and two (2) ea. electrode packs, at a cost of \$790.60, chargeable to the 2016 General Operating appropriation.*
- 4. Purchase two (2) ea. fuel can holders for trucks pursuant to lowest quote from FF1 at a total cost of \$78.00, including shipping, chargeable to the 2016 General Operating appropriation.*
- 5. Purchase a replacement grill guard for Car 46 pursuant to lowest quote from Amazon.com at a total cost of \$582.07, chargeable to the 2016 General Operating appropriation.*
- 6. Purchase one (1) iPad Air 2 to replace that in Car 46 experiencing multiple failures, pursuant to lowest quote from Best Buy at a cost of \$529.99, chargeable to the 2016 General Operating appropriation.*
- 7. Purchase miscellaneous office supplies pursuant to NJ State Purchasing Contract #88839 from WB Mason at a cost not to exceed \$25.68, chargeable to the 2016 Office appropriation.*
- 8. Encumber an additional \$25.00 in connection with the Opticom maintenance contract approved at the April 7<sup>th</sup> meeting (Resolution 2016-26), bringing the total encumbered to \$2,025.00, chargeable to the 2016 General Operating appropriation (Signal Control Products, Inc.).*
- 9. Annual hose, ladder, fire pump and CAFS inspections at a cost not to exceed \$6,005.00, chargeable to the 2016 General Operating appropriation (including Rocky Hill Hook & Ladder Co., #1's hose, fire pumps and ground ladders, the cost for which is part of the fire protection services agreement the district has with Rocky Hill). FireFlow Services, LLC provided a quote and is able to do all the testing over two days at the fire house. Other quotes will be sought and the contract awarded to the lowest quoting responsive vendor.*

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

**NEW BUSINESS**

Insurance – Commissioners Plimpton and Martin conferenced with the district's insurance broker during the month and presented an overview of insurance matters to the board. These will be addressed more fully next month.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:00 p.m.

The next regularly scheduled meeting will be held on June 2, 2016.

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