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

MINUTES OF JUNE 2, 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 S. Weingart. Absent: Commissioner D. VanDoren. Also present: Chief Kabis, President Verducci and Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the May 5, 2016 meeting.
A Motion was made to accept the minutes of May 5, 2016 meeting as presented.
Motion made by Martin. 2nd 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. Reimbursement to the MTVFC#2 Chief's account in the amount of $2,210.13 was added to the list of bills presented for payment, chargeable $ 1,689.97 to the 2016 General Operating, and $ 520.16 to the 2016 Training appropriations). The Chief Financial Officer has certified that there are sufficient unencumbered funds in the 2016 budget and encumbered funds in the 2015 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 transfer of $3,500.00 to the checking account was authorized during May to pay a workers' compensation insurance premium to The Hartford. In the past premiums for this policy have been paid on a quarterly basis but this year were changed to monthly installments, of which the board was unaware.

Motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented and supplemented, to ratify the late-May transfer of funds and payment to The Hartford and to further authorize the transfer of $90,000.00 to the Northfield (formerly HVCB) checking account for the purpose of paying the bills.
Motion by Plimpton. 2nd by Martin. Motion passed without objection.

RESOLUTION 2016-29 - Payment of Bills and Transfer of Funds.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget and encumbered funds from the 2015 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 $82,904.07 ($50,357.82 '16 budget; $32,546.25 '15 encumbered capital), ratifying the $3,500.00 late-May transfer of funds and payment of $3,468.28 to The Hartford for 2016 insurance, and authorizing the transfer of $90,000.00 from the Northfield Bank money market account to the operating (checking) account for the purpose of paying bills,

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

2nd Q tax funds were received from the Township in the amount of $220,847.50.

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

OLD BUSINESS

Insurance – Commissioner Martin will follow-up with The Hartford as to workers' compensation billing questions. He also has reviewed various insurance matters and made a number of recommendations which the board discussed. Changes include deleting separate rider for Opticom equipment; extending firefighters' long-term disability coverage to age 70; increasing extended liability coverage; and increasing the property insurance deductible.

A Motion was made to make changes to insurance policies as recommended by Commissioner Martin and to authorize him to contact the board's insurance agent and to effect the changes.

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

Medical Return to Duty Forms – A decision on best to implement will follow.

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.

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

Security – Commissioners Martin and Weingart will work with fire company trustees' to develop a plan for the installation and control of the security cameras.

CHIEF'S REPORT

The fire company responded to 33 calls during May, 2016, including 2 CO incidents, a mulch, a brush, a dumpster fire, and a natural gas leak.

Events-

-The Harrisburg Fire Expo was well worth attending – information gathered is being shared with members unable to attend.

-The fire company earned the "Best Appearing Aerial Apparatus" award at the Hopewell Memorial Day Parade. The Neshanic parade was cancelled due to weather.

- The township committee will formally recognize Claude Lewis' contributions to the community on June 16th.

- The Emergency Planning Council will conduct a joint emergency services drill at Bloomberg on June 17th and will conduct a mass casualty drill at J&J sometime during the summer.

Bridge Closing – the D&R Bridge east of Rocky Hill is being replaced and will be closed for some time.

Apparatus –

- Brush 46 preventive maintenance is completed. The pump starter issue is a manufacturing design problem for which the vendor will pay part of the costs of repair.
- Engine 8 fuel tank straps replaced. The chief is researching the cost of purchasing a used spare wheel to accommodate a spare tire for the vehicle.
- Tower 46 preventive maintenance scheduled; belt and pump cooler were repaired.

Annual Testing –

- Pump Tests: all passed except on the aerial; the serpentine belt on the motor needed replacement. The aerial pump will be retested.
- Hose – 600' of 5" hose failed. It will be cut and recoupled to maintain inventory.

Building Generator- repairs completed.

Radios – Somerset County has indicated it will switch to an upgraded digital 500 MHz trunking system in September. At least 50 radios will need to be re-programmed to sync with this system. A county communications representative will inspect the radios at the firehouse to ensure they meet the specs necessary to install the updated software. At this time the cost of the software is expected to be around $12,000.00, not including labor which will be a NJ State Contract purchase. In the future (5+/- years) the county will likely upgrade to a 700 MHz system which will necessitate new radios and a major capital expenditure. The board will prepare and send a letter to county officials regarding the financial burden these imposed upgrades bring upon the fire and emergency services, as well as the taxpayers, and the need for better planning and project cost containment.

Princeton Airport – Today the chief obtained copies of plans intended to be presented to the Planning Board for approval to expand the facilities, including 2 new hangars to be built. There have been emergency service issues raised over airport expansions in the past, including the provision of adequate water sources (hydrant/water line extensions) as a prerequisite to approvals. This is a major safety concern and requires recognition by planning board members. The board and the fire services will make every effort to address the issues, including representation at planning board meetings, if necessary.

Opticom Maintenance Contract – Has been revised and executed. Commissioner Laughlin requests a written report of all findings be sent by the vendor to the board.

Hose Reel – The chief would like to purchase a hose reel to enable more efficient filling of the air tanks on the tower bucket. He will research and report back.

A Motion was made to approve purchases presented to the board.
Motion by Martin. 2nd by Plimpton. Motion passed without objection.

RESOLUTION 2016-30 –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. tires for the brush truck, as recommended by the manufacturer, pursuant to quote from Firematic, Inc. at a cost of $2,340, not including freight; the total purchase not to exceed $3,000.00, chargeable to the 2016 General Operating appropriation.

2. Encumber $5,000.00 in the 2016 General Operating appropriation for costs associated with recoupling of hose that failed testing, pursuant to lowest quote to be obtained and presented to the board.

3. Purchase one (1) 48" television for use with the I am Responding system, pursuant to lowest quote from Best Buy at a cost of $300.00, chargeable to the 2016 General Operating appropriation.

4. Purchase K-12 rotary saws and various blades to increase capability to cut heavy metal roofs, gates, casements, etc. largely associated with commercial building entry, all pursuant to lowest quote as follows: two (2) ea. K-12 rotary saws from Continental F&S at a cost of $2,900.00; three (3) ea. carbide blades from ERS at a cost of $319.00; three (3) ea. metal blades from Hardware Supply at a cost of $31.62; two (2) ea. masonry blades from Midland Hardware at a cost of $212.33; two (2) ea. demolition blades from Continental F&S and a cost of $450.00; and two (2) ea. K12 mounts from Firematic at a cost of $263.25 – the entire purchase not to exceed $4,176.20, chargeable to the 2016 Supplies appropriation.

5. Purchase miscellaneous office supplies pursuant to NJ State Purchasing Contract #88839 from WB Mason at a cost not to exceed $84.38, chargeable to the 2016 Office appropriation.

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

NEW BUSINESS

Fire Police Presentation – Lauren Long reported to the board that the fire police have 5 radios assigned to them for use at emergency calls. 2 of them operate only on the simplex (TAC channel (radio to radio), making it impossible for these radios to receive communications transmitted through the regional (trunked) channel, which is the channel used by command and dispatch. This communication restraint affects the efficiency of the fire police performance. The chief will research the cost and effectiveness of purchasing a repeater (est. cost $2-3,000) that will enhance reception by all radios, as well as purchasing UHF pagers (est. cost $500 ea.) for the fire police to enable them to hear communication transmitted through the trunked system.

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 July 7, 2016.

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