

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

MINUTES OF SEPTEMBER 1, 2016

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Vice-Chairman Van Doren at 7:06 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 P. Martin,, D. VanDoren and S. Weingart. Absent: Commissioners L. Laughlin and J. Plimpton. Also present: Chief Kabis, President Verducci, Lynn Franchino and Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the August 4, 2016 meeting.
A Motion was made to accept the minutes of August 4, 2016 meeting as presented.
Motion made by Martin. 2nd by Weingart. Motion 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: Reimbursement to the MTVFC#2 Chief's account in the amount of \$1097.78 (chargeable \$211.38 to 2016 Training, \$772.42 to the 2016 General Operating and \$113.98 to the 2016 Supplies appropriations); and pursuant to NJ State Contract #A80948, \$14,195.50 to Skylands Area Fire Equipment & Training, Inc. for turn-out gear (chargeable to the 2016 Supplies appropriation). 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.

Motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented and supplemented and to authorize the transfer of \$55,000.00 to the Northfield Bank checking account for the purpose of paying the bills.

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

RESOLUTION 2016-36 - 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 \$51,050.14 and authorizing the transfer of \$55,000.00 from the Northfield Bank money market account to the operating (checking) account for the purpose of paying bills,

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

The 2nd Q tax check in the amount of \$220,847.50 was received from the township.

A refund of \$5,883.00 for overpayment of workers' compensation premiums from prior years was received from The Hartford.

Both checks will be deposited in the Northfield Bank money market account.

Commissioner Martin will coordinate the preparation of a capital expense matrix (identification and cost estimates) for future planning and insurance purposes.

OLD BUSINESS

Insurance – The number of individuals on which the carrier has been calculating the workers' compensation premiums has been adjusted to the proper numbers and the carrier has reimbursed the district for the overcharges. The inventory of 'contents' is being updated for insurance purposes.

Medical Return to Duty Forms – In progress.

Fire Company Policies – A proposed "Code of Conduct" is awaiting fire company approval. Review of the "Alcohol Use Policy" is underway at the fire company trustee level.

Security – In progress – Request for Proposals or bid specifications will be presented for review when ready.

Surplus Equipment Auction – Identifying the Hurst equipment (ID numbers, etc.) and determining present value will take some time. Their sale will take place as soon as practicable. The tires will be placed for auction now.

Banking – Tabled.

2015 Fire District Audit – **RESOLUTION 2016-37 (attached)**

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

CHIEF'S REPORT

The fire company responded to 39 calls during August, 2016; including a forced entry with rescue and a true CO event.

Box Alarm Issues – The chief is continuing to work with the county's mutual aid coordinator to straighten out the box alarm issues, as well as with the township's GIS technician and Station 45 to create a box alarm and hydrant map for the entire town.

Events-

- The 9/11 memorial observance will take place on September 11th.
- A blood drive will be held at the firehouse on September 12th.
- The annual Fire Prevention open house will be hosted by the fire company on October 8th.
- The mass casualty drill, led by the township's EOM, will be held at J&J on November 19th.

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

Motion by VanDoren.

2nd by Martin.

Motion passed without objection.

RESOLUTION 2016-38 –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. Service work by Bergey's to change the corroded aluminum relief valves on E7 to brass valves at a cost of \$1,569.14, chargeable to the 2016 General Operating appropriation.*
- 2. Purchase educational materials for Fire Prevention school presentations and the open house at a cost not to exceed \$2,500.00, chargeable to the 2016 Training and Education appropriation.*
- 3. Encumber \$500.00 in the 2016 Training appropriation for members' participation at the NJ Fire Expo in Wildwood, NJ, reimbursements to be considered upon presentation of receipts for actual expenses incurred.*
- 4. Encumber \$12,000.00 in the 2016 Training appropriation for the annual clothing allowance firefighters.*

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

OLD BUSINESS

Cascade Air Fill Station – The chief met with the Cascade vendor regarding a 15 year-old used unit the vendor has for sale. It is not 5500 lb.-rated for burst pressure, but it will suffice for the next 15 years (life of recently purchased 4500 lb. air cylinders). The fill station currently in use at the firehouse was manufactured prior to the NFPA standards being issued. Commissioner Martin asked the chief to find out from the mfg. or the vendor what design elements were incorporated into the 15-year old unit that our unit does not have and which disqualify ours from meeting NFPA standards for safety and/or burst certification. He recommended the chief secure a right of first refusal on the purchase of the 15 year-old unit until these questions can be resolved.

Cord Reel – Should the board decide to purchase the vendor's used air reel, the adaptation/conversion will have to be done at the vendor's.

NEW BUSINESS

Water Tanker – The chief is prepared to present a 'why' list to the full board regarding the future purchase of a new tanker.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:07 p.m. The next regularly scheduled meeting will be held at 7:00 pm on October 6, 2016.

Motion by VanDoren.

2nd by Weingart.

Motion passed without objection.

*Board of Fire Commissioners
Montgomery Township Fire District No. 2
P.O. Box 264
Blawenburg, NJ 08504*

RESOLUTION ACCEPTING ANNUAL AUDIT

RESOLUTION 2016-37

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2015, has been completed and filed by a Certified Public Accountant with the State of New Jersey, Department of Community Affairs, Division of Local Government services pursuant to N.J.S.A.40A:5A-15, with the Treasurer of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received and have personally reviewed the annual report, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17. and

WHEREAS, failure to comply with the regulations of the local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Montgomery Township Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

IT IS FURTHER RESOLVED, that the Secretary of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 1, 2016.

September 1, 2016
Dated

s/ Stephen B. Weingart
Secretary