

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

MINUTES OF OCTOBER 6, 2016

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman 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. Absent: Commissioner S. Weingart. Also present: Chief Kabis, Lynn Franchino and Attorney Griswold.

MOMENT OF SILENCE

Those present observed a moment of silence and reflection on the death of Tom Kelly, a long-time member and officer of the Board of Fire Commissioners and the fire company, as well as an active emergency responder for years.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the September 1, 2016 meeting.
A Motion was made to accept the minutes of September 1, 2016 meeting as presented.
Motion made by Plimpton. 2nd by Martin. 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. Three invoices were added to the list of bills being paid at this meeting: Bergeys for repairs to Tower 46 (\$470.81, chargeable to the '16 General Operating appropriation); WB Mason for office supplies (\$13.11, chargeable to the '16 Office appropriation); and The Courier News for audit advertising (\$171.74, chargeable to the '16 Advertising appropriation). The Chief Financial Officer certified that there are sufficient unencumbered funds in the 2016 budget, and encumbered funds from the 2015 budget, to pay the bills and 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 \$23,000.00 to the Northfield Bank checking account for the purpose of paying the bills.
Motion by Plimpton. 2nd by Laughlin. Motion passed without objection.

RESOLUTION 2016-39 - Payment of Bills and Transfer of Funds.

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2015 and 2016 budgets 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 \$23,383.17 (\$20,730.67 '16 budget; \$2,652.50 encumbered '15 budget) and authorizing the transfer of \$23,000.00 from the Northfield Bank money market account to the operating (checking) account for the purpose of paying bills,

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

The PNC bank accounts have been consolidated. The treasurer will also consolidate accounts at Northfield Bank as part of the board's plan to streamline accounts.

The Supplemental Fire Services Grant (\$1779.50) will be deposited in the Northfield Bank money market account.

OLD BUSINESS

Eagle Scout Project – Commissioner Plimpton will reach out to Gene Keller to determine the status of the project he was overseeing on behalf of a local scout.

Insurance – The workers' comp carrier needs an updated roster for determining the 2017 premium. Commissioner Martin will work with the chief and the fire company president on this, as well as on completing the inventory of building 'contents' for insurance purposes.

Medical Return to Duty Forms – The chief will review so the form can be finalized.

Fire Company Policies – The "Code of Conduct" was approved and adopted by the fire company. 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. The committee will also work on developing policies for use and access for fire company and board adoption.

Surplus Equipment Auction – The Hurst equipment is ready for auction. It will be sold as one lot. Research indicates it could be worth \$2,350 to \$3,800. The sale will be advertised and will proceed as soon as practicable.

Air Fill Station – The chief pointed out certain aspects of the two systems (old and proposed new) for the board. The unit currently in use is made of thick plate iron, was manufactured before NFPA safety standards were in use and therefore has not been tested to standards applied today, and has a two-bottle filling capacity. The reconditioned replacement unit he is proposing is made of newer materials, is certified to NFPA standards for 4.5 SCBA cylinders, and is a three-position fill station which will save time for the volunteers. It comes with a 6-month warranty. After discussion, the board determined that for the cost, the increased capacity provided by the proposed unit is a reasonable means of saving volunteers time refilling bottles after fire calls. Commissioners Laughlin and Martin noted that they did not necessarily see the purchase as a necessary expense in terms of safety, however Commissioner Martin believed the time savings issue warranted the switch to the newer unit. The cost includes shipping, delivery, installation and training.

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. Martin and passed, **RESOLUTION 2016-40** authorized the purchase of a reconditioned three position containment air fill station with four bank cascade control panel, including shipping, delivery, installation and training, from Airpower International, Inc. (no quotes for similar item were available) at a cost of \$6,000.00, chargeable to the 2016 General Operating appropriation.*

Resolution Ayes: Martin, Plimpton, VanDoren. Nays: Laughlin. Absent: Weingart.

Hose/Cord Reel – The 100' high pressure hose and 110V reel will allow the bottles on the tower to be filled in the firehouse, which the system currently in use does not. This, too, will expedite the completion of work performed by firefighters on a regular basis. The cost includes the electrical work to adapt to the vehicle requirements, installation and connection to the fill station.

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. Martin and passed without objection, **RESOLUTION 2016-41** authorized an expenditure to update 12V hose reel with 6000 PSI hose to 110V service, including installation and connection to containment fill station, from Airpower International, Inc. at a cost of \$1,250.00, chargeable to the 2016 General Operating appropriation.*

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

Auction – Old SCBA Air Fill Station – Once the new fill station is operational the old unit will be surplus property no longer needed for public use.

A Motion was made to sell the presently owned EagleAir Systems fill station by placing it for public auction on the GovDeals auction website once the new system is installed and is operational.

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

RESOLUTION 2016-42 – Authorizing Sale of Surplus Personal Property No Longer Needed For Public Service on an Online Auction Website (Air Fill Station) (attached).

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

Water Tanker Apparatus – Discussion tabled until the next meeting.

CHIEF'S REPORT

The fire company responded to 29 calls during September, 2016; including six kitchen/food related calls (one w/ forcible entry by police), a natural gas leak, dumpster fire, brush fire and utility pole fire.

Events-

- The annual Fire Prevention open house will be hosted by the fire company on October 8th.
- The annual table-top drill and pipeline emergency training will take place on October 18th.
- Montgomery Township's Veterans Day parade will take place on November 11th.
- The mass casualty drill, led by the township's OEM, will be held at J&J on November 19th.

Radios – The repeater was installed today and the UHF update/reprogramming is complete.

Box Alarm Issues – Hopefully fixed; being tested now to ensure they are working properly. The township box alarm map is still a work in process.

Firehouse Management and NFIRS Software – Officers are reviewing options in software upgrades that they may ask to implement next year. Commissioner Laughlin asked them to look into the cost of buying the program(s) as opposed to continuing to pay license fees to the provider for hosting and information storage. While the license/lease arrangement includes the cost of software upgrades, his concern is the fire district’s ability to access and retain its data should the relationship between the vendor and fire district change in the future.

Apparatus –

Tower 46 – Electrical issue with the circuit board, apparently a common problem with the system as originally installed. A new board and electric panel will cost around \$1,000.00.

Engine 46-8 – Flat tire/off rim (valve core rotted) required roadside emergency call. Other tires will be inspected immediately and this inspection will become part of regular tire maintenance. The CAFS air/oil separator needs replacement. The ladder rack seal needed replacement (done).

Engine 46-7 – The water flow meter indicator is not working on the foam system. It is being repaired.

Rescue 46 – The air CFM meter became inoperable due to moisture build-up. An air bleed-off on all trucks with CAFS has now become part of regular maintenance.

Hurricane Preparedness – The firehouse is equipped and prepared in case of need.

Drought Status - DEP will review in near future; declaration of drought may affect training and some operational standards.

Injury Reporting – NJDCA has changed reporting standards in cases of firefighter injury necessitating hospital visits.

Purchases:

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Laughlin, seconded by Cmsr. Plimpton and passed without objection, **RESOLUTION 2016-43** authorized the purchase of a 4-directional forcible entry door for training purposes from the only vendor found, Firehouse Innovations Corp., at a cost of \$6,750.00, chargeable to the 2016 SFSG appropriation (\$1779.50) and the balance to the 2016 Training appropriation.*

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Laughlin, seconded by Cmsr. Plimpton and passed without objection, **RESOLUTION 2016-44** authorized the purchase of 40 gallons of Class A Firefighting Foam pursuant to Morris County Cooperative Purchasing Contract #40 from FF1, at a cost of \$843.80, chargeable to the 2016 General Operating appropriation.*

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Martin, seconded by Cmsr. Laughlin and passed without objection, **RESOLUTION 2016-45** authorized the purchase of user licenses (1-year) and software to allow access to the pre-plans and other information stored on the township’s server from Emergency Software Products at an annual cost of \$605.00, chargeable to the 2016 General Operating appropriation.*

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. Laughlin and passed without objection, **RESOLUTION 2016-46** authorized the purchase of a tri-pod mounting bracket for*

the rescue's telescoping light, pursuant to lowest quote from Blaze Emergency Equipment Company at a cost of \$154.60, chargeable to the 2016 General Operating appropriation.

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. Laughlin and passed without objection, **RESOLUTION 2016-47** authorized the purchase of reflective traffic cone mounts for 46-107 and Rescue 46, pursuant to lowest quote from Worldwide Equipment Sales at a cost of \$75.48, chargeable to the 2016 General Operating appropriation.*

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. Laughlin and passed without objection, **RESOLUTION 2016-48** authorized the purchase of a digital scanner that will operate with the new digital system installed in the radios, pursuant to lowest quote from Amazon at a cost of \$498.00, chargeable to the 2016 General Operating appropriation.*

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

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, on a Motion by Cmsr. Plimpton, seconded by Cmsr. VanDoren and passed without objection, **RESOLUTION 2016-49** authorized the purchase of miscellaneous office supplies pursuant to NJ State Purchasing Contract #88839 from WB Mason at a cost of \$232.18, chargeable to the 2016 Office appropriation.*

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

NEW BUSINESS

2017 Fire District Budget – Discussion began.

Fire Safety House – The board received a letter from the fire marshal requesting that the “fire safety house”/ smoke trailer be donated to the township if it is to be disposed of. Commissioner Plimpton will respond on behalf of the board; the fire safety house does not belong to the fire district so fire company officials are the proper parties to whom the request should be addressed.

MEMS Equipment Request – Don Snedeker appeared on behalf of the squad. He requested the board consider purchasing three (3) iPad Air 2's which the squad will use in the rigs to load software that will allow them to do charts in the field, and five (5) pagers to accommodate the squad's expanding membership. The total cost will not exceed the \$4,000.00 which the board's 2016 budget allocates for equipment for use by the EMS.

A Motion was passed to purchase the requested equipment for use by the MEMS.

Motion by Laughlin.

2nd by Martin.

Motion passed without objection.

RESOLUTION 2016-50 – Authorizing Purchase of Equipment for Use by MEMS.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 budget, authorization to purchase for use by Montgomery Emergency Medical Services three (3) iPad Air 2's and to purchase five (5) pagers suitable for MEMS use, pursuant to lowest quotes to be submitted, the total expenditure not to exceed \$4,000.00 and to be chargeable to the 2016 EMS equipment appropriation.

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

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:54 p.m.
The next regularly scheduled meeting will be held at 7:00 pm on November 3, 2016.

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

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

RESOLUTION 2016-42

**SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE
ON AN ONLINE AUCTION WEBSITE**

WHEREAS the fire district is the owner of certain surplus personal property which is no longer needed for public use, and

WHEREAS the commissioners believe it is in the best interests of the fire district to sell said surplus property through an on-line auction conducted by the approved Internet-based vendor GovDeals.com,

IT IS HEREBY RESOLVED by the Commissioners of Fire District No. 2 in the Montgomery Township, Somerset County, New Jersey, as follows:

1. The sale of surplus personal property no longer needed for public use shall be conducted through GovDeals pursuant to New Jersey State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract and any renewals thereof.
2. The sale will be conducted online and the address of the auction site is govdeals.com.
3. The sale is being conducted pursuant to NJSA 40A:11-36(1) and the NJ Division of Local Government Services' Local Finance Notice 2008-9 as updated by Notice 2008-21 and 21R. The terms and conditions of the agreement entered into with GovDeals are available online at www.govdeals.com and also are available in the office of the Clerk of Montgomery Township Fire District No. 2.
4. The surplus property to be sold is one used EagleAir Systems two-position SCBA (self-contained breathing apparatus) air cylinder fill station Model #60-400, Serial #116, manufactured in 1986
5. The surplus property as identified shall be sold in "as is/where is" condition without express or implied warranties of any type and the successful bidder shall be required to execute a Hold Harmless and Indemnification Agreement concerning the ownership and use of the property.
7. The fire district shall reserve the right to accept or reject any bid submitted and to continue or re-open bidding after the close of the sale.

October 6, 2016
Dated

s/ Stephen B. Weingart
Secretary