

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

MINUTES OF OCTOBER 1, 2015

**CALL TO ORDER**

The rescheduled meeting of the Board was called to order by Chairman Laughlin at 7:08 pm, following proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspaper of the district and posted at the Montgomery Township Municipal Building and Board offices).

**ROLL CALL**

Present: Commissioners L. Laughlin, J. Plimpton, D. VanDoren, S. Weingart. Absent: Commissioner C. Lewis. Also present: Chief Kabis, President Kauffman, L. Franchino and Attorney Griswold.

**APPROVAL OF MINUTES**

The Board will review the minutes of the September 10, 2015 meeting at its next meeting.

**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.

The treasurer requested a transfer of funds to the checking account to pay the current and incoming bills.

*A motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented, and to transfer \$50,000.00 to the checking account.*

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

**RESOLUTION 2015-39 - Payment of Bills and Transfer of Funds.**

*The Chief Financial Officer having certified that there were sufficient encumbered and unencumbered funds in the 2015 budget to pay the bills as presented, and having designated the accounts to which each would be charged, authorization to pay the bills in the total amount of \$47,823.20, and authorization to transfer \$50,000.00 from the HVCB money market account to the HVCB operating (checking) account for the purpose of paying current and upcoming bills.*

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

**OLD BUSINESS**

**SCBA** – Committee met; it is recommended that the fire district join the Houston-Galveston Area Council cooperative purchasing program, as the prices through their vendors appear to be less than NJ State Contract prices.

Risk Control Audit – All VFIS recommendations have been addressed except creating a barrier around the siren and a written alcohol policy for the firehouse. An SOG prohibits alcohol consumption with regard to vehicle/apparatus operation and emergency call response. The board requested the fire company to adopt and provide its written policy regarding alcohol usage in the firehouse, including by outside groups who may be using the firehouse for functions, by January 1<sup>st</sup>.

Investments – tabled until the next meeting.

Harassment Policies – New case law may require SOG and policy updates.

Security – tabled until the next meeting.

Knox Boxes – A Motion was made to upgrade the Knox system to a passcode entry system and to change the authorized signators on the Knox account.

Motion by Plimpton.

2<sup>nd</sup> by Laughlin.

Motion passed without objection.

**RESOLUTION 2015-40 – Upgrade Knox Access System.**

Authorization for the Chief to purchase the materials necessary to upgrade the Knox box system to a passcode entry system, including installation expenses, and to secure and complete the documents necessary to update the authorized contact list and signators with the sole supplier, Knox Co. – Commissioner Weingart to be one of the signators. The Chief shall pre-confirm the cost of the project (once available) with the Chief Financial Officer for certification of available funds. The expense will be chargeable to the 2015 General Operating appropriation.

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

MEMS – A Motion was made to authorize the purchase of two (2) AED's for use by the Montgomery Emergency Services pursuant to lowest quote provided.

Motion by Plimpton.

2<sup>nd</sup> by Laughlin.

Motion passed without objection.

**RESOLUTION 2015-41 – Purchase of AED's for use by MEMS.**

The Chief Financial Officer having certified that there were sufficient unencumbered funds in the 2015 budget to purchase AED's for use by the Montgomery Emergency Medical Services, authorization to purchase two (2) LifePak 1000 AEDs, pursuant to lowest competitive quote from PhysioControl, Inc. at a cost of \$1972.20 each, the total purchase not to exceed \$4,000.00, including shipping, chargeable to the 2015 EMS appropriation.

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

**CHIEF'S REPORT**

The fire company responded to 25 calls during September, 2015, including a gas leak, vehicle fire, mulch fire, and a mutual aid call to Princeton for a basement fire.

- Apparatus -

-Engine 8 – CAFS compressor repaired; the problem was a faulty air/oil separator.

-Car 46 – the throttle body sensor is showing an error code. This is just one of a number of recurring issues this vehicle is experiencing

- Montgomery Ridge Development – final CO's are on hold until hydrant flow tests are done and the fire lanes are upgraded to accommodate the aerial; emergency access may also need re-grading

- Radio Update – the programming for simplex channels on portables and in trucks is complete; the trunking channels will have to be programmed in at a later date

- MEMS – Neelam Davis is the new Captain of the squad.

- Activities /Training-

- Oct. 12 through 29<sup>th</sup> – Fire Prevention demonstrations at township elementary schools
- Oct. 19 – annual pipeline safety meeting for emergency responders in N. Brunswick
- Roof cut and forcible entry drill held with Station 53

- Building Generator – annual service completed.

*A Motion was made to approve the following expenditures presented to the board:*

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

**RESOLUTION 2015-42 –Approving Expenditures.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2015 budget, authorization to make the following expenditures:*

- 1. Periodic maintenance of Hurst extrication tools and systems by TASC, Inc., the local Hurst representative, at a cost not to exceed \$1,525.00, chargeable to the 2015 General Operating appropriation*
- 2. Office paper from WB Mason, at a cost not to exceed \$54.99, chargeable to the 2015 Office appropriation.*

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

**NEW BUSINESS**

**H-GAC - Houston-Galveston Area Council** –

*A Motion was made to join the H-GAC cooperative purchasing program and to have the SCBA committee consider its national contracts for equipment and price alternatives if they deem it advisable to do so.*

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

**RESOLUTION 2015-43 –AUTHORIZING MEMBERSHIP IN THE H-GAC NATIONAL COOPERATIVE PURCHASING PROGRAM** – *Appended to minutes.*

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

**ADJOURNMENT**

*There being no further business to come before the Board, the meeting adjourned at 8:10 p.m. The next meeting will be held at 7:00 pm on November 5, 2015.*

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

BOARD OF FIRE COMMISSIONERS  
MONTGOMERY TOWNSHIP  
FIRE DISTRICT NO. 2

**RESOLUTION 2015-43**

**AUTHORIZING THE FIRE DISTRICT TO UTILIZE NATIONAL COOPERATIVE CONTRACTING THROUGH THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) AND TO ENTER INTO AN INTERLOCAL CONTRACT WITH H-GAC**

WHEREAS, N.J.S.A. 52:34-6.2(b)(3) authorizes a fire district to purchase goods and to contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available; and

WHEREAS, the Houston-Galveston Area Council (“H-GAC”) is a nationally-recognized and accepted cooperative purchasing contracting unit within the State of Texas that utilizes a competitive bid or competitive proposal process in awarding contracts for goods and services and is authorized by Texas law to extend its contracts to local government units nationwide; and

WHEREAS, the Board of Fire Commissioners of Montgomery Township Fire District No. 2 (“Board”) has determined that the fire district may realize significant time and cost savings on the procurement of various goods and services through utilizing the cooperative purchasing contracts of the H-GAC.

IT IS HEREBY RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 2, Somerset County, New Jersey, that the Board approves the fire district’s participation in the Houston-Galveston Area Council’s cooperative purchasing program for the purchase of goods and contracting for services; and

IT IS FURTHER RESOLVED that the Chairman and the Secretary of the Board are authorized to execute the Interlocal Contract for Cooperative Purchasing with H-GAC to join the cooperative purchasing program; and

IT IS FURTHER RESOLVED that no contract for the purchase of goods or provision of services with H-GAC vendors shall be awarded unless and until it is determined that (1) the use of the cooperative purchasing contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered, (2) the vendor under consideration complies with applicable New Jersey procurement documentation requirements, (3) the contract under consideration meets New Jersey standards and, (4) public notice of the Board’s intent to award a national cooperative contract is published at least ten (10) days before the contract is awarded. Each award of a national cooperative contract shall be authorized by Resolution of the Board; and

IT IS FURTHER RESOLVED that a copy of the Interlocal Contract for Cooperative Purchasing will be available at the offices of the Board for public inspection.

**Board of Commissioners Recorded Vote**

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
LAUGHLIN	X			
LEWIS				X
PLIMPTON	X			
VAN DOREN	X			
WEINGART	X			

Certified as a True Copy of a Resolution  
duly passed at a regular meeting of the Board  
held on October 1, 2015.

s/ Stephen Weingart  
Secretary

October 1, 2015  
(Date)