

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

MINUTES OF NOVEMBER 3, 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, S. Weingart, D. VanDoren.
Absent: None. Also present: Chief Kabis, Lynn Franchino and Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the October 6, 2016 meeting.
A Motion was made to accept the minutes of October 6, 2016 meeting as presented.
Motion made by Martin. 2nd by Plimpton 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. Four invoices were added to the list of bills being paid at this meeting: Motorola, Inc. for radio reprogramming (\$11,782.50), Harlingen Garage for repairs to Car 46 (\$505.07), Bergey's for repairs to Rescue 46 (\$537.66), all chargeable to the '16 General Operating appropriation; MTVFC2 Chief's Account reimbursements (\$10,230.42) chargeable \$919.69 to the '16 General Operating appropriation and \$9,310.73 to the '16 Training appropriation. The Chief Financial Officer certified that there are sufficient unencumbered funds in the 2016 budget, and encumbered funds from the 2014 budget, to pay the bills as presented and supplemented and designated the account to which each would be charged.

Motion was passed to accept the Treasurer's Report, to approve payment of the bills as presented and supplemented.
Motion by Plimpton. 2nd by Laughlin. Motion passed without objection.

RESOLUTION 2016-51 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2014 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 \$53,271.89 (\$46,300.39 '16 budget; \$6,971.50 encumbered '14 budget).

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

The 3rd Q tax check (\$220,847.50) was received and will be deposited in the Northfield Bank operating account. In furtherance of the board's efforts to consolidate accounts and segregate capital and general operating funds, the treasurer will transfer \$107,578.58 from the Northfield account to the higher interest-bearing capital account at First Bank.

There is capital money still encumbered from projects and purchases that have been completed or postponed. The state will be redesigning the intersections and traffic signals at two intersections for which the fire district has encumbered funds to install traffic control devices (Rt. 206 and Princeton Air Park and at Montgomery Shopping Center). There is no date yet set for the state's work to begin and depending on its final plans, the magnitude of the project for the fire district could change. The chief is still awaiting the contract from the county regarding the intersection at Rt. 518 and Hollow Road and would like to complete that installation as soon as possible.

Motion was passed to release remaining encumbered balances for completed capital projects and all but \$40,000 of funds encumbered for intersection control devices.

Motion by Laughlin.

2nd by Martin.

Motion passed without objection.

RESOLUTION 2016-52 – Release of Encumbered Capital Appropriations to Capital Fund.

Projects and purchases for which the voters approved capital expenditures having been completed with excess funds remaining from the appropriations, or in the case of the planned purchase and installation of traffic control devices having been postponed due to circumstances beyond the control of the Board of Fire Commissioners, authorization to cancel the following capital encumbrances and release the designated balances to the Restricted Unencumbered Capital Fund for future capital purchases: 2008 Utility Vehicle \$25,641.29; 2012 Pumper Apparatus \$9,429.00; Radios \$17,416.84; SCBA \$27,995.79; Opticom Intersection Control \$48,963.16.

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

The board requested that Ms. Franchino create a report of the fire district's government funds, particularly the current General Fund position.

2017 BUDGET

Discussion toward goal to contain expenses and have no increase in the tax rate. The budget will be presented for approval at the next meeting.

OLD BUSINESS

Water Tanker Apparatus – The board will create a long range truck and equipment replacement committee comprised of those with the expertise and skills to deal with apparatus and equipment needs and the financial aspects and planning of future purchases. Commissioner Martin has prepared a draft update of the existing schedule, which will serve as a starting point for discussion.

Eagle Scout Project – The Board will ask Gene Keller to report on the progress. The belief is that the scout has finished his project and will submit his report to the board when he is home from college for the holidays. It has yet to be determined whether he was able to do the flow tests on the hydrants.

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

Fire Company Policies. The fire company trustees have sent their revisions to the “Alcohol Use Policy” back to the board for comment. Attorney Griswold will review and comment.

Security – In progress.

CHIEF’S REPORT

The fire company responded to 35 calls during October, 2016, including 1 oven fire, 1 electrical fire, 2 brush fires, 1 vehicle incident involving hazmat and 1 involving extrication, 3 CO incidents and 1 mutual aid residential structure fire in Hillsborough.

Events-

- 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.
- The National Fire Academy NJ Weekend will be in March, 2017.

Training and Education

- Fire Prevention - A number of members participated in the 2+ weeks of school and community Fire Prevention presentations and open house activities
- Fire House Expo, Nashville - 4 members attended. The chief is assembling a training and educational manual to share with members who did not attend and will incorporate elements of the classroom and hands-on experiences into future training sessions.

Box Alarm/Hydrant Map – The township map books have been completed, delivered and are in the apparatus.

Firehouse Management and NFIRS Software – Officers are reviewing options.

Apparatus –

Engine 46-8 – The CAFS air/oil separator needs replacement.

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

Rescue 46 – While at the table top drill at J&J the stop relay malfunctioned and required towing and repair. The air CFM meter is still awaiting repair (waiting for parts).

Apparently delays in completing the foregoing repairs are due to parts not being available and/or delivered. Commissioner Laughlin directed the chief to relay to the service vendor the board’s concern that it has taken over a month for parts’ delivery and repairs to be begun.

Smoke Trailer - Collision with a basketball hoop at the high school during a Fire Prevention presentation. Minor, if any damage to the trailer. The insurer is handling the property damage with the school.

Annual Testing /Service/ Physicals -

- Extinguishers - testing completed satisfactorily; 7 extinguishers are now out for hydrostatic testing.
- Hurst Equipment -will be serviced before year end
- Firefighter Physicals – upcoming; dates and cost to be determined

Opticom Maintenance – The inspection revealed that at the Rt. 206/Cherry Valley intersection Northbound the phase selector is malfunctioning, and Southbound the detector is missing. A number of relay activated “confirm” lights also need replacement, and brush at the Rt. 518 and

Opossum Rd. intersection needs trimming so the sensors can work more effectively. The fire company can correct all but the issues at Rt. 206/Cherry Valley.

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

Motion by Plimpton.

2nd by Martin.

Motion passed without objection.

RESOLUTION 2016-53 –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. Repairs to the intersection control device at the Rt. 206/Cherry Valley intersection pursuant to contract with Signal Control Products, Inc. at a cost of \$3,895.00, chargeable to the 2016 General Operating appropriation.*
- 2. Purchase one (1) Bascom Turner multi-gas meter calibration station at a cost of \$377.00, plus \$20.00 shipping, including cylinder of calibration gas, the total purchase not to exceed \$397.00, chargeable to the 2016 General Operating appropriation.*
- 3. Purchase batteries for PASS devices and SCBA, and stapler from WB Mason, pursuant to NJ State Purchasing Contract #88839 at a cost of \$230.92, chargeable to the 2016 General Operating appropriation.*
- 4. Purchase two (2) pair waterproof traffic gloves for fire police pursuant to lowest quote from Continental Fire & Safety, Inc. at a cost of \$40.00, chargeable to the 2016 General Operating appropriation.*

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

NEW BUSINESS

Surplus Gear No Longer Needed for Public Use: The chief reported there is a quantity of turn-out gear that has been taken out of service because it has surpassed its useful life per NFPA standards. As a result, it is most likely not appropriate for public sale by the fire district. An emergency service organization in need has inquired into the possibility of a donation of the gear to its fire company. The matter was tabled for future discussion.

Personnel Asset Matrix: Commissioner Martin has begun working with the chief to create a matrix through which the board and fire department will be able to ascertain strengths and weaknesses in the emergency responder pool in terms of personnel capabilities/skill sets, certifications, response availability, etc.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:25 p.m. The next regularly scheduled meeting will be held at 7:00 pm on December 1, 2016.

Motion by Laughlin.

2nd by Plimpton.

Motion passed without objection.