

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

MINUTES OF DECEMBER 1, 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, President Verducci (arrived late), Lynn Franchino and Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the November 3, 2016 meeting.
A Motion was made to accept the minutes of November 3, 2016 meeting with one correction: Under Old Business (Water Tanker Apparatus) it was Commissioner Martin who prepared the draft of the existing long-term replacement schedule.

Motion made by Plimpton. 2nd by Laughlin. 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. A number of invoices were added to the list of bills being paid at this meeting: Amerigas to fill propane tank (\$284.38), Bergey's for miscellaneous repairs to Engine 46-7 (\$3,444.01), Bergey's for miscellaneous repairs to Engine 46-8 (\$3,444.19). Verizon (\$240.06), Service Tire Truck Centers for a road service call (\$188.50), Continental Fire & Safety for fire extinguisher inspections (\$531.00), MTVFC2 Chief's account to reimburse expenses (\$779.08), all chargeable to the '16 General Operating appropriation except \$568.82 of the chief's reimbursement is chargeable to the '16 Training appropriation. The Chief Financial Officer certified that there are sufficient unencumbered funds in the 2016 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 Martin. Motion passed without objection.

RESOLUTION 2016-54 - Payment of Bills.

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 \$56,698.87.

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

Ms. Franchino presented a report of the fire district's government funds, particularly the current General Fund position. She will seek clarification from the auditor as to some questions raised by the board.

2017 BUDGET

After discussion, the proposed fire district budget for 2017 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will be \$0.046 per \$100 assessed valuation, slightly less than that in 2016.

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

RESOLUTION 2016-55 – Approval of 2017 Fire District Budget (attached).

OLD BUSINESS

Long Range Apparatus and Equipment Plan– The committee will be formed and discussion will begin after the first of the year.

Eagle Scout Project – The Scout will be asked to present his report at the January board meeting. The chief reported that the hydrant flow data the scout was able to obtain will be entered into the I am Responding system.

Medical Return to Duty Forms – The chief is reviewing so the form can be updated and finalized.

Fire Company Policies – The proposed “Alcohol Use Policy” will be addressed in January.

Security – The committee will meet during the month to review proposals received and make its recommendations to the board.

Surplus Gear No Longer Needed for Public Use: Disposal options being considered.

CHIEF’S REPORT

The fire company responded to 34 calls during November, 2016, including 2 mutual aid structure fires in Princeton, 1 each oven fire and dryer fire, 1 electrical fire, 3 motor vehicle incidents (1 involving extrication), 3 CO incidents, 4 natural gas leaks and 1 tractor trailer fuel leak

Events-

- The fire company will be busy with community holiday events, including Operation Santa, in December.
- Approval was granted to take a truck to participate in the Somerville Holiday Lights Parade on December 3rd.
- The fire company's holiday part will be held December 10th.

Training and Education

-The mass casualty drill at J&J was productive and beneficial to all participants. Shared data on processes and procedures of each emergency response team was a key focus. J&J's water supply capability and hose hook-ups in and around its building are not conducive to use with the emergency equipment of the fire companies and require a unique set-up by emergency services. Radio reception issues exist. Only the simplex channels operate in the environment and reception throughout is not accessible. Commissioner Martin suggested that the chief enlist the help of the local fire official in framing a solution.

- The forcible entry door will be used at a Train-the-Trainer class to be held at the firehouse on December 3rd.

Firehouse Management and NFIRS Software – Officers are reviewing options.

Somerset County Radio System – The 4.1 trunking radio system is now off and the 7.13 system is active.

Apparatus –

Engine 46-8 – Another issue with a tire revealed the valve stems are too long for this vehicle's configuration. The vendor is providing shorter valve stems which should prevent future problems of this nature.

Engine 46-7 – Repairs to the CAF system should be completed soon.

Annual Testing /Service/ Physicals -

- Hurst Equipment -will be serviced before year end
- Firefighter Physicals – will be upcoming in January
- Hose – that which needs it has been picked up for repair (recoupling)
-

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. Authorize annual service of Hurst extrication tools by MES, the authorized Hurst service vendor in the area, at a cost of \$2,195.00, chargeable to the 2016 General Operating appropriation.*
- 2. Purchase Five (5) sets of collapsible traffic cones for fire police use pursuant to lowest quote from Continental Fire & Safety at a cost of \$720.00, plus \$60.00 shipping, the total purchase not to exceed \$780.00, chargeable to the 2016 Supplies appropriation.*
- 3. Purchase fifteen (15) Streamlight flashlights from FFI, pursuant to NJ State Purchasing Contract #81329 at a cost of \$887.25, chargeable to the 2016 Supplies appropriation.*
- 4. Purchase one (1) Zico folding wheel chock pursuant to lowest quote from Witmer Public Safety Group at a cost of \$185.00, chargeable to the 2016 Supplies appropriation.*
- 5. Purchase one (1) Fire Hooks forcible entry bar pursuant to lowest quote from East Coast Rescue Solutions at a cost of \$245.00, plus \$9.72 shipping, the entire purchase not to exceed \$254.72, chargeable to the 2016 Supplies appropriation.*
- 6. Purchase suction hose and appliances to convert couplings on 2 engines to threaded models for improved drafting efficiency pursuant to lowest quote from Continental Fire & Safety at a cost of \$2,676.00, plus \$125.00 shipping, the entire purchase not to exceed \$2,801.00, chargeable to the 2016 Supplies appropriation.*

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

NEW BUSINESS

LOSAP – To date, 34 members have qualified and earned \$42,632.40 in contributions for 2016, including one past service contribution. Final numbers will be presented at the next meeting.

Surplus Gear No Longer Needed for Public Use - Disposal options being considered.

Insurance – Nottingham Insurance has advised that there is an insurer new to the workers' compensation market that might be worth investigating for coverage options.

Fire Company Agreement – The existing agreement with the fire company expires at the end of the year. All parties have agreed to continue operating under the existing agreement until the new one is executed. Attorney Griswold will distribute a proposed renewal agreement for review and comment.

Commissioners' Office – Retired Commissioner Charles Kabis has offered to clean and organize the office. His offer was gratefully accepted.

2017 Annual Election – The election and budget referendum will be held on Saturday, February 18, 2017, with polls open from 2-9 pm. The closing date for the receipt of candidates' petitions for the one 3-year seat on the board is 5pm on January 13, 2017. Petitions are available from and shall be submitted to the Clerk of the Board, Stephen Weingart. Petitions can also be secured by calling 609-466-3967.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:55 p.m. The next regularly scheduled meeting will be held at 7:00 pm on January 5, 2017.

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

BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2

The budget approved for the year 2017 by the Board of Fire Commissioners of Fire District No. 2, Montgomery Township, Somerset County, New Jersey, at a meeting held December 1, 2016, is as follows:

Anticipated Revenues		
Unreserved Fund Balance Utilized	\$ 25,800.00	
Interest on Investments & Deposits	2,500.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>901,000.00</u>	
Total Revenues		\$ 931,080.00
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Operating Appropriations		
Administration:		
Election	\$ 800.00	
Office Expense	10,500.00	
Professional Service	35,000.00	
Advertising	<u>2,000.00</u>	
Total Administration		\$ 48,300.00
Cost of Operations:		
Insurance	\$ 85,000.00	
Apparatus Housing	192,000.00	
Supplies Expense/New Equipment	70,000.00	
Training/Fire Prevention	60,000.00	
General Operating	160,000.00	
Montgomery EMS	4,000.00	
SFS Grant Equipment	1,780.00	
Contingency	<u>10,000.00</u>	
Total Cost of Operations		582,780.00
LOSAP Appropriation		50,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay	<u>250,000.00</u>	<u>250,000.00</u>
Total Appropriations		\$ 931,080.00
=====		

Estimated Tax Rate per \$100.00 = \$.046
Based on 2016 assessed valuation of \$1,912,722,033.00

The public hearing on the budget for the Board of Fire Commissioners of Montgomery Township, District No. 2, will be held on Thursday, January 5, 2017, at 8:00 p.m. at the Montgomery Volunteer Fire Company No. 2 firehouse located at 529 Route 518 in Montgomery Township (Blawenburg), New Jersey.

Stephen B. Weingart
Clerk of the Board

Resolution 2016-55

2017 FIRE DISTRICT BUDGET RESOLUTION
Montgomery Township #2

FISCAL YEAR: January 1, 2017 to December 31, 2017

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.2 (the "Fire District") for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 1, 2016; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$931,080.00, which includes an amount to be raised by taxation of \$ 901,000.00, and Total Appropriations of \$ 931,080.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 1, 2016 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 5, 2017.

s/ Stephen B. Weingart
(Secretary's Signature)

December 1, 2016
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
L. Laughlin	X			
P. Martin	X			
J. Plimpton	X			
D. VanDoren	X			
S. Weingart	X			