

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

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Commissioner Martin 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 P. Martin, L. Laughlin, M. Ruppert, J. Sudol. Absent: Commissioner S. Weingart. Also present: Chief Gurzo, Engineer Kabis, LOSAP rep. Keller, L. Franchino and Attorney Griswold.

In Commissioner Weingart's absence, Commissioner Ruppert was appointed acting Secretary for the meeting.

APPROVAL OF MINUTES

The minutes of the December 7, 2017 meeting were presented for approval.

A motion was made to approve the minutes of the December 7, 2017 board meeting as presented.

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

The minutes of the January 4, 2018 meeting were presented for approval.

A motion was made to approve the minutes of the January 4, 2018 board meeting as presented.

Motion by Sudol. 2nd by Ruppert. Motion passed without objection.

BID OPENING – COMMAND CAR CUSTOMIZATION

5 bid proposal packages were sent to potential vendors and no bids were received in response.

The board discussed options, including modifying the specifications to some degree.

A Motion was made to re-advertise for the receipt of competitive bids for the customization of the command vehicle.

Motion by Martin. 2nd by Sudol. Passed without objection.

RESOLUTION 2018- 17 – Authorizing Solicitation of Bids for Customization of Command Vehicle.

Authorization to re-advertise as required by law and to solicit competitive bids for customizing a 2018 Chevrolet Tahoe to serve as a fire command vehicle, per specifications to be modified from those previously solicited; vendor proposals to be returnable and opened at 7:00 p.m.

(prevailing time) on March 8, 2018, at the Montgomery Township Volunteer Fire Company No. 2 firehouse at 529 Route 518 in Blawenburg, New Jersey, during the board's regularly scheduled meeting.

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol. Nays: None. Absent: Weingart.

PUBLIC COMMENT – None.

CHIEF’S REPORT – The fire company responded to 25 calls during January 2018, including a residential structure fire and call to the Blawenburg Church during the fire company’s awards dinner for which the emergency responders received a public statement of appreciation.

Events-

- The fire company’s recruitment open house will be held on May 30th this year.

Committees –

- Engine108 replacement – Committee continues to meet monthly and is making progress.
- Rescue 46 refurb – Public question on the 2018 ballot; committee continues to meet.
- Command vehicle – Customization project to be re-bid. Notice of Intent to Award Contract Under a National Cooperative Purchasing Agreement (vehicle) to be published.

Background Checks – The trustees are researching vendors. No update.

SCESTA News – Looking toward a long-term solution SCESTA is beginning the process of crafting a Junior (under age 18) FF1 program to provide juniors the opportunity to participate in classes that do not encompass activities that the Department of Labor deems inappropriate for them. It will require DOL approval and is just in the planning stages – at least 6 months or more out.

First Responder Credentials – Somerset County Office of Emergency Management has developed a mandated county-wide credentialing system to aid in the management of emergency incidents. Further information will be forthcoming.

Turnout Gear Donation – Out-of-date gear no longer in use nor needed for public service has no market value and is available for donation if a proper donee can be located.

ENGINEER’S REPORT

An engineer’s day was held at the station on January 31st at which multiple small maintenance items were addressed.

A schedule of pending maintenance and repair cost estimates for each apparatus, to be updated monthly, was distributed.

Engine 7 – Replacement wheel chocks mounted; foam system flushed (needs missing manifold drain). Pending: foam system controller replacement, traction control light issue, wheel alignment, replacement of 3 tire pressure monitoring sensors.

Engine 8 – Tire replaced.

Brush 46 – Electrical connections for pump starter fixed.

Utility 46 – Hood air dam fixed; tires rotated. Pending: 4 new tires.

Tower 46 – Pending: repair fuel tank level sensor, wheel alignment, diagnosis of short-jacking issue.

Car 46- Pending: 4 new tires, may need new shocks.

A Motion was made to purchase tires for Utility 46 and Car 46.

Motion by Martin. 2nd by Ruppert. Passed without objection.

RESOLUTION 2018- 18 – Authorizing Purchase of Tires.

The Chief Financial Officer having certified there are sufficient funds in the 2018 temporary budget, authorization to purchase and mount four (4) tires for Utility 46 pursuant to lowest quote from Mr. Tire at a cost of \$1,094.00, and four (4) tires for Car 46 pursuant to NJ State Purchasing Contract # from Champion Tire at a cost of 650.00, both chargeable to the 2018 General Operating (Repair & Maintenance) appropriation.

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol. Nays: None. Absent: Weingart.

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.

Motion to accept the Treasurer’s Report and to approve payment of the bills as presented.

Motion made by Martin. 2nd by Laughlin. Passed without objection.

RESOLUTION 2018-19 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient funds encumbered from the 2017 budget and unencumbered in the 2018 temporary budget to pay the bills as presented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$ 44,939.03 (\$23,747.94 from the encumbered '17 budget; \$21,191.09 from the '18 temporary budget)

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol. Nays: None. Absent: Weingart.

Motion to clear the following encumbrance balances in the 2017 Encumbrance List (updated February 8, 2018): Advertising \$558.48; RH expenses \$602.22; Misc. Communications \$1,000.00; Misc. R&M \$5,000.00; General Ops – Other \$11,384.75; Am Trust (workers’ comp) \$313.00; Misc. Supplies \$4,600.00; All Hands (helmets) \$ 1,218.46 and \$655.84; Training – Other (incl. graduation dinner) \$1,750.33; SCESTA (training) \$900.00.

Motion by Martin. 2nd by Sudol. Passed without objection.

Transfer of Funds Between Line Items in the 2017 Budget

Certain operating expenses in the 2017 budget have exceeded the budget appropriations for these items and there are excess funds available in other appropriations to cover these insufficiencies.

Motion to transfer funds between line items in the 2017 budget to cover the shortage in certain budget appropriations for expenses incurred during 2017.

Motion by Martin. 2nd by Laughlin. Passed without objection.

RESOLUTION 2018-20 - Transfer of Funds Between Line Items in 2017 Budget (attached)

Motion to reimburse Attorney Griswold for expenses incurred on behalf of the fire district.

Motion by Martin. 2nd by Laughlin. Passed without objection.

RESOLUTION 2018-21 – Reimbursement of Expenses

The Chief Financial Officer having certified there are sufficient funds encumbered from the 2017 budget to cover the expense, authorization to reimburse Attorney Griswold per contract for expenses incurred on behalf of the fire district, pursuant to receipts submitted in the amount of \$73.11, chargeable to the 2017 Professional Services appropriation, payment to be added to the list of bills being paid at this meeting.

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol. Nays: None. Absent: Weingart.

OLD BUSINESS

Insurance - The Workers' Compensation policy has been renewed and the premium paid.

MEMS Agreement – The renewal agreement has been approved by the fire company trustees and MEMS. Awaiting signed documents.

LOSAP – Historic reviews will be forthcoming. Gene Keller is compiling a contact list of absent non-vested account holders for communication regarding their accounts.

LOSAP - The certified list of volunteer members, identifying those eligible to receive LOSAP awards and the award amounts for 2017, was posted for member review for at least thirty (30) days and there were no challenges to the list. The cost of living increase was 2.10% for 2017. A total of 39 volunteers will receive contributions for 2017 (25 of whom earned the maximum) and 8 of whom were first year contributors.

A motion was passed to authorize payment of the 2017 LOSAP contribution to the LOSAP provider.

Motion by Martin.

2nd by Laughlin.

Passed without objection.

RESOLUTION 2018-22 – Approval of Payment to LOSAP Provider.

The annual certified list of the volunteer members of Montgomery Township Volunteer Fire Company No. 2 identifying those active volunteers who have qualified for an award under the LOSAP for 2017 having been furnished to the Board as sponsoring agency of the LOSAP, and pursuant to NJSA 40A:14-192 the Board having reviewed and approved the list, and the certified list having been posted for member review for at least thirty (30) days with no objection, and the Chief Financial Officer having certified there are sufficient encumbered funds from 2017 to make the payment; it is Resolved that payment to AIG Valic (Valic Financial Advisors, Inc.) shall be made in the amount of \$49,988.25 for the calendar year 2017 MTVFC#2 LOSAP contribution.

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol*. Nays: None. Absent: Weingart.*

Abstention: Ruppert abstained as to approving payment to his LOSAP account.

Sudol abstained as to approving payment to his LOSAP account.

Records Retention – Document organization continues.

Pre-Plan License – The chief is awaiting the software and a bill from the fire marshal.

Rocky Hill Hook & Ladder Co. Agreement – Rocky Hill's fire chief will address the board in March.

2018 Annual Election – Annual Election – Michael Ruppert and John Sudol submitted candidate petitions for the two open seats on the board. Cmsr. Laughlin was appointed to open and Cmsr. Martin to close the polls on February 17th. Cmsr. Sudol will secure the voter list from the county. *A motion was passed to pay expenses associated with the upcoming election and budget referendum.*

Motion by Martin.

2nd by Laughlin.

Passed without objection.

RESOLUTION 2018-23 –Authorizing Payments for Election.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 temporary budget, authorizing reimbursement for the cost of the voter list and payment to poll tellers for services rendered of \$250.00 each for full day and \$125.00 each for half-day tellers to be appointed by Cmsr. Laughlin, plus the cost of dinner for them upon the submission of receipts for same, all chargeable to the 2018 Election appropriation.

Resolution Ayes: Martin, Laughlin, Ruppert, Sudol. Nays: None. Absent: Weingart.

NEW BUSINESS –

Opticom – A Traffic Signal Agreement dealing with financial responsibility for the purchase and installation of emergency pre-emption equipment for the traffic signal to be upgraded at Rt. 206 and Montgomery Shopping Center were sent by NJ Department of Transportation for execution by the board. Permission to install the pre-emption equipment was requested a number of years ago by then Chief Kabis. The DOT has now agreed to the installation in connection with the pending signal upgrades.

Motion to authorize the execution of the Traffic Signal Agreement for the installation of emergency pre-emption equipment at the Rt. 206 and the Montgomery Shopping Center intersection.

Motion by Martin.

2nd by Sudol.

Passed without objection.

RESOLUTION 2018-24 –Authorizing Execution of Traffic Signal Control Agreement for Rt. 206 and Montgomery Shopping Center Intersection (attached).

Fitness/Training Room- Attorney Griswold recommended that the fire company review its policies and update its records pertaining to the use of equipment in the fitness room. Properly executed Waiver, Release of Liability and Indemnity forms from each person allowed to use the fitness room and/or exercise equipment should be on file and the fire company should establish and/or update, distribute and enforce rules and policies regarding the use of the fitness room and the exercise equipment, including access to the room and training in the use of the equipment.

ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 10:03 p.m. The next regularly scheduled meeting will be held on March 8, 2018 at 7:00 pm.

Motion by Martin.

2nd by Laughlin.

Passed without objection.

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
P.O. BOX 264
BLAWENBURG, NEW JERSEY 08504**

Resolution # 2018- 20

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2017 BUDGET

WHEREAS, the voters in Montgomery Township Fire District No. 2 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2017 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2017 have exceeded the sums appropriated in the budget for Office and Training expenses; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2017 budget available to offset the insufficiencies in these line items; and

WHEREAS, NJSA 40A:14-78.10 authorizes a Fire District, during the first two months of the fiscal year, to transfer amounts in the budget for the immediately preceding year from line items with excess appropriations to those with appropriations deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 2 in the County of Somerset, State of New Jersey, that

In the 2017 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 3,500.00 from Insurance to Office
2. \$ 15,000.00 from General Operating to Training
3. \$ _____ from _____ to _____
4. \$ _____ from _____ to _____

As a result of the foregoing transfers, the fire district's 2017 budget appropriations are amended to the following amounts: Office \$ 14,000.00; Training \$ 75,000.00; Insurance \$81,500.00; General Operations \$145,000.00.

A written recital of this Resolution shall be prepared and forwarded to appropriate government authorities for approval.

Certified as a true copy of a
Resolution duly adopted by the
Board on February 8, 2018.

s/ Michael Ruppert
Acting Secretary

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
P.O. BOX 264
BLAWENBURG, NEW JERSEY 08504**

RESOLUTION 2018 - 24

WHEREAS, a traffic condition exists along US Route 206 and Montgomery Shopping Center, in the Township of Montgomery, County of Somerset, New Jersey, which requires revision to the existing semi-actuated traffic control signal with pedestrian push buttons, areas of presence detection, highway lighting and optically controlled emergency pre-emption equipment in order to minimize the possibility of accidents; and

WHEREAS, it is necessary to expedite the safe movement and conduct of pedestrian and vehicular traffic at this intersection; and

WHEREAS, the State of New Jersey has indicated its willingness to install a traffic control signal at said intersection; and

WHEREAS, the State of New Jersey has proposed a form of Agreement pertaining to the installation and maintenance of said traffic signal;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 2 in the County of Somerset, New Jersey, that

The Board, by its Chairman and Secretary, hereby is authorized to enter into an Agreement with the State of New Jersey, acting through its Commissioner of Transportation, for the purposes aforesaid, a copy of said Agreement being attached hereto and made a part hereof.

s/ Peter G. Martin
Peter G. Martin, Chairman

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Board of Fire Commissioners, Montgomery Township Fire District No. 2, at a regular meeting of the board held on February 8, 2018.

s/ Michael Ruppert
Michael Ruppert, Acting Secretary