

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

MINUTES OF JANUARY 5, 2017

CALL TO ORDER

The 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 and Board offices and web site).

ROLL CALL

Present: Commissioners L. Laughlin, P. Martin, J. Plimpton. Absent: Commissioners D. VanDoren, S. Weingart. Also present: Chief Gurzo, L. Franchino and Attorney Griswold.

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

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the December 1, 2016 meeting.

A Motion was made to accept the minutes of the December 1, 2016 meeting as presented.

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

EAGLE SCOUT PRESENTATION

Jonathan Greenberg, Montgomery High school graduate and Eagle Scout, thanked the board for its sponsorship of his Eagle Scout project and presented an overview of his project and an in-depth binder of the project results for fire department use. Jonathan placed reflective markers on all hydrants in the fire district and on select hydrants performed tests to measure the pressure and calculate water flows. He reported that on those hydrants he tested the pressure was adequate. The commissioners congratulated him on his accomplishments and noted the usefulness of his project to the fire services and to the community.

ANNUAL RESOLUTIONS

The following *Resolutions* were proposed for calendar year 2017:

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

RESOLUTION 2017- 01 Official Newspaper of Fire District . *The Courier News of Bridgewater, New Jersey, shall be the official newspaper of the District for public notices and other public communication. When notification to a second newspaper is necessary or desirable it shall be the Princeton Packet.*

RESOLUTION 2017-02 – Fire District Attorney. Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$16,500.00, plus expenses, and to prepare board meeting minutes at an annual contract fee of \$3,000.00, plus expenses. This contract(s) is awarded as a professional service contract under the provisions of NJSA 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

RESOLUTION 2017-03 – Fire District Bookkeeper and Web Management. Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$7,800, plus expenses, and for web site management services at an annual contract fee of \$800.00, plus expenses. These contracts are on file and available for public inspection at the fire district offices.

RESOLUTION 2017-04 - Fire District Auditor. Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2016, and for financial review services, at a cost not to exceed \$11,000.00. This contract is awarded as a professional service contract under the provisions of NJSA 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

RESOLUTION 2017-05 - Fire District Temporary Budget. In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 92,831.20 is hereby adopted to provide for appropriations during the period between January 1, 2017 and passage of the 2017 budget.

RESOLUTION 2017-06 – Cash Management Plan.. The board hereby adopts a Cash Management Plan in accord with the NJ Local Fiscal Affairs Law (NJSA 40A:5-14) and NJ Local Finance Board guidelines designating PNC Bank, Northfield Bank and First State Bank as official depositories of the fire district, and authorizing additions to or deletions from these designations as long as the institutions are GUDPA participating and authorized by law as a public depository. Disbursements from account(s) shall be by official check signed by two commissioners. Investments as authorized by NJSA 40A:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report from the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

RESOLUTION 2017-07 – Appointment of Public Agency Compliance (PACO) Officer
(Attached)

RESOLUTION 2017-08 - Fire District Insurance Broker of Record. Nottingham Insurance Agency of Hamilton Square, New Jersey, is hereby named as broker of record to provide insurance services to the fire district relative to issues presented in the course of fire district business. This broker of record has a good relationship with the fire district insurance providers and has proven to be knowledgeable, helpful and efficient in handling matters brought to it by the board. This contract is awarded as an Extraordinary Unspecified Service pursuant to NJSA 40A:40A:11-5(1)(a)(ii), 40A:11-5(1)(m), and the New Jersey Pay to Play Regulations. The contract(s) are on file and available for public inspection at the fire district offices.

RESOLUTION 2017-09 - Annual Meeting Dates. Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2017 and in January, 2018: 1/5, 2/2, 3/2, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 10/5, 11/2, 12/7, 12/21/2017, and 1/4/2018, and

Additional meetings of the Board of Fire Commissioners, which shall be work sessions at which no formal action will be taken, shall take place as needed on the following dates in 2017 and in January, 2018: 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16/2016, and 1/18/2018.

All meetings will be held at 7:00 pm at the Montgomery Township Volunteer Fire Company No. 2 firehouse, at 529 Route 518, in Montgomery Township (Blawenburg), New Jersey. Notice of meetings shall be posted at the board offices and web site, the Montgomery Township Municipal Building and advertised as required by law.

Resolutions 2017-01 through 2017-09:

Ayes: Laughlin, Martin, Plimpton.

Nays: None. Absent: VanDoren, Weingart.

OLD BUSINESS

Insurance – Commissioner Martin presented a proposal from AmeriHealth Casualty Services for workers’ compensation coverage at an annual premium approximately \$5,000 less than that charged by the board’s current provider, The Hartford, for equivalent coverage through the State Plan. The policy will be written effective January 1, 2017, and The Hartford will refund in full the mandatory deposit the board paid last month. He recommended the board approve this change.

A Motion was made to approve moving the board’s workers’ compensation coverage to a new provider and authorizing the submission of an application to AmeriHealth Casualty Services for workers’ compensation coverage effective January 1, 2017, and upon acceptance the cancellation of the workers’ compensation policy renewal with The Hartford.

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

LOSAP - The 2016 certified list of volunteer members and LOSAP recipients was presented to the Board. Of 43 members eligible to participate in the program, 35 qualified for contributions for 2016 (22 of whom earned the maximum). To date, without a cost-of-living increase calculation, if any, the contribution is \$42,966.20.

A Motion was made to accept the 2016 LOSAP list as certified by the fire company, with knowledge that adjustments may occur as a result of members’ review.

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

RESOLUTION 2017-10 - Approving the LOSAP Final Annual Certification List. Pursuant to NJSA 40A:14-192, the certified list of volunteer members of Montgomery Township Volunteer Fire Company No. 2, identifying those volunteer members who have qualified for credit under the LOSAP award program for 2016, is hereby approved and its posting for review by members for at least 30 days is hereby authorized..

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

Long Range Apparatus and Equipment Plan - Commissioners Laughlin and Martin will represent the board on a committee to identify and catalog assets and to prepare a proposed replacement schedule to facilitate purchase planning. Chief Gurzo was asked to serve on the committee and to appoint some fire department members to serve as well. Commissioner Laughlin asked that the fire department representatives prepare an overview of the current status and future timetable for radio frequency changes/consolidations and an explanation as to how this will impact equipment needs.

Medical Return to Duty Forms – in progress.

Fire Company Policies – “Alcohol Use Policy” in progress.

Fire Company Agreement – Agreement being updated for renewal.

PUBLIC HEARING ON 2017 BUDGET

The Chairman opened the public hearing on the 2017 Fire District Budget.

A Motion was made proposing the 2017 Budget be read by title.

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

RESOLUTION 2017-11 – Authorizing 2017 Fire District Budget be Read by Title. Pursuant to NJSA 40A:14-78.2, the 2017 budget shall be read by title, as for at least one week prior to the date of this public hearing a complete copy of the approved budget was posted in the Montgomery Township Municipal Offices and was made available to each person requesting a copy during the week prior to and during the public hearing. The hearing was advertised as required by statute.

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

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, and there being no comment,

A Motion was made to close the public hearing and proposing the 2017 budget for adoption, in the same form and amounts as the approved budget.

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

RESOLUTION 2017-12 – Adoption of the 2017 Fire District Budget – (Resolution Attached)

Security- An overview of the research and recommendations of the committee for three distinct building security enhancements – surveillance system, access system and fire alarm services – was distributed for board consideration.

- Surveillance - The committee recommends a closed circuit television (CCTV) system as the best means of securing and protecting the apparatus and equipment from vandalism and/or other loss. After a comparison of systems, review of competitive proposals, and consideration of cost, the recommendation was that a system supplied and installed by Supreme Security Systems, Inc., of Union NJ, was the most appropriate for the purposes intended.
- Access - The present system was donated to the fire company years ago and is outdated, no longer supported by the equipment and software manufacturer, and burdensome to control. Proposals for upgrading/replacing the present system to address the board's concerns and the fire company's needs is still under review.
- Fire Alarm Services - The board feels the fire company is best suited to determine the appropriate upgrade and that the expense is one for which the fire company should bear financial responsibility.

A Motion was made to purchase and install a surveillance system in defined areas of the fire company premises for the purpose of enhancing the security of fire district apparatus and equipment housed and located on the premises.

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

RESOLUTION 2017-13 – Authorizing Purchase and Installation of Surveillance System.

Whereas, the Board has determined it is in the best interests of the fire district and its taxpayers to institute measures to enhance the security of apparatus and equipment owned by the fire district and housed and located on the premises of Montgomery Township Volunteer Fire Company No. 2 ("Fire Company"), with whom the fire district has an Agreement to provide fire protection and suppression services within the fire district and to house fire district apparatus and property; and

Whereas, the Board has determined the installation of a security camera surveillance system is an appropriate measure to take in furthering its goal to enhance the security of fire district-owned property on the Fire Company premises; and

Whereas, the Board has sought and received competitive proposals from vendors to provide a surveillance camera system on the Fire Company premises; and

Whereas, the Board has reviewed the competitive proposals in terms of the needs of the fire district, the capabilities of systems, adaptability to Fire Company parameters, and cost.

It is Resolved, that the most suitable surveillance system, all things considered, including cost, is that proposed by Supreme Security Systems, Inc., of Union, New Jersey; and

It is Further Resolved, that a contract be awarded to Supreme Security Systems, Inc., in the amount of \$13,152.82 for the purchase and installation of a CCTV system primarily in areas of the Fire Company firehouse where assets owned by the fire district are located; and

It is Further Resolved, that the purchase authorized herein is expressly contingent on the fire district's 2017 budget being approved by voters at the annual election and budget referendum on February 18, 2017, or sufficient funds therefor otherwise being included in the 2017 budget as fixed by the governing body of the municipality pursuant to NJSA 40A:14-78.5(b); and

It is Further Resolved, that if and when the contingency is satisfied the Treasurer shall certify the availability of funds and the Chairman and/or the Treasurer is authorized to enter into the contract for the purchase and installation of the surveillance system.

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

Annual Election - The closing date and time for the receipt of candidates' petitions for the one 3-year seat on the board is 5 p.m. 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. To date, one petition has been submitted, that of incumbent Leighton Laughlin, Jr. The Board will name poll tellers, set their compensation, and appoint Commissioners to open and close the February 18, 2017 polls at the February meeting.

TREASURER'S REPORT

BILLS

A copy of the Treasurer's Report dated December 15, 2016 was made available to each commissioner with a list and description of the bills paid on that date pursuant to written approvals of the board. The Chief Financial Officer certified prior to payment that there were sufficient funds in the 2016 budget to pay the bills presented and designated the account to which each would be charged.

A copy of the Treasurer's Report dated January 5, 2017 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: MTVFC2 Chief's account \$427.69 to reimburse expenses (\$254.72 '16 Supplies; \$172.97 '16 Training); Comcast \$74.95 ('16 Gen Ops); Courier News \$1,007.64 ('16 Advertising); Bergey's \$3,531.66 for work on 46-107,156 and Tower 46 ('16 Gen Ops); AmeriHealth Casualty Services \$6,302.20 for two installments workers' compensation insurance ('17 Insurance). The Chief Financial Officer certified that there were sufficient encumbered funds from the prior year and current unencumbered funds to pay the bills and designated the account to which each would be charged.

A Motion was passed to accept the Treasurer's Reports of December 15, 2016, and January 5, 2017, and to approve and ratify payment of the bills as presented and supplemented.

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

RESOLUTION 2017-14 - Payment and Ratification of Bills.

Ratification of paying bills presented on December 15, 2016 in the amount of \$35,193.44 (2016 budget) and approval of paying the bills as presented and supplemented on January 5, 2017 in the total amount of \$51,991.62 (\$29,689.42 from 2016 encumbered funds and \$22,302.20 from the 2017 temporary budget), payment to Witmer Public Safety (Jan. 5, 2016 report) in the amount of \$185.00 to be held until confirmation by the chief that the items have been delivered.

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

Transfer of Funds Between Line Items in the 2016 Budget

Certain expenses in the 2016 budget have exceeded the budget appropriations for these items and there are excess funds available in the Supplies appropriation to cover these insufficiencies.

A Motion was made to transfer funds between line items in the 2016 budget to cover the shortage in certain budget appropriations for expenses incurred during 2016, but due to an insufficient number of commissioners present to pass this type Resolution it will be presented for adoption next month.

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

The 4th quarter 2016 taxes in the amount of \$220,847.50 were received and deposited in the Northfield operating account.

Commissioner Martin asked if Ms. Franchino could present a current status report for the General Fund on an on-going basis. This will be a work in progress.

CHIEF'S REPORT

The fire company responded to 31 calls during December, 2016, including a vehicle accident involving extrication and 7 mutual aid calls, notably to a dryer fire in District #1 and a brush fire in Princeton. The total of calls for 2015 was 352.

Line Officers for 2017 are G. Gurzo (Chief); J. Bolen (Assistant Chief); A. Verducci (Captain); S, Santangelo (1st Lieutenant); D. VanDoren (2nd Lieutenant); T. Martin (Crew Leader); L. Long (Fire Police Captain). All meet or exceed state educational and tenure qualifications for these appointments.

Events: Operation Santa was a success again. The fire company participated in the Somerville holiday parade.

Apparatus:

Engine 107 – Waterous pump is leaking – will be repaired.

Car 46 – Oil change/tire rotation due.

Activities/Training:

- Firefighter physicals and mask fit tests January 7th
- Extrication drill at the Training Academy January 28th
- National Fire Academy NJ Weekend Training March 18-19th

Status Report:

- Opticom Repairs to the Cherry Valley/Rt. 206 equipment - completed
- SCBA Bottle Fill Station – not yet delivered
- 12v hose reel – work in progress
- Hose recoupling – in progress
- User Licenses to access township pre-plans – awaiting action by Fire Marshal

AED Inventory and Inspection – In response to a recent emergency call it was necessary to use the AED in the command vehicle on a member of the community. An inspection of the AED's in the trucks revealed a need to replace shock pads and batteries, and two units on a re-call list. Two units are more than 10 years old, one of which is no longer manufactured or supported by the manufacturer. The chief presented an in-depth report and his and the EMTs in the fire company's recommendation to replace three of the older and/or recalled units for reliability and safety reasons.

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

Motion by Laughlin.

2nd by Martin.

Motion passed without objection.

RESOLUTION 2017- 15 – Authorizing Purchases and Expenses for National Fire Academy Training.

The Chief financial Officer having certified there are sufficient unencumbered funds in the 2017 temporary budget, a Resolution passed authorizing the following expenditures:

- 1. Encumbrance of \$500.00 for a member to attend the National Fire Academy NJ Weekend training in March, chargeable to the 2017 Training appropriation in the temporary budget.*
- 2. Purchase of three (3) LifePac1000 defibrillators, to match existing units owned, pursuant to lowest quote from AED Superstore at a cost of \$2,515.00 each, and necessary shock pads for all units, the entire purchase not to exceed \$8,500.00, chargeable to the 2017 Supplies appropriation in the temporary budget.*
- 3. Purchase of Microsoft Office 365 computer program for installation on existing hardware pursuant to lowest quote to be received at a cost not to exceed \$100.00, chargeable to the 2017 General Operating appropriation in the temporary budget.*

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

Replacement of Command Vehicle – The chief requested the board consider replacing the command vehicle (Car 46) in the next couple years. It is a 2010 vehicle with high mileage and hard use. After discussion of the wisdom and timing of the purchase,

A motion was made to include a question on the February 2017 ballot for voter approval of the purchase and equipping as much as possible of a command vehicle and ancillary equipment in 2018.

Motion by Martin.

2nd by Plimpton.

Motion passed without objection.

RESOLUTION 2017- 16 – Authorizing Question on 2017 Ballot for Purchase of Command Vehicle.

Authorization to include a public question on the February 18, 2017 ballot seeking voter approval for the purchase and outfitting as much as possible of a command vehicle and ancillary equipment for use at emergency scenes, at a cost not to exceed \$100,000.00, and approval to transfer \$100,000.00 from the fire district's Restricted Capital Fund (savings reserved for future capital purchases) to the Capital Outlay section of the 2018 budget to pay the entire cost of the acquisition, with the result that there will be no effect on the amount to be raised by taxation or the tax rate in the year of purchase.

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

NEW BUSINESS

MEMS Agreement

Needs to be reviewed and updated.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:46 p.m. The next regularly scheduled meeting will be held on February 4, 2016.

Motion by Plimpton.

2nd by Martin.

Motion passed without objection.

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2

Resolution No. 2017 -07

WHEREAS, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 2 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts,

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 2, Somerset County, New Jersey, for the period January 1, 2017 through December 31, 2017, or until the designation of his replacement ,

shall be Leighton Laughlin, Jr..

A Designation of Public Agency Compliance Officer shall be forwarded to the NJ Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on January 5, 2017.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Laughlin	X			
Martin	X			
Plimpton	X			
VanDoren			X	
Weingart			X	

Certified as a true copy of a Resolution
Duly adopted at a meeting held
January 5, 2017.

s/ Peter G. Martin
Clerk of the Board (acting)

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2
NOTICE OF ELECTION**

The budget adopted for the year 2017 by the Board of Fire Commissioners of Fire District No. 2, Montgomery Township, Somerset County, New Jersey, after a public hearing held at a meeting held January 5, 2017, 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		<u>\$ 931,080.00</u>

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		<u>\$ 931,080.00</u>

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

A copy of the budget is available for review at the Montgomery Township Municipal Building during normal business hours, or a copy may be obtained by calling (609) 466-3967.

The annual election and budget referendum for the Board of Fire Commissioners of Montgomery Township, District No. 2, will be held on Saturday, February 18, 2017, from 2:00 to 9:00 p.m., at the Montgomery Volunteer Fire Company No. 2 Firehouse located at 529 Route 518 in Montgomery Township (Blawenburg), New Jersey.