

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

MINUTES OF JULY 13, 2017

**CALL TO ORDER**

The re-scheduled meeting of the Board was called to order by Commissioner Martin at 7:05 pm, following proof of publication under the Open Public Meetings Law (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. Sudol, D VanDoren (arrived late) and S. Weingart. Absent: None. Also present: Chief Gurzo, L. Franchino, Attorney Griswold, Justin Kabis and Gene Keller.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the June 8, 2017 meeting.

*A Motion was made to accept the minutes of the June 8, 2017 meeting as presented.*

*Motion made by Laughlin. 2<sup>nd</sup> by Sudol. Passed without objection (Van Doren absent).*

**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. Three invoices were added to the list of bills being paid at this meeting: Courier News \$15.05 for Rescheduled Meeting Notice, chargeable to the 2017 Advertising appropriation; 9-1-1 Safety Equipment \$74.19 for repairs; MTVFC2 Chief's Account \$548.03 for various expenses (purchase of small air compressor (\$199.00), gas meter calibration (\$148.20), face mask cleaner (\$148.20)); and Justin Kabis \$189.00 reimbursement for one pair firefighter boots, the foregoing all chargeable to the 2017 General Operating appropriation. The Chief Financial Officer certified that there are sufficient encumbered and unencumbered funds in the 2016 and 2017 budgets to pay the bills and designated the account to which each would be charged.

*Commissioner VanDoren arrived.*

Ms. Franchino questioned the magnitude of the invoice for the generator repair; she will contact the vendor for an itemization of the bill and the chief will look into the line of communication between the fire department and the vendor regarding the services. Approval for payment will wait until the next meeting. Commissioner Martin instructed that purchasing controls need tightening and that in the future all estimates must be detailed and in writing prior to funds being encumbered for work like this.

*Motion to accept the Treasurer's Report and to approve payment of the bills as presented, amended and supplemented.*

*Motion by VanDoren.*

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

*Motion passed without objection.*

**RESOLUTION 2017-35 - Payment of Bills.**

*The Chief Financial Officer having certified there are sufficient funds unencumbered and encumbered in the 2016 and 2017 budgets to pay the bills as presented, amended 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 \$39,932.18 (\$6,000.00 from the encumbered 2016 budget; \$33,932.18 from the 2017 budget).*

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

- The 1<sup>st</sup> Q tax check (\$225,250.00) was deposited into the operating account, as was \$1,150.00 from the sale of the extrication tools.

**OLD BUSINESS**

LOSAP – Gene Keller presented an historical overview of the LOSAP program from its onset. He is creating a list of vested participants and those who have separated from the fire company or otherwise have become inactive for review by the board.

MEMS Equipment – The chief is experiencing difficulty placing the order for the oximeter per the quotes submitted. He was instructed to go back to MEMS for better contact and ordering information.

Capital Equipment Committee – Commissioner Martin asked for questions or discussion of the committee's determination of a net need to increase the allocation for future capital purchases. He indicated he will recommend an increase be initiated in the 2018 budget, to be partially offset with the application of accrued general fund surplus. The goal is to provide adequate resources for future capital needs in a manner that allows the fire district to remain debt free and to have the tax rate remain level.

PEOSH (OSHA) – Abatement Certification was filed addressing the issues cited during the recent inspection. There has been no word as to a date for a return inspection.

Computer – Commissioners' office – Justin Kabis has determined that due to viruses running in the software there is no way to wipe the hardware clean and to ensure it remains that way. He recommended purchasing a new machine comparable to the existing equipment and systems. He believes he can retrieve the data from the old computer and he will set up the new one with proper authorization codes and limited software access.

*Motion to move forward with the computer project and to purchase a new computer for the Commissioners' office.*

*Motion by Martin.*

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

*Motion passed without objection.*

**RESOLUTION 2017-36 – Authorizing Computer Purchase**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, pursuant to lowest quote presented, authorization to purchase a Dell desktop computer with Windows 7 from Office Depot at a cost of \$581.59 w/ free shipping, plus ancillary equipment (drives, etc.) in an amount not to exceed \$100.00, chargeable to the 2017 Office appropriation.*

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

Security – Recurring issues with the functionality of the camera system. Service calls have already been required twice. Warranty protection is provided only for the hardware, not for installation. Commissioner Martin is monitoring the situation.

Surplus Equipment Auction – The tires sold through the GovDeals auction site. Neither the extrication tools nor the air fill station met the minimums set at auction. The extrication tools were sold outside of the auction for a higher price than the highest bid; the air fill station is of minimal value and will be sold outside of an auction or will be donated.

Opticom Ordinance -Township officials responded that NJ case law dictates the township cannot mandate the installation as part of developer's approval process. Requests must be made by the fire services on a case-by-case basis.

Command Vehicle/Car 46 Committee – Researching costs; ideally would like to deal with one vendor for the vehicle as well as its retrofit, leaving little work requiring additional vendors.

Fire Company Agreement – Final document agreed upon.

*Motion to approve execution of the Agreement and to forward it to the Fire Company for signature.*

*Motion by Laughlin.*

*2<sup>nd</sup> by VanDoren.*

*Motion passed without objection.*

**RESOLUTION 2017-37 – Authorizing Execution of Agreement with Fire Company**

*Authorization for the Chairman to execute on behalf of the fire district the renewal agreement with Montgomery Township Volunteer Fire Company #2, for a term beginning January 1, 2017, and to forward it to fire company officials for signature. A copy of the Agreement will be available for inspection in the fire district offices.*

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

MEMS Agreement – President Verducci is handling.

Records Retention – Attorney Griswold is working on.

Rocky Hill Agreement – Rocky Hill Hook & Ladder Co. has petitioned its borough for daytime help and is hopeful approval will be forthcoming. If approved Rocky Hill's daytime response capability to District 2 should improve. Dialogue continues regarding renewal or renegotiation for future years.

Audit – The 2016 financial audit has been completed and a copy distributed to board members for review.

*Motion to approve the 2016 audit and authorize execution and submission of Group Affidavit.*

*Motion by Laughlin.*

*2<sup>nd</sup> by Martin.*

*Motion passed without objection.*

**RESOLUTION 2017-38 – Review of 2016 Fire District Annual Financial Audit.** (Attached)

LOSAP Reviews – The 2016 LOSAP review has been delivered.

**CHIEF'S REPORT**

The fire company responded to 27 calls during June 2017. Earlier this month (July) there was a structure fire in Hopewell Twp. at which E-7 assisted in providing the water supply.

Training – Somerset County Fire Academy will present a three-session pump operations class at the firehouse later this month. This class is required for the fire company’s apparatus drivers. To date, 11 members have registered for the class; required textbooks cost \$55.80 each. The cost of the class is dependent on the total number of registrants.

Events –The annual fire company picnic will be held on July 15th.  
3 members will graduate from Fire School tonight.

Turn-out Gear/Hoods –

- Hoods - The chief spoke again about updated recommendations that firefighter hoods be cleaned after each use, particularly after live fires, to remove harmful particulates and reduce health threats they can cause. Presently each firefighter only has one hood and that person is placed out of service while the hood is being washed. Request to purchase at least 40 hoods at this time and would prefer to purchase 80 hoods so each firefighter has a backup. The cost is \$36.40 per hood and the lifespan varies with use. For planning purposes the chief would like to establish a replacement schedule (annual or bi-annual).
- Gloves – 12 pair are needed.
- Fire boots – 2 pair are needed.

Pre-Plan User Licenses – No update.

AED’s – Have been shipped.

Generator Muffler – Repaired and operating.

Computers – Officers’ room – Tabled until the next meeting.

Supplemental Air Compressor – Small compressor purchased for use when needed to provided additional PSI needed for filling apparatus tires.

SOG’s – Revised document previously distributed for review. Discussion and comment, if any, tabled until next month.

Gear Racks – There is a shortage of space for gear. The chief will be requesting additional racks at a future meeting.

*Motion to approve purchases presented to the board.*

*Motion by VanDoren*

*2<sup>nd</sup> by Weingart.*

*Motion passed without objection.*

**RESOLUTION 2017-39 – Approving Purchases**

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, authorization for the following purchases:

1. Pump Operations training sessions from Somerset County Training Academy and purchase of twelve (12) text books for the class from International Fire Service Training Association at a cost for both not to exceed \$2,500.00, chargeable to the 2017 Training appropriation.
2. Purchase of forty (40) DexPro firefighter hoods, pursuant to NJ State Purchasing Contract #A80946, from FF1 at a cost not to exceed \$1,456.00, chargeable to the 2017 General Operating appropriation.
3. Purchase of twelve (12) pair DexPro firefighter gloves, pursuant to New Jersey State Purchasing Contract #A80946, from FF1 at a cost not to exceed \$1,131.00, chargeable to the 2017 General Operating appropriation.
4. Purchase of two (2) pair Globe leather firefighter boots, pursuant to New Jersey State Purchasing Contract, from Continental Fire & Safety, at a cost not to exceed \$802.50, chargeable to the 2017 General Operating appropriation.
5. Payment to the MTVFC#2 Chief’s account in the amount of \$2,500.00 for the firefighter response incentive program, chargeable to the 2017 Training appropriation.

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

Nashville Fire Expo – 4 members would like to attend this year’s event which over the years has proven to be an excellent opportunity for advanced training, education and information gathering.

*Motion to approve expenses for Nashville Fire Expo in October.*

*Motion by Laughlin.*

*2<sup>nd</sup> by Sudol.*

*Motion passed without objection.*

**RESOLUTION 2017-40 – Authorizing Attendance and Expenses for Nashville Fire Expo**

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, authorization for four (4) members to attend the Nashville Fire Expo and attendant training sessions (October 2017) and to encumber \$10,000.00 for the convention fees, travel, accommodations and related expenses, chargeable to the 2017 Training appropriation and to be reimbursed upon submission of receipts confirming actual expenses incurred. Attendees will be required to share training and education information gathered at the convention for future in-house training and drills.

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

**ENGINEER’S REPORT**

Tower 46 – Rotator assembly repaired and annual PM completed.

- Generator still out of service (failed relays?); parts on order.
- Recommends reworking emergency lighting wiring in the cab in the future.

Engine 7 – Front axle mounts need repair and vehicle wheels need alignment.

- Leak in check valves going to MIV’s.
- Recommends retrofitting light tower to cooler LED heads in the future.

Engine 8 – Annual PM underway; leak from generator repaired.

- Pump packing leaking and will require adjustment.
- Researching replacement option for broken light lens.

Rescue – Annual PM scheduled for mid-July. Some body and light tower bulbs need replacement. Recommends retrofitting to LED heads in the future.

Brush – Will take to Ford for repair of sensor on recall and to have service done in August.

**NEW BUSINESS**

EIN – *Motion was made to give Attorney Griswold Power of Attorney to deal with the IRS to secure replacement EIN verification letter or otherwise secure EIN number.*

*Motion by Laughlin.*

*2<sup>nd</sup> by Martin.*

*Motion passed without objection.*

Rescue Apparatus - Commissioner Martin commented that if an overhaul of the vehicle is anticipated to extend its useful life it should be conceptualized and priced by the end of this year so it can be included in the 2018 budget so the project can be done in 2019.

Engine 107 Replacement – The chief has created a committee to research the replacement of Engine 107, scheduled for 2020. Commissioners Sudol and Laughlin will represent the board on the committee.

**PUBLIC COMMENT**

A fire company member stated that gear purchases are thoroughly researched and that safety standards are a primary consideration but that, all things being equal, comfort is often the deciding factor in choosing one manufacturer, style or fit over another.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:27 p.m. The next regularly scheduled meeting will be held on August 3, 2017.

*Motion by Martin.*

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

*Motion passed without objection.*

*Board of Fire Commissioners  
Montgomery Township Fire District No. 2  
P.O. Box 264  
Blawenburg, NJ 08504*

**RESOLUTION 2017- 38**

**REVIEW OF 2016 FIRE DISTRICT AUDIT REPORT**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year ended December 31, 2016, has been filed by a Certified Public Accountant with the State of New Jersey, Division of Local Government Services pursuant to N.J.S.A.40A:5A-15, with the Treasurer of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, with the Municipal Clerk of the Township of Montgomery, and a copy has been received by each member of the Board of Fire Commissioners; and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have personally reviewed the Annual Report of Audit, and have specifically reviewed the sections of the audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

**WHEREAS**, failure to comply with the regulation of the local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the governing body of Montgomery Township Fire District No. 2 certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2016, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**IT IS FURTHER RESOLVED**, that the Secretary of the Board of Fire Commissioners of Montgomery Township Fire District No. 2 is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION DULY ADOPTED AT A MEETING OF THE BOARD HELD ON JULY 13, 2017.

Stephen B. Weingart, Secretary