

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

MINUTES OF JUNE 8, 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. Plimpton, D VanDoren and S. Weingart.
Absent: None. Also present: Ass't. Chief Bolen, VP L. Long, L. Franchino, Attorney Griswold and John Sudol.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the May 4, 2017 meeting.

A Motion was made to accept the minutes of the May 4, 2017 meeting as presented.

Motion made by Laughlin. 2nd by Plimpton. Passed without objection (Van Doren abstained).

COMMISSIONER RESIGNATION AND ELECTION

As he is relocating out of state, during the past month Commissioner Plimpton submitted his written resignation from the board, effective during the June meeting. Commissioner Plimpton has served as a Board member and as its Treasurer for a number of years and his dedication and tireless service to the fire district will be missed. Chairman Martin read a Proclamation of Recognition and Appreciation of Commissioner Plimpton (copy attached) and all present wished him well as he transitions to becoming a West-Coaster.

A Motion was made to regretfully accept Commissioner Plimpton's resignation and to nominate John Sudol to fill the vacated seat as Commissioner and to serve as the Board Treasurer until the next annual election in February.

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

Attorney Griswold administered the oath of office and John J. Sudol was sworn in as Commissioner of the fire district.

Chairman Martin appointed Commissioner Sudol to take over Mr. Plimpton's duties as LOSAP Local Plan Administrator and Chief Financial Officer. Mr. Plimpton offered his availability to support the orderly transition of his duties to Commissioner Sudol.

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. Six invoices were added to the list of bills being paid at this meeting: Air Power International \$1,809.00 for the annual service contract; Hopewell Auto Parts \$93.65 and \$144.37 for vehicle cleaning supplies; Rocky Hill Hook & Ladder Co. #1 \$20,000.00 for the annual payment pursuant to its fire protection services agreement; WB Mason \$387.72 for miscellaneous office supplies – the foregoing all chargeable to the 2017 General Operating appropriation – and Somerset Cty. Emergency Services Training Academy \$450.00 for Fire Operations training, chargeable to the 2017 Training appropriation. One item was deleted from the reimbursement to the Chief's account on the list of bills: \$189.00 for one pair of boots that had been chargeable to the 2017 General Operating appropriation. The Chief Financial Officer certified that there are sufficient encumbered and unencumbered funds in the 2017 budget to pay the bills and designated the account to which each would be charged.

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

Motion by Martin.

2nd by Laughlin.

Motion passed without objection.

RESOLUTION 2017-32 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient funds unencumbered and encumbered in the 2017 budget 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 \$79,273.90.

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

- The fire company reimbursed the board for its treasurer's bond in the amount of \$317.72 and Municipal Emergency Services reimbursed an overpayment from 2016 in the amount of \$153.65.

- *A Motion was made to apply the 2017 Supplemental Fire Services Grant (\$1,779.50) toward the purchase of the AED's approved in January and to reduce the 2017 Supplies encumbrance by this amount.*

Motion by Martin.

2nd by Laughlin.

Motion passed without objection.

- The 1st Q tax check should be forthcoming and upon receipt will be deposited into the operating account.

OLD BUSINESS

MEMS Equipment Request – Quotes were submitted for the purchase of a handheld oximeter with SpCO for use by the squad. This is the only handheld device that measures both oxygen levels as well as carbon monoxide blood concentrations and is particularly well suited for fire rehab.

A Motion was made to purchase a handheld oximeter with SpCO for use by Montgomery Township Emergency Medical Service.

Motion by Martin.

2nd by Laughlin.

Motion passed without objection.

RESOLUTION 2017-33 – Authorizing Purchase of Equipment for Use by EMS.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget, authorization to purchase for use by Montgomery Emergency Medical Services one (1) Masimo Rad-57 handheld oximeter with SpCO, pursuant to lowest quote submitted, from Masimo at a cost of \$5,360.00, chargeable to the 2017 EMS equipment appropriation and the balance to be reimbursed by MEMS.

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

Capital Equipment Committee – Based on current assumptions for future needs, the committee has developed a working template reflecting the timing and extrapolation of capital expenses for the next 25 years. Prudent planning will require the capital budget for future purchases be increased from the current \$250,000.00 to \$300,000.00. This amount is affordable and is consistent with other district's allocations.

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 – Tabled for this meeting.

MEMS Agreement – Tabled at this time.

Records Retention – Attorney Griswold will draft a summary of requirements and processes.

Opticom Ordinance – No response yet - Commissioner Martin will follow up with the Township.

Security – The upgraded cameras have been installed and are operating. They are a definite improvement insofar as resolution and clarity. Access to the system has been secured and an access log will be created as a further control. Commissioner Laughlin again suggested a procedure be established for routine inspection of the system to ensure it is operating.

Surplus Equipment Disposition – The tires sold at auction for \$770.00. A check (net of commission) from GovDeals will be forthcoming. The minimums set on the extrication tools and air fill station were not met. The estimated fair value of the property sent to auction is minimal, less than 15% (\$2,625.00) of the fire district's bid threshold.

A Motion was made to contact the high bidder on the air fill station and offer it through GovDeals at the closing bid and to either sell the extrication tools at private sale for an amount greater than the highest bid or, in the alternative, to re-auction the tools on GovDeals at a lower minimum.

Motion by Martin. 2nd by Laughlin. Motion passed with no objection.

Audit – The 2016 financial audit and LOSAP review is expected in the next few days.

LOSAP Reviews – The auditor provided copies of the 2012 through 2015 reviews.

Hose Re-coupling Project – The vendor's final invoice exceeded the dollar amount and scope of work originally authorized, however the job was completed satisfactorily. In the future the scope of work authorized for a project like this will be more clearly defined and communicated.

A Motion was made to pay the vendor's invoice in full.

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

RESOLUTION 2017-34 – Authorizing Payment to FireFlow Services, LLC

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2017 budget and encumbered funds from the 2016 budget, authorization to pay FireFlow Services, LLC the sum of \$7,269.00 for hose re-coupling services, chargeable \$2,269.00 ('17 Gen Ops) and \$5,000.00 ('16 encumbered Gen Ops), payment to be added to the list of bills being paid at this meeting.

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

Air System Compressor – Alternatives for augmenting the pressure were presented. Commissioner Martin asked that the fire company more fully research the viability of the options and present firm prices and recommendations at the next meeting.

Cascade System – The annual maintenance contract renewed.

CHIEF'S REPORT

The fire company responded to 24 calls during May, 2017, including 1 roll-over for which the fire company assisted the police department with road closures.

Training – Individual training at the Somerset County Fire Academy – Truck Work and Motor Vehicle Extrication classes.

Events – The fire company took awards for Best Marching Unit and Best Appearing Rescue Truck at the Hopewell Memorial Day Parade. The company will provide support for the township's fireworks display at the end of the month, as well as those to be held at Beden's Brook Country Club. The annual fire company picnic will be held in July.

3 members will graduate from Fire School soon, 2 of whom will likely qualify as apparatus drivers. 2 members will begin Fire Police School at Mercer County soon.

PEOSH (OSHA) – Abatement procedures recommended per the recent inspection are almost complete. A final review will be scheduled.

Turn-out Gear/Helmets – Tabled until the next meeting.

Pre-Plan User Licenses – No update.

AED's – Perhaps will be available for delivery by the end of the month.

Generator Muffler – Temporary measures have been taken to prevent serious damage; EMR representative indicated he would expedite permanent repair.

Periodic Maintenance and Testing – Completed.

SOG's – Revised document distributed for review. Commissioner Martin asked if there should be hazmat and blood pathogen guidelines included in the document.

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

Driver Training – Information and instructional material available through VFIS (insurance). The chief will review and distribute as deemed appropriate.

Firehouse Software – The chief and engineer both reported that the new program is a tremendous help and improvement over that previously used.

ENGINEER'S REPORT

Tower 46 - Scheduled for annual aerial ladder testing – 6-8-2017

- Scheduled to go to E-One aerial specialist in PA (lowest quote) to repair a leak in the swivel assembly at the base of the tower, safety sensor checks and software upgrades. Out of service from 6-12 through 6/16/17 at a minimum.
- Recommends reworking emergency lighting wiring in the cab in the future.

Engine 7 – During annual preventive maintenance (PM) found CAFS compressor clutch needed minor repair (completed), front axle mounts need repair and vehicle wheels need alignment. Will be scheduled when Tower 46 returns.

- Recommends retrofitting light tower to cooler LED heads in the future.

Engine 8 – Annual PM scheduled for mid-July, at which time small hydraulic leak will be repaired. Alternator recently repaired; light lens broken but too old to find replacement. Will research alternatives.

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

Brush – Annual PM not yet scheduled. Sensor recall will require attention at Ford dealer. Warning lights will be re-wired in-house.

Utility – Annual fluids not yet scheduled. Recommends body lighting for traffic safety in the future.

NEW BUSINESS

Computer – Commissioners' office – Justin Kabis was appointed to run diagnostics, remove viruses and install updated malware. It may be necessary to bring in an IT expert to update, create backup/storage and install controls.

Cascade System – The annual maintenance contract was renewed.

Rocky Hill Hook & Ladder Co – Payment pursuant to existing contract for 2017 made at this meeting. Dialogue is underway regarding renewal or renegotiation for future years.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:00 p.m. The July 6th regular meeting will be rescheduled and will be held on July 13, 2017.

Motion by Laughlin.

2nd by Martin.

Motion passed without objection.