

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

MINUTES OF MARCH 8, 2018

Commissioner Sudol was sworn in prior to the meeting.

CALL TO ORDER

The regularly 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 (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, and provided to any person requesting same prior to the meeting).

ROLL CALL

Present: Commissioners P. Martin, L. Laughlin, M. Ruppert (arrived late), J. Sudol. Absent: Commissioner S. Weingart. Also present: Chief Gurzo, Engineer Kabis, LOSAP rep. Keller, President Verducci, L. Franchino and Attorney Griswold.

APPROVAL OF MINUTES

The minutes of the February 8, 2018 meeting were presented for approval.
A motion was made to approve the minutes of the February 8, 2018 board meeting as presented.
Motion by Martin. 2nd by Laughlin. Motion passed without objection.

BID OPENING – COMMAND CAR CUSTOMIZATION

No bids were received in response to the request for bids published February 16, 2018 and returnable at this meeting.

PUBLIC COMMENT – None.

CERTIFICATION OF ELECTION RESULTS

The 2018 budget was approved by voters (42 “Yes”, 1 “No”) at the February 17th referendum, as was the capital expenditure for the overhaul of Rescue 46 (40 “Yes”, 2 “No”). Michael Ruppert and John Sudol were elected to 3-year terms on the Board of Fire Commissioners. The results were certified and have been submitted to the state and township.

ELECTION OF OFFICERS

On a call for nominations for the office of Chairman, a motion was made and seconded nominating Peter G. Martin. There were no other nominations.
Motion made by Laughlin. 2nd by Sudol. Passed without objection.

On a call for nominations for the office of Vice-Chairman, a motion was made and seconded nominating Leighton Laughlin. There were no other nominations.

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

On a call for nominations for the office of Secretary, a motion was made and seconded nominating Michael Ruppert. There were no other nominations.

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

On a call for nominations for the office of Treasurer, a motion was made and seconded nominating John Sudol. There were no other nominations.

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

The following commissioners were elected to hold office until the next annual election:

Chairman – Peter G. Martin
Vice-Chairman – Leighton Laughlin
Secretary – Michael Ruppert
Treasurer – John Sudol

The board unanimously approved the following appointments:

John Sudol as Chief Financial Officer.

John Sudol as LOSAP Plan Administrator.

Peter Martin as representative to the Emergency Services Board.

Peter Martin as representative to the Fire Prevention Bureau.

Leighton Laughlin as EEOC/Affirmative Action Officer.

Leighton Laughlin as Public Agency Compliance Officer (previously appointed).

Michael Ruppert as Fire Company liaison.

Michael Ruppert as Public Records Custodian.

Peter Martin as Insurance Review Officer.

Commissioner Ruppert arrived and was sworn in.

ROCKY HILL HOOK & LADDER CO. #1 PRESENTATION

Todd Harris, Chief of Rocky Hill Hook & Ladder Co. #1, presented a report summarizing the fire company's activities for the past year. The fire company has 25 active firefighters and 3 juniors who will qualify as active firefighters in mid-2018. At this time all interior firefighters have completed Firefighter 2. An active recruitment program is netting positive results. The fire company's 2017 budget (including building expenses) was \$84,900, including the \$20,000 they receive from District 2 per contract. Rocky Hill Borough pays for 3 daytime per-diem firefighters and 1 inspector, insurance and LOSAP. The company actively seeks available grants to offset the cost of major expenditures (SCBA, gear, etc). They responded to 173 calls in 2017 – 108 of which were into Montgomery District 2. The average personnel turnout per incident into District 2 is 5. The fire company's fleet consists of 2 engines, a command vehicle and a marine inflatable. Chief Harris has a positive outlook on his fire company's ability to continue providing response to District 2 as needed.

Commissioner Laughlin commented that he believes Fire District 2 is receiving good value for its contracted payments to Rocky Hill and Chief Gurzo confirmed the merits of the relationship.

CHIEF'S REPORT – The fire company responded to 29 calls during February 2018, including multiple extrications and calls associated with a severe storm.

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. It will host an open forum meeting at the end of March to hear ideas and suggestions from members. The chief and some committee members plan to meet with vendors and research options and costs during FDIC.
- Rescue 46 refurb – Committee continues to meet.
- Command vehicle – Customization project needs to be re-bid. Notice of Intent to Award Contract Under a National Cooperative Purchasing Agreement (vehicle) to be published.

First Responder Credentials – OEM personnel and police have been entered into the system. Credentialing of volunteer emergency service organizations has not yet begun.

ENGINEER'S REPORT

Engine 7 – Pending: foam system controller replacement, foam manifold drain, traction control light issue, wheel alignment, replacement of 3 tire pressure monitoring sensors.

Engine 8 – Defective work lighting replaced. Possible battery gauge problem, error code for 5" pump discharge valve, pump packing leaking.

Brush 46 – Slow leak one tire.

Utility 46 – Tires replaced.

Tower 46 – Pending: repair fuel tank level sensor, wheel alignment, diagnosis of short-jacking issue. No decision on generator issue yet, major failure of driveline gear box.

Rescue 46 – Generator transfer switch recall by manufacturer.

Car 46- Tires replaced.

The engineer was asked to create a spreadsheet of the historical repair and maintenance costs per vehicle.

Tower 46 Gear Box Repair – Apparatus inoperable and out of service due to catastrophic failure of the driveline gear box. Quotes for the replacement of the vehicle manufacturer's proprietary part were secured from the board's general service provider, Bergey's (\$25,121.39), and from the manufacturer's local representative, Absolute Fire Protection Co. (\$21,998.22), with a 12-14 week lead time for parts delivery for both vendors. Absolute quoted rebuilding the unit at a cost of \$22,691.42, with an 8-10 week lead time. This unforeseen expenditure was not anticipated nor provided for in the current year's operating budget. The apparatus is a vital component of the fire district's fleet and is essential to the provision of fire suppression, rescue and other emergency services to the residents of the fire district and also to neighboring emergency service providers who rely on this apparatus in mutual aid situations. Getting this apparatus back in service as soon as possible is a primary consideration.

A Motion was made to make an emergency appropriation for the cost of remedying the driveline gear box failure on Tower46 and to immediately file the board's Resolution authorizing the appropriation with Montgomery Township's governing body for its approval and certification.

Motion by Martin.

2nd by Sudol.

Passed without objection.

RESOLUTION 2018- 25 – Emergency Apparatus Repair Appropriation (40A:14-78.13) – attached.

A Motion was made to authorize the emergency repair of the driveline gear box failure on Tower 46 and to authorize making a down payment on the parts required, if necessary.

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

RESOLUTION 2018- 26 – Authorizing Repair of Tower 46

In order to meet a pressing need for the protection of public health and safety, particularly the provision of fire suppression, rescue and other emergency services to the residents of the fire district and to neighboring emergency service providers who rely on Tower 46 in mutual aid situations the Chief Financial Officer has certified there are sufficient funds in the 2018 budget at this time to pay the cost of the emergency repair of the catastrophic failure of the drive line gear box on Tower 46, which repair, however, was not anticipated nor funds provided for in the current budget and which expense could significantly jeopardize the fire district’s ability to meet ordinary and necessary operating expenses later in the fiscal year, and in light of an emergency appropriation for most of the cost of the repair being submitted for approval of the municipal government, authorization to proceed with the emergency repair to Tower 46 by the manufacturer’s authorized representative Absolute Fire Protection Co., Inc. at a cost of \$21,998.22, chargeable to the emergency appropriation when and if certified by the municipal government, or in the alternative 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. An additional expense was added to the list of bills being paid at this meeting – MTVFC#2 Chief’s Account reimbursement for FDIC lodging and car rental (receipts submitted) for \$451.13, chargeable to the encumbered 2017 Training appropriation. Payment of the invoice from Mark A. Kasrel, MA, Inc. included on the list of bills (\$1,512.50) will be removed from the list and held for next month after the chief reviews the charges.

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

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

RESOLUTION 2018-27 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient funds encumbered from the 2017 budget and previously encumbered and unencumbered in the 2018 budget to pay the bills as presented, supplemented and amended, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$65,401.62 (\$7,021.84 from the encumbered ’17 budget; \$58,379.78 from the ’18 budget).

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

Motion to clear the following encumbrance balances in the 2017 Encumbrance List (updated March 8, 2018): Professional fees \$176.89; Misc. training \$1,346.49 and Mark A. Kasrel MA, Inc. \$137.50; and LOSAP \$11.75.

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

Commissioner Ruppert was called to work and left the meeting (8:20 pm)

OLD BUSINESS

MEMS Agreement – Executed by all parties.

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

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

RESOLUTION 2018-28 – 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; vendor proposals to be returnable and opened at 7:00 p.m. (prevailing time) on April 12, 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, Sudol. Nays: None. Absent: Weingart, Ruppert

A Motion was made to publicly advertise the board's intent to award a contract for the command vehicle through the H-GAC Purchasing Co-op and to move forward with the contract.

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

RESOLUTION 2018-29 – Award of Contract for Purchase of Chevrolet Tahoe 4WD through H-GAC Purchasing Cooperative from Caldwell Country Chevrolet, Inc.

WHEREAS, the Montgomery Township Fire District No. 2 is authorized pursuant to NJSA 52:34-6.2(b)(3) to use a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within any state when available; and

WHEREAS, the Houston-Galveston Area Council ("HGAC") is a nationally recognized and accepted cooperative purchasing contracting unit within the State of Texas that utilizes a competitive bid or competitive proposal process in awarding contracts for fire apparatus, among other goods and services, and is authorized by Texas law to extend its contracts to local government units nationwide; and

WHEREAS, by Resolution dated October 1, 2015 the Board of Fire Commissioners of Fire District No. 2 ("Board") approved the fire district's participation in the HGAC cooperative purchasing program and thereafter entered into an Interlocal Contract for Cooperative Purchasing with HGAC for this purpose; and

WHEREAS, through the HGAC cooperative purchasing contract VE11-15 the Board received information and pricing on a Chevrolet Tahoe 4WD with options, sold by Caldwell Country Chevrolet, 800 Highway 21E, Caldwell TX 77836; and

WHEREAS, the Board also sought pricing for the same vehicle through State Contract awarded by the New Jersey Division of Purchase and Property and directly from the manufacturer's web site; and

WHEREAS, the price of the apparatus through HGAC is \$4,511.00 less (including delivery) than that available through NJ State contract, and \$8,180.00 less than that proposed by the manufacturer as priced through its web site; and

WHEREAS, there are significant time and cost savings to be realized by not having to pursue independent procurement through the preparation and dissemination of specifications, proposal review and comparison, and contracting process, as well as through HGAC's administrative services and streamlined payment process; and

WHEREAS, the Chief Financial Officer of the Fire District has certified that there are unencumbered funds available in the 2017 Command Vehicle capital appropriation designated for this purchase and sufficient to enter into this contract with HGAC.

IT IS RESOLVED, that:

1. *The Board shall publish and post on its website a Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement for the purchase of a 2018 Chevrolet Tahoe 4WD with options.*
2. *The Board shall consider and address any reasonable comment presented within the time period set forth for public comment in the aforementioned Notice of Intent.*
3. *If no comment is received within the stated time, or if the Board determines and documents that a comment does not call for reconsideration of its intent to award a contract through the HGAC national purchasing cooperative, then*
 - a. *Pursuant to NJSA 52:34-6.2, the Board hereby authorizes an award of contract for the purchase of a Chevrolet Tahoe 4WD with designated options to Caldwell Country Chevrolet in the amount of \$52,390.00.*
 - b. *The Chairman is authorized to execute and the Clerk to attest to the proposed contract, which contract shall be available upon request for public examination at the office of the fire commissioners.*
4. *If the Board determines that a public comment received within the time set forth in the Notice of Intent merits reconsideration of the award of contract contemplated in this Resolution, the contract shall not be awarded until such time as the matter is addressed by the Board and a new Resolution passed.*

Background Checks – President Verducci will look into sources for a more comprehensive review as recommended by the local police.

LOSAP – Commissioner Martin will contact absent, non-vested account holders to advise them of the recently adopted clarification regarding the reclamation of funds and to ask their intent. Historic reviews will be forthcoming.

Records Retention – Document organization continues.

Pre-Plan License – The chief will check with the fire marshal to determine status.

Eagle Scout Project – The scout's project passed the Eagle Board's review. Commissioner Sudol will forward a copy of the scout's video to the board and will see if he can attend the April meeting.

Rocky Hill Agreement – Discussion next month.

Weight Room – A proposed Waiver and Release was distributed to the board. Discussion next month.

NEW BUSINESS –

Insurance - The 2017 Workers' Compensation policy audit requires the submission of additional information – Ms. Franchino will handle.

Economic Census – Completed and submitted.

ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 9:10 p.m. The next regularly scheduled meeting will be held on April 12, 2018 at 7:00 pm.

Motion by Martin.

2nd by Sudol.

Passed without objection.

BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2
Post Office Box 264
Blawenburg, New Jersey 08504

Resolution – 2018-25

EMERGENCY APPARATUS REPAIR APPROPRIATION – N.J.S.A. 40A:14-78.13

WHEREAS, an emergency has arisen with respect to the aerial fire apparatus owned by the fire district and the unforeseen catastrophic failure of its transfer gear box which has rendered the apparatus inoperable and requires immediate repair; and

WHEREAS, no adequate provision was made in the 2018 budget for the aforesaid purpose and N.J.S.A. 40A:14-78.13 provides for a supplementary emergency appropriation for the purpose mentioned above, and

WHEREAS, the appropriation is necessary to meet pressing needs for the protection of public health and safety, including the provision of fire suppression, rescue and other emergency services to the residents of the fire district and also to neighboring emergency service providers who rely on this apparatus in mutual aid situations; and

WHEREAS, the total amount of emergency appropriations created, including the appropriation to be created by this resolution is \$19,844.22 and three (3) percent of the total operating appropriations (including utility operations) in the budget for the year 2018 is \$19,844.22, and

WHEREAS, the foregoing appropriation together with prior emergency appropriations does not exceed three (3) percent of the total current operating appropriations in the budget year for 2018.

NOW, THEREFORE BE IT RESOLVED, (by not less than 2/3 of all governing body members affirmatively concurring) that in accordance with N.J.S.A. 40A:14-78.13,

1. An emergency appropriation be and the same is hereby made for the repair of the aerial apparatus in the amount of \$19,844.22.
2. That said emergency appropriation shall be provided in full in the 2019 budget and shall be financed from the district's available surplus funds.
3. A certified copy of this Resolution shall be filed immediately with the Montgomery Township Council, the municipal governing body.
4. This Resolution shall not take effect until the municipal governing body certifies its approval to the fire district.

Roll Call Vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Chairperson Martin	X			
Commissioner Laughlin	X			
Commissioner Ruppert	X			
Commissioner Sudol	X			
Commissioner Weingart				X

Date: March 8, 2018

Certified as a true copy of a Resolution
Duly passed at a meeting held on March 8, 2018.

s/ Michael Ruppert, Secretary