

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

MINUTES OF NOVEMBER 9, 2017

**CALL TO ORDER**

The rescheduled 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 (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, M. Ruppert and J. Sudol. Absent: Commissioners L. Laughlin and S. Weingart. Also present: Engineer D. VanDoren, Jr. and Attorney Griswold.

Due to an emergency call fire department/company personnel were not present.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the October 5, 2017 meeting.

*A Motion was made to accept the minutes of the October 5, 2017 meeting as presented.*  
*Motion made by Ruppert. 2<sup>nd</sup> by Sudol. Passed without objection.*

**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. The payment to Nottingham Insurance represents the entire 2018 renewal premium for the group accident and sickness policy. The Chief Financial Officer certified that there are sufficient encumbered and unencumbered funds in the 2017 budget to pay the bills as presented and designated the account to which each would be charged.

For the sake of clarity, the 7/13/17 encumbrance for firefighter hoods shown on Table 4 (Encumbrance List) of the Treasurer's Report should reflect an encumbrance for 80 hoods at a total cost of \$2,912.00, the payment for which was approved and made at the last meeting.

*Motion to correct the Encumbrance List in the Treasurer's Report to reflect the 7/13/17 encumbrance of 80 firefighter hoods at a cost of \$2,912.00 from FF1.*  
*Motion made by Martin. 2<sup>nd</sup> by Sudol. Passed without objection.*

*Motion to accept the Treasurer's Report as clarified to reflect the correct encumbrance for firefighter hoods and to approve payment of the bills as presented.*  
*Motion made by Martin. 2<sup>nd</sup> by Ruppert. Passed without objection.*

**RESOLUTION 2017-49 - 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, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$37,682.59.*

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

**OLD BUSINESS**

Insurance - The 2018 renewal premium for the Accident and Sickness policy was paid. Awaiting renewal figures for the Property and Casualty and Workers' Compensation policies, both of which will be impacted by the increased membership.

MEMS Agreement – President Verducci has presented the proposed agreement to MEMS for input and/or signature.

Generator – Commissioner Martin has secured competitive proposals from two vendors for general maintenance/repair. Fire company personnel and the board have noted widespread displeasure with the vendor currently providing service – from a failure to respond to repeated failures to provide documentation or substantiation of routine preventive maintenance or other service/repair calls. Vendor reliability, responsiveness and billing clarity are important elements of consideration. Commissioner Ruppert commented that he has found from personal experience that vendors in this field generally do not document billing with much specificity and he recommends that all bills submitted by any vendor should be closely monitored. Commissioner Martin will ask for vendor references.

Computer – Commissioners' Office – Programs have been installed and files transferred. Awaiting software to allow download of voice recordings.

Workers' Compensation Audit (2016) – The board's questioning the additional premium invoice ultimately resulted in a premium refund of \$734.00. The matter is resolved.

Rescue Apparatus (45-156) – In the chief's absence further discussion of project scope and cost was tabled until the next meeting.

Engine 108 Replacement – Characteristics to best meet the needs of the fire department have been identified. Will research options and present recommendations for discussion. The committee plans to inspect apparatus owned by other fire departments to view and discuss the features they are considering. The timing of the purchase will also be addressed.

Command Vehicle/Car 46 Committee – Working with H-GAC to create a quote for the vehicle; in the chief's absence further discussion was tabled.

LOSAP – Gene Keller submitted a written overview of program participation. There are about 20 people with accounts at Valic who are non-active and non-vested. Amendments to the current program documents to address reclaiming these funds and other matters will be presented for consideration at the next meeting. Attorney Griswold expects the LOSAP review to be completed by next month's meeting.

Records Retention – Document organization underway.

Rocky Hill Agreement – Commissioner Martin reported that Rocky Hill Borough has agreed to provide the fire company with 2 per-diem daytime responders to complement the one person already serving that role. This will enhance the Rocky Hill fire company’s ability to fulfill its contractual mutual aid responsibilities to Montgomery Fire District #2. Rocky Hill’s fire chief will address the board early next year to discuss matters and address concerns, particularly response to District #2’s Blue Hill area where Rocky Hill supports the fire district most.

**CHIEF’S REPORT** – Due to the chief’s and other officers’ absence at the emergency call this report will be incorporated into the December meeting.

**ENGINEER’S REPORT** –

Firehouse Management Software Program – The new program is able to assimilate appreciably more information than the old program could, including breakdowns of how assets are being used (particularly trucks). Engineer VanDoren hopes to be able to begin presenting this documentation to the board as part of his monthly reports.

Apparatus –

Tower – May have a faulty voltage regulator which is causing a periodic high voltage alarm activation. The vehicle’s generator is still out of service; the truck manufacturer (E-One) denies responsibility to repair and the generator manufacturer has failed to respond. As it is not powered by a typical hydraulic system finding a repair vendor is difficult. The engineer was asked to more thoroughly investigate options for repair or replacement and to present tangible alternatives and costs.

Engine 7 – A contact was made at the Nashville Expo for research and information on converting the light tower from quartz to LED on this and the Rescue truck. Front axle alignment may be needed in the future.

Brush - Computer reprogramming will be done to clear the Check Engine Light.

**NEW BUSINESS** –

Fire Prevention Meeting – Montgomery police provide in-state background checks and fingerprinting for new fire company members, however they advise that their research is not comprehensive and they recommend more formal and detailed background searches be performed. The fire company will look into this.

Public Health Event – The township’s free rabies clinic will be held at the firehouse on January 20, 2018.

*Motion to approve encumbrances and purchases presented to the board.*

*Motion by Martin.*

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

*Motion passed without objection.*

**RESOLUTION 2017-50 – Approving Purchases and Expenditures**

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

1. Purchase of twenty-three (23) Cairns firefighter helmets pursuant to lowest quote from All Hands Fire Equipment at a cost of \$339.99 ea., the total purchase not to exceed \$8,095.46 (including \$275.69 shipping), chargeable to the 2017 Supplies appropriation.

2. Purchase of one (1) Microsoft Surface laptop computer for the chief's use pursuant to lowest quote from Best Buy at a cost of \$1,299.00, chargeable to the 2017 Supplies appropriation.
3. Purchase of two (2) Dell desktop computers and monitors for officers' use pursuant to lowest quote from Best Buy at a cost of \$529.99 per computer and \$119.99 per monitor, the total purchase not to exceed \$1,299.96, chargeable to the 2017 Supplies appropriation.
4. Purchase seven (7) helmet shields to match existing for new fire school graduates from Paul Conway Shields at a cost of \$45.39 ea., plus shipping; the total purchase not to exceed \$329.73, chargeable to the 2017 Supplies appropriation.
5. Purchase of seven (7) pair Globe Supreme fire boots pursuant to NJ State Purchasing Contract #80945 from Continental Fire & Safety, Inc. at a total cost of \$2,808.75, chargeable to the 2017 Supplies appropriation.
6. Purchase of seven (7) pair Dex-Pro leather fire gloves pursuant to NJ State Purchasing Contract #80946 from Firefighter One at a total cost of \$659.75, chargeable to the 2017 Supplies appropriation.
7. Encumber \$4,200.00 for 2018 FDIC convention and class advance registration for six (6) people, chargeable to the 2017 Training appropriation.
8. Encumber \$1,500.00 for LOSAP Review costs, payable to Solitario & Tierney, CPA's, chargeable to the 2017 Professional Services appropriation.
9. Payment of \$1,000.00 to Lynn A. Franchino for supplemental financial services rendered during 2017, chargeable to the 2017 Office appropriation.
10. Payment of \$1,000.00 to Barbara S. Griswold for supplemental legal services rendered during 2017, chargeable to the 2017 Professional Services appropriation.
11. Payment to the MTVFC#2 Chief's Account in the amount of \$5,000.00 for the firefighter response incentive program, chargeable to the 2017 Training appropriation.
12. Encumber \$5,000.00 for a likely 2017 workers' compensation insurance audit premium (AmTrust North America), chargeable to the 2017 Insurance appropriation.

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

Correspondence - Commissioner Martin received an anonymous letter, addressed to him at the firehouse, questioning whether the fire district needs to support Rocky Hill Hook and Ladder in view of the recent hiring of per diem people for their fire station. The board's service contract with the Rocky Hill fire company runs through next year.

## **2018 BUDGET**

Discussion and refinement of budget numbers toward the goal of responsibly addressing present and future financial needs while maintaining a flat tax rate. The proposed budget contains a capital appropriation for the replacement of a command vehicle (SUV), the purchase of which was approved by voters in a question on last year's ballot. The purchase will be funded entirely from the district's restricted capital fund (reserves) and will have no effect on the amount to be raised by taxation or the tax rate. The budget will be presented for approval at the next meeting.

**PUBLIC COMMENT** – None.

## **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 December 7, 2017.

*Motion by Martin.*

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

*Passed without objection.*