

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

MINUTES OF OCTOBER 5, 2017

**CALL TO ORDER**

The regularly scheduled 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 (Annual 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, J. Sudol and S. Weingart. Absent: Commissioner L. Laughlin. Also present: Ass't. Chief Bolen, President Verducci, L. Franchino and Attorney Griswold.

**APPROVAL OF MINUTES**

The Board reviewed and discussed the minutes of the September 7, 2017 meeting.

*A Motion was made to accept the minutes of the September 7, 2017 meeting as presented.  
Motion made by Martin. 2<sup>nd</sup> by Weingart. 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. Four invoices were added to the list of bills being paid at this meeting: Masimo, Inc. for handheld oximeter for use by MEMS (\$5,360.00), chargeable to the 2017 EMS appropriation and subject to partial cost reimbursement by MEMS; Comcast (\$74.95), Verizon Wireless (\$240.06) and Access Medical for firefighter Hep B vaccines (\$270.00), all chargeable to the 2017 General Operating appropriation. Payment to Firefighter One for turn-out gear hoods (\$2,912.00) includes the purchase approved at the July meeting and an additional 40 hoods, the approval of which is ratified at this meeting. 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.

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

*Motion made by Martin. 2<sup>nd</sup> by Sudol. Passed without objection.*

**RESOLUTION 2017-47 - 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/or 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 \$29,956.17.*

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

**OLD BUSINESS**

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

Generator – Commissioner Martin will forward the proposals he has received from generator repair/maintenance vendors for board member consideration.

Computer – Commissioners’ office – The new computer is up and running; programs are being installed and files transferred. Commissioner Sudol and Ms. Franchino will collaborate on financial file organization.

Workers’ Compensation Audit (2016) – As the result of its audit Hartford Ins. has submitted a 2016 audit premium invoice (\$1,839 +/-). The board disagrees with the amount of the charge; the district’s insurance broker is working with Hartford to resolve the matter.

Rescue Apparatus (45-156) - Committee presented a \$77,500.00 cost estimate, along with a proposal to include a question on the 2018 ballot for voter approval of the expenditure as part of the 2019 budget.

Engine 108 Replacement – Committee met to discuss project scope and goals. Going forward they plan to meet monthly.

Command Vehicle/Car 46 Committee – Committee meeting planned for October 15<sup>th</sup>. Working with H-GAC to create a quote for the vehicle.

LOSAP – Gene Keller will report next month. Attorney Griswold expects the LOSAP review to be completed by next month’s meeting. A review of program documents and the current point system may be in order.

Records Retention – Document organization underway.

Surplus Equipment – Air Fill Station – Donation to the Berkeley Township Underwater Search and Rescue team consummated.

**CHIEF’S REPORT**

The fire company responded to 31 calls during September, including one to Princeton University.

Events - The annual fire prevention open house will be at Station 45 on October 12<sup>th</sup> from 6-9 pm. The fire companies are coordinating participation in fire prevention programs at the township schools to take place throughout the month.

Training –

- FDIC will be held in April, 2018 in Indianapolis. The chief would like to send at least 6 members for training classes and to do research into alternatives for the scheduled replacement of 46-108.

- Drills – Hazmat and Search and Rescue drills were held during September.

Pre-Plan User Licenses – The chief will update status at the next meeting.

Firefighter Physicals – Would like to be done in January, 2017, as history has shown this is the time most members are available, thereby reducing the costs associated with multiple visits or members seeking physicals or services from private doctors. The board will require competitive quotes from at least two vendors prior to approving an award of a contract for the services.

SOG's – Revised document previously distributed for review.

Fire Prevention Meeting – Legislation has been proposed to require a more formal process and increased frequency of firefighter and equipment re-certifications. If enacted, associated costs may be substantial.

2017 Workers' Comp Audit – Fire department officers were asked to provide the board with a roster of active responders during the year for 2017 audit purposes. Increased membership is likely to result in an additional audit premium; money should be encumbered for this potential cost.

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

*Motion by Martin. 2<sup>nd</sup> by Sudol. Motion passed without objection.*

**RESOLUTION 2017-48 – 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. One (1) Tempest VentMaster ventilation fire chain saw to replace a broken saw carried on the aerial truck, pursuant to lowest quote from Arnold Fire Equipment at a cost of \$2,137.99, plus \$28.08 shipping, the entire purchase not to exceed \$2,166.07, chargeable to the 2017 Supplies appropriation.

2. Encumber \$500.00 for the purchase of propane fuel for the generator (Amerigas), chargeable to the 2017 General Operating appropriation.

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

**ENGINEER'S REPORT** – Submitted; no substantive issues noted.

**NEW BUSINESS**

VFIS Insurance Renewal – Commissioner Martin submitted the renewal questionnaire to VFIS. Insurance costs will rise in 2018; the district is fortunate in having experienced a notable increase in the number of active volunteers.

Sprinkler Inspection – The company that inspects the firehouse sprinkler system informed that NFPA standards for inspection have increased from annually to quarterly for certain systems and that the standard has been adopted by the NJ Uniform Fire Code and is therefore required. Commissioner Martin asked that the fire company officers look into this and determine whether the existing sprinkler system is one that requires quarterly inspections.

### **2018 BUDGET**

Commissioner Sudol presented a budget packet addressing operating and capital expenditure projections. Insurance, as well as gear, training, operating (physicals) and likely LOSAP costs will rise in 2018; the district is fortunate in having experienced a notable increase in the number of active volunteers. There is no capital outlay planned for 2018, but annual capital contributions may increase slightly to ensure that the reserve for future capital expenditures aligns with the financial resources necessary to address capital needs over the next 20+ years without the need to increase tax rates or to borrow to effect the purchases.

Discussion will continue next month.

### **PUBLIC COMMENT – None.**

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:07 p.m. The next scheduled meeting will be held on November 9, 2017 (rescheduled from November 2<sup>nd</sup>).

*Motion by Martin.*

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

*Passed without objection.*