

**BOARD OF FIRE COMMISSIONERS  
Montgomery Township Fire District 2  
PO Box 264  
Blawenburg, New Jersey 08504**

MINUTES OF DECEMBER 14, 2023

**CALL TO ORDER**

The regularly scheduled meeting of the Board was called to order by Chairman Mozumdar at 7:30 p.m. following proof of publication under the Open Public Meetings Law Annual meeting notice published in the Courier News 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 Gerry Hogan, Rich Hopkins, Stephen Morrison, Michael Ruppert and Andy Mozumdar.

Also present: Chief Adam Verducci, Deputy Chief Kyle Rendell, Engineer Justin Kabis, QPA Bill Newberry and Attorney Eric Perkins.

**Approval of Minutes**

On the motion of Commissioner Hopkins, seconded by Commissioner Ruppert, the minutes of the meeting of November 9th, 2023 were unanimously approved.

**Public Comment** - None

**Meetings**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Rescue Task Force- No meeting held.

**Chiefs Report**

Chief Verducci reported that there were 26 calls in the month of November. The most significant call involved a mutual aid response into Hopewell and a MVA. The company conducted several drills during the month. Operation Santa and holiday parades are on the agenda for this month.

## **ENGINEER'S REPORT**

**T46** – The annual PM for the apparatus will occur next week.

**U46**- Scheduled for PM on December 18<sup>th</sup>.

**E107**- New tires have been installed on the apparatus. Coopers on the front and Goodyear on the rear. Still waiting for Four Lanes to trouble shoot the light tower stow sensor.

**R46**- Waiting Four Lanes re-location of the rear differential vent.

**FP46**- Annual PM to be performed on December 19<sup>th</sup>.

## **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. Additional detail is included in the Treasurer's report. The report was accepted as presented. Mr. Newberry noted that the bills included the initial down payment on the workers compensation insurance policy for FY24.

**Administration:** Advertising: \$23.30; Elections: \$150.00; Office expenses: \$3,981.88; Professional fees \$4,850.00.

**Total Cost of Administration: \$9,005.18.**

### **Cost of Operations:**

Apparatus Housing: \$16,000.00; General Operations Fuel: \$2,809.15; General Operations Medical: \$335.03; Repairs and Maintenance: \$581.08; Adjacent Municipal Services: \$799.00; Utilities: \$930.09; Operating Insurance: \$24,608.94; SFS Grant: \$1,092.41 (FY 2022); Training and Fire Prevention: \$1,397.00; Retention program: \$14,000.00.

**Total Cost of Operations: \$63,669.67.**

**Total Cost of Administration, Operations and Capital: \$71,582.44 (FY23) and \$1,092.41 (FY22).**

### **Resolution 2023-21 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2023 and 2022 budget to pay the bills as presented and having designated the accounts to which each should be charged, the Board authorizes the Chief Financial*

*Officer to pay the Administration and Operations bills in the total amount of \$72,674.85.*

*On Motion of Commissioner Ruppert, 2<sup>nd</sup> by Commissioner Hogan the BOFC unanimously approved payment of the bills.*

Mr. Perkins will follow up with Montgomery Township regarding the transfer of the fire tax proceeds prior to the end of the year.

Commissioner Hogan moved a resolution directing the transfer of the FY 23 capital monies to the capital account upon the receipt of the fire tax monies from the township. Commissioner Morrison seconded the motion which then passed unanimously.

### **Purchasing**

**Requisitions:** Included in the Chief's report.

### **NEW BUSINESS**

**FY23 Budget Transfers:** Mr. Newberry the FY23 line-item accounts and noted that there was one account that is in deficit. N.J.S.A. 40A-78.9 permits the BOFC to transfer money from other accounts which have a surplus funds during the last two months of the budget year to ensure that all accounts are balanced at the end of the year. Mr. Newberry recommended the following transfer:

\$3000.00 from the Supplies account to the Office account.

Commissioner Hopkins moved a resolution approving the transfer. Commissioner Ruppert seconded the motion which then passed unanimously.

### **Acceptance of FY22 Audit**

**FY2022 Audit:** The FY22 audit has been received and distributed to all commissioners prior to the meeting. Commissioner Morrison noted that once again the audit made no findings or recommendations for improvement. The DCA regulations require the BOFC to accept the audit by formal resolution and to signify their acceptance of same by signing a formal group affidavit. He moved the following resolution.

## **RESOLUTION 2023-22 ACCEPTING THE FY 2022 AUDIT**

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

**WHEREAS**, the Annual Audit Report for the fiscal year ending December 31, 2022 has been completed and filed with the Treasurer of the Board of Fire Commissioners of the Township of Montgomery Fire District No. 2 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 received and have personally reviewed the annual audit report, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17, and

**WHEREAS**, failure to comply with the regulations 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 N.J.S.A 52:27-52, to wit: "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 the Local Government Services), under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than six months, or both and in addition shall forfeit his office"

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Township of Montgomery, Fire District No. 2, hereby 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, 2022, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations" and has evidenced the same by signing the group affidavit in the form prescribed by the Local Finance Board.

Chairman Hopkins seconded Commission Morrison's motion. The resolution was unanimously adopted. Attorney Perkins was directed to file a copy of the audit and the approval resolution with the DCA. He will also publish a copy of the audit synopsis in the Courier News. Mr. Newberry will post a copy of the audit on the district website.

**SFSG Grant** – The Elkhart standpipe kit approved at last month’s meeting has been ordered in the amount of \$1,768.80.

**DCA ARPA Grant** -Deputy Chief Rendall reported that the grant was submitted on December 13<sup>th</sup> requesting funding for the purchase of PPE for ten firefighters.

**CNC 3 Form** - Mr. Perkins noted that he was able to obtain the CNC 3 form indicating the amount of new tax ratables. The amount of new ratables is \$18,885,450. This will increase tax revenues by \$9,631.58 at the current tax rate. Mr. Perkins will work with the township officials to correct the form so that it can be uploaded into the FAST system.

**FY24 Budget** – Commissioner Morrison presented the final revision of the draft document for approval. The total of the proposed budget is \$1,371,280.00. The budget anticipates raising the sum of \$1,035,500.00 from taxation and the sum of \$335,780.00 from prior fund balance and other sources. The budget includes an increase in the annual capital appropriation and the monies approved through referendum for the completion of the aerial purchase and communications equipment. Commissioner Morrison moved approval of the budget. His motion was seconded by Chair Mozumdar and was approved by a unanimous vote of the BOFC.

**Renewal of Agreement with Fire Company** – Chair Mozumdar noted that the lease agreement with the fire company expires at the end of the month. He moved a resolution renewing the agreement under the same terms for an additional year. Commissioner Hogan seconded the motion which then passed by a unanimous vote.

## **OLD BUSINESS**

**AFG/FEMA Grant** – Rocky Hill, as the lead agency, is in the process of ordering the 28 portable and 7 mobile radios. Delivery should be in the late summer of 2024. Chief Verducci reported that the township CFO has confirmed 20% grant match can be obtained utilizing funds from the state grant. This means that the BOFC will not have to use BOFC funds for the purpose of the match. The Chief Verducci noted that the grant may not cover all of the necessary communications equipment.

**ISO Evaluation** – No follow-up has been received from ISO.

**Tower Replacement** – Chief Verducci reported that the vendor indicates that the fabrication of the frame rails of the apparatus is in process and that delivery of the completed apparatus is scheduled in late March or April.

**SALE OF T46** -Chair Mozumdar asked Chief Verducci about plans for the existing T46 after the new aerial is delivered. The Chief indicated that the apparatus would be surplus, however he is concerned about selling the existing apparatus before the new apparatus arrives. Chair Mozumdar noted that there is not enough room to

store both vehicles in the firehouse and that leaving the older apparatus out in the weather would reduce its value. It was agreed that the existing T46 would be placed on the market in early 2024. Chair Mozumdar moved a resolution declaring the existing T46 surplus and directing the Chief and QPA Newberry to take the necessary steps to prepare to sell the vehicle. The motion was seconded by Commissioner Ruppert and passed unanimously.

**Brush Truck Replacement** – Chief Verducci reported that the chassis has been delivered to the firehouse. The cab and chassis will now be titled. Mr. Newberry noted that the BOFC needs to advertise its intent to award a contract for the purchase of the skid unit in the amount of \$20,404.84 at the January meeting. He continues to work on obtaining quotes for the body and lighting packages.

**Deputy Chief’s Vehicle** – Deputy Chief Rendell reported that the vendor has been paid and that the necessary confirmation documentation has been provided to FEMA.

**Long-Term Financial Plan** – Commissioners Hopkins reported that the next review of the plan will take place in June of 2024.

**FEMA** – No action on the MUA.

**Change of Election Date** – No action at this time.

**Firehouse Generator** – The delivery date for the generator remains January of 2024. The transfer switch is at the installer’s facility. It is expected to be installed prior to the delivery of the generator.

**Personnel Update** - An updated roster was provided to the Board. The current workers compensation coverage includes 52 firefighters. The roster will be reviewed and compared to the policy.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m. The next regularly scheduled meeting will be held on January 11th, 2024. *Motion by Mozumdar, 2<sup>nd</sup> by Hogan. Motion passed without objection.*