

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

CALL TO ORDER

The regular 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 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 and J. Sudol. Absent: A. Sartorio. Also present: Chief Gurzo, Ass't. Chief Bolen, Brian Bonder for Engineer Kabis, W. Newberry and Attorney Griswold.

APPROVAL OF MINUTES

The minutes of the November 8, 2018 meeting were presented for approval.

Motion to approve the minutes of the November 8, 2018 board meeting as amended and corrected.

Motion by Sudol. 2nd by Laughlin. Motion passed without objection.

PUBLIC COMMENT – None.

CHIEF'S REPORT

The fire company responded to 28 calls during November, 2018.

Events-

- Wreaths Across America – Fire company members hung the American Flag across Rt. 601 to honor veterans and to salute the event volunteers.
- Operation Santa is underway; gifts will be delivered to about 60 households.
- The fire company holiday party will be held December 15th.
- Public Health Event - the township's free rabies clinic will be held at the firehouse on January 26, 2019.

Committees –

- Engine108 replacement – No update; will meet in January.
- Rescue 46 refurb – Seeking quotes for lighting.
- Command vehicle – Completion and delivery has been delayed again; if not delivered by year end Attorney Griswold will get involved.

Current Command Vehicle – Discussion of its use and/or disposition was tabled until a later meeting.

MEETINGS

Emergency Services: Rescue Task Force – Somerset County is encouraging local municipalities to create active shooter task forces to respond to mass emergency incidents within the county. Stations 45 and 46 and the Montgomery Twp. Police Department are interested in creating a joint team. Members of the unit will assist law enforcement and will be trained and equipped to enter hostile environments to extricate and treat injured people. A training event will take place in February, 2019, as will a table top drill to provide more information.

The county has secured grant money to fund the training, but the cost of protective gear, etc. will likely be the responsibility of the participants. There was an inquiry as to insurance issues that might arise from the fire company taking on this new level of responsibility.

Road Closures – The OEM will provide the fire department with a schedule for road closures along with access points and times when certain areas will have limited access.

Fire Prevention: No meeting.

ENGINEER'S REPORT

Report distributed and on file.

Repairs: Tower 46 – Will go out of service January 21st for about 2 weeks to have repairs done by Fire & Safety Services (short-jacking, basket leveling cylinder, kingpins, wheel alignment). Needs broken exhaust pipe support bracket replaced.

Engine 7 – Needs the tire pressure monitoring system repaired.

Motion to approve exhaust pipe repairs to Tower 46 and TPMS repairs to Engine 7.

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

Resolution 2018-64 – Authorizing Repair Work on Tower 46 and Engine 7.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget to perform needed apparatus repairs, approval for the Engineer to secure the following repairs: 1) replacement of broken exhaust pipe bracket on Engine 7 at a cost not to exceed \$485.00; 2) replacement of TPMS on Tower 46 at a cost not to exceed \$2,107.61, both pursuant to lowest responsive quotes received from qualified/authorized repair vendor Absolute Protection Company, chargeable to the 2018 General Operating (R&M) appropriation.

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

INSURANCE

The Nottingham Agency forwarded a workers compensation proposal from Benchmark Insurance Company, a company that has a program designed for firefighter and EMS clients. The estimated premium is \$27,740.00 vs. a proposed \$32,349.00 renewal through AmTrust North America. Nottingham has a good working relationship with Benchmark and has heard positive feedback about the company's customer relations and follow-through. The commercial and group accident policies are also due for renewal.

Motion to not renew the AmTrust North America workers compensation coverage and to bind coverage through Benchmark Insurance Company, as well as to renew the commercial and accident & sickness policies with the current carriers.

Motion by Martin. 2nd by Laughlin. Motion 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. Two invoices were added to the list of bills being paid at this meeting - MTVFC2 (\$970.00) for snow plowing services, chargeable to the 2018 General Operating appropriation; MTVFC2 chief's account (\$792.72) to reimburse for fire prevention educational materials, chargeable to the 2018 Training appropriation.

Motion to accept the Treasurer's Report, to be updated with year-end encumbrances and cleared of excess funds previously encumbered, and to approve payment of the bills as presented and supplemented.

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

RESOLUTION 2018-65 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2018 budget to pay the bills as presented 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 \$60,479.80.

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

TRANSFER OF FUNDS BETWEEN LINE ITEMS IN THE 2018 BUDGET

Office expenses in the 2018 budget will exceed the appropriation for this item, and there are excess funds available in other appropriations to cover this insufficiency.

Motion to transfer funds between line items in the 2018 budget to cover the shortage in the Office appropriation for expenses to be incurred during 2018.

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

RESOLUTION 2018-66 – Transfer of Funds Between Line Items in 2018 Budget (Attached).

Motion to clear the SCESTA (bailout kit training) \$850.00 balance on the 2018 Encumbrance list.

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

Motion to encumber funds to provide for year-end expenses.

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

RESOLUTION 2018-67 – Approval of Encumbrances.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget to provide for the payment of year-end expenses, approval of the following encumbrances, all chargeable to the designated 2018 budget appropriations: Professional Fees \$16,500.00; Office Expense \$3,250.00; Training (Pump Ops) \$1,500.00; General Operating (firefighter physicals) \$11,700.00; Insurance \$2,000.00.

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

2019 BUDGET

After discussion, the proposed fire district budget for 2019 (synopsis appended to these minutes) was presented for approval. The estimated tax rate is \$0.048 per \$100 assessed valuation.

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

RESOLUTION 2018-68 – Approval of 2019 Fire District Budget (attached).

Commissioner Martin expressed his thanks to all who devoted time to preparing this budget.

OLD BUSINESS

Rocky Hill Agreement – Executed and delivered.

Fire Safety Trailer – Awaiting the Jamesburg OEM representative to make arrangements for the trailer's removal. A Resolution of the Jamesburg Borough Council and a fully executed Receipt and Release, as well as proof of insurance will be required before it leaves the premises. Commissioner Ruppert is authorized to oversee the transfer and deliver title.

Weight Room – Awaiting trustee approval of waiver and release and scheduling of training session(s).

ISO Rating – No update.

First Responder Credentials – No change.

Records Retention – Document organization continues.

SCESTA - The chief will provide an update next month.

Physical Fitness Initiative – Discussion of proposed program(s), participation, and creation of waiver and release dealing specifically with the use of any "fitness stations" that may be created throughout the firehouse.

NEW BUSINESS –

A Motion was made to approve purchases presented to the board.

Motion by Martin.

2nd by Laughlin.

Passed without objection.

RESOLUTION 2018-69 - Approving Purchases and Expenditures

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget, a Resolution passed authorizing the following expenditures:

- 1. Purchase one (1) Fujitsu Snap Scan iX500 scanner pursuant to lowest quote from Amazon at a cost of \$420.00, free shipping, chargeable to the 2018 Supplies appropriation.*
- 2. Purchase of five (5) sets of turnout gear pursuant to NJ State Purchasing Contract # A80948 from Skylands Area Fire Equipment at a cost of \$15,051.95, chargeable to the 2018 Supplies appropriation.*
- 3. Purchase of fifteen (15) helmets pursuant to lowest quote from All Hands Fire Equipment at a cost of \$4,749.85, chargeable to the 2018 Supplies appropriation.*
- 4. Purchase two (2) iPads and 2-year service plan pursuant to lowest quote from Apple at a cost of \$2,296.00, chargeable to the 2018 Supplies appropriation.*
- 5. Purchase one (1) Brother MFC printer pursuant to lowest quote from Amazon at a cost of \$289.99, free shipping, chargeable to the 2018 Supplies appropriation.*
- 6. Purchase batteries pursuant to lowest quote from Amazon at a cost of \$438.00 chargeable to the 2018 Supplies appropriation.*
- 7. Payment to MTVFC#2 Chief's Account in the amount of 5,000.00 for the firefighter response incentive program, chargeable to the 2018 Training appropriation.*
- 8. Payment to MTVFC#2 Chief's Account in the amount of \$16,500.00 for the year-end firefighter clothing allowance and retention awards program, chargeable to the 2018 Training appropriation.*
- 9. Encumber \$6,500.00 for 2019 FDIC convention and class advance registration and housing for five (5) people (to be reimbursed upon submission of receipts confirming actual costs incurred), chargeable to the 2018 Training appropriation.*
- 10. Encumber \$4,840.00 for registration and housing for four (4) people (to be reimbursed upon submission of receipts confirming actual costs incurred) for attendees at the 2019 Nashville Fire Expo, chargeable to the 2018 Training appropriation.*
- 11. Purchase seven (7) ea. trauma bags for apparatus pursuant to lowest quote from Amazon at a cost of \$2,589.93 and auxiliary medical equipment (CPR mask kits, blood pressure kits, NPA's, portable hand suction units) pursuant to lowest quote from Amazon at a cost of \$920.68; three (3) ea. Dyna-Glo heaters pursuant to lowest quote from Amazon at a cost of \$299.91; and three (3) propane tanks pursuant to lowest quote from Lowe's at a cost of \$89.97 – the total purchase not to exceed \$3,900.49 and all chargeable to the 2018 EMS appropriation.*

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

Attendees at the conventions are required to meet with and to provide the training officer with information from the classes and training they participate in for use in department-wide training and education.

Motion to authorize entering into a 1-year professional services contract with William Newberry for bookkeeping, QPA and web site management services.

Motion by Martin.

2nd by Laughlin.

Passed without objection.

RESOLUTION 2018-70 - Approving Contract for Bookkeeping, QPA, and Web Site Services.

Contingent on there being sufficient funds approved and available in the 2019 budget, authorization to enter into a professional services contract with William G. Newberry, LLC, of Wall Township, NJ, to provide bookkeeping, Qualified Purchasing Agent and web site management services to the board for the calendar year 2019 at a fee of \$10,200.00, plus expenses. Mr. Newberry is a licensed QPA and has extensive experience in the field of local government purchasing as well as familiarity with fire department and fire district operations. This contract is awarded as a professional service contract under the provisions of NJSA 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

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

Finance - Bill Newberry reviewed local public contracts procedures with the board and the chief and recommended certain changes in purchasing to begin in January.

2019 Annual Election – The election and budget referendum will be held on Saturday, February 16, 2019, with polls open from 2-9 pm. The closing date for the receipt of candidates’ petitions to run for the two 3-year seats on the board is 5pm on January 18, 2019. Petitions are available from and shall be submitted to the Clerk of the Board, Michael Ruppert. Petitions can also be secured by calling 609-466-3967.

Closed Session –

Motion made to adjourn to closed session at 9:16 pm.

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

RESOLUTION 2018-71 – Authorizing Board to go into Closed Session.

WHEREAS, the Open Public Meetings Act (NJSA 10:4-12(b) et seq.) authorizes a public body to meet in closed session under certain limited circumstances; and

WHEREAS, the Board has determined that it is advisable to adjourn to closed session at this time to discuss personnel and employment matters.

IT IS RESOLVED that the Board will adjourn to closed session for purposes of discussing personnel and potential employment matters related to the position of board attorney, and that minutes of the closed session will be made public upon final resolution of the negotiations; and

IT IS FURTHER RESOLVED that the Board will resume its regular meeting, open to the public, at the conclusion of the closed session.

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

Return to open session at 9:41 pm.

There is no formal action to be taken as a result of the closed session.

ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 9:43 p.m. The next regularly scheduled meeting and public hearing on the 2019 Budget will be held on January 10, 2019 at 7:00 pm.

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

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
P.O. BOX 264
BLAWENBURG, NEW JERSEY 08504**

Resolution # 2018- 66

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2018 BUDGET

WHEREAS, the voters in Montgomery Township Fire District No. 2 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2018 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2018 will exceed the sum appropriated in the budget for Office expenses; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2018 budget available to offset the insufficiencies in this line item; and

WHEREAS, NJSA 40A:14-78.9 authorizes a Fire District, during the last two months of the fiscal year, to transfer amounts in the budget for the current year from line items with excess appropriations to those with appropriations deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 2 in the County of Somerset, State of New Jersey, that

In the 2018 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 3,000.00 from Supplies/New Equipment to Office

As a result of the foregoing transfers, the fire district's 2018 budget appropriations are amended to the following amounts: Office \$ 16,100.00 and Supplies/New Equipment \$ 58,986.00.

A written recital of this Resolution shall be prepared and forwarded to appropriate government authorities for approval.

Certified as a true copy of a
Resolution duly adopted by the
Board on December 13, 2018.

s/ Michael Ruppert

Michael Ruppert, Clerk

RESOLUTION 2018-68
2019 FIRE DISTRICT BUDGET RESOLUTION
Montgomery Township #2

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 13, 2018; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,859,213.00, which includes an amount to be raised by taxation of \$ 938,433.00, and Total Appropriations of \$ 1,859,213.00; and

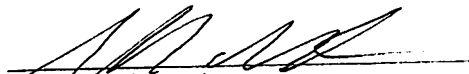
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 13, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 10, 2019.


 (Secretary's Signature)

12/13/18
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
P. Martin	X			
L. Laughlin	X			
M. Ruppert	X			
A. Sartorio				X
J. Sudol	X			

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2**

The budget approved for the year 2019 by the Board of Fire Commissioners of Fire District No. 2, Montgomery Township, Somerset County, New Jersey, at a meeting held December 13, 2018, is as follows:

Anticipated Revenues

Unreserved Fund Balance Utilized	\$ 59,050.00	
Reserved Fund Balance Utilized	859,200.00	
Interest on Investments & Deposits	750.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>938,433.00</u>	
Total Revenues		<u>\$ 1,859,213.00</u>

Operating Appropriations

Administration:

Election	\$ 750.00	
Office Expense	14,350.00	
Professional Service	30,350.00	
Advertising	<u>1,750.00</u>	
Total Administration		\$ 47,200.00

Cost of Operations:

Insurance	\$ 87,744.00	
Apparatus Housing	192,000.00	
Supplies Expense/New Equipment	61,986.00	
Training/Fire Prevention	70,709.00	
General Operating	149,750.00	
Montgomery EMS	4,000.00	
SFS Grant Equipment	1,780.00	
Contingency	<u>10,000.00</u>	
Total Cost of Operations		\$ 577,969.00

Deferred Charge (Emergency Appropriation'18) \$ 19,844.00

LOSAP Appropriation \$ 55,000.00

Capital Appropriations:

Rescue Truck Overhaul	\$ 55,000.00	
Portable Radios	22,000.00	
Pagers	7,200.00	
Pumper Apparatus	775,000.00	
Reserve for Future Capital Outlay	<u>300,000.00</u>	<u>\$1,159,200.00</u>

Total Appropriations \$1,859,213.00

Estimated Tax Rate per \$100.00 = \$.048
Based on 2018 assessed valuation of \$1,964,227,292.00

The public hearing on the budget for the Board of Fire Commissioners of Montgomery Township, District No. 2, will be held on Thursday, January 10, 2019, at 7:00 p.m. at the Montgomery Volunteer Fire Company No. 2 firehouse located at 529 Route 518 in Montgomery Township (Blawenburg), New Jersey.