

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

MINUTES OF APRIL 12, 2018

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, J. Sudol. Absent: Commissioner S. Weingart. Also present: Ass't. Chief Bolen, Engineer Kabis, L. Franchino, Attorney Griswold and Bill Spohn from District #1.

APPROVAL OF MINUTES

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

A motion was made to approve the minutes of the March 8, 2018 board meeting as presented.

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

BID OPENING – COMMAND CAR CUSTOMIZATION

One bid was received in response to the request for bids published March 14, 2018 - that from Municipal Services Enterprises of Egg Harbor Twp., NJ – in the amount of \$64,399.69 with no exceptions taken and delivery within 90 – 120 days from contract.

A motion was made to receive the bid proposal of Municipal Services Enterprises subject to compliance with the legal and technical specifications.

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

PUBLIC COMMENT – None.

CHIEF'S REPORT – The fire company responded to 43 calls during March 2018, including extrications and calls associated with storms, as well as the intricate extrication of a child from the well of a staircase.

Events- The fire company will participate in, or host the following upcoming events:

- “Every 15 Minutes” program at Montgomery High School on May 3rd and 4th.
- Hopewell’s Memorial Day Parade on May 27th.
- The fire company’s recruitment open house on May 30th.

Committees –

- Engine108 replacement – Committee is making progress; making arrangements to inspect a number of manufacturers’ engines to research options and ask questions.

- Rescue 46 refurb – Committee is working on specifications.
- Command vehicle – Review of customization bid, vehicle purchase and project costs.

Mutual Aid Box Call updates – The fire company is now on the first alarm box for non-hydrated areas in Hillsborough #1's district to fill tankers, and the rescue engine has been added to the first alarm cover assignment for Kingston.

Tower 46 Gear Box Repair – Awaiting receipt of parts.

First Responder Credentials – The chiefs have started updating membership files to an electronic format to provide the county with information needed to credential Station 46 personnel.

A Motion was made to approve purchases requested by the chief.

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

RESOLUTION 2018-30 – Approving Purchases.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget, authorization to purchase one (1) whiteboard for the chief's office, pursuant to lowest quote received from EverWhite, Inc. at a cost of \$370.99, including shipping, chargeable to the 2018 Office appropriation.

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

MEETINGS

Emergency Services: New development proposals in the fire district are proceeding through the planning board. Fire company personnel are working with the fire official to prepare comments for planning board consideration. Two of the larger projects are the Promenade next to the airport and a new development/apartment complex on Research Road.

Fire Prevention: No meeting.

ENGINEER'S REPORT

Report distributed and on file.

Routine Maintenance/Inspection and Emergency Repairs/Service

A Motion was made to approve a policy for obtaining regular and emergency service, repairs and inspections.

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

RESOLUTION 2018-31 – Authorizing Routine Maintenance and Inspection/Testing; Emergency Repairs/Service.

The chief or his designee is authorized to obtain routine preventive maintenance and standard periodic inspections and testing of apparatus and equipment (including but not limited to pumps, hose, extrication tools, ladders, CO monitors) for 2018 without further approval of the board; and to obtain emergency and/or unanticipated service or repairs necessary to protect the apparatus and equipment and to keep same in service and operating safely without prior approval of the board if the cost of service or repair (per incident) is not expected to exceed \$2,500.00 and on the condition that the Chairman (or if unavailable, at least one commissioner) be notified of the service or repair at the chief or his designee's earliest possible opportunity. Emergency service and repair expected to exceed \$2,500.00 will require prior approval of at least three members of the board.

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

Critical Materials and Supplies

A Motion was made to approve a policy for obtaining critical materials and supplies.

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

RESOLUTION 2018-32 –Authorizing Purchase of Critical Materials and Supplies

The Chief or his designee is authorized to purchase materials and supplies critical to maintaining emergency service operations without prior approval of the board if the cost of the materials and supplies does not exceed \$1,000.00 and on the condition that at least one commissioner is notified of the need and the proposed purchase prior thereto, or if prior notification is impossible as soon as practicable after the purchase. Purchases of essential materials in excess of \$1,000.00 will require prior approval of at least three members of the board.

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

A Motion was made to proceed with the pending repairs presented by the Engineer.

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

RESOLUTION 2018-33 – Authorizing Repairs

The Chief Financial Officer having certified that there are sufficient unencumbered funds in the 2018 budget pay for the following repairs, authorization for the Engineer to proceed with

- 1. Engine 7: Pursuant to lowest quote received, replacing the foam system controller (\$1,204.90), repairing foam manifold drain (\$525.76), replacing three (3) TPMS (\$900.00), clearing ATC code (wheel alignment \$513.00), by Bergey's, at a total cost of \$3,143.66, chargeable to the 2018 General Operating appropriation.*

- 2. Tower 46: Pursuant to lowest quote received, repair fuel tank level sensor (\$685.30), wheel alignment (\$377.00), to be done by Bergey's during annual preventive maintenance, at a total cost of \$1,062.30, chargeable to the 2018 General Operating 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. Trial balance totals on Table 3 of the report will be reviewed and revised on next month's report.

Motion to accept the Treasurer's Report, omitting Table 3 until review and revision, and to approve payment of the bills as presented.

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

RESOLUTION 2018-34 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient funds previously encumbered and unencumbered in the 2018 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 \$40,119.91.

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

Abstention: Cmsr. Martin abstained from voting to approve postage reimbursement to himself.

OLD BUSINESS

Command Vehicle – *As no contract has yet been awarded, a Motion was made to hold the previously approved purchase of the vehicle in abeyance until it is determined how costs can be brought into line with the amount budgeted for the project.*

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

Workers' Compensation Audit – *Information submitted; awaiting results from insurance Co.*

Emergency Appropriation for Tower 46 Repair – Approved and certified by the Township Council.

LOSAP – Certified mail receipts were returned for all to whom letters were sent. Commissioner Martin will coordinate action to be taken with the fire company's LOSAP representative.

Background Checks – In President Verducci's absence report tabled until the next meeting.

Records Retention – Document organization continues.

Pre-Plan License – The chief and fire marshal will work out.

Eagle Scout Project – Dependent on his college schedule, the scout will try to attend the May meeting.

Weight Room – Fire Co. Trustees submitted their proposed revisions and suggestions for the Waiver and Release which will be addressed in an updated draft document to be distributed during the month.

NEW BUSINESS –

FDIC Update - The chief distributed the schedule of classes and training for which attendees have registered. He and Commissioner Sudol would like to go out early to meet with University of Indiana students whose senior project encompasses creating an information data base for Station 46, to talk with apparatus manufacturers, and to take some additional classes addressing apparatus specification and purchasing procedures.

A Motion was made to approve additional FDIC expenditures.

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

RESOLUTION 2018-35 – Approving FDIC Expenses.

The Chief Financial Officer having certified there are sufficient funds previously encumbered in the 2017 budget to pay for FDIC expenses, authorization to pay an additional \$1,120.00 for classes to be taken at the convention, chargeable to the 2017 encumbered Training appropriation.

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

Training Opportunities – Prior to the demolition of certain buildings in the township, primarily in connection with the proposed new developments, the fire company may have the opportunity to conduct training in the buildings prior to demolition. In this case, a Certificate of Insurance and Hold Harmless Agreement may be required by the building owner(s).

ISO Rating – The chief will look into communication from the Insurance Service Office (ISO) regarding the fire district's rating and report back.

EMS Lift Assist – The township police will not change its policy and will not discontinue assisting EMS in lifting patients when needed. Nonetheless, the fire company intends to modify its SOG's to address handling this type response if called into service to do so.

ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 8:52 p.m. The next regularly scheduled meeting will be held on May 10, 2018 at 7:00 pm.

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