

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

MINUTES OF AUGUST 9, 2018

**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 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, A. Sartorio. Absent: J. Sudol. Also present: Chief Gurzo, Ass't. Chief Bolen, 1<sup>st</sup> Lt. Santangelo, Engineer Kabis, L. Franchino, Attorney Griswold.

**APPROVAL OF MINUTES**

The minutes of the July 12, 2018 meeting were presented for approval.

*A motion was made to approve the minutes of the July 12, 2018 board meeting as presented.*

*Motion by Laughlin. 2<sup>nd</sup> by Sartorio. Motion passed without objection.*

The minutes of the July 26, 2018 work session were presented for approval.

*A motion was made to approve the minutes of the July 26, 2018 work session as presented.*

*Motion by Sartorio. 2<sup>nd</sup> by Ruppert. Motion passed without objection.*

**PUBLIC COMMENT** – None.

**CHIEF'S REPORT** – The fire company responded to 26 calls during July 2018.

**Events-**

- The fire company will provide a fun wet-down at the Montessori school summer program and will participate in Montgomery's upcoming Funfest.
- The fire company's annual September 11 remembrance may be held at the firehouse or may be incorporated into part of the township's event.
- The fire company will host this year's Fire Prevention Open House at the firehouse in October.

**Training –**

- A member was injured during the bailout training at SCESTA. The insurance company has been notified.
- Fire school for junior members will be deferred to the spring session – the location has yet to be determined.

**Committees –**

- **Engine108 replacement** – The committee's work session report to the board was thorough and well presented. The committee expects to have final specs drafted and ready for presentation at the next meeting. The goal is to have this purchase included in the 2019 budget.
- **Rescue 46 refurb** – Expect to soon have drawings of design alternatives for review.
- **Command vehicle** – The vehicle has been delivered to the upfitter. Estimated completion and delivery is mid-September.

**EMS Purchase** – The chief will meet with the MEMS Captain to discuss supplies and materials that would be beneficial to have available at emergency scenes.

Pagers – A Somerset County representative reported that by June, 2019 emergency service providers must choose whether their pagers will be dispatched through UHF or VHF channels. Fire & EMS are transmitted through UHF frequencies (preferable for fire company purposes); police transmit through VHF. The chief will determine the number of VHF pagers presently in service and the number and cost estimate of UHF pagers that would be needed, including trade-in options, should the decision be to transfer to UHF pagers. The chief will also arrange to test coverage in various sites throughout the fire district to determine the effectiveness of each option. Should new pagers be required the cost (roughly \$600 each) will have to be included in the 2019 budget in order to comply with the county's timeline.

## **MEETINGS**

Emergency Services: No meeting.

Fire Prevention: No meeting.

## **ENGINEER'S REPORT**

Report distributed and on file.

Repairs: Engine 7 – Light tower repaired; lens, batteries and hub grease pans replaced. Issue with broken lenses may be due to tree branch strikes rather than overheating. Will look into a protective shield to protect lenses.

### Preventive Maintenance:

Engine 8, Rescue 46, Brush 46 – underway

Utility 46, Car 46 – will be done by Harlingen Garage.

Tower 46 – will begin in a week; expected to take over a week to complete; outstanding repair issues to be assessed as part of the process and the board will be advised of results, alternatives and cost. The vendor will replace the broken turntable bolt.

Engine 8 – Primer motor burned out; replacement parts ordered.

Tower Generator – Repair versus other options tabled for the time being.

## **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. Reimbursement to chief's account will be reduced by \$41.12 (duplicate reimbursement of \$17.63 for food expense and reimbursement in error of \$23.49 for mounting bracket included in the bills paid in July).

*Motion to accept the Treasurer's Report with one correction to Table 2 to be reflected in next month's reports (Operations encumbrance amount s/b \$20,841.01) and to approve payment of the bills as presented and amended.*

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

### **RESOLUTION 2018-48 - 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 amended, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$49,605.98.*

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

*Motion to release the Table 4 encumbrance balances of \$337.51 for Class A foam (Continental F&S-Gen. Ops), and \$161.17 for ladders (FF1-Supplies).*

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

## **OLD BUSINESS**

Rocky Hill Agreement - Expect completion and execution by year end (expiration date of existing agreement).

Engine 108 Replacement – Discussion of purchase and approval procedures. Explanation by the chief of the proposed size of the vehicle's water tank, based on Station 46 fire department statistics and in furtherance of the

committee's goal of designing a vehicle to provide simple, rapid deployment of resources and with the ability to access all areas of the fire district. Cmsr. Laughlin voiced serious concerns with the proposed tank size (750 gal.) for what is intended to become the primary first-out engine.

Disposition of old Command Vehicle - The committee feels the lights on the existing vehicle should be moved to the utility vehicle prior to sale or donation. Tabled for the time being.

Audits – Expect completion and delivery of current financial audit and LOSAP review within a week.

ISO Rating – No update.

First Responder Credentials – Progress appears to have stalled insofar as the county/state asking for fire responders' information.

Records Retention – Document organization continues. Cmsr. Ruppert will look into document disposal procedures when the time comes.

Bookkeeping Services – Search is progressing.

Cistern Pump Maintenance – Vendor was scheduled to perform repair today. The chief will inspect to see if completed and will check status of other tanks.

Smoke Trailer – Exploring disposal options, whether by sale or donation.

## NEW BUSINESS –

Engine 7 Deer Collision – Reported to insurance company; will secure repair estimate and submit.

## CLOSED SESSION -

*A Motion was made to adjourn to Closed Session to discuss bookkeeping services contractual matters.  
Motion made by Martin. 2<sup>nd</sup> by Laughlin. Motion passed without objection.*

### RESOLUTION 2018-49 – Adjourn to 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, in compliance with NJSA 10:4-12(b) et seq, the Board has determined that it is advisable to adjourn to closed session at this time to discuss the terms and conditions of contractual matters pertaining to bookkeeping services.*

***NOW THEREFORE BE IT RESOLVED** by the Board of Fire Commissioners of Montgomery Township Fire District 2, that the Board will adjourn to closed session for purposes of discussing contractual matters relating to retaining bookkeeping services and that action pursuant to discussion shall take place only at a meeting open to the public; and*

***IT IS FURTHER RESOLVED** that the Board will reconvene at the conclusion of the closed session.*

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

### Return to Open Session

*A Motion was made to approve Cmsr's. Martin and Sudol to offer and if accepted to execute a contract for bookkeeping services according to terms and conditions discussed and agreed upon during closed session.*

*Motion by Laughlin. 2<sup>nd</sup> by Sartorio. Motion passed.*

## ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 8:28 p.m. The next regularly scheduled meeting will be held on September 13, 2018 at 7:00 pm.

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