

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

MINUTES OF SEPTEMBER 7, 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 L. Laughlin, P. Martin, J. Sudol and S. Weingart. Absent: Commissioner VanDoren. Also present: Chief Gurzo, President Verducci, V.P L. Long, L. Franchino, Attorney Griswold, Justin Kabis and M. Ruppert (elected Commissioner after the start of the meeting).

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the August 3, 2017 meeting.

*A Motion was made to accept the minutes of the August 3, 2017 meeting as presented.
Motion made by Martin. 2nd by Weingart. Passed without objection.*

COMMISSIONER RESIGNATION/ ELECTION

Last month Commissioner VanDoren submitted his letter of resignation from the board, as he will very soon be moving from the fire district and will no longer be qualified to serve as Commissioner.

*A Motion was made to regretfully accept Commissioner VanDoren's resignation from the board.
Motion made by Martin. 2nd by Laughlin. Passed without objection.*

Chairman Martin read a Proclamation of Recognition and Appreciation of Commissioner VanDoren (copy attached) who devoted much of his life to public service - as a volunteer firefighter for Montgomery Station 46 and Hopewell Station 52, a member and vice-chairman of the Board of Fire Commissioners of Montgomery Twp. Fire District #2, and as a 20-year police officer in Montgomery Township.

*A Motion was made to nominate Michael Ruppert to fill Mr. VanDoren's vacated seat as Commissioner until the next annual election in February, as well as to elect Commissioner Laughlin to replace Commissioner VanDoren as vice-chairman of the board.
Motion made by Martin. 2nd by Weingart. Passed without objection.*

Attorney Griswold administered the oath of office and Michael Ruppert was sworn in as Commissioner of Montgomery Township Fire District #2.

Chairman Martin appointed Commissioner Ruppert to assume Commissioner Laughlin's duties as the fire district's Public Records Custodian and to collaborate with Commissioner Sudol to review and update existing records retention procedures. Chairman Martin indicated he will represent the board at Fire Prevention Bureau and Emergency Services meetings at least until the next election of commissioners. Commissioners VanDoren and Laughlin were attending these meetings on behalf of the board.

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: reimbursements to the MTVFC2 Chief's Account for the retention program (\$2,498.65) and for drill food (\$208.15), both chargeable to the 2017 Training appropriation. 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.

2nd by Sudol.

Passed without objection.

RESOLUTION 2017-43 - 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 \$49,747.08.

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

- Ms. Franchino reported that PNC Bank will reimburse its fees charged to the operating account at that bank. She also reported that two checks written and approved in March have been lost and payment stopped on both - the check to the chief's account will be reissued (\$653.62) and one written in error to Ass't. Chief Bolen will be cancelled.

- For more transparent accounting, last year the board designated separate bank accounts to reflect capital and general fund monies. The 2016 annual audit set forth the year-end balances of the funds, including an allocation of interest earned by each.

Motion to transfer funds between existing bank accounts to align the allocation and location of cash in the fund accounts with the 2016 financial audit figures.

Motion made by Martin.

2nd by Sudol.

Passed without objection.

RESOLUTION 2017-44 – Transfer of Funds.

Authorization for the treasurer to transfer \$2,648.00 from the Northfield Bank operating account (general fund) to the 1st Bank capital account (capital fund) to align the bank account balances with the final 2016 financial audit balances of the general and capital funds.

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

EAGLE SCOUT PRESENTATION

Sam Nausbaum, a Montgomery High School student and member of Troop 46, provided the board with details of his proposed Eagle Scout project for which he is seeking board sponsorship. Sam intends to create a video to inform and illustrate for homeowners basic safety awareness with regard to typical residential systems and appliances such as the location and operation of

water and gas shut off valves, circuit breaker panels, water heaters, sump pumps, clothes dryers, CO and smoke alarms, fire extinguishers, etc. A number of emergency services and tradespeople have agreed to lend their talents and expertise to help him if needed. He does not need funding for this undertaking but has requested that he be allowed to shoot some footage at the firehouse. The board agreed that Sam's project will provide a public service and is one that can directly benefit the fire district, fire department and the community. Commissioner Martin suggested Sam might also consider addressing generator use and safety. He further suggested the project might be something the township's Fire Prevention Bureau would take an interest in and that the final product might be appropriate for posting on one of the emergency services' web sites.

A Motion was made to support Sam Nausbaum's Eagle Scout project and to allow him to shoot some video footage of the fire district's equipment and apparatus at the firehouse.

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

OLD BUSINESS

Fire Company Agreement – The agreement has been fully executed and unless terminated earlier by either party, will expire in December, 2021.

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

Generator – Toward the goal of improving service and reducing costs associated with the building generator, Commissioner Martin is seeking proposals from generator repair/maintenance vendors for consideration.

Computer – Commissioners' office – The new computer is up and running; programs are being installed and files will be transferred soon. Justin Kabis and Commissioner Sudol will collaborate on file organization and determining the best means of limiting access and protecting records and documents.

Workers' Compensation Audit (2016) – The auditor has not returned numerous calls from the chief, who has now asked the district's insurance broker to intercede so the process can be completed.

Rescue Apparatus (45-156) - Committee has outlined the scope of the overhaul project and will begin researching prices.

Engine 108 Replacement – Committee to meet later this month.

Command Vehicle/Car 46 Committee – Committee meeting planned for later this month will be rescheduled.

LOSAP – Gene Keller will report next month. Attorney Griswold will provide the auditor with information requested for LOSAP review. According to literature and advice of accountants the fire district is not required to file federal or state tax or informational returns with regard to the LOSAP.

MEMS Equipment – Order received and delivered to MEMS.

AED's - Received and installed in vehicles.

Motion to pay the invoice for AED's (defibrillators), net of the trade-in value of old AED's, and to add payment to the list of bills being paid at this meeting.

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

RESOLUTION 2017-45 – Approving Payment to AED Vendor

The Chief Financial Officer having certified there are sufficient funds in the 2017 budget, authorization to pay \$6,549.82 to AED Superstore, pursuant to a previously approved encumbrance for three (3) Lifepac 1000 defibrillators and shock pads, chargeable to the 2017 Supplemental Fire Services Grant (\$1779.50) and the balance to the 2017 Supplies appropriation.

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

Records Retention – Commissioners Ruppert and Sudol will spearhead efforts to organize documents and update procedures as necessary. Former Commissioner Kabis will help them.

Surplus Equipment – Air Fill Station – A NJ volunteer rescue dive team is interested in the equipment. Commissioner Sudol will follow-up.

EIN – Received verification letter.

CHIEF’S REPORT

Events –

- Members will participate in the Montgomery Funfest this Sunday – in addition to providing a public service they hope this provides a recruiting opportunity.
- The fire company will host an evening 9/11 memorial event at the firehouse. The township will hold an event that morning.
- The annual fire prevention open house will be at Station 45 this October. The fire companies are coordinating participation in fire prevention programs at the township schools to take place throughout the month.

Training –

- 7 members have entered Fire School for the fall semester.
- The chief took part in a
- FDIC will be held in April, 2018 in Indianapolis. The chief would like to send at least 6 members for classes and to do research into alternatives for the scheduled replacement of 46-108.

Pre-Plan User Licenses – The user license to access the township’s information has not been renewed at this time, as it only interfaces with PC’s and the fire district’s in-truck devices are Apple. It is important to be able to access information in real time, while emergencies are happening, which is not an option at this time. The chief is researching alternative softwares insofar as access and functionality. He will discuss with Station 45 officials as well. In the meantime he will provide information on available means and costs of adapting current equipment to access the township’s information.

SOG’s – Revised document previously distributed for review.

Rescue 156 – Backed into MEMS ambulance at a recent call. No injuries; no damage to rescue; slight body damage to EMS rig. EMS officials do not intend to pursue repair. The chief will make the insurance broker aware of the incident.

Motion to approve purchases presented to the board.

Motion by Martin.

2nd by Laughlin.

Motion passed without objection.

RESOLUTION 2017-46 – 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. Nine (9) sets of Morning Pride turn-out gear (pants & coats) to replace expiring equipment and to outfit new members from Skylands Area Fire Equipment & Training LLC, pursuant to NJ State Purchasing Contract A80948 at a cost of \$27,729.92, chargeable to the 2017 Supplies appropriation.
2. Sixteen (16) Cairns fiberglass helmets to replace expiring equipment and to outfit new members pursuant to lowest quote from All Hands Fire Equipment, at a cost of \$5,439.84, chargeable to the 2017 Supplies appropriation.
3. Five (5) ea. fire police flashlights and wands to replace failing flashlights and to outfit new fire police, pursuant to lowest quote from Amazon at a cost of \$5.95 ea. for Maglite flashlight wands and \$47.29 ea. for Maglite LED flashlights – the total cost not to exceed \$266.30, chargeable to the 2017 General Operating appropriation.
4. FF1 tuition for seven (7) members payable to SCESTA, at a cost of \$1,750, chargeable to the 2017 Training appropriation.
5. Leadership Training/Consultation for the chief and officers from Mark A. Kasrel, M.A., Inc. (2 hr. per month for 4 months) at a cost of \$2,200.00, chargeable to the 2017 Training appropriation.
6. Encumber \$16,200.00 from the 2017 Training appropriation for the year-end Clothing Allowance and Retention Awards Programs.

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

Budget/Cost Projections - The chief presented Training and Equipment cost projections for the remainder of 2017. He will address proposed 2018 expenses at the next meeting.

Fire Prevention Meeting - Commissioner Martin and Chief Gurzo attended. Discussion of scheduled and potential new development in the township.

ENGINEER'S REPORT – none.

NEW BUSINESS

Rescheduled Meeting - Due to conflicts that have arisen the regularly scheduled November, 2017 meeting needs to be rescheduled.

Motion to cancel the board's regularly scheduled November 2, 2017 business meeting and to provide required notice to reschedule the meeting for November 9, 2017, at 7:00 pm at the MTVFC2 firehouse.

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

PUBLIC COMMENT – None.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:37 p.m. The next regularly scheduled meeting will be held on October 5, 2017.

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