

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

MINUTES OF JANUARY 14, 2021

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman Sudol 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. Additional notice was provided changing the format of the meeting from an in-person meeting to virtual meeting through the Zoom platform.

Roll Call

Present: Commissioners B. Bonder, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol. Also present: Chief Adam Verducci, Engineer J. Kabis, LOSAP Administrator G. Keller, QPA W. Newberry and Attorney E. Perkins.

Approval of Minutes

Upon review of the draft minutes Vice Chairman Sartorio noted corrections in the spelling of his name and a clarification on the discussion of the VFIS visit. On the motion of Commissioner Sartorio, seconded by Commissioner Ruppert, the minutes of the meeting of December 10, 2020 were unanimously approved with corrections as noted.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

LOSAP – Administrator Keller provided a tentative list of the 52 persons who qualify for LOSAP contributions based on his 2020 report. He noted that the list was tentative because the attendance sheets from the December virtual SCESTA classes has not been received. The list will be posted around the firehouse for the statutory 30-day period and considered by the BOFC at the February meeting.

Chiefs Report

Chief Verducci reported that there were 24 calls in the month of December. The most significant calls involved MVA's and an extended investigation at Bedens Brook Country Club. Covid 19 restrictions on firehouse activities and call response remain in effect. Weekly equipment checks continue to be conducted. The annual bloodborne pathogen class will be held virtually on January 20th. A bail out drill will be held on the 27th.

The Chief introduced his slate of officers and noted that they will be reviewing SOP's and mutual aid agreements in the coming weeks. He will advise the BOFC if formal mutual aid agreements are being considered.

R46 is OOS at Island Tech for light refurbishment. As soon as R46 is returned he will be working with Island Tech to schedule the LED lights and power project for T46.

ENGINEER'S REPORT

E107- new brakes were installed and the steering alignment completed by Campbell Supply. The next issue will be removing the PTO and replacing the CAFS air compressor. Engineer Kabis could not provide a cost estimate for the work at this time but indicated that it would take between 3 & 5 days. He will work with Mr. Newberry to provide an estimate by the next meeting. The missing rear exhaust tip has been ordered.

C46-1 has an outstanding GM recall for a wheel speed sensor and needs an oil change.

C46-2 has an issue with the transmission. The Engineer will obtain an estimate for the cost of the repair from Hillsborough Transmission.

A number of projects which are to be completed by Four Lanes remain incomplete. Mr. Kabis noted that the vendor had COVID complications and was behind in his work. Remaining projects include the PM on the B46 and the manifold drain on E107. Mr. Newberry indicated that it was unclear which Four Lanes PO's were open. He will work with Mr. Kabis to resolve. The Four Lanes invoices were held pending resolution.

As the budget for the next months is limited, proposals for 2021 PM services will not be issued until March.

T46 has returned from the latest repair. The invoice submitted by F&SS considerably exceeded the PO which was approved for the project. Additionally, Mr. Kabis reported that the repairs did not improve the performance of the apparatus. F&SS suggested that the main hydraulic valve may have to be rebuilt to improve performance. The exact cost for such a rebuild is unknown but it will likely place the

apparatus OOS for at least a month and likely cost more than \$10,000. After an extended discussion it was agreed that Mr. Kabis will return to the Board with additional information next month. The invoice from F&SS was tabled pending detail as to the discrepancy of the amount with the approved PO.

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.

Invoices from the 2020/21 Budgets:

Cost of Operations:

Administration: Office Expense: \$150.00(2020); Apparatus Housing: \$16,000.00 (2021); General Operations Medical: \$455.50(2020); General Operations Repairs and Maintenance \$8,036.34(2020); Snow Removal: \$1,965.00(2020); \$300.00 (2021); Utilities: \$563.27(2020); \$80.95(2021); Gen Ops. Other: \$501.38(2020); Supplies (radio and fan): \$10,367.60(2020); Training and Fire Prevention \$7,633.95 (2020).

Cost of Operations \$29,673.04 (2020) and \$16,380.95 (2021) Total \$46,053.99

Capital: \$0

Resolution 2021-1 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds remaining in the 2020 budget and the 2021 temporary 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 bills in the total amount \$46,053.99.

On Motion of Commissioner Ruppert, 2nd by Commissioner Sudol the BOFC unanimously approved payment of the bills.

Purchasing

Purchase requisitions approved at the December meeting have been issued with the exception of items to be purchased directly by the Chief and Engineer.

Requisitions

After discussion the following requisitions were approved:

2021 SCBA Hydro Testing (Vendor FF1) in the amount of \$2,320.00.
2 MSA4 Gas Meter Chargers (\$70.00 each, Vendor MSA) in the amount of \$140.00
1 Zico Folding Wheel Chock (Vendor The Fire Store) in the amount of \$249.59

Approval of the requisitions in the amount of \$2,709.59 was moved by Commissioner Sartorio, seconded by Commissioner Bonder and approved unanimously by the Board.

NEW BUSINESS

RESOLUTION 2021-2 Designation of Official Newspaper – In compliance with the provisions of the Open Public Meetings Act, Commissioner Bonder moved a resolution designating the Courier News as the official publication of the Board. The Princeton Packet is designated in the event that a second paper is required. Courtesy notification will be supplied to the Montgomery News. Chairman Sudol seconded the motion which was then approved by unanimous vote.

RESOLUTION 2021-3 Designation of Official Banking Depositories – Commissioner Bonder moved a resolution designating PNC and Northfield Bank as operating account depositories; First Bank and PNC are designated as capital account depositories. Chairman Sudol seconded the resolution which was approved by unanimous vote.

RESOLUTION 2021-4 Adoption of a Temporary Budget – Mr. Newberry noted that he had circulated a draft proposal after reviewing prior year expenditure patterns. Chairman Sudol noted the Governor's Executive Order increased the amount of the temporary budget from 14% to 30% of the prior budget. Since the budget must cover through April, expenditures will have to be carefully monitored. Vice Chairman Sartorio moved the adoption of the temporary budget, second by Commissioner Ruppert. The budget was unanimously adopted.

FY 2019 LOSAP Audit – The audit was received and will be electronically distributed for review. The Chair noted that the LOSAP account needs to be reconciled to the audit and reported on a monthly basis going forward. A review of the LOSAP program will be listed on the May agenda.

2021 Election – Chair Sudol noted that as indicated during the discussion on the temporary budget, Governor Murphy has issued an Executive Order changing the date of the 2021 election and budget referendum from Friday February 20th to Tuesday April 20th. The temporary budget has been extended from February through April. The terms of the expiring commissioners have been extended through April as well. The date for the submission of nominating petitions is extended until February 26th. There is no information on the manner in which the election will be conducted.

VFIS – Vice Chair Sartorio noted that he had distributed the VFIS report containing risk recommendations to the Board. The report contains four recommendations: implement ongoing Motor Vehicle Record checks on members driving records; obtain and post vehicle heights and weights so they are visible to apparatus drivers; implement accident investigation reporting and implement facility use agreements. Commissioner Sartorio offered to provide follow-up communication to the Chief, fire company President and the BOFC, regarding suggested next steps, as needed, to implement these recommendations. He also agreed to keep VFIS informed of the progress made on the implementation.

Workers Compensation Payroll Audit – Commissioner Sartorio noted that he has received correspondence from the BOFC workers compensation carrier requesting an update on the number of active members and related coverage questions. The BOFC reviewed the questions and proposed responses. Commissioner Sartorio will work with the Chief and Commissioner Bonder to respond with an up-to-date roster.

Review of Purchasing Process/Regulations – Chairman Sudol noted that with the changing leadership in the fire company it would be appropriate to review the restrictions, regulations and BOFC policies with regard to purchasing. It was agreed Mr. Newberry will lead a review at a working session of the BOFC to be held on January 25th.

COVID 19 Policy – Commissioner Sartorio noted that members who develop COVID 19 are presumed to have been infected with the illness from exposure on the job and are therefore covered under the Workers Compensation Policy. The carrier has advised the cost of such coverage will not impact the district ERM (Experience Rating Modifier). The ERM is used to calculate the premium rate for workers compensation coverage. He is seeking clarification of how much coverage the policy provides for the cost of testing. The BOFC has provided limited reimbursement for testing costs to some members for expenses incurred as a consequence of exposure at the firehouse. It was agreed that a formal policy is needed to provide all members with a clear understanding of reimbursable costs. Commissioner Sartorio will work with Mr. Perkins to develop a policy.

Apparatus Insurance Cards – Commissioner Bonder reported that new 2021 insurance cards have been placed in all apparatus.

OLD BUSINESS

Viburnum Underground Tanks –Gene Keller indicated that he was still waiting for a response from Stover regarding replacement of the tank floats.

Flight Credits -Commissioner Bonder reported that United Airlines had issued a credit for the canceled flights. The credit was issued to a credit card but no BOFC

card reflects the credit. Attorney Perkins will check with Chief Gurzo to determine if the credit was reflected on his personal card.

Junior Firefighter Regulations – Mr. Perkins reported that the new regulations have not yet been issued.

Quick Books -The new cloud product has been received and the books will be transitioned to the new format.

Rocky Hill Contract – The Chair noted that he had tentatively scheduled a meeting with the representatives of Rocky Hill at the April meeting.

E-108 Warranty -The dedication plaque has been ordered. The apparatus requires a wheel alignment which should be covered by warranty. It was noted that the one-year warranty will expire shortly so this needs to be resolved with the vendor.

Online Banking – Commissioner Bonder continues to meet with the bank representatives to complete the enrollment process.

Expired Turnout Gear- No action.

Travel and Expenditure Policies – Chairman Sudol will work with Commissioner McGeady in the drafting of the policies.

2021 Budget – Commissioner Bonder reported that he had received correspondence from DCA approving the budget submission on January 13th. Mr. Perkins noted that since the approval was received so late, he was unable to comply with the statutory requirements for newspaper publication of the adoption of the budget. The notice will be posted, and adoption will take place at the February meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:45 p.m. The next regularly scheduled meeting will be held on February 11th, 2021.

Motion by Bonder, 2nd by Sartorio. Motion passed without objection.