

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

MINUTES OF JUNE 13, 2019

**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.

**ROLL CALL**

Present: Commissioners B. Bonder, M. Ruppert, A. Sartorio, L. Laughlin and J. Sudol. .  
Also present Chief Gurzo, Deputy Chief Bolen, Engineer Kabis and W. Newberry

**APPROVAL OF MINUTES**

The minutes of the May 9, 2019 meeting were presented for approval.  
*Motion to approve the minutes of the May 9, 2019 meeting as presented.  
Motion by A. Sartorio; 2<sup>nd</sup> by M. Ruppert. Motion passed without objection.*

**PUBLIC COMMENT** - None

**MEETINGS**

Emergency Services – No report given.

Fire Prevention – No report given.

**CHIEFS REPORT**

There were 28 calls last month. Fire and Safety reports that the prebuild for the 108 replacement will likely occur around July 16<sup>th</sup>, considerably earlier than originally estimated. F&S also had an indication from Pierce that the truck might be delivered earlier than expected.

All pumps passed their annual maintenance checks. There was one issue with CAFS which will be monitored. All 5" pony lines failed hose testing. Additionally E107 is missing 800 feet of 5" and E108 is missing 400 feet. It is anticipated that a request to purchase additional hose will be brought to the July meeting. It was noted that the failed pony lines had been cut out of older 5" lengths. New pony lines will be

purchased. The new purchase will also include 150 feet of high pressure 5" for E107 and E108 to power the high school sprinkler system.

It was suggested that hose replacement be placed on a schedule. The Chief agreed that this was possible as the hose has a 15-year life expectancy unless it is damaged.

The company participated in a charitable event at St. Charles church and will standby at the Bedens Brook fireworks and the Montgomery fireworks in the coming days. The fire company also received an award for best appearing fleet in the Hopewell parade.

Stokes basket training will take place on June 19. A school bus extrication drill will be conducted with surrounding companies and EMS on July 14. Two officers and two ex-chiefs and one lieutenant attended FEMA NJFA NJ weekend training.

The Chief requested to purchase disposable CO2 meters at \$152.10 each. They have a two-year life expectancy and appear to be a less expensive option to the current meters that have to be recalibrated. A request was also made to order 15 new pairs of gloves at \$94.95 per pair, as no units are available for incoming members. The Chief also requested the purchase of 31 new flashlights at \$39.95 per unit. Twenty-six are required to replace existing units and five will be placed in inventory. The Chief also requested approval to replace the shock absorbers on the Deputy Chiefs Vehicle.

SCESTA will offer a summer training academy this year. We will be evaluating the quality of their instruction as compared to the Middlesex academy.

## **ENGINEERS REPORT**

Report distributed and on file. No new repair items are noted.

Discussion continued on the repairs to T46. Two items will be completed on June 17<sup>th</sup>. Reviewing the remaining issues, it was noted that one of the repairs (airline leak) is proposed on a time and materials basis making it impossible to confirm a dollar value for the repair. W. Newberry will work with the Engineer to refine the repair items for a quote or RFP.

It was suggested that the Engineer work with W. Newberry to obtain PM quotes so that same can be considered at the July meeting.

Pager Update – No update

New Radios – Units have been delivered but are not available at this time as they must be programmed. M&W and Somerset County Communications are working on this issue.

## **REQUISITIONS**

*Motion to approve Requisitions as requested by the Chief and Engineer as set forth in their respective reports, and enumerated in the attached listing.*

*Motion Sudol; 2<sup>nd</sup> Sartorio. 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. It was noted that the format has been revised to include yellow highlighting of items to be considered for payment in the current month and the percent of funds remaining in each category.

*Motion to accept the Treasurer's Report and to approve payment of the bills as presented.*

### **Resolution 2019-30 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient encumbered funds from the 2018 capital and operating budgets and unencumbered funds in the 2019 budget to pay the bills as set forth on the attached report, and having designated the accounts to which each should be charged, approval of and authorization to pay bills in the total amount of \$343,628.78*

*Motion Chairman Sudol, second A. Sartorio. Unanimous vote of approval.*

### **2018 Encumbrances**

All outstanding encumbrances were reviewed. The I-pad purchases were completed in the amount of \$1,444.76 and the audited workers comp premium was paid in the amount of \$1,058.00.

### **Resolution 2019-29 Terminating 2018 Encumbrances**

*The Chief Financial Officer having certified that all remaining 2018 encumbrances are no longer viable, the Board hereby voids said encumbrances and returns the monies remaining therefrom to the General Fund.*

*Motion Chairman Sudol, second A. Sartorio*

## **OLD BUSINESS**

Insurance Review – The session with Nottingham representative has been tentatively rescheduled for July 11<sup>th</sup>.

Engine 108 Replacement – The Chair indicated that the purchase order for the new apparatus was delivered to F&S along with the deposit check. The check was not processed for payment until the performance bond was received. A listing of equipment to be included with the old E-108 trade-in was explained. The binder containing all materials submitted relevant to the purchase will now be left in the

commissioners office. It was noted that E-108 would continue to be insured by the BOFC during the period it remains at Station 46 and responds to calls. The Chief and the Board discussed revisions of call protocols during this period to minimize the risk of damage to the vehicle.

Engine 108 Trade-in – M. Ruppert reported on that he had updated his research on comparable values and that it will be placed with the purchasing materials to support the trade-in determination.

Opticom Installation – Commissioner Sartorio indicated that he was working with G. Keller to resolve an issue with the cabinet.

Boiler Inspection – G. Keller sent a letter to the state indicating that the boiler is out of service at this time. He will continue his attempts to find the one plate for the pad boiler that is missing.

ISO Training – No discussion.

Fitness Room, Fitness Stations and Softball Waivers - No report

2018 Audit Status – Audit papers have been delivered to the auditor; awaiting draft document. The workers compensation carrier premium audit for the 2018 year has been received with an additional invoice in the amount of \$1,058.

Banking Interest Rate Review – Chairman Sudol reported on his research on interest rates of existing financial institutions. He was successful in obtaining better rates on operating accounts.

MEMS Agreement - No report

New Bank Signature Cards – Circulated for signature.

LOSAP – Awaiting actions by Chair and Gene Keller regarding closed accounts.

Checkbook Security – Vault has been installed in the office to hold the checkbooks.

Rescue 46 Overhaul – Captain Verducci continues to refine the RFP with W. Newberry. It is estimated that the overhaul work will take about two months after the requisition is approved.

The Chair reviewed progress from the first half of the fiscal year. He noted several accomplishments including the passage of the 2019 budget and navigating the new absentee ballot process, the purchase of the new apparatus, the hiring and successful transition of the BOFC professionals, the new requisition process and Commissioner Sartorio's acceptance of responsibility for BOFC insurance matters.

Looking to the second half of the year he suggest several actions to improve Board operations.

- 1) All involved parties need to work to fully integrate the new requisition system. If quotes are required, they should be provided to W. Newberry at least two weeks in advance of the next meeting. Items where no quotes are required should be provided no later than Monday prior to the meeting. This will allow for processing documentation to be provided by Wednesday and could reduce meeting duration.
- 2) All involved parties should actively work to complete anticipated purchases for the year during the third quarter. This will allow the BOFC to focus on the budget in the fourth quarter and avoid carrying expenditures into the following year.
- 3) A comprehensive BOFC monthly operation plan should be developed so that actions are taken in a timely fashion.
- 4) A review of critical paperwork should be conducted so that such items are readily available if required. Commissioners Bonder and Ruppert were tasked with this review. Additionally, consistent with the Open Public Records act, some items should be considered for digital storage.
- 5) Timely preparation of the 2020 budget.
- 6) An update of the BOFC capital plan. Commissioner Sartorio will work on this assignment.

Change Order Process – Recognizing that change orders may be required during the construction of the new apparatus, the amount of \$17, 437.20 has been set aside for this purpose. The Chair suggested that such orders must first be approved by the Chief and at two commissioners. Approved items will then be presented to the full board for ratification at the next commissioners meeting and a purchase order confirming the change order(s) will be issued.

**RESOLUTION 2019-31 Change Order Process for 2019 Pierce Fire Apparatus**  
*Motion to approve a process for the approval of change orders for the 2019 Pierce Pumper. A motion to adopt the resolution was made by Chairman Sudol, second by Commissioner Sartorio. Unanimous vote of approval.*

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:30 p.m. The next regularly scheduled meeting will be held on July 11, 2019.  
*Motion by Sartorio, 2<sup>nd</sup> by Sudol. Motion passed without objection.*

