

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

MINUTES OF JUNE 11, 2020

CALL TO ORDER

The regularly scheduled virtual 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. Special notice was provided to the required parties for attendance at the virtual meeting.

Roll Call

Present: Commissioners B. Bonder, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol. Also present Chief Gurzo, Deputy Chief Bolen, Engineer J. Kabis, N. Garrymore, G. Keller Jr., QPA W. Newberry and Attorney E. Perkins.

Approval of Minutes

On the motion of Commissioner Ruppert, seconded by Commissioner Bonder, the minutes of the meeting of May 14, 2020 were unanimously approved. No meeting was held in April due to the Covid virus.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Chiefs Report

Chief Gurzo reported that since the Governor's Executive Order has been rescinded the company has discontinued the Covid duty crew system and resumed normal response effective at midnight June 10th. Junior members will now be permitted to

respond as well. The Covid SOP concerning member PPE, SCBA and limited crew on interior investigations will remain in effect.

A number of small issues have emerged as the new E108 has been placed in service. The list of items will be provided next month and F&SS will be making appropriate repairs under the provisions of the warranty.

T46 is partially OOS. The hydraulic leak abruptly worsened and it is no longer possible to raise the tower. Emergency repair has been approved but it is estimated that the parts will not be available for 70 days. During this time the apparatus can still respond to calls to provide tools.

The R46 refurbishment quotes have been received and will be reviewed. The intention is to present recommendations to the BOFC in July.

ENGINEER'S REPORT

Engineer Kabis referred to the items noted in his report. The PO has been issued to replace the tires on R46; they will be replaced during the next step of the refurbishment.

The E107 pump foam manifold drain was never installed. Four Lanes will install the drain for \$730.00.

Mr. Kabis will provide specifications to Mr. Newberry for front brake replacement on E107 so that an RFQ can be issued. He is also working on an RFQ for the ATC light and steering alignment on the same apparatus.

Annual PM quotes were received and should be available at the July meeting.

REQUISITIONS

Requests were submitted for the purchase of the following equipment items to outfit new E108: gated wye \$1,511.25; two adaptors \$45.00; two caps \$34.78; two Storz caps \$162.00; a 24' foot ground ladder \$703.98. The total of these requests which will be capital expenses is \$2,457.01.

A request was also submitted for the replacement of two front tires on T46 in the amount of \$2,600.

Additionally the previously approved emergency requisition in the amount of \$16,925.00 for the hydraulic repair of T46 was presented for ratification.

On the motion of Commissioner Sartorio, 2nd by Commissioner Ruppert the BOFC unanimously approved all of the above requisitions.

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 included in the Treasurer's report.

Invoices from the 2020 budget: **Administration:** Office \$3,868.55; Professional fees \$4,755.00; **Operations:** Apparatus Housing \$16,000.00; Insurance \$11,938.22; Operations \$8789.47; Training \$200.00. Total expenses \$55,504.72.

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

Resolution 2020-09 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds from the budget to pay the bills as presented, and having designated the accounts to which each should be charged, approval of and authorization to pay bills in the total amount \$55,504.72 from the 2020 operating budget.

Motion Commissioner Sartorio, 2nd Commissioner McGeady. Unanimous vote of approval.

New Business

Apparatus PMs – All pumps passed their annual tests. The hose tests have not been returned yet, but it is known that a few pieces of 5" hose failed their tests.

Transfers from Capital to Operating Accounts – Commissioner Ruppert will write a check in the amount of \$50,933.77 from the capital account and deposit it in the operating account to cover for capital appropriations paid from the operating account in 2019.

The \$300,000 in 2020 capital fund monies will not be transferred from the operating account to the capital account until the next installment of tax monies are received from the township.

Long Term Capital Review - Chairman Sudol noted that the review of the Long-Term Capital plan will be deferred until the July meeting when the BOFC will meet in person.

Old Business

Email Policy – Mr. Perkins noted that he had worked with Nelson Garrymore to develop proposed revisions of the fire company email policy. The draft was distributed shortly before the meeting. He explained that revisions would create separate email accounts for commissioner correspondence which can be preserved in compliance with the law and can be searched in the event of legal requests. The revisions also set forth a process to protect the privacy of such emails. It was noted that the fire company has not had the opportunity to review the proposed revisions. After an extended discussion it was agreed that additional refinements will be made to the policy which will then be returned to the fire company for consideration. The BOFC will re-consider the matter at the July meeting.

Updating Bank Signature Cards – New cards will be completed as soon as banks return to semi-normal operations after the Covid restrictions are lifted. Mr. Newberry noted that he had not received a statement from PNC in the past three months.

2020 Budget – Attorney Perkins reported that the Department of Community Affairs has confirmed passage of the budget and transmitted confirmation to the Montgomery Township tax official. Montgomery has confirmed that they have received the confirmation.

T46 Generator – Commissioner Ruppert reviewed the various possible repair/replacement alternatives that have been considered noting the pluses and minuses of each. He will meet with Chief Gurzo to attempt to present a recommendation to the BOFC.

Rescue Upgrade – Mr. Newberry reported that only one response was submitted for the latest lighting RFQ. Three vendors did not respond in spite of follow-up efforts by Mr. Newberry. It was agreed to hold the matter open and seek additional responses. If no responses are received the contract will be awarded in July.

Boiler Inspection – Gene Keller reported that installation of the new boiler is complete. Hartford Insurance has been contacted to schedule an inspection.

2018 Audit Questions – Sue Perkins, CPA, will be asked to attend the August meeting to discuss the questions that have been raised.

Expired Turnout Gear – No action.

Apparatus Repair Parts Account – Engineer Kabis indicated that he has submitted a credit application for the BOFC to PDQ Auto Supply. Mr. Newberry has submitted a credit application to Grainger.

LOSAP – Commissioner Sartorio moved the amendment of the LOSAP program provisions consistent with CARES act permitting penalty free distributions and early withdrawals. He noted that the RMD requirements have been waived for 2020. The motion was seconded by Commissioner Bonder and unanimously approved. Commissioner Sartorio will notify AIG.

Mr. Newberry indicated that he is unable to revise the monthly financial reports to include the amount of the LOSAP reserve until the audit is completed.

Commissioner Bonder made a motion to send a letter to AIG requesting the return of monies from dormant non-vested accounts. Commissioner McGeady seconded the motion and it passed unanimously. Commissioner Sartorio will forward the letter.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:45 p.m. The next regularly scheduled meeting will be held on July 9th, 2020.
Motion by Bonder, 2nd by Sartorio. Motion passed without objection.