

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

*Commissioners-elect Bonder and Sartorio were sworn in prior to the meeting.*

**CALL TO ORDER**

The regularly scheduled meeting of the Board was called to order by Commissioner Sudol at 7:00 pm, 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 and J. Sudol. Absent: L. Laughlin. Also present: Chief Gurzo, Deputy Chief Bolen, Engineer Kabis, W. Newberry and Attorney Griswold.

**CERTIFICATION OF ELECTION RESULTS**

The 2019 budget was approved by voters (163 “Yes”, 44 “No”) at the February 16th referendum. Brian Bonder and Anthony Sartorio were elected to 3-year terms on the Board of Fire Commissioners. The results were certified and have been submitted to the state and township.

**ELECTION OF OFFICERS**

**A. Nominations:** *Motion made to nominate the following slate of officers for 2019:*

*John Sudol, Chairman; Leighton Laughlin, Jr., Vice-Chairman; Michael Ruppert, Secretary; Anthony Sartorio, Treasurer.*

*Motion by Bonder.*

*2<sup>nd</sup> by Sudol, Ruppert, Sartorio.*

*Motion passed without objection.*

The following commissioners were elected to hold office until the next annual election:

Chairman – John Sudol

Vice-Chairman – Leighton Laughlin, Jr.

Secretary – Michael Ruppert

Treasurer – Anthony Sartorio

**B. Appointments:** The board approved the following appointments by Chairman Sudol:

Chief Financial Officer – Anthony Sartorio

LOSAP Administrator – Anthony Sartorio

Emergency Services Representative – Brian Bonder

Fire Prevention Bureau Representative – John Sudol

EEOC Coordinator/Affirmative Action– Leighton Laughlin

Public Agency Compliance Officer – Leighton Laughlin (previously appointed)

Public Records Custodian – Michael Ruppert

Fire Company Liaison – Michael Ruppert

Insurance Review Officer – Anthony Sartorio

Outside Services Review Officer – Brian Bonder

## **APPROVAL OF MINUTES**

The minutes of the February 14, 2019 meeting were presented for approval.

*Motion to approve the minutes of the February 14, 2019 board meeting as presented.*

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

**PUBLIC COMMENT** – None.

## **MEETINGS**

Emergency Services: No meeting.

Fire Prevention: No meeting.

## **CHIEF'S REPORT**

The fire company responded to 23 calls during February, 2019. An average 15 people responded to each call. There was a notable call for a Hazmat incident at a chemical lab near Wall Street – it also necessitated response by multiple ambulances to perform medical evaluations for each lab employee. The fire police were a great help in

Active Shooter Task Force – The township fire chiefs created and approved a document laying out the fire companies' operational end of the mission. It will be submitted to the police department and EMS for their information and input. It does not require a commitment to participate, rather sets forth the role the fire companies anticipate insofar as their participation. The board wants to examine the insurance implications of accepting this responsibility as well as its associated costs.

Training – The property owner will allow the fire company to train at the Village Shoppes site prior to the buildings being razed. Members will also attend a live burn training session at Middlesex Fire Academy.

Activities – The recruitment open house at the fire station will take place on March 28<sup>th</sup>.

Command vehicle – The vendor will take the car next week to remedy items on the chief's punch list; once completed the vehicle will be lettered.

Pager Capital Purchase – Will be put on hold until the officers use demo pagers to determine whether UHF or VHF pagers will best suit the needs of the fire department. UHF will allow listening to all channels, which VHF does not, but there is a question of coverage in some places in the fire district with the UHF models. The county would like the decision to be made by June 1<sup>st</sup>, however the chief will seek an extension of time if possible. He will also look into whether the old pagers (VHF) have any trade-in value.

## **ENGINEER'S REPORT**

Report distributed and on file.

Tower 46 - Repairs at Fire & Safety Services completed. The exhaust hanger will be repaired by Absolute and the annual inspection and ladder tests will be scheduled.

Engine 7 – TPMS sensor system will be repaired by Absolute.

Service Notices - Engine 7 (Cummins engine) and Brush 46 (CAC hose and NOx sensor) will be addressed.

Truck Repairs - The engineer, chief and Bill Newberry will review, categorize and prioritize repairs for budgetary purposes and board consideration, particularly with regard to anticipated repairs to Tower 46.

## **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.

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

*Motion made by Sudol. 2<sup>nd</sup> by Bonder. Passed without objection.*

### **RESOLUTION 2019-22 - 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 presented, and having designated the accounts to which each should be charged, approval of and authorization to pay bills in the total amount of \$53,182.83 (\$6,244.15 from the encumbered '18 operating budget and \$46,938.68 from the '19 budget).*

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

Commissioner Sudol will inquire into to the noticeable interest rate differential between the banks in which capital funds are on deposit.

Authorized signers on the board's bank accounts need to be updated. Mr. Newberry will coordinate.

### **OLD BUSINESS**

Fire Safety Trailer – Transfer complete; will be removed this coming weekend.

Fitness Room and Fitness Stations/Initiative – Approved by Fire Company trustees; will pursue execution.

ISO Rating – Kean University Fire & Safety Training Program is offering an ISO seminar this spring. Commissioner Sartorio will attend.

First Responder Credentials – No change.

Records Retention – Document organization continues.

LOSAP – Awaiting historic review. Commissioner Sudol will work with Mr. Keller to secure the return of funds from members who have separated from the fire company prior to vesting in the program and to notify other inactive and unvested members who are in danger of forfeiting their accounts.

SCESTA – Looking into realigning its program to offer a summer program and to allow 16 and 17 year-olds to complete those portions of Firefighter 1 allowed by law, completing the remainder once they turn 18.

Committees –

- Engine108 replacement – Researching comparable quotes and trade-in values. Will meet again at the end of the month and hope to formally move on purchase in May or June.

- Rescue 46 refurb – Meeting next week to move the project forward.

- New command vehicle – Quote for lettering the vehicle received - \$4,500.00 Danz Lettering.

Purchasing Process – At the board's request, Mr. Newberry presented an overview of cooperative purchasing procedures for vehicles and apparatus.

Current Command Vehicle – Cmsr. Ruppert recommended keeping the car and assessing its usefulness and cost of operation as time goes on. The board agreed that the chief is to provide regular (6 mo.) updates of costs incurred. There will be immediate costs to replace the shocks, address issues related to existing warning light activation and to purchase radios for the vehicle.

*Motion to keep the 2010 Chevrolet Tahoe as part of the existing fleet as a second command vehicle.*

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

Routine Inspection/Testing; Emergency Repairs/Service –

*Motion to approve a policy for obtaining periodic routine inspections and testing and emergency service and repairs.*

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

**RESOLUTION 2019-23 –Authorizing Routine Inspection/Testing; Emergency Repairs/Service.**

*The chief or his designee is authorized to obtain standard periodic inspections and testing of apparatus and equipment (including but not limited to pumps, hose, extrication tools, ladders, CO monitors) for 2019 without further approval of the board if the cost of inspection or testing (per category) is not expected to exceed \$2,500.00, and to obtain emergency and/or unanticipated service or repairs necessary to protect the apparatus and equipment and to keep same in service and operating safely without prior approval of the board if the cost of service or repair (per incident) is not expected to exceed \$2,500.00 and on the condition that the Chairman (or if unavailable, at least one commissioner) be notified of the service or repair at the chief or his designee's earliest possible opportunity. Routine inspections or testing and Emergency repair or service expected to exceed \$2,500.00 will require prior approval of at least three members of the board. In all cases, Purchase Orders should be obtained from the Purchasing Agent when possible.*

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

Critical Materials and Supplies -

*Motion to approve a policy for obtaining critical materials and supplies.*

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

**RESOLUTION 2019-24 –Authorizing Purchase of Critical Materials and Supplies**

*The Chief or his designee is authorized to purchase materials and supplies critical to maintaining emergency service operations without prior approval of the board if the cost of the materials and supplies does not exceed \$1,000.00 and on the condition that at least one commissioner is notified of the need and the proposed purchase prior thereto, or if prior notification is impossible as soon as practicable after the purchase. A purchase of essential materials in excess of \$1,000.00 will require prior approval of at least three members of the board. Purchase Orders should be obtained from the Purchasing Agent when possible.*

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

**NEW BUSINESS –**

Insurance Presentation – Kirk LeBlanc from Nottingham Insurance will attend the next meeting to present an overview of insurance and to answer questions, including a discussion of the potential Active Shooter Task Force liabilities and insurance alternatives for athletic or non-firefighting related injuries.

Somerset County Softball League – Certificate of Insurance for the county Parks Commission was secured. Attorney Griswold provided a waiver of liability and acknowledgment of personal insurance requirements for participants. The matter will be addressed more fully after the insurance presentation at the next meeting.

Election Costs – Bridgewater Twp. Fire District #4 has suggested a meeting of all Somerset County fire districts to discuss the recent election costs with the county Board of Elections and to suggest ways to save money in the election process.

Proclamation of Appreciation – Chairman Sudol read a Proclamation from the board in honor of Peter G. Martin who recently retired from his position on the board (attached).

NJ State Association of Fire Districts – Decision whether to join tabled until the next meeting.

Requisitions –

*Motion to approve Requisitions presented and attached to these minutes.*

*Motion by Sudol. 2<sup>nd</sup> by Bonder. Passed without objection.*

1. Smoke machine
2. Fire Police gloves, shirts, hats, jackets
3. APX8000 radios & accessories
4. Tire rotation/inspection (slow leak) – B46
5. Aerial inspection and NDT test – T46
6. Command vehicle lettering

MEMS Agreement – The agreement to allow Montgomery EMS to house an ambulance in one of the bays at the firehouse has expired. A proposed renewal agreement will be presented for discussion and board approval at the April meeting.

Attorney Transition – Eric Perkins, Esq. will take over the position of board attorney effective April 1, 2019.

Operational Plan – Chairman Sudol would like to create a working document to add structure to, and increase the efficiency of board procedures.

Positive Focus – Chairman Sudol would like to highlight some of the positive activities happening within the fire company and at the firehouse and has asked the chief to recognize some of these pursuits and accomplishments in his monthly report.

Amend Annual Meeting Notice –

*Motion to change the time monthly board meetings and work sessions will begin from 7:00 pm to 7:30 pm and to provide notice as required by law.*

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

**RESOLUTION 2019-25 –Amending 2019 Annual Meeting Notice to Change Meeting Commencement Time**  
**(attached)**

*In accord with the Open Public Meetings Act, authorization to issue and advertise as required by law an amended Annual Meeting Notice to advise that as of April 1, 2019, regular meetings and work sessions of the Board of Fire Commissioners, Montgomery Township Fire District #2, will begin at 7:30 pm.*

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

**ADJOURNMENT -**

There being no further business to come before the Board, the meeting adjourned at 9:11 p.m. The next regularly scheduled meeting will be held on April 11, 2019 at 7:30 pm.

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