

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

MINUTES OF MARCH 12, 2020

Prior to the meeting Rosemary McGeady took the oath of office for a three-year term as a member of the Board of Fire Commissioners.

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, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol. Also present Chief Gurzo, Dpty. Chief Bolen, Engineer J. Kabis, QPA W. Newberry and Attorney E. Perkins.

Certification of Election Results

Chairman Sudol reported that the budget had passed with 125 votes in favor and 34 votes in opposition. R. McGeady was elected commissioner for a three-year term with 133 votes. On a motion of Chairman Sudol, 2nd Commissioner Sartorio, the Board unanimously voted to certify the election results to the State and the municipal tax collector.

Reorganization of the Board

Chairman Sudol was re-nominated as Chair on the motion of Commissioner Ruppert, 2nd Commissioner Bonder. The motion was unanimously approved.

Commissioner Sartorio was nominated as Vice Chair on the motion of the Chair, 2nd Commissioner Bonder. The motion was unanimously approved.

Commissioner McGeady was nominated as Clerk on the motion of the Chair, 2nd Commissioner Ruppert. The motion was unanimously approved.

Commissioner Bonder was nominated as Treasurer on the motion of Commissioner Sartorio, 2nd Chair Sudol. The motion was unanimously approved.

Chairman Sudol made the following appointments:

Chief Finance Officer: Commissioner Bonder
LOSAP Representative: Commissioner Sartorio
Emergency Services Representative: Commissioner Bonder
Fire Prevention Representative: Chairman Sudol
EEOC Officer: Commissioner McGeady
Public Records Officer: Commissioner McGeady
Public Access Compliance Officer: Commissioner McGeady
Fire Company Liaison: Commissioner Ruppert
Apparatus Officer: Commissioner Ruppert
Insurance/ISO: Commissioner Sartorio
Vehicle Registration Officer: Commissioner Bonder
Outside Service Review Officer: Commissioner Bonder

Reappointment of Professionals

Resolution 2020-04 Fire District Attorney. Eric M. Perkins, Esq., of Skillman, New Jersey is hereby appointed as attorney for a term beginning March 1, 2020 and ending February 28, 2021 at an annual contract fee of \$17,100.00 plus expenses, and to prepare Board minutes at a contract fee not to exceed \$3,000.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2020-05 Fire District Purchasing Agent. William Newberry, QPA, LLC, of Wall Township, New Jersey is appointed as Purchasing Officer for a term beginning March 1, 2020 and ending February 28, 2021 at an annual contract fee of \$12,800.00, plus \$150.00 per meeting should extra meetings be required, plus expenses. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2020-06 Fire District Insurance Broker. Nottingham Insurance Agency of Hamilton Square, New Jersey, is named as broker of record, for a term beginning March 1, 2020 and ending February 28, 2021, to provide insurance services to the fire district relative issues presented in the course of fire district business. This broker of record has a good relationship with the specialized fire insurance providers and has proven to be knowledgeable, helpful and efficient in handling matters presented to it by the board. This contract is awarded as an Extraordinary Unspecified Service pursuant to N.J.S.A. 40:11-5(1)(a), 40A:11-5(1)(m) and the New Jersey Pay to Play regulations and is on file and available for public inspection at the fire district offices.

Resolution 2020-07 Fire District Auditors.

Solitario & Tierney are named as Auditors for the fiscal and LOSAP audit for the year ended December 31, 2019 at a cost not to exceed \$11,500.00. This contract is awarded as a professional service under the provisions of N.J.S.A. 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

Resolution 2020-08 Establishing a Cash Management Plan

The Board hereby adopts a Cash Management Plan in accord with the N.J. Local Fiscal Affairs Law (N.J.S.A. 40A:5-15) and N.J. Local Finance Board guidelines designating Northfield Bank as official depository of the fire district and authorizing additions and deletions from this designation as long as the institution are GUDPA participating and authorized by law as a public depository. Disbursements from all accounts shall be by official check signed by two Commissioners. Investments as authorized as by N.J.S.A 40A:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report from the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

On a motion of Commissioner Bonder, 2nd by Commissioner Sartorio the preceding five resolutions were unanimously approved by the Board.

Approval of Minutes

Consideration of approval of the minutes of the February 13, 2020 was deferred until the next meeting.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Chiefs Report

Chief Gurzo reported that there were 12 calls in the month of February with an average of 20 persons responding to each call. The Chief detailed the coronavirus response protocol that he and the officers had prepared. He noted that the company was operating at level 1 at the present time, but that the level could be changed if circumstances warrant. Level 1 restricts access to the firehouse unless responding to a call. Company meetings and drills will be canceled until further notice. A joint

meeting is scheduled on March 17th with the Chiefs of Stations 45 and 53 to clarify joint operations.

ENGINEER'S REPORT

The E107 D/S steamer valve leak was adjusted but continues to leak and must be rebuilt. The wrong part was specified in the original quote. The revised quote from Four Lanes will increase P.O. 2019-231 by \$450.00 from \$1,565.00 to \$2,000.

The tires on R46 are scheduled for replacement as they have reached the NFPA age limit.

Car 46-1 has been recalled for a defect in the wheel speed sensor.

An RFQ is in process for the ATC light and steering alignment on E107. A separate RFQ has been issued for the replacement of the brakes on the same apparatus.

The foam system flow meter is not responding on E107 and will be reviewed.

B46 also has an issue with improper functioning of the foam system.

Details on additional repair issues to be scheduled at future dates are contained in the Engineers report.

Engineer Kabis is working with Mr. Newberry to prepare the RFQ's for 2020 preventative maintenance. They will include foam systems.

It was noted that, per the discussion at last months meeting, an RFQ should be issued for the possible repair of the hydraulic leak in T46. The apparatus continues in service and will be monitored to note any deterioration in its condition.

REQUISITIONS

Requests were made for requisitions in the amount of \$26,330.07 for assorted equipment to outfit the new E108. Additional requests were made for requisitions for the purchase and installation of a new radio in the Deputy Chief's vehicle and for the replacement of a damaged extension ladder.

Total requisitions in the amount of \$36,465.20 allocated as \$26,330.07 to capital and \$10,135.13 to 2020 operating expenses.

Motion to approve by Commissioner Bonder, 2nd by Commissioner Sartorio; motion passed with unanimous consent.

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.

Allocations from the Capital budget: \$16,012.97 and \$1,261.92 for change orders on the new E108; \$21,170.00 for the R46 refurbishment and \$1,675.00 for change orders associated with the refurbishment. Total Capital expenses: \$40,118.89.

Allocations from the 2020 budget: **Administration:** Elections \$601.74; Office \$2,550.00; Professional Fees \$5,025.00; **Operations:** Apparatus Housing \$16,000.00; Insurance \$14,785.21; Operations \$4,004.43; Training/Fire Prevention \$2,850.00. Total expenses \$45,816.38.

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 2019 and 2020 operating budgets 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 \$40,118.89 from the capital budget and \$45,816.38 from the operating 2020 budget.

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

New Business

Chairman Sudol distributed copies of proposed revised resolutions as follows:

Resolution 2020-10 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 2020 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 \$2,50.00 and on the condition that the Chairman (or if not available, at least one commissioner) be notified of the service or repair by the chief or his designee prior to authorizing the expenditure. Routine inspections or testing and emergency service and repair expected to exceed

\$2,500.00 will require prior approval of at least three members of the Board. In all cases purchase orders shall be obtained from the Purchasing Agent and issued to the vendor.

Resolution 2020-11 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 do not exceed \$1,000 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 the approval of at least three members of the Board. Purchase Orders shall be obtained from the Purchasing Officer.

On the motion of Commissioner Bonder, 2nd Chair Sudol, both resolutions were unanimously approved.

Transfers from Capital to Operating Accounts - Chairman Sudol noted that there appears to be no fixed practice in payments from the capital account. In some instances items have been charged directly to the capital account. In other instances, capital items have been purchased using operating account funds. It appears that the operating account may not have been reimbursed in such instances. Mr. Newberry will discuss this issue with the auditor and suggest a uniform policy.

Long Term Capital Review - Chairman Sudol requested Commissioners Bonder and Sartorio to review the existing Long Term Capital plan and prepare to report to the Board at the June meeting.

Updating Bank Signature Cards - Chairman Sudol will obtain the necessary documentation and begin the process to incorporate Commissioner McGeady into the authorization process.

BOFC Website - Mr. Newberry indicated that he was having difficulty posting the minutes to the website and that perhaps the Board should consider updating as the present system was dated. Mr. Newberry will obtain pricing on an update. Commissioner Bonder will contact Nelson Garrymore to determine if he can assist Mr. Newberry in using the existing system. Discussion then turned to the subject of Board email accounts. Mr. Newberry will obtain pricing on new accounts for the Board.

Timing of Financial Reports - Mr. Newberry noted the difficulty he was experiencing providing accurate reports to the BOFC as new material is constantly being added right up until the meeting date. This practice requires amendments to the reports at the meeting that can be confusing and lead to errors. It was agreed

that purchasing items must be submitted to Mr. Newberry by the Thursday prior to the meeting.

2020 Budget – Attorney Perkins will review the adopted submission to determine the nature of the inconsistency with the original documents.

Old Business

2020 Election – Chairman Sudol noted that there were approximately 2 mail-in votes for every in-person vote. The total cost of the election is not yet known, as invoices have not been received from the Board of Elections. It is unlikely the county will reimburse these costs.

New E108 - The lettering of the apparatus is in process and driver training has begun. Commissioner Bonder will complete the registration process on March 13th. Chairman Sudol noted that the truck was within the approved budget and that there was \$57,484 remaining in the project account after the expenditure for the equipment approved at tonight's meeting

Old E108 – Chairman Sudol will retrieve the certificate of title in anticipation of title transfer on March 18th. Attorney Perkins will verify that F&SS has an insurance card and dealer plates to transport the vehicle. The Chief and Engineer Kabis will verify that all equipment that is required to be included in the sale is on the truck. A copy of the current pump test will be made available to F&SS on the date of departure.

Rescue Upgrade – The apparatus is back in service. Mr. Newberry will issue a new RFQ for the lighting.

Insurance Review – No report.

Opticom Maintenance/Repair – An invoice was submitted to Fire District #1 to cover their share of the costs involved. Payment was approved by the BOFC District #1 on March 10th.

Boiler Inspection – Installation of the new boiler is nearly complete. The State will be notified when the project is complete.

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

Grant Application – Commissioner Sartorio reported that he had investigated the grant process and found that it would not be feasible to submit an application at this time as the deadline for submission is tomorrow.

Expired Turnout Gear- No report.

Napa Account – Application for a Napa house credit account was denied. Engineer Kabis is exploring alternatives.

LOSAP - The LOSAP funds have been transmitted to VALIC/AIG for distribution to individual accounts. Commissioner Sartorio will schedule a visit from the AIG/VALIC representative for member consultations. It was noted that the amount required for LOSAP above the appropriated amount was taken from the LOSAP reserve. Efforts will continue to determine amounts from dormant accounts that can be returned to the reserve.

2020 Budget- Mr. Newberry reported that copy of the adopted budget, approved by the Division of Local Government Services, was delivered to the street mailbox rather than to the Board's P.O. box.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m. The next regularly scheduled meeting will be held on April 9, 2020.
Motion by Bonder, 2nd by Sartorio. Motion passed without objection.