

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

MINUTES OF MARCH 9th, 2023

**CALL TO ORDER**

The regularly scheduled meeting of the Board was called to order by Chairman Sartorio 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 Gerry Hogan, Stephen Morrison, Andy Mozumdar, Michael Ruppert and Tony Sartorio (virtual participation).  
Also present: Chief Adam Verducci, Deputy Chief Kyle Rendell, Engineer Justin Kabis, QPA Bill Newberry and Attorney Eric Perkins.

**Approval of Minutes**

On the motion of Commissioner Morrison, seconded by Commissioner Ruppert, the minutes of the meeting of February 9th, 2023 were unanimously approved.

**Certification of 2023 Budget Referendum and Election**

Commissioner Sartorio reported that 227 votes were cast in the February 19<sup>th</sup> election and budget referendum. There were 184 votes approving the budget and 41 votes against the budget. Gerald Hogan III received 208 votes and was elected to a full three-year term expiring in February 2026.

Commissioner Mozumdar moved to certify the election results, second by Commissioner Ruppert. The Board unanimously voted to certify the election and referendum results and to forward the results to the State Department of Community Affairs and Montgomery Township Tax Collector.

Attorney Perkins administered the oath of office to Commissioner Hogan.

The following slate of Board Officers was presented and unanimously approved:

Andy Mozumdar, Chair  
Michael Ruppert, Vice Chair

Steve Morrison, Treasurer  
Gerrard Hogan, Clerk

It was noted that the emails and passwords for the new officers will need to be reset. President Kabis will accomplish this task after the April meeting.

Chair Mozumdar made the following appointments:

Apparatus Officer: Commissioner Ruppert  
Budget Coordinator: Commissioner Morrison  
Chief Finance Officer: Commissioner Morrison  
EEOC Officer: Commissioner Hogan  
Emergency Services Committee: Commissioner Ruppert  
Fire Company Liaison: Commissioner Ruppert  
Fire Prevention Committee Representative: Commissioner Hogan  
Grants Coordinator: Commissioner Mozumdar  
Insurance Coordinator: Commissioner Morrison  
ISO Coordinator: Commissioner Morrison  
LOSAP Administrator: Commissioner Hogan  
Long Range Capital Committee: Commissioners Sartorio and Ruppert  
Outside Service Review Officer; Commissioner Hogan  
Public Communications & Social Media Officer: Commissioner Mozumdar  
Public Records Compliance Officer: Commissioner Hogan  
Apparatus Registration, Repairs & Maintenance Oversight: Commissioner Ruppert

**Public Comment** - None

### **Meetings**

Emergency Services – No meeting held.  
Fire Prevention – No meeting held.  
Rescue Task Force- No meeting held.

### **Resolution 2023- 08 Appointment of Fire District Purchasing Agent**

William Newberry, QPA, LLC of Wall Township, New Jersey, is appointed as Purchasing officer for a term beginning March 9th, 2023 and ending on March 14<sup>th</sup> 2024 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 2023- 09 Appointment of Fire District Auditors**

Solitario & Tierney, CPA's of Spotswood, New Jersey are retained as BOFC Auditors for the fiscal and LOSAP years ended December 31, 2022, and for financial review services, at a cost not to exceed \$13,500.00. 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 2023-10 Appointment of Fire District Attorney**

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning March 9, 2023 and ending on March 14<sup>th</sup>, 2024 at an annual contract fee of \$18,400.00 plus expenses, and to prepare Board minutes at a contract fee not to exceed \$3,100.00. 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 2023-10 A**

Whereas, The Board of Fire Commissioners of Montgomery Township Fire District No. 2 requires an attorney to serve as legal counsel and to provide advice to the Board for 2023; and

Whereas, the Board purchasing agent has determined that the value of services provided by said attorney may exceed \$17,500; and

Whereas, Eric M. Perkins, Esq., has not made any reportable contributions to any political committee or candidate in the Township of Montgomery, nor to any member of the Board of Fire Commissioners in the year prior to this contract, and that this contract will prohibit Eric M. Perkins, Esq., his agent and/or employees from making any reportable contributions during the term of this contract;

Now therefore be it resolved, that the Board of Fire Commissioners of Montgomery Township Fire District No. 2 authorizes the Board Chairman to enter into a contract with Eric M. Perkins, Esq., as described hereinabove, and

Be It Further Resolved, that the Business Disclosure Entity Certification and the Determination of Value be place on File with this resolution, and

Be It Further Resolved, that this resolution and the contract itself be available for public inspection at the offices of the Board of Fire Commissioners, and

Be it Further Resolved that notice of this action shall be printed once in the Boards official newspaper the Courier News.

**RESOLUTION 2023 -11 Appointment of Fire District Insurance Broker -**

The fire district requires the services of knowledgeable insurance professionals to obtain insurance coverages necessary to support fire district operations. Nottingham Agency of Hamilton Square, New Jersey, a licensed broker, has demonstrated a professional relationship with specialized carriers necessary to provide the coverages required. Accordingly, Nottingham Agency is appointed broker of record for a term beginning March 9, 2023 and ending March 14, 2024, to provide insurance services to the fire district relative to all insurance coverages required in the course of fire district business. Compensation under this contract will be based on commission for services. This contract is awarded as an Extraordinary Unspecified Service pursuant to N.J.S.A. 40A: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.

Chairman Sartorio moved passage of Resolutions 8, 9, 10 and 11. Commissioner Ruppert seconded the motion, and the resolutions were unanimously approved.

### **Chiefs Report**

Chief Verducci reported that there were 26 calls in the month of February. The calls included two structure fires incidents on Sycamore Lane, Wall Street and Blue Spring Road. The most significant incident was a structure fire on Rolling Hill Road which severely damaged an empty home. During the call a 50' length of 1 ¾ hose was damaged as the outer jacket burned through. The Chief is reaching out to the vendor as the damage should not have occurred. Two training drills were also held.

### **ENGINEER'S REPORT**

**T46-**All repairs have been completed and the apparatus is back in service. Master drain leak repairs to be completed by Four Lanes after delivery of parts. The annual MISTRAS testing on the apparatus will be conducted during the next month.

**B46-** The new engine has been installed and the apparatus should be returned by the middle of next week.

**U46-** The apparatus requires a new catalytic converter in the amount of \$2,126.82.

**R46-** Repairs to the MIV valve is scheduled with Four Lanes . Attempting to schedule at Mercer Spring to replace the shock absorbers.

### **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.

**Administration:** Advertising: \$120.34(FY22); Office Expenses: \$3,953.52(FY23); Elections: \$554.75(FY23); Professional Fees: \$7,924.00(FY23).

**Total Cost of Administration:**\$12,552.62 [**\$120.34(FY22); \$12,432.27(FY23)**].

#### **Cost of Operations:**

Apparatus Housing: \$16,000.00 (FY23); Insurance \$33,238.97(FY23); General Operations: Repairs and Maintenance: \$313.98(FY22); \$1,338.20(FY23); General Operations: Snow Removal: \$650.00 (FY23); Utilities: \$667.02 (FY23); Gen Ops.

Medical: \$90.00(FY23); Training and Fire Prevention: \$924.84(FY23); Montgomery EMS: \$4,590.00(FY22).

**Total Cost of Operations: \$61,174.86 [\$4,903.98(FY22);\$56,270.88].**

**Total Cost of Administration and Operations: \$73,727.47  
[\$5,024.32(FY22); \$68,703.15(FY23).]**

**LOSAP: \$51,788.00(FY22)**

**Capital Expense: \$43,999.00 (Deputy Chief's Car)**

**Resolution 2023-13 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2022 and 2023, Capital and LOSAP budgets 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 the Administration, Operations, Capital and LOSAP bills in the total amount of **\$169,514.47**.*

*On Motion of Chairman Sartorio, 2<sup>nd</sup> by Commissioner Mozumdar the BOFC unanimously approved payment of the bills.*

**Purchasing** - The MEMS Pulse Ox has been received from Concord Health and delivered to Squad 47.

**Requisitions**: Chairman Sartorio moved approval of the requisition for the new catalytic converter for U46 in the amount of \$2,126.82. Commissioner Hogan seconded the motion, and it was unanimously approved.

**NEW BUSINESS**

**Financial Disclosure Reports** – Attorney Perkins reminded all commissioners of their obligation to file the State financial disclosure forms by April 30<sup>th</sup>. He will speak with the township clerk to obtain registration information for the newest commissioners.

**ISO Evaluation** – The chief has received notice that ISO will be visiting the district in late March or early April to update the ISO ratings. The chief and officers will provide the necessary data in advance of the visit. The chief will notify the Board in advance of the visit so that one of the commissioners can attend.

**Capital Fund Investment** – Commissioner Mozumdar reported that he was investing 1.7 million in one-year T-bills at an interest rate of 5% per the February BOFC resolution.

**OSHA and WC Posters** – It was noted that the posters which are currently hung in the firehouse are out of date. The insurance company will be contacted to obtain new posters.

## **OLD BUSINESS**

**Tower Replacement** – No change in status. Delivery estimate remains May 2024.

**Deputy Chief Vehicle** – The new apparatus has been delivered but is not in service. Quotes have been received to repaint the truck from gray to red but the amount of \$4,500 is unreasonable. Awaiting installation of radios, rear box and graphics prior to placing in service. The cap for the bed has a 14-week lead time. Commissioner Hogan moved a resolution awarding a contract not to exceed \$40,000 to East Coast for the outfitting of the apparatus. Chairman Sartorio seconded the motion, and it was unanimously approved.

**Brush Truck** – Efforts continue to find a suitable chassis that can be built out modeled on the apparatus used by the State Forest service. If an appropriate chassis can be located the new apparatus could be in service by the end of the year. The intention is to find a vehicle with a gas engine to avoid the problems of the current vehicles diesel engine. The Chief suggested that the existing brush truck could be sold in advance of the delivery of the new apparatus. Various estimates have been received for the value of the current 2011 Ford F550 which has approximately 7,000 miles on it and a new engine. Chairman Sartorio made a motion to place the apparatus on surplus auction at a minimum bid of \$100,000. Commissioner Mozumdar seconded the motion, and it was unanimously approved.

**FEMA** – The grant has been closed out with the receipt of the last check for \$1,200.00. The MUA must still be completed.

**Change of Election Date** – Chairman Sartorio indicated that he had met with Chairman Spohn of District 1 to consider the process and issues of the possible change. The next step will be to meet with the local municipal officials.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:40 p.m. The next regularly scheduled meeting will be held on April 13th, 2023.  
*Motion by Mozumdar, 2<sup>nd</sup> by Sartorio. Motion passed without objection.*