

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

MINUTES OF MARCH 10th, 2022

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, Steven Morrison, Andy Mozumdar, Michael Ruppert and Tony Sartorio.

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 Sartorio, seconded by Commissioner Mozumdar, the minutes of the meeting of February 10th, 2022 were unanimously approved.

Certification of 2022 Budget Referendum and Election

Commissioner Sartorio reported that 274 votes were cast in the February 19th election and budget referendum. There were 227 votes approving the budget and 47 votes against the budget. Anthony Sartorio and Steven Morrison were each elected to a three-year term as commissioner expiring in February 2025. Gerald Hogan was elected to a two-year term expiring in February 2024.

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 Commissioners Sartorio, Morrison and Hogan.

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

Tony Sartorio, Chair
Michael Ruppert, Vice Chair
Andy Mozumdar, Treasurer
Micheal Ruppert, Clerk

Chair Sartorio made the following appointments:

Apparatus Officer: Commissioner Ruppert
Budget Coordinator: Commissioner Sartorio
Chief Finance Officer: Commissioner Mozumdar
EEOC Officer: Commissioner Hogan
Emergency Services Committee: Commissioner Sartorio
Fire Company Liaison: Commissioner Ruppert
Fire Prevention Committee Representative: Commissioner Sartorio
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 Morrison
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 2022- 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 10, 2022 and ending on March 16th 2023 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 2022- 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, 2021, and for financial review

services, 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 2022-10 Appointment of Fire District Attorney

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning March 10, 2022 and ending on March 16th, 2023 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 2022 -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 10, 2022 and ending March 16, 2023, 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.

RESOLUTION 2022 -12 Appointment of Fire District Accounting Professional

The fire district requires the services of a knowledgeable accounting professional to assist in maintaining financial records, reviewing audit materials and budgetary documents. Susan K. Perkins, CPA has provided such services to the Board in prior years and is available to continue these functions in the current year. Susan K. Perkins, CPA is hereby appointed to provides such services at an annual contract fee not to exceed \$2,000.00. 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.

Chairman Sartorio moved passage of Resolutions 8, 9, 10, 11 and 12. Commissioner Ruppert seconded the motion and the resolutions were unanimously approved.

Chiefs Report

Chief Verducci reported that there were 17 calls in the month of February. The calls included two structure fires and a brush fire. Two training drills were also held including a communication and safety drill.

ENGINEER'S REPORT

T46-Contracted repairs completed by F&SS 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.

E107-Seagraves evaluated the pump transfer case and found that the output shaft is worn. This wear causes the CAFS clutch to loosen. Seagraves quote to diagnose the problem was in the amount of \$2,475.00 and work was completed on March 10th. The quote for parts and repairs is in the amount of \$11,000.00.

B46-Awaiting transport to Mercer Spring to review the defective suspension which is causing the apparatus to lean to one side.

R46- Repairs to the MIV valve are 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: \$288.95(FY 22); Office Expenses: \$3,773.93(FY22); Elections: \$1,676.05(FY22); Professional Fees:\$9,500.00(FY21); \$5,025.00(FY22).

Total Cost of Administration \$9,500.00(FY21); \$10,763.93(FY22).

Cost of Operations:

Apparatus Housing: \$16,000.00 (FY22); Insurance \$22,575.00(FY22); General Operations: Repairs and Maintenance: \$1,254.64(FY22); General Operations: Snow Removal: \$ 987.50(FY22); Utilities: \$ 555.42(FY22); Gen Ops. Other: \$2,555.85 (FY22); Training and Fire Prevention: \$2,640.00(FY22).

Total Cost of Operations \$34,314.42(FY22)

**Total Cost of Administration and Operations: \$54,578.35
\$9,500.00(FY21) \$45,078.35(FY22)**

Resolution 2022-13 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2021 and 2022 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 and LOSAP bills in the total amount of \$54,578.35

On Motion of Chairman Sartorio, 2nd by Commissioner Mozumdar the BOFC unanimously approved payment of the bills.

Mr. Newberry noted that the workers compensation insurance premium schedule does not align with the monthly BOFC meetings. Chairman Sartorio moved a resolution directing the payment of the monthly workers compensation premium each month in advance of the meeting with subsequent approval at the next monthly meeting. The motion was seconded by Commissioner Mozumdar and passed unanimously.

Purchase orders have been issued for all requisitions from the February meeting. The rehab tent for MEMS has yet to be delivered.

Purchasing

Requisitions: There were five requisition requests from the Chief and Engineer as follows:

Nomex Hoods \$485.90; bunker pants suspenders(multiple sizes) \$131.18 and \$288.72; gear \$77.29 (Witmer Fire and Safety);
E107 hose bed cover \$1,924.50 (Red Line Fabrication)
E107 CAFS output shaft replacement \$11,000.00 (Seagraves Sales and Service)
Total Requisitions: \$14,007.59.

Chairman Sartorio moved approval of the requisitions; 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 30th. He will speak with the township clerk to obtain registration information for the newest commissioners.

Future Meeting Presentations – Chairman Sartorio indicated that he was scheduling a review of the audit with Susan Perkins, CPA at the April meeting. Kirk La Blanc of Nottingham Insurance will be invited to the May meeting to review insurance coverages. The BOFC will review the capital plan at the June meeting.

OLD BUSINESS

Tower Replacement

Chief Verducci reported that he has received a quote for the proposed new aerial scope apparatus. The BOFC discussed the apparatus pricing and varying options available. The Chief will review the issues with the manufacturer and report back to the BOFC. A special meeting may be required to consider approval of the apparatus purchase as the manufacturer may only be willing to hold the price quote for 30 days.

Deputy Chief Vehicle

At the present time no replacement for the deputy chief's vehicle has been located. It may be that the purchase will be deferred until the 2023 models are available.

Rocky Hill Contract – Attorney Perkins indicated that he is in the process of drafting the document.

Viburnum Underground Tanks – No action.

FEMA Chairman Sartorio noted that the application for FEMA reimbursement is pending. Reimbursement is requested in the amount of \$9,000 for lost or damaged equipment; \$55,000 for the replacement of the deputy chief's vehicle and \$25,000 for manpower.

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 14th, 2022.
Motion by Mozumdar, 2nd by Sartorio. Motion passed without objection.