

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

MINUTES OF MAY 14, 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, QPA W. Newberry and Attorney E. Perkins.

Approval of Minutes

On the motion of Commissioner Sartorio, seconded by Commissioner Bonder, the minutes of the meeting of February 13, 2020 and March 12, 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 there have been few calls during the past two months. The duty crew system has been working well. The restrictions on access to the fire house remain in effect until further notice. No drills have been held. The first virtual drill will be able held May 19th. The Chief intends to institute a duty crew

drill process in the near future. The new E-108 is now in service and all current drivers have now completed qualification on the apparatus. PPE is on hand for all members and additional supplies are on order. Crews are using SCBA air on calls rather than masks. SCBA filters have been ordered but not delivered.

The Chief requested approval for \$500 for the installation of a portable charging unit in the Deputy Chief's vehicle. He requested an additional \$200 for masks.

A measure of the success of the current procedures is that no one in the company has contracted the Covid virus and duty crew response has been ideal. Additionally five members on their own initiative are attending a virtual fire school to advance them toward obtaining firefighter certification.

ENGINEER'S REPORT

Engineer Kabis referred to the items noted in his report. The tires on R46 will be replaced during the next step of the refurbishment. The muffler on this apparatus was replaced this month. The RFQ's for PM's on the apparatus will be issued this month.

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

The RFQ for the T46 hydraulic repair has not been issued. It will be issued immediately. Engineer Kabis indicated that to his knowledge the safety of the apparatus was not at issue and the leak has not gotten worse. He will continue to monitor the condition. Discussions continue on a possible resolution of the generator issue. Conversion to LED lighting is cost prohibitive and research indicates an inverter is not reliable. The Chief will work with Commissioner Ruppert to continue to review alternatives.

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

REQUISITIONS

Two requests were made for requisitions in the amount of \$700.00 for the month of May as set forth in the Chief's report above.

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

Additionally, requisitions in the amount of \$19,048.96 were approved for the month of April.

Motion to approve by Chairman Sudol, 2nd Commissioner Bonder; 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. Additional detail included in the Treasurer's report.

Allocations from the Capital budget: \$12,822.72 related to expenses incurred for the purchase of new E108. Total Capital expenses: \$12,822.72.

Invoices from the 2020 budget: **Administration:** Office \$64.00; **Operations:** Apparatus Housing \$16,000.00; Insurance \$3,443.00; General Operations-Other \$1,106.45; Repairs and Maintenance \$2,264.00; Utilities \$592.76. Total expenses \$23,470.21. An additional invoice for Rescue Products International was submitted in the amount of \$1,195.00 from 2019 encumbered training funds.

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 of \$9,185.37 from the capital budget and \$23,470.21 from the 2020 operating budget and \$1,195.00 encumbered from the 2019 budget.

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

New Business

Mailboxes -Chairman Sudol noted that BOFC mail has been misplaced due to multiple mail delivery points in the firehouse. He asked that all mail be placed the BOFC mailbox in the engine room.

Transfers from Capital to Operating Accounts – The Chairman indicated that a check in the amount of \$50,933.77 needs to be drawn on the capital account for the benefit of the operating account to cover for capital appropriations paid from the operating account in 2019. Mr. Newberry will discuss this issue with the auditor when he drops off the audit papers. He will prepare a check to accomplish the transfer for the June meeting.

It was agreed that no action will be taken to transfer the \$300,000 in 2020 capital fund monies 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 hopefully be meeting in person.

Financial Disclosure Forms – Mr. Perkins indicated that he had verified that all BOFC members have filed their annual disclosures and same are posted on the State website.

Email Policy – The email policy approved by the fire company Board of Trustees was circulated and discussed. Nelson Garrymore responded to questions regarding various provisions and noted that the Board was open to discussion about revisions. Concerns were raised about the privacy that must be accorded to BOFC emails. Suggestions were made for revisions to address these concerns. Mr. Perkins will work to draft language for revisions to be considered next month.

Updating Bank Signature Cards - Chairman Sudol indicated that he had been unable to complete the process to add Commissioner McGeady as a signatory to the accounts as the bank has had limited personnel due to the Covid restrictions. The effort will be resumed when the restrictions are lifted.

2020 Budget – Attorney Perkins reported that the previously noted budget discrepancies were a result of combining various BOFC accounts to fit the Department of Community Affairs budget documents. The total approved by the voters is the same as indicated on the BOFC budget. Mr. Newberry will revise the accounting documents utilized by the Board so that they are consistent with the approved amount. If account overages occur during the coming months they will be dealt with by transfers as permitted by statute in November and December.

OPRA Requests – Commissioner McGeady is the officially designated records officer for the BOFC. All requests for records should be forwarded to her. It was noted a request has been received for a report from a MVA in December. The Chief will forward the request along with a copy of the requested report to Commissioner McGeady.

Insurance – Commissioner Sartorio noted that a new law provides that any emergency responder who contracts the Covid virus is presumed to have contracted it during work and will be covered by workers compensation insurance.

Old Business

Rescue Upgrade –Mr. Newberry will issue a new RFQ for the lighting on Monday with an anticipated contract award at the June meeting.

Boiler Inspection – Installation of the new boiler is complete. The State inspections are on hold due to the Covid virus restrictions. The inspection will be scheduled when the restrictions are lifted.

Access Compliance – Mr. Perkins indicated that the BOFC has received a release of lien from the IRS with respect to Access Compliance. Mr. Newberry indicated that a check in the amount of the outstanding invoice has been forwarded to the company.

2018 Audit Questions – Sue Perkins, CPA, will be asked to attend a future meeting when the BOFC is able to meet in person to discuss the questions that have been raised.

Expired Turnout Gear- No report.

Apparatus Repair Parts Account – Engineer Kabis indicated that a credit application has been submitted to Grainger.

Old E-108 – Title to old E108 was transferred. The apparatus has been removed from the firehouse and the insurance coverage has been cancelled.

LOSAP – Commissioner Sartorio reported that provisions of the CARES act permit penalty free distributions. Since the BOFC does not have penalty provisions there is no impact on our members. He noted that the RMD requirements have been waived for 2020.

Chair Sudol requested Mr. Newberry to revise the monthly financial reports to include the amount of the LOSAP reserve.

Commissioner Sartorio will continue his efforts to retrieve monies from dormant accounts so that it can be returned to the reserve.

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 June 11th, 2020.

Motion by Bonder, 2nd by Sartorio. Motion passed without objection.