

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

MINUTES OF MAY 13, 2021

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 R. McGeady, M. Ruppert, A. Sartorio and A. Mozumdar.
Absent: B. Bonder. Also present: Chief Adam Verducci, Deputy Chief Rendall, Lt. Garrymore, Engineer J. Kabis, QPA W. Newberry and Attorney E. Perkins.

Approval of Minutes

On the motion of Commissioner Sartorio, seconded by Commissioner Ruppert, the minutes of the meeting of April 8, 2021 were unanimously approved.

Certification of 2021 Budget Referendum and Election

Commissioner Sartorio reported that 145 votes were cast in the April 22 budget referendum. There were 119 votes in favor of the budget and 26 votes against the budget. Thirty people voted in person and 115 voted by mail-in ballot. Andy Mozumdar and Michael Ruppert were each elected to a three-year term as commissioner expiring in February 2024.

Commissioner Sartorio moved to certify the election results, second by Commissioner McGeady. 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 Mozumdar and Ruppert.

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

Tony Sartorio, Chair
Michael Ruppert Vice Chair
Brian Bonder, Treasurer
Rosemary McGeady, Clerk

Chair Sartorio made the following appointments:

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

Public Comment - None

Meetings

Emergency Services – Introductory meeting held on April 22nd.

Fire Prevention – No meeting held.

Resolution 2021- 10 Appointment of Fire District Attorney

Eric M. Perkins, Esq. of Skillman, New Jersey is hereby appointed as BOFC attorney for a term beginning May 13, 2021 and ending March 10, 2022 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 annually. 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 2021-11 Appointment of Fire District Purchasing Agent

William Newberry, QPA, LLC of Wall Township, New Jersey, is appointed as Purchasing Officer for a term beginning May 13, 2021 and ending on March 10, 2022 at an annual contract fee of \$12,800.00, plus \$150.00 per meeting should extra meetings be required and any related 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 2021 - 12 Appointment of Fire District Auditors

Solatario & Tierney, CPAs of Spotswood, New Jersey are appointed as BOFC Auditors for the fiscal and LOSAP years ended December 31, 2020, 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.

On a motion by Chair Sartorio, seconded by Commissioner Ruppert the proceeding three resolutions were unanimously adopted by the Board.

Chief's Report

Chief Verducci reported that there were 17 calls in the month of April the most significant of which involved a vehicle driving through the back wall of a garage causing a gas leak and structural damage. Upcoming drills include a live burn at the Middlesex Fire Academy on May 15th and a review of structural considerations during fire operations in buildings.

ENGINEER'S REPORT

Engineer Kabis reported he is awaiting a revised re-quote from Campbell on the CAFS/PTO pump issue on E107.

T46 Jib Boom speed issue will continue to be monitored with a review of options in September or October.

The inoperable lights on B46 will be revisited in June. The estimate to upgrade both lights is \$2,464.00 which does not include installation or shipping.

Four Lanes has installed the pump foam manifold drain on E107. Four Lanes also adjusted the Master Stream valve on R46 to prevent it from drifting open and replaced the LDH discharge valve body to correct a leak.

T46 alignment has been delayed due to the weather. Apparatus needs eight new rear tires. A quote will be provided at the June meeting.

C46-1 has an outstanding GM recall for a wheel speed sensor.

A recall has been issued for the passenger side airbag on the deputy chief's vehicle. The parts are not yet available.

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.

Invoices from the 2021 Budget:

Cost of Operations: 2021

Administration: Elections: \$790.00; Apparatus Housing: \$16,000.00;

General Operations: \$12,432.29

Training and Fire Prevention: \$5,689.43

Utilities: \$764.48

Total Cost of Operations \$32,194.30.

Resolution 2021-13 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds remaining in the 2021 budget 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 bills in the total amount \$32,194.30.

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

Mr. Newberry noted that he continues to be unable to reconcile the PNC account statement in a timely fashion as it had not been received as of tonight's meeting.

Purchasing

The purchase requisitions approved at the April meeting have been issued.

The damaged ground ladder has been replaced and is in service.

There are two P.O.'s from 2020 that have been issued but remain open. #166 to AAA Emergency Supply for 2SCBA bags; #224 to Island Tech for T46 lighting upgrade. The Chief is working with Island Tech on the upgrade. They are waiting for all of the parts prior to scheduling the work.

There are monies remaining in the R46 upgrade account. They will be returned to the capital account reserve if not required for that project.

Requisitions

The following requisitions in the amount of \$7,293.15 were submitted: Miscellaneous equipment in the amount of \$830.00 to Witmer; miscellaneous items in the amount of \$180.00 to Continental; pagers in the amount of \$4,810.00 to M&W; radio scanner for Deputy Chief's vehicle in the amount of \$508.15 to M&W; three repair items (T46 side ladder switch, T46 exhaust flex line and T46 master drain leak repair) to Four Lanes in the amount of \$965.00.

Motion to approve by Commissioner Mozumdar, seconded by Commissioner Ruppert and approved unanimously by the Board.

NEW BUSINESS

Fire Police Vehicle: Chief Verducci noted that the fire police have been researching the acquisition of a special purpose vehicle. The vehicle would carry cones, emergency signage and other equipment essential to emergency situations. The vehicle would also be outfitted with emergency lighting and could be used for traffic control. This would avoid the need for the fire police to use their own vehicles for this purpose. A used van has been located which is presently outfitted and used for this purpose by another volunteer fire company. The purchase price of the van is \$3,000.00.

The Board discussed the merits of the van acquisition and noted limitations on the ability to purchase an item that was not included in the budget. Several alternatives were considered. Commissioner Ruppert made a motion that the BOFC would accept the van if it were purchased by the fire company. The BOFC would then register and insure the van in its name and be responsible for maintenance and operational costs. The BOFC commitment to maintenance would not exceed the value of the acquisition costs. Commissioner McGeady seconded the motion and the resolution carried unanimously.

Commissioner Email Addresses: Chair Sartorio requested Lt. Garrymore to adjust the BOFC email addresses to reflect the new commissioner and the revised list of commissioner assignments.

OLD BUSINESS

Financial Disclosure Filings – Mr. Perkins noted that the State Department of Community Affairs has extended the annual filing deadline until June 30th. All commissioners present have completed filings with the exception of newly elected Commissioner Mozumdar.

Fire Prevention Fines – Commissioner Ruppert reported that Commissioner Bonder has confirmed that the township is holding \$19,075.00 which can be used to purchase fire equipment. Purchase requests will be made to the Fire Prevention Office once equipment is identified. He noted that this amount has accumulated over several years and that there is no way to predict how much money will be collected in any given year.

VFIS –The Chief and his officers were requested to develop criteria for MVR review.

Viburnum Underground Tanks – Chief Verducci was requested to consider a training exercise/pump test to determine if the tank floats are operational. Ideally either Commissioner Ruppert or Gene Keller should be present.

Online Banking – Commissioner Bonder continues to work with the banks to complete the process. He will obtain new signature cards.

Expired Turnout Gear- Commissioner Ruppert noted that the pod has been delivered and a list of expired gear has been prepared. He moved the following resolution which was seconded by Commissioner Sartorio and unanimously adopted.

RESOLUTION 2021 - 14 Declaration and Disposition of Excess Equipment

WHEREAS, the BOFC owns certain equipment and clothing which can no longer be used by the district as said items do not comply with NFPA standards as they have exceeded their useful life expectancy, and

WHEREAS, certain volunteer fire companies in the southern part of the United States have lost equipment through natural disasters and can use said equipment, now therefore be it

RESOLVED, that the Board declares such equipment as identified on the list prepared by the fire company to be surplus and donates said equipment to non-profit, volunteer fire companies in the south, provided that the recipient of donated items shall execute a waiver noting that the Board makes no representation as to the quality of the equipment and shall not be responsible if said equipment fails, and further that no compensation shall be paid for the equipment to any person or entity.

BOFC Policies – Chair Sartorio requested the Chief to review the travel SOG's and Policy 005 on travel with consideration of a per diem limit, subject to confirming receipts and no alcohol.

Renewal of Rocky Hill Agreement: Chair Sartorio indicated that discussion will be deferred until a future meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:33 p.m. The next regularly scheduled meeting will be held on June 10th, 2021.

Motion by Ruppert, 2nd by Mozumdar. Motion passed without objection.