

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

MINUTES OF APRIL 11, 2019

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, M. Ruppert, A. Sartorio and J. Sudol. Absent L. Laughlin. Also present Chief Gurzo, Engineer Kabis, President Adam Verducci, W. Newberry and Attorney Perkins.

APPROVAL OF MINUTES

The minutes of the March 14, 2019 meeting were presented for approval. *Motion to approve the minutes of the March 14, 2019 meeting as presented. Motion by A. Sartorio; 2nd by M. Ruppert. Motion passed without objection.*

PUBLIC COMMENT - None

MEETINGS

| Emergency Services - No report given.

| Fire Prevention - No report given.

CHIEFS REPORT

Station 46 responded to 23 calls in the month of March. The most significant call was a leak of home heating fuel into Bedens Brook.

Pager Update – As reported last month selecting a few pager models to test; will decide between UHF and VHF before ordering. Test models not yet delivered.

New Radios – Order has been placed.

Equipment/Supplies – Approval requested for five replacement SCBA masks and six turnout gear shoulder straps (suspenders).

Training – Multiple drills at the Village Shopper; intend to schedule a school bus extrication drill; update on sending trainees to Middlesex County Fire Academy and new developments at SCESTA.

ENGINEERS REPORT

Report distributed and on file.

Tower 46 – Approval requested to repair the waterway relief valve (estimated \$975) the jacks down indicator switch (\$300), the aerial basket king pin and bearings (\$2,300). Approval for the replacement of the basket flow meter, broken waterway drain linkage and the calibration of the pump MDG provided that the cost of all items was under \$6,000. The Engineer will work with W. Newberry to obtain purchase orders for this work [that will be performed by Fire and Safety](#).

TREASURER'S REPORT

Report format

W. Newberry discussed the new report format that was distributed to all Board members prior to the meeting. The new format will make it easier to keep track of encumbrances and expenditures.

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.

Motion to accept the Treasurer's Report and to approve payment of the bills as presented. Motion by A. Sartorio, 2nd by M. Ruppert. Passed without objection.

Resolution 2019-26 Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered funds from the 2018 capital and operating budges and unencumbered funds in the 2019 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 \$351,730.22 (\$24,636.19 from the 2019 budget and \$327,094.03 from the 2018 budget, [of which amount \\$300,000.00 is transferred to the capital account.](#))

Encumbrances (2018)

W. Newberry reviewed all of the outstanding encumbrances with the Board, Chief and Engineer. The goal is to cancel any project that has not moved forward and to award those projects that are moving forward by the May meeting so that the encumbrances can be closed out.

REQUISITIONS

<u>Requested By</u>	<u>Quantity</u>	<u>Product Name</u>	<u>Use</u>	<u>Vendor</u>	<u>Total Price</u>	<u>Charge to</u>
Chief Gurzo	6	Dyna Fit Suspenders	Turnout Gear	Skylands Area Fire	\$330.00	Supplies-TG
Chief Gurzo	5	Scott AV-3000 HT Air Masks	Turnout Gear	FF1	\$1,728.00	Supplies-TG
Eng. Kabis	1	Tower 46 Repairs	Repair	Fire & Safety Srv	\$3,575.00	R&M
<u>Total for April</u>					<u>\$5,633.00</u>	

Motion to approve Requisitions requested by the Chief and Engineer as set forth in their respective reports.

Motion Sartorio; 2nd Bonder. Passed without objection.

NEW BUSINESS

Opticom Installation – It is still unclear who will be paying for the project. E. Perkins will forward the specs to A. Sartorio for transmission to the township.

Financial Disclosure – Forms have been emailed to all board members. The forms must be completed and filed by April 30, 2019.

Boiler Inspection – A property insurance review of the firehouse revealed an issue with the boilers that heat the pads in the old engine bay. The inspector could not find the safety plate affixed to one boiler. G. Keller will take the boiler apart in the next weeks to attempt to find the plate. If the plate cannot be found the boiler will fail the inspection.

ISO Training - Commissioner Sartorio attended the training session. He noted [he did not know](#) the [date of the last](#) district ISO [audit](#). Chief Gurzo will provide a copy of that audit to Com. Sartorio. [They will then review the report and discuss its findings](#). The [ISO](#) audit addresses four areas of readiness: communications; fire department equipment, maintenance and response; water supply; community risk reduction. Com. Sartorio will provide a course PDF to Chief Gurzo.

Countywide Fire District Election Meeting – Chairman Sudol reported on the county-wide meeting that he attended. The Board will have to keep the cost of elections/referendums in mind going forward.

FEMA Announcements - Chairman Sudol indicated that he had registered with FEMA to receive public announcements.

OLD BUSINESS

Engine 108 Replacement – Final discussion/determinations on the specifications will take place at the work session meeting on April 25th. Notice of anticipated contract award will be advertised and posted prior to April 24th so that a contract can be awarded at the May meeting, [if desired](#)

Fire Safety Trailer- Title transfer is complete and trailer has been removed from the premises.

Village Shoppes Waiver/Insurance Cert –Waiver was executed and certificate provided. Commissioner Sartorio will notify carrier when training is complete.

Fitness Room and Fitness Stations - The waiver will be executed by all members using the facilities. President Verducci indicated he is obtaining an outside professional to provide training on the equipment to all members.

Softball Waiver – Waiver form provided to be executed by all players. Additional discussion of waivers to be held after review with insurance agent.

2018 Audit Status – W. Newberry indicated that he would submit the audit closeout papers to the auditor during Easter week. The listing of active members has been submitted to the workers compensation carrier for premium audit. The carrier has not responded to the listing as of this date.

Capital Fund Transfer – Chairman Sudol will hand deliver the \$300,000 check to the bank this week.

Capital Fund Interest Review – Chairman Sudol will investigate [interest rates of existing](#) financial institutions to determine if the current rate of interest is inline with the market or can be improved.

Command Vehicle – Chief Gurzo reported that all of the lettering has been completed and we are awaiting an invoice for the work.

MEMS Agreement - The minor changes in the agreement wording were approved. It was suggested the language be added to provide for an automatic renewal of the agreement on an annual basis. This language will be added and President Verducci will submit the agreement to MEMS for approval and signature.

Active Shooter Initiative – No new developments. We need to raise this initiative with the insurance agent.

New Bank Signature Cards – Chairman Sudol will obtain the cards to add the newly elected commissioners and delete Peter Martin.

LOSAP – Chairman Sudol will notify Valic of the two surrendered accounts. G. Keller will determine if there are any additional inactive and unvested account holders who will then be notified that their account may be surrendered at year-end if they do not take action.

Generator Service – Commissioner Bonder indicated the annual PM has been completed with no apparent problems. He suggested that we schedule another PM before the end of the calendar year.

Checkbook Security – Commissioner Sartorio will investigate options.

Rescue 46 Overhaul – Captain Verducci will lead the effort to determine the specifications for the overhaul. He will work with W. Newberry.

Tower 46 – Chief Gurzo and Engineer Kabis will review and prioritize remaining repairs to Tower 46 and report back to the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:50 p.m. The next regularly scheduled meeting will be held on May 9, 2019.

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