

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

MINUTES OF JULY 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, Deputy Chief Bolen, Engineer Kabis, W. Newberry and E. Perkins.

APPROVAL OF MINUTES

The minutes of the June 13, 2019 meeting were presented for approval.
Motion to approve the minutes of the June 13, 2019 meeting as presented.
Motion by A. Sartorio; 2nd by M. Ruppert. Motion passed without objection.

PUBLIC COMMENT - None

INSURANCE PRESENTATION – Kirk LeBlanc, representing Nottingham Insurance, gave an overview of all BOFC insurance coverages and responded to questions from the members of the Board. The review raised a number of issues.

- 1) It was suggested a special event policy might be appropriate for certain events such as the annual installation dinner, holiday dinner, etc. Kirk will review to determine if additional coverage is recommended.
- 2) We need to determine who has liability for the underground water storage tanks on Vibernum and Spring Hill Road.
- 3) Kirk will provide VFIS wrongful termination training materials for distribution to members.
- 4) Kirk will provide new designation of beneficiary forms for all members.
- 5) Kirk will review coverage to determine if auxiliary members have accident and sickness coverage.
- 6) Kirk will verify with VFIS coverage in the event someone becomes ill from eating food prepared by the fire company.

- 7) BOFC will consider increasing accident and sickness coverage above the \$100,000 maximum. Kirk will provide quotes on increased coverage.
- 8) Kirk will provide quotes to add an Organized team sport rider to current coverage.
- 9) BOFC to advise Kirk upon the deliver of new apparatus to obtain coverage. Kirk confirmed that coverage on existing E108 will continue until canceled.
- 10) The active shooter task force is considered a covered activity.
- 11) The Accident and Sickness policy will provide coverage for non-fire events not covered by workers compensation coverage. This includes coverage for events such as the Run For Rotary, Tunnel Run, annual fireworks and Santa toy distribution.

MEETINGS

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

CHIEFS REPORT

There were 26 calls in the month of June. The prebuild trip to Pierce for the E108 replacement will take place between the 28th and 30th of July. The portable radios have been programmed. They are still not in service as M&W is making final refinements. Drills for the month of July will include a tour of the Somerset County dispatch facility, a joint school bus extrication drill with EMS and Stations 45 & 53 and a roof cut session. Training will also occur for the use of the trauma bags to be assigned to the apparatus.

Requisitions: The Chief requested the purchase of lengths of 5 inch hose to replace the hose that failed pressure testing and to equip the new Pierce apparatus. The purchase will include a limited number of high-pressure lengths to permit charging the high school sprinkler system.

ENGINEERS REPORT

Report distributed and on file. No new repair items are noted. The tower is out for previously approved repairs. Engineer Kabis will work with the Chief and W. Newberry to develop a RFQ for the remaining tower work. It is anticipated that this work will be done in conjunction with the annual tower PM. Engineer Kabis is working with W. Newberry to complete the RFP for the annual PMs. It is anticipated that this RFP will be issued and returnable by the end of July so that an award can be made at the August meeting. Work on specifications to convert existing light towers to LED lighting is continuing.

REQUISITIONS

Motion to approve July Requisitions in the amount of \$35,178.72 as requested by the Chief and Engineer as set forth in their respective reports. Of this amount \$12,688.44 is allocated from the Cap Project pumper account.

Motion Bonder; 2nd Ruppert. Passed without objection

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. The format has been improved/ revised to add a sixth page to track capital expenditures. An account will be opened with Gauls to permit the purchase of the fire police coats. It was noted that change orders for the new Pierce apparatus will bear the number of the original purchase order 2109-098 with a subsequent designation of .1; .2 etc.

Motion to accept the Treasurer's Report and to approve payment of the bills as presented.

Resolution 2019-32 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 \$22,530.60
Motion Commissioner Ruppert, second Bonder. Unanimous vote of approval.*

NEW BUSINESS

Grant: Commissioner Bonder was tasked with reviewing the terms of the \$1,780 SFS grant contained the FY 2019 budget to determine how the monies should be expended.

Utility 46 Inspection: Commissioner Bonder will attempt to obtain DMV inspection of the vehicle.

Software Systems: The BOFC/Fire Company have obtained Google for non-profits which may provide improved email communications and other services. The BOFC will defer implementing new email addresses until the system has been successfully installed for the fire company.

OLD BUSINESS

Opticom Installation – Cabinet issue remains unresolved.

BOFC Documentation Review – Commissioner Bondar will review, update and organize the Board insurance policies, audits and other records.

Boiler Inspection – No action.

Fitness Room, Fitness Stations and Softball Waivers- Waivers were executed at the fire company monthly meeting.

2018 Audit Status – Awaiting completed document from the auditor.

MEMS Agreement - E. Perkins will amend the draft agreement to provide for automatic annual renewals and forward the document to A. Verducci to obtain the necessary signatures from EMS personnel.

LOSAP – Chairman Sudol spoke with AIG regarding the surrender of the two dormant accounts. G. Keller will review LOSAP files to determine if any additional individuals have moved to the inactive and unvested category so they can be notified accordingly by the board.

Checkbook Security – The vault installed in the office to hold the checkbooks will be remounted.

Rescue 46 Overhaul – Captain Verducci continues to refine the RFP with W. Newberry. The RFP will be issued with a return date of July 30th in time for consideration at next months meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:00 p.m. The next regularly scheduled meeting will be held on August 8, 2019.

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