

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

MINUTES OF AUGUST 13, 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.

**Roll Call**

Present: Commissioners B. Bonder, R. McGeady, M. Ruppert and J. Sudol. Absent A. Sartorio. Also present Chief Gurzo, Deputy Chief Bolen, Engineer J. Kabis, A. Verducci, N. Garrymore, G. Keller Jr., QPA W. Newberry and Attorney E. Perkins.

**Approval of Minutes**

On the motion of Commissioner Bonder, seconded by Commissioner Sudol, the minutes of the meeting of July 9, 2020 were unanimously approved.

**Public Comment** - None

**Meetings**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

**Chiefs Report**

Chief Gurzo detailed and discussed the various warranty repairs to be performed on E108. A written list will be provided for the BOFC records.

The rear brakes on E107 need to be replaced. A quote will be solicited from F&SS.

All the tires on R46 have been replaced as have the front tires on T46. The rear tires on B46 have been replaced with spares from stock. The Chief is investigating the possible replacement of the rims on the apparatus. Different rims may make tire replacement less expensive.

Stewarts has offered an opportunity to drill on MV extrication in their yard. A date will be scheduled. Chief Todd Harris will be the instructor for a drill on aircraft crashes. Approval has been granted by Chase Bank to permit drills on the diner before it is ripped down. An insurance certificate will be required, and a liability waiver will be executed prior to the drills

### **REQUISITIONS**

The Chief requested BOFC approval for the purchase of six sets of turnout gear in various sizes to be utilized by incoming members. He estimated the purchase would be approximately \$20,000. He noted that the Nashville convention is likely to be canceled so the monies allocated for that purpose can be potentially be reallocated.

### **ENGINEER'S REPORT**

E107 foam manifold drain installation by Four Lanes remains incomplete. The A/C on the apparatus is OOS. Four Lanes will recharge. If the system remains non-functional the apparatus BCI in Flemington will assess. The LED light tower upgrade heads have not yet been ordered.

R46 LDH discharge rebuild was completed in May but is leaking again. Four Lanes is consulting with Elkhart on possible solutions.

T46 aerial hydraulic leak repair approved last month; repair commenced 7/13/20. An aerial waterway leak and jib boom control repair have been quoted and will be reviewed with the Chief.

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

Engineer Kabis reported that he has been unable to find a facility to perform a four-corner weigh-in.

Additional details listed in the Engineer's Report.

### **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.

**Invoices from the 2020 budget:**

**Administration:** Office Expense \$280.66;

**Cost of Operations:** Apparatus Housing \$16,000.00; Repairs and Maintenance \$22,773.65; Utilities \$794.98; Gen Ops. Other \$2,633.32; Operating Insurance: \$3,443.00; Supplies \$3,339.18; Training/Fire Prevention \$1,822.13.  
Total operating expenses \$51,086.92.

**Capital Appropriations:** \$11,332.27 (E108)

**Total Operations and Capital:** \$62,419.19

**Resolution 2020-11 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 \$62,419.19 from the 2020 operating and capital budgets.*

*On Motion of Commissioner Ruppert, 2<sup>nd</sup> by Commissioner Sudol the BOFC unanimously approved payment of the bills.*

Mr. Newberry noted that three checks issued by the BOFC are over 90 days old and have not been cashed. Commissioner Bondar will follow up.

A check representing the first and second quarter tax proceeds has been received and will be deposited.

A replacement check will be issued by the insurance company to cover the missing claim check.

**Purchasing**

The quotes issued by Island Tech in response to the R46 RFQ will expire in September.

Three RFQ's were distributed for the repair of E107 but there was no response from any of the vendors. Two new vendors were suggested, and the matter was deferred to the September meeting.

Noting the confusion of some vendors it was suggested the BOFC invoice form be amended to note in large type the location where vendor invoices should be submitted. This should be done when the current supply of invoices is exhausted.

Requisitions for this month: EMS Stryker stretcher, cooling fan and pallet of water \$4,000; six sets of turnout gear \$20,000; Stover's wells Viburnum pump replacement/repair \$4,300; Richie's Tires \$155 for mounting B46 replacement tires. Total requisitions \$28,455.00.

Commissioner Bonder moved approval of the requisitions; motion seconded by Commissioner Ruppert. Unanimous BOFC vote of approval

## **NEW BUSINESS**

**Mems** – MEMS has requested that the BOFC purchase a Stryker stretcher to provide them with the ability to transport a firefighter in full gear. In addition, MEMS is requesting a cooling fan and a pallet of water. The total cost is not to exceed \$4,000.00.

**Transfer to Capital Account** – Chairman Sudol noted that as the first installment of tax revenue has been received from the township, the amount of \$300,000 appropriated in the annual budget for capital purposes should be transferred to the capital fund.

**Back-up Generator** – Commissioner Bonder reported on the issue with propane delivery occasioned by the Isaias storm. Power in the firehouse went out during Hurricane Isaias on Tuesday August 4<sup>th</sup> and the backup generator kicked on. PSE&G notified the fire company that power in the area would be out for at least a week. The tank was 75% full before the storm. A propane delivery was requested on August 5<sup>th</sup> and the provider indicated that they could not deliver until Monday August 10 at the earliest. Next day emergency delivery was requested but there was no response. Delivery finally occurred on August 10<sup>th</sup>. The generator provided power for one week after the storm and the propane tank was down to about 39% by the time it could be refilled. The refill brought the level up to 80%. It was the first time that the tank was filled in approximately two years. It was agreed that the propane level should be checked in advance of anticipated significant weather events so that it can be topped off if necessary. Alternate suppliers should also be investigated.

**BOFC Stationary** – Chairman Sudol reported that he had updated the electronic stationary letterhead and distributed it to all members of the board.

**2021 Budget** – Chairman Sudol suggested that it would be appropriate to begin consideration of the new budget in September given the State required approval process. He noted that the BOFC should attempt to produce a budget with a 0 % increase given the difficult fiscal times caused by the Covid 19 virus. He asked that the Chief and his line work to complete purchases before the September meeting.

**Development of Formal Operational Policies** – Chair Sudol requested Commissioner McGeady assume the responsibility of working with the Chief to develop written policies for expenditures from the Chief's account. He noted that the BOFC should also revisit and reissue travel policies.

**OLD BUSINESS**

**Viburnum Underground Tanks** – The pump supplying water to the rear tank was found to be OOS. The existing water meters were removed at a cost of \$800.00. The estimate to replace the pump is \$1,800.00. An additional \$1400.00 will be required to replace the contacts on both the front and rear tanks. The cost of replacing the floats in both tanks would be \$300.00. A tanker drill will be held during the next weeks to partially fill the rear tank. After filling, the water level will be monitored to determine if the tank itself is leaking.

**Transfer from Capital to Operating Accounts** – The transfer has been completed.

**Reimbursement for Insurance Coverage** – Reimbursement from the fire company for the crime policy for both 2019 and 2020 has been completed.

**2019 Audit** – The paperwork has been delivered to the auditor.

**Email Policy** – Nelson Garrymore reported that the fire company is prepared to proceed with the new policy. The BOFC must provide appropriate account names for the members so that the system can become operational.

**Updating Bank Signature Cards** – Updates have been completed for PNC and Northfield; incomplete for First Bank. It was noted that the interest rate on the PNC account has been reduced. Commissioner Bondar was tasked with the responsibility of setting up on-line banking and receiving email statements.

**T46 Generator** – Quotes will be requested from F&SS and Island Tech for the new battery powered fans and LED lights to replace the fans and lights previously powered by the generator.

**Boiler Inspection** – Hartford Steam Boiler has been contacted and will inspect the new boiler as part of their next annual inspection in November.

**2018 Audit Questions** – Sue Perkins, CPA, will be asked to attend the September meeting to discuss the questions that have been raised.

**Expired Turnout Gear**- No action.

**LOSAP** – Checks have been received from AIG for the dormant accounts and will be deposited after Commissioner Sartorio has had an opportunity to confirm the amounts. M. Hebner's check will be held to confirm his possible reactivation.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:35 p.m. The next regularly scheduled meeting will be held on September 10th, 2020.

*Motion by Bonder, 2<sup>nd</sup> by Ruppert. Motion passed without objection.*