

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

MINUTES OF DECEMBER 12, 2024

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman Mozumdar 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 Gerry Hogan, Rich Hopkins, Stephen Morrison, Michael Ruppert and Chairman Andy Mozumdar.

Also present: Chief Adam Verducci, Assistant Chief Kyle Rendall, Engineer Justin Kabis, Attorney Eric Perkins and Accountant Susan Perkins.

Approval of Minutes

On the motion of Commissioner Hopkins, seconded by Commissioner Ruppert, the minutes of the meeting of November 14th, 2024 were unanimously approved.

Public Comment - None

Meetings

Emergency Services –No meeting this month.

Fire Prevention – No Report

Rescue Task Force- A drill will be scheduled for January.

LEPC – No meeting held.

Chiefs Report

There were 19 calls in the month of November. The most significant call was an assist on a structure fire in District 1. Two drills were conducted which constituted 46 training hours.

Chief Verducci requested approval to spend \$4,000 from the brush truck capital project to purchase foam packs and rigging. He indicated that these would be the last items for this project and that the remaining funds can be closed out and returned to the capital account. Additionally, the Chief requested approval to spend \$9,300.00 from the tower capital account to purchase two thermal imaging cameras for the apparatus.

Commissioner Hopkins moved a resolution approving the expenditures. Chair Mozumdar seconded the motion, and it was unanimously approved.

Chief Verducci reported that the new radios have been received and distributed. He will provide a list of the new radios with serial numbers for the BOFC records. A list of radios that are now surplus and can be disposed of will also be prepared.

Noting the value of the new radios and the recently purchased extrication equipment, Commissioner Morrison will check with the insurance carrier to verify that they are covered under the existing policy and that no endorsements are necessary.

ENGINEER'S REPORT

Engineer Kabis noted that the annual PM on the HURST tools will be conducted next Tuesday.

It was also noted that the SCBA bottles are due for their seven-year hydrostatic testing. The cost of the testing will be around \$6,000.00. The testing will be scheduled in 2025 after the budget has been approved.

A more detailed Engineer's report was emailed to all BOFC members containing detail of remaining projects and PM activities.

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.

Administration: Office: \$2,008.89; Elections: \$797.32; Professional fees \$10,513.00.

Total Cost of Administration: \$13,319.21

Cost of Operations: Apparatus Housing: \$16,000.00; Insurance: \$27,501.81; General Operations- Other: \$3,020.62; General Operations-Repairs and Maintenance: \$3,383.09; Utilities: \$698.43; Training and Fire Prevention: \$651.21; Contractual Mutual Contract: \$5,000.00; Testing: \$1,441.17; Equipment: \$37,380.66; Montgomery Emergency Services; \$4,000.00; Retention: \$14,000.00.

Total Cost of Operations: \$113,076.99.

Total Cost of Administration and Operations: \$126,396.20.

**Capital Expenses: \$15,000.00 lettering Seagraves aerial apparatus
\$14,651.82 brush apparatus outfitting**

Resolution 2024-20 Payment of Bills

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2024 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 the Administration and Operations bills in the total amount of **\$126,396.20** and an additional **\$29,651.82** in Capital Expenses.*

On Motion of Commissioner Hopkins, 2nd by Commissioner Morrison the BOFC unanimously approved payment of the bills.

Purchasing: Mr. Newberry sent an email indicating that the auditor has no firm date for the completion of the audit. A special meeting will be scheduled when the audit is received. The audit must be accepted by the BOFC prior to the submission of the FY 2025 budget to the State.

OLD BUSINESS

First Due Software Contract : Work on the transition from the existing software continues. Deputy Chief Rendall will give notice of non-renewal to the old software provider.

AFG/FEMA Grant – No update;

State Radio Grant – No update.

Seagraves Tower – Chief Verducci reported that there is no firm in-service date for the new apparatus. The lettering is nearly complete. Radios and shelving need to be installed. Training must be scheduled with the company. It is anticipated that the apparatus will be placed in service in late December.

Donation of T-46 – Chief Verducci reported that the apparatus has been delivered to Erwin, Tennessee. Engineer Kabis and Dave VanDoren took more than 13 hours to drive over 604 miles using 128 gallons of fuel for the delivery. They remained in Erwin to train on the use of the apparatus for an additional day. Costs for the delivery have been submitted and are included in the bills.

Brush Truck Replacement –The apparatus has been delivered and is now in service. See Chiefs report for requisition request to outfit apparatus.

Banking – Commissioner Morrison emailed his report to all board members prior to the meeting. Noting the multiple BOFC accounts, it was decided to close out the Northfield checking account and transfer the monies into RBC in January.

Viburnum Tank – No report.

R46 Damage – No update on the delivery of repair parts. The apparatus remains OOS.

Accounting Services – The transition of accounting services from Bill Newberry to Susan Perkins has been on-going since August. Chair Mozumdar made a motion that the compensation for the accounting position be established as \$1,000 per month from August 1, 2024 until February 28th 2025. The position responsibilities will include monthly processing of invoices and requisitions; preparation and processing of check payments; monthly bank account reconciliation; preparation of financial documentation for the audit; coordination with the auditor for the production of the annual audit. Commissioner Hopkins seconded the motion, and it was unanimously approved.

Purchasing Services – Commissioner Hopkins reviewed the three alternatives for consulting services submitted by QPA Bill Newberry. After discussion among the Board, Commissioner Hopkins made a motion to approve a proposal in the amount of \$2,625.00 for the first quarter. Commissioner Hogan seconded the motion and it passed unanimously. The contract will be reviewed for renewal at the end of the first quarter.

NEW BUSINESS

Replacement of FP 46 – The referendum conducted today passed by a vote of 27 votes in favor and 0 votes in opposition for the appropriation of \$90,000 from the restricted capital account for the purchase of a replacement fire police vehicle. The amount will now be added to the proposed FY 25 budget.

FY 25 Budget – Commissioner Morrison noted that he distributed a draft of the FY 25 budget by email to all commissioners for their review. The budget cannot be approved tonight as the FY 23 audit is necessary to complete the budget submission.

The Board discussed various amendments but deferred action until the budget meeting. LOSAP will need to be increased to \$65,000 based on current participation estimates.

Election: Commissioners Morrison and Ruppert have submitted petitions for re-election. The last date for the filing of petitions is January 17th.

FY 24 Budget Transfers – The fire district laws require that no expense account can end the year in a deficit. N. J. S.A. 40A:14-78.9 authorizes the BOFC to transfer money between accounts during the last two months of the year to balance accounts. Treasurer Morrison made a motion to approve the following transfers

Insurance: \$17,500.00 to be transferred from the training account

Gen Ops Medical: \$3,000.00 to be transferred from the training account

Utilities: \$2,000 to be transferred from the training account

Testing and Inspections: \$2,600 to be transferred from the training account

Fuel: \$4,000 to be transferred from the Supplies/new equipment account

Elections: \$1,400 to be transferred from the training account and \$100 to be transferred from the Supplies/new equipment account.

Commissioner Hopkins seconded the motion, and it was passed by a unanimous vote.

Membership- President Kabis was requested to provide an updated year end membership roster for workers compensation insurance purposes.

EMS - Commissioner Hopkins made a motion to pay the sum of \$4,000 to Montgomery Emergency Services for the purpose of purchasing a new AED device. Commissioner Morrison seconded the motion, and it was unanimously approved.

Agreement with Station 46 - Commissioner Ruppert made a motion to renew the agreement with Montgomery Township Fire Company No. 2 for a term of one year on the same terms as the existing agreement. Chair Mazumdar seconded the motion, and it was unanimously approved.

Agreement with Rocky Hill Hook and Ladder – Chairman Mozumdar made a motion to renew the agreement with Rocky Hill Hook and Ladder for an additional two-year term on the same terms as the existing agreement. Commissioner Hopkins seconded the motion, and it was unanimously adopted.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:45 p.m. The next meeting will be announced by the Chair when the audit is available is available for review. The date for the next regularly scheduled meeting will be January 16th, 2024. *Motion to adjourn by Morrison, 2nd by Hogan. Motion passed without objection.*