

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

MINUTES OF DECEMBER 10, 2020

**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. Additional notice was provided changing the format of the meeting from an in-person meeting to virtual meeting through the Zoom platform.

**Roll Call**

Present: Commissioners B. Bonder, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol. Also present: Deputy Chief Bolen, Engineer J. Kabis, Battalion Chief A. Verducci, 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 November 12, 2020 were unanimously approved.

**Public Comment** - None

**Meetings**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

**Resolution in Appreciation of Retiring Chief George Gurzo**

Chairman Sudol expressed the appreciation of the Board to Chief Gurzo's for his four years of service as chief, the leadership of the Chief and line officers during the COVID 19 pandemic and the improved working relationship and communication established between the Board and the line during his tenure. Vice Chairman Sartorio read a resolution of appreciation which was unanimously adopted by the Board and will be posted on the Board website.

## **Chiefs Report**

Battalion Chief Verducci reported that there were 13 calls in the month of November. Weekly equipment checks were conducted. Covid 19 restrictions on firehouse activities and call response remain in effect.

## **ENGINEER'S REPORT**

T46 has returned from Fire & Safety Services after scheduled repairs. The flexible water way hose was found to be defective during the repairs and was replaced. The contacts on the battery charger were cleaned and the charger is working again.

E107 will be OOS at Campbell Supply to replace brakes and align steering. Campbell will also determine the cost of removing the PTO and replacing the CAFS air compressor. The rear exhaust tip fell off the apparatus and was lost. A new tip will be ordered.

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

Brush 46 has a bad light head; repair deferred until the new fiscal year.

Bulbs have been ordered for the burned-out lights on R46.

The battery was replaced on Utility 46.

E108 is awaiting the dedication plaque.

The credit account for parts has been established at PDQ.

## **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:** Elections Advertising: \$112.40; Office Expense: \$3,200.00; Professional Services \$18,025.00. **Total Administration \$21,337.40.**

### **Cost of Operations:**

Apparatus Housing: \$16,000.00; General Operations Repairs and Maintenance: \$1,250.06; Utilities: \$636.22; Gen Ops. Other: \$149.10; Operating Insurance \$37,685.92; Supplies: \$816.51; Training and Fire prevention \$18,734.52.

**Total Cost of Operations \$75,272.33.**

**Total Operations:** \$96,609.73.

**Capital:** \$16,005.34 Thermal imaging cameras

### **Resolution 2020-15 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds remaining in the 2020 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 \$96,609.73 from Operations and \$16,005.34 from Capital.*

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

The records retention review of the files from the mid-90's continues.

Mr. Newberry noted that only one check issued by the BOFC is over 90 days old. The vendor has been contacted and is investigating.

### **Purchasing**

Purchase requisitions approved at the November meeting have been issued with the exception of items to be purchased directly by the Chief and Engineer.

### **Requisitions**

After discussion the following requisitions were approved:

Island Tech proposal in the amount of \$10,000 to convert the bucket lights to LED and to install a shoreline to charge battery operated equipment.

Four Lanes proposal to replace the R46 LDH discharge valve in the amount of \$1,360.

1 APX 8000 Radio from M&W Communications \$6,663.00

35 PASS devices from Witmer \$14,583.00

COVID 19 Masks \$474.00

Reimburse COVID 19 related testing expense \$144.00

Upgraded Quick Books cloud-based program for financial records \$150.00

Response incentives \$3000.00

Clothing allowance reimbursements \$17,400.00.

Professional Services agreement adjustment for QPA Newberry \$750.00

Approval of the requisitions in the amount of \$54,524.00 was moved by Commissioner Sartorio, seconded by Commissioner Bonder and approved unanimously by the Board.

### **NEW BUSINESS**

**FY 2019 Audit** – Mr. Perkins indicated that the audit synopsis has been published in the Courier News. A copy of the audit and the synopsis have been filed with the municipal clerk for public review at the municipal building.

**FY 2019 LOSAP Audit** – The audit has been received and will be distributed for review. The Chair noted that the LOSAP account needs to be reconciled to the audit and reported on a monthly basis going forward.

**2021 Election** – Noting the statutory requirements, Chair Sudol moved that the date of Friday January 15<sup>th</sup> be established for the filing of nominating petitions. The motion was seconded by Commissioner Ruppert and unanimously approved.

**Rocky Hill Contract** – The Chair noted that he had met with the Rocky Hill chief confirming extension of the existing contract through 2021. A meeting with the full board will be set to consider renewal of the contract in the coming year.

**VFIS** – Vice Chair Sartorio reviewed the comments made by the VFIS representative during the visit. A written report should be forthcoming and will be shared with the full board. He noted that the Board has filed only four claims under its insurance policies during the recent period, with two involving collision with of the bay doors/entrance.

**2021 Open Public Meetings Schedule** – Chairman Sudol moved the adoption of the proposed schedule of meetings for the coming calendar year. Meetings will continue to be held on the second Thursday of each month commencing at 7:30 in the evening. Commissioner Ruppert seconded the resolution which was then unanimously adopted by the Board.

**2020 Line-Item Transfers** – Mr. Newberry reviewed the line-item budget and noted those accounts in which unanticipated expenditures caused a deficit in the account. Pursuant to the statutory authority contained in N.J.S.A. 40A:78.9 the following transfers were moved:

Office Expenses \$1,000 to Elections  
General Operations \$2,000 to Insurance

Training \$10,000 to Supplies  
First Aid \$200 to SFS Grant

Commissioner Bonder moved the resolution which was seconded by Commissioner Ruppert and unanimously approved by the Board.

### **OLD BUSINESS**

**Viburnum Underground Tanks** – Commissioner Ruppert reported replacement of the tank floats is being investigated by Gene Keller. Additional information should be available next month.

**Flight Credits** -Efforts to transfer the credits continue.

**R46 Refurbishment** – Awaiting scheduling with the vendor, Island Tech.

**E-108 Warranty** –No information on the status of the dedication plaque was available.

**Online Banking** – Commissioner Bonder met with the PNC representative to discuss setting up on-line banking and receiving email statements. He will next meet with the Northfield representative.

**Expired Turnout Gear**- No action.

**LOSAP** – No updated projections for the 2020 year are available. The BOFC will receive a year-end report at the January meeting.

**Travel and Expenditure Policies** – Commissioner McGeady indicated that she would be meeting with the Chief to discuss policies.

**2021 Budget** – The budget has been submitted to the DCA for review. Pending review it may be scheduled for adoption at the January meeting. The development of a public information campaign to promote approval of the budget was discussed. It was noted that Fire District 1 may want to join the campaign.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m. The next regularly scheduled meeting will be held on January 14th, 2021. *Motion by Bonder, 2<sup>nd</sup> by Sartorio. Motion passed without objection.*