

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

MINUTES OF FEBRUARY 11, 2021

**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, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol. Also present: Chief Adam Verducci, Deputy Chief Rendall, LOSAP Administrator G. Keller, QPA W. Newberry and Attorney E. Perkins.

**Approval of Minutes**

Upon review of the draft minutes On the motion of Commissioner Sartorio, seconded by Commissioner Ruppert, the minutes of the meeting of January 14, 2021 were unanimously approved with a correction to delete the last sentence on page 4 in the LOSAP item.

**Public Comment** - None

**Meetings**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

**Chiefs Report**

Chief Verducci reported that there were 21 calls in the month of January including one working fire. He noted that E108 does not have the ability to communicate with the Mercer County radio system. This issue, along with several other radio improvements will be dealt with when M&W visits on February 22. The Chief reported that E107 suffered minor damage in an incident in which the road width was limited by snow accumulation. The damage will be repaired in-house.

Covid 19 restrictions on firehouse activities and call responses have been relaxed. Junior and probationary members are now permitted to respond to calls and participate in drills. Weekly equipment checks continue. Planned drills include a forceable entry drill on February 17<sup>th</sup>; a traffic incident control drill on February 20<sup>th</sup>; a safety & survival drill on the 22<sup>nd</sup>.

The lighting upgrade on R46 has been completed. Miscommunication has delayed the LED lighting upgrade and shoreline power project for T46. The Chief will work with Mr. Newberry to get the project back on track and the apparatus will be OOS as soon as Island Tech has the necessary parts and can fit the project in their schedule.

The Deputy Chief's vehicle, a 2010 with approximately 125,000 miles was evaluated by a Lawrence Chevrolet dealer. The estimate for all repairs is \$14,000. The Chief noted that this was a comprehensive estimate. There appear to be three main issues with the vehicle. The Chief will now obtain a second opinion and estimate which will hopefully be available at the March meeting.

It was noted that the Board needs to review and update its capital needs and replacement schedule. It was agreed that a committee will be created after the Board elections. Commissioner Sartorio will circulate the existing capital plan.

### **ENGINEER'S REPORT**

The alignment on E108 has been corrected by the vendor.

Campbell has indicated that it will provide a cost estimate for the repair of the CAFS system on E107 at no cost if they are assigned the contract for the work. It was agreed that Campbell could charge shop rate for four hours work to prepare an estimate.

The TPMS module on the O/R/O tire is leaking and will be replaced.

Four Lanes has not yet installed the pump foam manifold drain on E107.

The missing rear exhaust tip has been ordered.

T46 alignment has been delayed due to the weather.

C46-1 has an outstanding GM recall for a wheel speed sensor and needs an oil change.

E107 suffered minor damage to a marker light. The part will be ordered and the repair will be made in-house.

Noting the delay in the budget referendum it was agreed that the RFQ's for the annual apparatus PMs would be issued in April in anticipation of awarding contracts in June or July.

Chairman Sudol noted that he had discussed the F&SS invoice for previously completed T46 work with the owner of F&SS. The invoice was incorrectly calculated. The work will be billed in the amount of the P.O. issued by the BOFC.

F&SS is working on an evaluation of T46 bucket response time and preparing a quote.

### **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 2020/21 Budgets:**

##### **Cost of Operations:**

Administration: Elections \$52.20(2021); Apparatus Housing: \$16,000.00(2021); General Operations: Repairs and Maintenance \$20,903.60(2021); Rocky Hill Mutual Aid: \$5,000.00(2021); Snow Removal: \$300.00(2021); Testing and Inspection: \$2,240.00(2021); Utilities: \$636.99 (2021); General Operations: Other \$78.87(2021); Radios: \$6,902.60 (2020); Supplies Other: \$14,653.00(2020); Training and Fire Prevention \$465.00 (2021); LOSAP: \$65,493.55(2020)

**Cost of Operations \$107,498.56 (2020) and \$26,488.45 (2021)  
Total \$133,987.01**

**Capital:** \$22,540.08 (2020)

#### **Resolution 2021-5 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds remaining in the 2020 budget and the 2021 temporary 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 \$156,527.09.*

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

## **Purchasing**

Purchase requisitions approved at the January meeting have been issued. Mr. Newberry noted that the replacement extension ladder was damaged upon delivery and is unusable. He is working with the vendor Witmer to resolve replacement of the damage item.

All 1099's have been mailed and the 1096 form has been filed with the I.R.S. The monthly agenda has been added to the website.

Mr. Newberry indicated that he is working with the Engineer and the Chief to resolve the status of outstanding POs with Four Lanes.

## **Requisitions**

After discussion the following requisitions were approved: AED pads \$1,055.00; EM Lab \$119.00; M&W \$1,000.00 (portable reprogramming)

Approval of the requisitions in the amount of \$2,174.00 was moved by Commissioner Bonder, seconded by Commissioner Ruppert and approved unanimously by the Board.

## **NEW BUSINESS**

### **RESOLUTION 2021-06 Approving the Reading of the FY 2021 Budget by Title**

N.J.S.A. 40A:14-78.2 provides that the approved budget may be read by title provided that at least one week prior to the hearing a complete copy of the approved budget was posted in the Montgomery Township municipal offices and was made available to each person requesting a copy during the week prior to and during the public hear. Attorney Perkins confirmed that the Board has complied with the provisions of the statute.

Commissioner Bonder moved a resolution to read the budget by title, second by Commissioner Sartorio. The resolution was unanimously approved.

### **Public Hearing on the 2021 Budget**

No persons appeared to comment or object to the proposed budget. On the motion of Commissioner Ruppert, second by Commissioner McGeady, the hearing was closed to the public.

### **RESOLUTION 2021- 07 Adoption of FY 2021 Budget**

Commissioner Bonder reported that the Division of Local Government Services of the Department of Community Affairs has given approval to the proposed FY 2021

budget. After discussion by the Board, the proposed fire district budget in the amount of \$1,032,380.00, with amount of \$970,540.00 to be raised by taxes was presented for adoption. The estimated tax rate will be \$.049 per \$100 assessed valuation the same as in the prior year.

Commissioner Bonder moved the adoption of the 2021 fire district budget. Chairman Sudol seconded the motion. On a roll call vote the budget was unanimously adopted. The adopted budget will be posted on the BOFC website and transmitted to the Division of Local Government Services for final approval prior to the referendum in April.

**Vehicle Donations**- Chairman Sudol raised the question of how to deal with the titles of vehicles donated for the purpose of extrication exercises. It was agreed that such vehicles should be donated to the fire company itself, not to the BOFC. The Chief will consult with Stewarts to determine if the titles should remain blank or be completed in another manner.

### **OLD BUSINESS**

**FY 2019 LOSAP Audit** – The audit was received electronically distributed to all commissioners.

**2021 Election** – Chair Sudol reported that he had participated in a Zoom meeting with representatives from the other Somerset county fire districts and the county election board. The purpose of the meeting was to verify that the fire district boundaries were correctly noted on the election board files. The election board is replacing existing street maps with a GEOcode system. The two Montgomery districts are correct with the exception of a single house at 223 River Road. This house is listed as District 2 on the county dispatch system but District 1 on the tax maps. Chairman Spohn of District 1 is requesting the municipal tax collector to change the property to District 2. Chairman Sudol noted that the verified maps would make it possible for the districts to move to a November election date in the future.

The County Election Board requested BOFC agreement to utilize Reliance Printers to print all absentee ballots for the election. Commissioner Bonder made a motion to utilize Reliance Printers; the motion was seconded by Chairman Sudol and unanimously approved.

Commissioner McGeady reported that she had received candidate petitions from Brian Bonder and Andy Mozumdar for the two vacancies.

Commissioner Bonder reported that he is working on a marketing program to support the budget referendum.

**VFIS** – Vice Chair Sartorio noted that he had requested and received an extension to the reporting date. The new date is March 13<sup>th</sup>. He reviewed the four items on the VFIS list. The recommendation to conduct annual motor vehicle record checks on all members driving records will be forwarded to the fire company for consideration. In response to the second recommendation, the apparatus heights and weights have been installed where they can be viewed by apparatus drivers. The Chief agreed to include an accident investigation reporting protocol in the revised SOG's. Commissioner Sartorio will work with President Kabis to review and implement modifications to the facility use agreement to require proof of insurance coverage by all facility renters.

**Workers Compensation Payroll Audit** – Commissioner Sartorio reported that he had provided the requested data to the carrier.

**Review of Purchasing Process/Regulations** – Chairman Sudol indicated that the session with Mr. Newberry was informative for all involved and should improve the BOFC operations.

**COVID 19 Testing Policy** – Attorney Perkins and Commissioner Sartorio have developed a draft which will be circulated among the BOFC members.

## **OLD BUSINESS**

**LOSAP** – Gene Keller Jr. provided an updated status list for credits earned by members in the 2020 year. The new total is \$65,493.55. Noting that the list had been posted for the requisite 30 days, Commissioner Sartorio moved a resolution approving the transmission of the 2020 contributions to AIG/VALIC for disbursement to member accounts. Commissioner Bonder seconded the motion which approved by a unanimous vote.

**Viburnum Underground Tanks** –Gene Keller Jr. indicated that the project is on hold until the weather breaks.

**Flight Credits** - Attorney Perkins will check with Chief Gurzo.

**Junior Firefighter Regulations** – Mr. Perkins reported that the new regulations have not yet been issued.

**Online Banking** – Commissioner Bonder continues to meet with the bank representatives to complete the enrollment process.

**Expired Turnout Gear**- No action.

**Travel and Expenditure Policies** – Chairman Sudol is continuing to work with Commissioner McGeady in the drafting of the policies.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:39 p.m. The next regularly scheduled meeting will be held on March 11th, 2021.  
*Motion by Bonder, 2<sup>nd</sup> by Sartorio. Motion passed without objection.*