

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

MINUTES OF JULY 9, 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, A. Sartorio and J. Sudol. Also present Chief Gurzo, Deputy Chief Bolen, Engineer J. Kabis, N. Garrymore, G. Keller Jr., 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 June 11, 2020 were unanimously approved.

**Public Comment** - None

**Meetings**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

**Chiefs Report**

Chief Gurzo noted that there have been relatively few calls during the past month. He and his officers have been working to ensure compliance with the Governor's executive orders as they have been issued and updated. No member of the company has contracted the Covid virus as of this date.

Tires previously approved for T46 and R46 will be installed by Ritchie's during the coming month.

## **REQUISITIONS**

The Chief requested BOFC approval for the following requisitions: the purchase of an SCBA pack bag for the E108 driver in the amount of \$175.00; and the purchase of an adapter for the rear of E108 to facilitate drafting in the amount of \$193.39. The Chief noted that he would also recommend awarding a contract for the retrofit of R46 to Island Tech for the installation of new lighting pursuant to the RFQ in the amount of \$23,367.28. The total items charged to the capital account is \$23,735.67.

Additionally, the Chief requested four shelving units for the storage of equipment on the mezzanine in the amount of \$920.00; the purchase of LED lights for retrofitting E107 in the amount of \$9,666.00 (installation will be done in-house) and MISTRAS testing and certification of T46 in the amount of \$950.00. These items, totaling \$11,536.00, will be charged to the operating budget.

Commissioner Bonder moved approval of the requisitions, second by Chairman Sudol. The motion passed on a unanimous vote of the BOFC.

A number of small issues have emerged since the new E108 has been placed in service. A list of these items will be provided next month, and F&SS will be making appropriate repairs under the provisions of the warranty.

## **ENGINEER'S REPORT**

RFQ's have been issued for the front brakes with alignment and resolution of the ATC warning light on E107.

A P.O. was issued to Four Lanes in April to install a pump foam manifold drain on E107. The work is pending.

T46 will go OOS on July 13<sup>th</sup> for annual PM and to repair the hydraulic leak. The work was previously approved and will be performed by F&SS.

Annual PM quotes were received. Mr. Kabis recommended the issuance of PM contracts to F&SS for T46; Four Lanes for E107; R46 and B46; Harlingen Garage for Car 1, Car 2 and U46. The Board approved contracts to the vendors as indicated per the quotes.

Engineer Kabis recommended that all apparatus be taken to a truck stop so that they can be subject to a four-corner weigh-in. There are no local facilities available to perform this measurement. Approval was given for the apparatus to travel outside of the district for this procedure.

Additional details listed in the Engineer's Report.

Commissioner Sartorio moved the award of the PM contracts as per the Engineer's recommendation. Chairman Sudol seconded the motion which was then unanimously passed by the BOFC.

## **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:** Advertising \$212.50;

**Cost of Operations:** Apparatus Housing \$16,000.00; General Operating \$9,634.50;

**Operating Insurance:** \$ 3,443.00. Total operating expenses \$29,077.50.

**Capital Appropriations:** \$3,649.00 (E108 hose fittings)

Total Operations and Capital: \$32,726.50

### **Resolution 2020-10 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 \$32,726.50 from the 2020 operating and capital budgets.*

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

Mr. Newberry reported that all of the Chief's requisition items from the June meeting have been ordered.

### **NEW BUSINESS**

**OPRA Request** - An OPRA request has been received from WallyWatchdog 45 requesting copies of the BOFC resolution approving the purchase of E108 as well as pricing information from the HGAC contract sheet. Commissioner McGeady will respond to the request.

Commissioner McGeady will also be authorized to access the commissioner Gmail email account so that she can monitor for future OPRA requests.

**Viburnum Underground Tanks** – The rear tank is empty; at this time the nature of the problem is unknown. The tank could have a leak or there could be a problem with the pump/ meter and/or fill line. Commissioner Ruppert and Gene Keller have reached the limit of their ability to troubleshoot the problem. It was suggested that the tank could be partially filled and then monitored to determine if it leaks. This would require at least six truckloads of water. The front tank appears to be full. The tanks should be considered OOS for training until repairs are made. The front tank can be used in the event of a fire. As part of the repair process the tank controls should be updated.

**Transfers from Capital to Operating Accounts** – A check in the amount of \$50,933.77 has been cut from the capital account and will be deposited in the operating account by the Chair to cover capital appropriations paid from the operating account in 2019.

**Reimbursement for Insurance Coverage** – Chairman Sudol noted that the BOFC had paid for a rider to the Crime/Theft insurance policy as this was the most economical manner to obtain coverage for the fire company. He noted that the fire company should reimburse the BOFC for this expense in the amount of \$165.00. Reimbursement should be for two years as no payment was made last year.

**Long Term Capital Review** – Commissioners Sartorio and Bonder led the BOFC in a review of the Long-Term Capital plan. Assuming a 2% rate of inflation and continuing annual contributions at the present rate, the accounts should contain enough assets to cover capital purchases until 2040. If a 4% rate of inflation is assumed the account will not have sufficient funds at an earlier date. It was noted that the annual capital contribution was increased from \$250,000 to \$300,000 annually a few years ago. It was also noted that the Deputy Chief's car was not included in the capital plan. It is expected that the vehicle will remain in service until the next replacement of the Chief's car at which point the Chief's car will become the Deputy Chief's vehicle.

The Chair suggested that a more in-depth review should be conducted next year as part of the five-year planning cycle.

**2019 Audit** – Mr. Newberry will drop off the necessary documentation to the auditor during the next week.

## **OLD BUSINESS**

**Email Policy** – A revised draft of the policy was provided prior to the meeting. Mr. Perkins noted that the latest revision provides for BOFC email accounts for all BOFC members so that they may conduct official business without using private email

accounts. Mr. Garrymore explained the process and answered questions regarding the confidentiality of the proposed account. He noted that there will be a small annual fee involved to set up the recommended accounts. The revised policy will be considered by the fire company and returned to the BOFC in August.

**Updating Bank Signature Cards** – Chairman Sudol reported that the process of obtaining new cards from all three banking institutions has been delayed due to personnel changes at the banks and the Covid virus. New cards have been completed for PNC bank. New cards for Northfield require the SS and drivers' license number of the BOFC members. First Bank has not been contacted yet.

**T46 Generator** – Commissioner Ruppert and Chief Gurzo reviewed the various possible repair/replacement alternatives that have been considered noting the pluses and minuses of each. They recommended that the generator be left on the truck but left OOS. They further recommended the purchase of new battery powered fans (estimated at \$7,000.00) and LED lights (estimated at \$3,000.00) to replace the fans and lights previously powered by the generator. The Chief will work with Mr. Newberry to obtain exact pricing.

**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 August meeting to discuss the questions that have been raised.

**Expired Turnout Gear**- No action.

**Apparatus Repair Parts Account** – Engineer Kabis indicated that he has submitted a credit application for the BOFC to PDQ Auto Supply. Mr. Newberry has submitted a credit application to Grainger.

**LOSAP** – Commissioner Sartorio reported that the CARES act amendments adopted last month have been forwarded to Valic/AIG. The letter requesting claw back of dormant accounts has also been forwarded. The claw back process will take several weeks.

## **MID-YEAR REVIEW**

Chairman Sudol reviewed BOFC accomplishments through the first half of the year. He noted the delivery of E108, on-time and on-budget; the successful management of the COVID crisis; the LOSAP claw back and the efforts required to keep T46 in operation through multiple challenges. During the next months he suggested that the BOFC should attempt to resolve a number of small maintenance issues; continue and adapt the COVID response as necessary; continue efforts to organize and preserve necessary files and records; consider upgrading the capital check process

so that such checks can be machine produced and review the capital approval process. A number of other items will continue to require attention including the FY 21 budget which will be targeted for the November meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:45 p.m. The next regularly scheduled meeting will be held on August 13th, 2020.  
*Motion by Bonder, 2<sup>nd</sup> by Sartorio. Motion passed without objection.*