

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

MINUTES OF OCTOBER 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.

Roll Call

Present: Commissioners B. Bonder, R. McGeady, M. Ruppert, A. Sartorio and J. Sudol.
Also present: Deputy Chief Bolen, Engineer J. Kabis, A. Verducci, N. Garrymore, 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 September 10, 2020 were unanimously approved.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Chiefs Report

Battalion Chief Verducci reported that there were 25 calls in September including an extensive tanker fill operation in Hillsborough. Training and drills continue according to schedule.

REQUISITIONS

Chief Verducci requested approval to purchase 45 PASS alarms in the amount of \$18,881.00 to replace existing alarms which have reached the end of their useful service life. He also requested the purchase of 2 Bullard Thermal Imaging cameras for E108 in the amount of \$16,005.34 (Continental) and would be charged against the capital budget. He requested approval for 20 pair of firefighter gloves in the amount of \$1,980.00 (Firefighter 1). The SFS grant of \$1,780.00 will be applied to this purchase, leaving a balance of \$200 to be charged against the budget; a replacement for the broken iPad on B46 in the amount of \$308.90 (Havas); a new iPad docking station for T46 in the amount of \$72.10 (Havas); 2 HP Pro-desk computers to replace the units currently in the line officers room and communications room at a cost of \$1,511.30; 1 HP monitor in the amount of \$109.99 and 2 SCBA bags in the amount of \$350.00 (Triple A).

After discussion it was agreed that the PASS alarm purchase would be deferred to the December meeting.

Chairman Bonder moved to approve all of the remaining requisitions, second by Commissioner Sudol. The BOFC approved the resolution unanimously to be divided in the amount of \$16,005.34 charged to E108 capital and \$2,552.29 supplies.

ENGINEER'S REPORT

T46 will go OOS on October 26 for scheduled repairs.

Campbell Supply has been identified as a vendor who can replace the brakes on E107. The cost of the brake replacement is \$1,722.00. If the brake calipers need to be replaced the cost will increase by \$960.00 for each caliper or a total of \$1,920.00. Additionally he noted that T46 also requires wheel alignment in the additional amount of \$399.99.

During the annual PM exam on R46 it was noted that all five batteries are nearing the end of their service expectancy and should be replaced. The cost of replacement is \$1,085.00 (Four Lanes).

T46 is still having charging problems. This may be caused by a defective charger or the fact that the batteries are three years old and may need to be replaced. The battery-operated fans have been ordered. Island Tech has been requested to provide a quote to re-wire the apparatus to convert to LED lights.

Engineer Kabis requested approval to purchase the parts for the E107 LED light tower conversion at a cost of \$9,999.00 (Wilburt).

B46 has a light out; replacement will cost \$120.00 (Amazon). Conversion to LED lights will be considered at a future date.

The output shaft on the CAFS generator on E107 must be replaced. This is an extensive repair. In the interim Engineer Kabis requested approval to remove the CAFS compressor. Removal is necessary to avoid damage to the compressor. The apparatus will remain in service and will have full firefighting capability with the exception of CAFS operation. It was noted that R46 will continue to have CAFS capability.

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

On motion of Chairman Sudol, seconded by Commissioner Sartorio the BOFC unanimously approved the above detailed repairs and improvements in the amount of \$15,645.98 to be charged to the repair and maintenance account.

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: 0;

Cost of Operations: Apparatus Housing \$16,000.00; Repairs and Maintenance \$2,899.46; Mutual Aid Fee \$5,000.00; Utilities \$629.57; Gen Ops. Other \$1,275.69; Operating Insurance \$9,456.00; Supplies \$517.36; Training and Fire prevention \$5,617.49; Montgomery EMS \$3,628.48.

Total operating expenses \$45,024.55.

Capital Appropriations: \$3,681.60 (R46 refurbishment)

Total Operations and Capital: \$48,706.15.

Resolution 2020-13 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 \$48,706.15 from the 2020 operating and capital budgets.

On Motion of Commissioner Ruppert, 2nd by Commissioner Sudol the BOFC unanimously approved payment of the bills.

Mr. Newberry noted that an invoice has been received from the workers compensation insurance carrier in the amount of \$1,992.00. The additional amount

due is a consequence of the audit of the 2019 account. The amount will be paid from encumbered 2019 funds. With this adjustment the total paid for workers compensation coverage in 2019 was \$29,732.00.

The website has been updated to include copies of the monthly minutes through August.

Records retention review continues. Records have now been sorted through 1997. Chairman Sudol will transfer two file boxes of additional records to Mr. Newberry. These records were passed down to him by his predecessors.

Mr. Newberry noted that three checks issued by the BOFC are over 90 days old and remain uncashed as of the July 31, 2020 bank statement.

Purchasing

Requisitions approved at the August meeting have been approved. Mr. Newberry is working with the Chief and Engineer to issue PO's for the September meeting.

NEW BUSINESS

Supplemental Fire Services Grant – Commissioner Bonder recommended that the grant monies be utilized for the purchase of firefighting gloves which were previously approved for purchase at this meeting.

Flight Credits – Commissioner Bonder reported that he has been unable recently to contact the Chief regarding the flight credits. He will continue to follow up.

Water in Apparatus air lines – Commissioner Ruppert reported that the issue had been addressed, and resolved, as part of the engineer's night activities and will continue to be monitored.

Training Incentives - Chairman Sudol reviewed the extensive efforts by all members during the COVID 19 response, including the sixty-day duty crew 24-hour response, the additional time required to clean the apparatus and PPE after each call and general increased exposure and burdens that the pandemic has placed on all responders. He suggested that the BOFC consider reimbursement to members in the form of training incentive cards. All responding members would receive two cards; those who participated in the 24-hour duty crews would receive an additional card. Commissioner Bonder moved a resolution approving the proposal which was seconded by Commissioner Ruppert and unanimously approved by the BOFC. The cost of the cards will be charged to the training account.

OLD BUSINESS

T46 Generator – The battery powered fans have been purchased. Island Tech has been requested to provide a quote for the rewiring to convert the lighting to LED.

E46-108 – Repair of warranty items is largely completed. The steering wheel is out of alignment and will be corrected.

Viburnum Underground Tanks – The water level has remained constant for sixty days, indicating the absence of a leakage issue. Repair of the pump will now be scheduled with the contractor.

2019 Audit – The audit was delivered. It will be reviewed by the BOFC during the work session scheduled for October 22nd and scheduled for formal action at the November meeting.

Email Policy – The new email addresses have been activated. Chairman Sudol requested that the members of the BOFC and professionals utilize these addresses for all future Board correspondence.

R46 Renovations – Awaiting scheduling with Island Tech.

Online Banking – Commissioner Bonder continues to work setting up on-line banking and receiving email statements. Signature cards for all accounts are now up to date.

Expired Turnout Gear – Commissioner Ruppert discussed contributing old equipment to the N.J. Fire Museum.

LOSAP – Commissioner Sartorio will review the LOSAP account and make recommendations for the use of the reserve monies at the October 22 meeting. Commissioner Sartorio will also prepare documentation of the claw back process for future use.

Travel and Expenditure Policies – Review and development continues.

Apparatus Weight Check – Engineer Kabis reported that all of the apparatus have been weighed with the assistance of the New Jersey State Police. All apparatus are within acceptable weight limits. He noted that E107 is 2000 pounds heavier on the officer's side. This should be noted when placing new equipment on the apparatus.

2021 Budget –

Commissioner Bonder reported that he had completed the registration process with the DCA and now has access to the 2021 budget forms.

It was noted that if the general election practice of mailing ballots to all registered voters is continued for the fire district election in February, the cost of the election

will increase significantly. Based on a review of the number of registered voters in the district, the cost could be seven times higher. Fire Company membership has increased by four people. This will increase insurance, equipment and trainings costs.

Chairman Sudol proposed the creation of a new position to assist the BOFC with financial record keeping and the preparation and review of the annual audit. He suggested that CPA Susan Perkins, who attended the September meeting to discuss the audit, be retained on a six-month contract from October 2020 and ending in March 2021. The contract would provide compensation in the amount of \$750.00 per quarter. Commissioner Bonder moved approval of the contract, seconded by Commissioner Ruppert. The resolution was unanimously approved.

Copies of the proposed 2021 budget will be distributed to the commissioners, attorney, purchasing agents, and department chiefs, so that it can be discussed at the October 22 work session in anticipation of adopting the budget at the November meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:05 p.m. The next regularly scheduled meeting will be held on November 12th, 2020. A work session meeting will be held on October 22nd.
Motion by Bonder, 2nd by Ruppert. Motion passed without objection.