

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

MINUTES OF SEPTEMBER 10, 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, A. Verducci, N. Garrymore, G. Keller Jr., 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 August 13, 2020 were unanimously approved.

Public Comment - None

Meetings

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

Review of 2018 Audit

Susan Perkins review the 2018 audit and responded to questions raised by members of the BOFC. She noted that the most important point was that the audit was clean in that the auditor had raised no issues about the Board's financial accounting practices. She suggested that the BOFC could resolve some of the questions by reviewing the material submitted to the auditor. It would also be beneficial for the auditor to submit a draft of the audit to the Board prior to

providing a final copy. This would permit the Board to correct misspellings, resolve format and footnote issues and generally verify the draft document. Mr. Newberry will speak with auditor to attempt to obtain a draft of the 2019 audit before it is issued.

Chiefs Report

There were 41 calls during the preceding month. Drills included an extrication drill at Stewarts Towing and a structure drill at the about to be demolished Montgomery diner. A second extrication drill and a hose evolution are scheduled for later this month. No member of the company has contracted the Covid virus and precautions continue in effect. The Chief continues to work with the fire inspector in reviewing construction projects. Due to the Covid virus no members will be attending out of state training conferences this year. As a substitute the Chief is scheduling more activities exclusively for company members at the county fire academy.

The Chief requested that the BOFC approve the purchase of 8 pairs of boots for recent fire school graduates.

REQUISITIONS

The Chief requested BOFC approval for the purchase of 8 pairs of Globe fire boots from Continental Fire & Safety in the amount of \$3,472.00; waterway joist repairs for T46 in the amount of \$6,240.00; T46 jib boom repairs in the amount of \$3,200.00 and two Blowhard fans from Skyland Area Fire for T46 in the amount of \$6,930.00. Total requisitions requested were in the amount of \$19,842.00.

Chairman Sudol moved to approve all of the requisitions, second by Commissioner Bonder. The BOFC approved the resolution unanimously.

ENGINEER'S REPORT

E107 has been outfitted with four new rear tires. The foam manifold drain installation by Four Lanes remains incomplete. The A/C on the apparatus has been repaired. No vendor has submitted a quote for the replacement of the brakes. It appears that vendors want to see the actual apparatus prior to providing a price. Engineer Kabis/Garrymore have reached out to the vendor Wilbert for confirmation that the prices for LED light tower upgrade heads are still valid since they are a year old. At the present time all of the current lights are burned out. It is anticipated that this item will be presented to the BOFC at the October meeting for approval.

R46 LDH discharge is leaking again; Four Lanes consulting Elkhart on possible solutions.

Annual preventive maintenance was completed on T46. It was noted that the boom took 3 minutes to get to full extension. The NFPA standard is one minute. The cost

of repairs is \$3200 and will require the truck to be OOS at F&SS. This repair could be completed while the waterway leak is being addressed. The apparatus is anticipated to be OOS for a week and a half for the repairs.

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

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: Office Expense \$3,200.00; Professional Fees \$5025.00;
Cost of Operations: Apparatus Housing \$16,000.00; Repairs and Maintenance \$22,773.65; Utilities \$603.97; Gen Ops. Med. \$38.00; Gen Ops. Other \$3,484.70; Operating Insurance \$3,443.00; Testing and inspections \$507.00; Supplies \$598.00; Transfer to restricted capital account \$300,000.00.
Total operating expenses \$336,482.57.

Capital Appropriations: \$865.00 (E108)

Total Operations and Capital: \$337,347.57.

Resolution 2020-12 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 \$337,347.57 from the 2020 operating and capital budgets.

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

The first and second tax installment checks have been received from the township and deposited along with the VFIS claim check. The Supplemental Fire Services check has also been received and deposited.

Mr. Newberry noted that three checks issued by the BOFC are over 90 days old and have not been cashed. Commissioner Bondar will follow up.

Purchasing

Mr. Newberry reviewed the status of items ordered, delivered and outstanding. He is working with the Chief to obtain documentation to create purchase orders for the requisitions approved at the August meeting. He is also working with the Engineer to obtain pricing on the brakes and resolution of the ATC warning light on E107. He indicated that he has been making progress in reviewing old records. He has concluded the review of records from 1983 to 1997 determining which must be retained per state law and which can be discarded. A request for disposal to the State Records Board will be made at the conclusion of the process.

NEW BUSINESS

Transfer to Capital Account- A check in the amount of \$300,000 has been cut and will be deposited in the capital account as the 2020 capital appropriation.

Supplemental Fire Services Grant – Commissioner Bonder will present a recommendation as to how the \$1,779.50 in grant funds should be expended.

Flight Credits – The Chief will deliver the certificates to Commissioner Bonder.

Water in Apparatus air lines – Commissioner Ruppert will provide a recommendation for a device to resolve the problem.

OLD BUSINESS

E46-108 – Repair of warranty items is underway with the work being performed in the engine bay. A new issue requires the replacement of the front windshield.

Viburnum Underground Tanks – The tank has been filled and the water level is holding. It is available as an emergency source of water if necessary. Stover will be contacted to repair/replace the pump. The ladder to the tank needs to be repaired or replaced.

2019 Audit – The paperwork has been delivered to the auditor. It is anticipated that the audit should be available at the October meeting.

Email Policy – Chairman Sudol distributed the new email names to be used by the BOFC and professionals for Board correspondence in the future. Nelson Garrymore will activate the accounts.

R46 Renovations – Awaiting scheduling with vendor

Updating Bank Signature Cards – Complete upon submission of the missing commissioner ID's. Commissioner Bonder continues to work setting up on-line banking and receiving email statements.

Expired Turnout Gear- No action.

LOSAP – Commissioner Sartorio has confirmed the amounts and the checks have been deposited. M. Hebner indicated that he will not be reactivating so his check will also be deposited.

Travel and Expenditure Policies - Review and development underway.

2021 Budget – Chairman Sudol reviewed the new DCA process for budget approval. The new process requires electronic submission of all documents by a commissioner. Given the new process and the brief period of time in December before the mandated budget submission date and the BOFC meeting it is imperative that the budget be in near final form by the November meeting. Chairman Sudol indicated that he had passed his budget file documents to Commissioner Sartorio. Gene Keller will be asked to provide LOSAP projections to the Board. It was suggested that the fourth Thursday of the month be cleared for a working budget meeting. Deputy Chief Bolen will provide a membership analysis. Chief Gurzo and his officers will provide input on possible capital purchases and will attempt to complete requisitions for the current year by the next meeting. It was noted that the State has approved a delay for the tax assessor to provide a report (CNC-3) to the Board on new assessments. The new deadline is October 15th.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:10 p.m. The next regularly scheduled meeting will be held on October 8th, 2020. *Motion by Bonder, 2nd by Ruppert. Motion passed without objection.*