

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

MINUTES OF SEPTEMBER 12, 2019

**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, L. Laughlin, M. Ruppert, A. Sartorio and J. Sudol. Also present Deputy Chief Bolen, President A. Verducci; Lt. Byron Gurzo, Nelson Garrymore (subbing for Engineer Kabis), QPA W. Newberry and Attorney E. Perkins.

**APPROVAL OF MINUTES**

The minutes of the August 8, 2019 meeting were presented for approval. *Motion to approve the minutes of the August 8, 2019 meeting as presented. Motion by J. Sudol; 2<sup>nd</sup> by A. Sartorio. Motion passed without objection.*

**PUBLIC COMMENT** - None

**MEETINGS**

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

**MEMS PRESENTATION** – Don Snedeker appeared representing MEMS and requested that the BOFC purchase two tents, and tent weights, four benches, eight tripod lights, four 100 foot extension cords, four 50 foot extension cords and ten chairs. This equipment will be used by MEMS to set up rehabilitation areas at fire scenes. The BOFC approved the request. Specifications will be provided to QPA Newberry and the purchase will be approved at the next meeting.

**CHIEFS REPORT**

Deputy Chief Bolen reported that there were 22 calls in the month of August.

The active shooter task force roster is now complete and all who applied have passed the PE test. A class in mass casualties, the first of the two specialized training classes required of all members, will be offered on October 17<sup>th</sup>.

The IMS credentials of all officers have been reviewed and all are qualified for the positions that they currently hold. The fire company received a commendation for the level of performance in establishing water fill sites.

Asst. Chief Santangelo was injured in a non-company related event. He will be ineligible to respond until he obtains medical clearance. Firefighter Campo's insurance form has been submitted to the insurance carrier. Commissioner Sartorio will follow up. No insurance claim will be submitted for the damage to the utility as the amount is under the deductible. Parts have been ordered and it will be repaired in-house.

Deputy Chief Bolen recommended that the HURST equipment be tested and serviced every two years. The budgetary impact of this recommendation will be considered during the development of the 2021 budget (since the equipment was serviced in 2019). The officers have determined that Keys Combat Ready hose should be the standard hose for the new pumper.

Requisitions: The company requested the purchase of two spare SCBA regulator connectors in the amount of \$3,240.00. It was noted that given the cost of these items it might be worthwhile exploring the training necessary to permit in-house service. The company officers were requested to remind members to take special care of this equipment.

The Deputy Chief also requested the purchase of a TFT 1800 gpm low level, float strainer (\$1,928.00) to replace the current device that is rated at only 1000 gpm and clogs. Additional purchase requests included 3 pairs of boots (\$1,237.50) and four harnesses (\$1,103.40) for new members; 30 traffic cones (\$478.50) for the fire police and sixteen 50-foot lengths of 1/34 inch hose (\$3,860.00) for the E108 replacement.

### **ENGINEERS REPORT**

The Tower exhaust hanger was replaced and five other repairs were completed as per the Engineers report. The Chair clarified that the BOFC had approved repairs totaling \$11,720 as detailed last month. Those repairs that were quoted as "time and materials" were not approved and will be considered later in the year. A listing of malfunctioning items on E-107 was discussed. Before authorization for such repairs can be granted the BOFC needs a detailed cost estimate.

An extended discussion ensued in an effort to develop a better line of communication regarding necessary repairs. It was noted that raising repair issues at a meeting without costs or details of the projects was not satisfactory. The BOFC

needs reports that highlight priority repairs and differentiate them from repairs of a less emergent nature.

## **REQUISITIONS**

*Motion to approve September Requisitions in the amount of \$11,847.40 as requested by the Chief and Engineer as set forth in their respective reports.*

*Motion Bonder; 2<sup>nd</sup> Ruppert. Passed without objection*

## **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. Allocations as follows: Apparatus Housing (\$16,000.00); Insurance (\$2,459.00); Supplies (\$5,333.75); Operations (\$14,387.74); Training (\$5,567.67).

QPA Newberry noted that expenditures in several accounts were over the budgeted amount. The Election account is \$500 over budget. The Fuel account has only \$479 with two quarters of the year remaining. The Testing and Inspection account is currently \$742 over and the invoice for the testing of the Hurst equipment has not been submitted yet. Adjustments to the State reported accounts will be considered by the BOFC in January.

*Motion to accept the Treasurer's Report and to approve payment of the bills as presented.*

## **Resolution 2019-32 Payment of Bills**

*The Chief Financial Officer having certified there are sufficient unencumbered funds from the 2019 operating 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 of \$47,436.26.*

*Motion Commissioner Sartori, second Sudol. Unanimous vote of approval.*

## **NEW BUSINESS**

The BOFC has multiple phone lines, four with Verizon and two with MCI long distance. Laurin Long will follow-up to determine if all are necessary and if consolidation could reduce costs.

In previous years the contract for snow removal was between the fire company and the vendor. The fire company was then reimbursed the actual cost of the contract by the BOFC. Since snow removal is critical to emergency response, Commissioner

Bonder will contact the snow plowing vendor and work to develop a direct contract for the 2019-2020 snow season between the BOFC and the vendor. It was noted that the budgeted amount for this service may need to be increased in next years budget since the prior year costs nearly exceeded the allocation during a relatively mild winter.

The Chair requested a commissioner to volunteer to coordinate the annual election in February 2020.

Chairman Sudol addressed points that the BOFC should consider in developing the 2020 budget. A determination must be made to either repair, replace or leave the Tower in non-functioning condition. The long-term capital plan must be reviewed to ensure that enough funds are being put aside to cover capital needs. Commissioner Sartorio will review this area. During this review, funding should be considered for the repair/replacement of the Deputy Chief's vehicle that was added to the BOFC apparatus during the current year. 2019 YTD expenses will be reviewed with attention to expense categories that exceeded budgeted amounts. The chief (and officers) were requested to identify unusual expenses for 2020. Finally the Chair requested that 2019 requisitions be presented to the BOFC as soon as possible, but no later than the November meeting.

### **OLD BUSINESS**

E108 Replacement: Documentation has been received from Pierce regarding the modifications identified during the prebuild visit. The BOFC voted to approve P.O. 20098.1 confirming the modifications in the amount of \$16,012.97. The necessary confirming documentation will be sent back to Pierce upon final review by the Chief, QPA Newbery and Attorney Perkins.

SFS Grant: The BOFC received a purchase order from the Township for the SFS grant. The P.O. has been signed and returned to the township. Chairman Sudol requested that the officers consider what equipment might be purchased with these monies.

Insurance Review –Commissioner Sartorio reviewed the status of follow-up items and recommendations. The life insurance forms have been received and will be distributed to the members. The Organized Team Sports rider is now a part of the coverage. He confirmed that associate members are covered by the accident and sickness policy. He will obtain quotes to increase the amount of the A&S coverage above the current \$100,000 for the next budget cycle.

Opticom Installation – No new action.

BOFC Documentation Review – On-going.

Boiler Inspection – No action.

2018 Audit Status – The BOFC and LOSAP audits have been distributed to all members. Upon review it is anticipated that they will be formally accepted by resolution at the October meeting.

LOSAP – Chairman Sudol noted that at the present time the amount of money that would be allocated to LOSAP for the year is approximately \$60,000. The budgeted amount is only \$55,000. The increase is due to the number of active new members who are responding to calls. There is a small reserve in the account that will cover any overage this year, but the amount should be increased in the next budget.

Rescue 46 Overhaul – No vendor has submitted a complete response to the RFP. The partial submission by F&SS did not include the installation of additional seating or modification of the front bumper on the apparatus. No action can be taken on the seating and bumper pending further review. A new RFQ will be issued for these items. The revised lighting specifications will be issued as an RFQ. Cost of tire replacement and pending repair items on the engineers list will be reviewed at a subsequent meeting.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:45 p.m. The next regularly scheduled meeting will be held on October 10, 2019. *Motion by Bonder, 2<sup>nd</sup> by Sudol. Motion passed without objection.*