

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

MINUTES OF NOVEMBER 12, 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, Battalion Chief A. Verducci, QPA W. Newberry and Attorney E. Perkins.

Approval of Minutes

On the motion of Commissioner Bonder, seconded by Commissioner Ruppert, the minutes of the meeting of October 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 31 calls in the month of October, including an extensive tanker fill operation in Hillsborough. Activities included an extrication drill and equipment checks.

REQUISITIONS

Chief Verducci noted that after further discussion the company officers had determined that the replacement of the PASS alarms which was discussed last month should be deferred. He noted that the PASS alarms while important were redundant as each SCBA also contains a PASS device. He requested that the monies that would have been expended for the PASS devices be reallocated for the purchase of three Motorola portable radios. He noted that Middlesex County recently upgraded their radio system to a different frequency. At the present time this means that 46 units providing mutual aid assistance to Kingston, South Brunswick or any other Middlesex County town would have very limited options to communicate with those companies. There is one portable radio available with the new frequency. Additional radios are available in the Chief and Deputy Chiefs vehicles. The lack of appropriate radios could make fire ground communication difficult if 46 units are called to the scene. The radios are available on State contract and would cost a total of \$20,707.80. After an extended discussion the BOFC determined to defer consideration of this request until the December meeting. Pending that discussion it was determined to purchase one additional radio.

Chairman Bonder moved to approve the purchase of one radio, second by Commissioner Sudol. Unanimous vote of approval.

ENGINEER'S REPORT

T46 is at Fire & Safety Services for scheduled repairs.

E107 will be OOS at Campbell Supply once T46 returns. Campbell will replace the brakes and perform an alignment as was detailed last month. Campbell is an authorized Waterous pump vendor and will investigate the cost of replacing the output shaft on the CAFS generator. Campbell will remove the CAFS compressor to avoid damage pending the output shaft repair. 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.

Engineer Kabis noted that many of the flood lights on R-46 are burned out. The lack of light could be problematic at an emergency scene. The lights are scheduled for replacement when the apparatus goes for an upgrade, but the vendor has yet to schedule a date for the upgrade. Mr. Newberry volunteered to contact the vendor to determine if the light upgrade could proceed immediately, even if the remainder of the upgrade could not be scheduled yet. If this is not possible approval was requested to purchase five replacement bulbs in the amount of \$70.00 each for a total of \$350.00.

Commissioner Bonder moved approval of the purchase; second by Commissioner Ruppert. The BOFC unanimously approved the purchase.

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; General Operations Fuel: \$4189.44; Repairs and Maintenance: \$762.85; Rocky Hill Mutual Aid fee: \$5,000.00; Rocky Hill (fuel): \$884.75; Testing and Inspections: \$1,260.00; Utilities: \$594.91; Gen Ops. Other: \$58.46; SFS Grant Equipment: \$1,980.00; Supplies (turnout gear): \$19,750.68; Supplies (other): \$5,156.42; Training and Fire prevention \$6,405.00.

Total Operations: \$61,862.51.

Resolution 2020-14 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds remaining in the 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 \$61,862.51 from the 2020 operating budget.

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

The website has been updated to include copies of the monthly minutes through September. The 2019 Audit will be posted on the website after approval by the BOFC tonight.

The records retention review of the files from the mid-90's continues.

Mr. Newberry noted that only one check issued by the BOFC is over 90 days old. The vendor has been contacted and is investigating.

Purchasing

Purchase requisitions approved at the October meeting have been issued with the exception of items to be purchased directly by the Chief and Engineer.

NEW BUSINESS

FY 2019 Audit – Copies of the audit were distributed to all members. Chairman Sudol noted that the audit contained no findings or recommendations for improvements. Commissioner Sartorio moved adoption of the audit, second by Chairman Sudol. The Board unanimously approved the resolution. The auditor has filed the audit with the Local Finance Board. A copy of the Group Audit Affidavit was circulated and signed by all members of the BOFC. Attorney Perkins was directed to publish the audit synopsis in the Courier News and to provide copies to the municipal clerk for public access. Attorney Perkins was also directed to file a copy of the Group Affidavit and Adoption Resolution with the Local Finance Board. Mr. Newberry will post the audit on the BOFC website.

Security Incident – Commissioner Sartorio noted that there had been an incident of possible vandalism involving the personal vehicle of a member while parked at the fire house. He had reviewed the security camera footage along with Mr. Kabis acting in his capacity as president of the fire company. The footage did not show anything about the incident.

2021 Election – Chairman Sudol noted the continuing uncertainty of the election process. He appointed Commissioner Mc Geady to oversee preparations for the election. It was noted that the terms of Chairman Sudol and Commissioner Ruppert expire at the end of February.

Snow Removal Contract – Commissioner Bonder reported that Perone Landscaping LLC has agreed to renew the existing snow removal contract with no price increase from the preceding year. The contract price will be determined by the number of snow events and the depth of the snow. He recommended renewing a contract for the coming season.

Generator PM Contract -Commissioner Bonder also recommended awarding a renewal contract for generator maintenance to Modern Group Power Systems in the amount of \$825.00. The contract would include one major and one minor maintenance visit.

Commissioner Sartorio moved approval of the snow removal and generator PM contracts. Commissioner Ruppert seconded the motion and it passed unanimously.

Rocky Hill Contract – It was noted that the existing contract with Rocky Hill expires on December 31st. The contract contains a provision for renewal on the same terms for an additional year. Commissioner Bonder moved renewal of the contract for an additional year, second by Commissioner Sartorio. The motion passed unanimously. A review of the contract with representatives of Rocky Hill will be scheduled for early next year.

VFIS – Chairman Sudol noted that the insurance carrier VFIS has contacted the Board and will be conducting a risk assessment and review of the fire company facilities at some point during the next few weeks. He suggested that a representative of the BOFC might want to observe the assessment along with the fire company officers.

OLD BUSINESS

T46 Generator – Commissioners Bonder and Ruppert, working with Chief Verducci, presented the BOFC with four possible options and pricing for each option. The Board determined to accept the second option which would include the installation of a vent fan shoreline and upgrading the bucket, replacing the existing lights with LED lights. It was noted that the estimated price of the project requires competitive quotes. Quotes will be obtained, and the matter will be reconsidered at the December meeting.

Viburnum Underground Tanks – Commissioner Ruppert reported that all of the controls have been replaced. Possible replacement of the tank floats is being investigated.

Flight Credits -Efforts to transfer the credits continue.

R46 Refurbishment – The vendor, Island Tech, is apparently waiting until all necessary parts for the project have been received and has not scheduled a date at this time.

E-108 Warranty – No report. No information on the status of the dedication plaque was available.

Online Banking – Commissioner Bonder continues to work setting up on-line banking and receiving email statements. He noted that he was discontinuing the review of possible credit card options.

Expired Turnout Gear- No action.

LOSAP – Commissioner Sartorio reported that he has documented the process to claw back unvested funds in accounts deposited on behalf of members. The documentation will be placed in the files for future reference.

2019 LOSAP Audit – Commissioner Sartorio will check with the auditor to confirm that she has all the necessary documentation to complete the audit.

Travel and Expenditure Policies - Review and development continues.

2021 Budget –

Chairman Sudol noted that since the October 22 work session the LOSAP numbers have been updated. Based upon the new numbers the appropriation for LOSAP for 2021 should be increased by \$5,000.00 over the current year for a total amount of \$70,000.00. Commissioner Sartorio recommended that part of the increase should be offset by appropriating \$15,000 from the restricted LOSAP account. The restricted account was recently increased as a consequence of the return of unvested monies.

Noting this change, Chairman Sudol moved the approval of the FY 21 budget in the amount of \$1,032,380.00 with the amount of \$970,540.00 to be raised by taxation. Commissioner Ruppert seconded the motion which was then approved by a unanimous vote of the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m. The next regularly scheduled meeting will be held on December 10th, 2020.

Motion by Bonder, 2nd by Ruppert. Motion passed without objection.