

BOARD OF FIRE COMMISSIONERS
Montgomery Township Fire District No. 2
PO Box 264
Blawenburg, New Jersey 08504

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Commissioner Martin at 7:00 pm, following proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the 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 P. Martin, L. Laughlin, M. Ruppert, A. Sartorio, J. Sudol. Absent: None. Also present: Chief Gurzo, Ass't. Chief Bolen, Engineer Kabis, L. Franchino, W. Newberry, Attorney Griswold.

APPROVAL OF MINUTES

The minutes of the August 9, 2018 meeting were presented for approval.

A motion was made to approve the minutes of the August 9, 2018 board meeting as presented.

Motion by Laughlin. 2nd by Ruppert. Motion passed without objection.

PUBLIC COMMENT – None.

CHIEF'S REPORT – The fire company responded to 27 calls during August 2018.

Events-

- The fire company participated in the township's Funfest, which was cut short due to weather.
- The fire company will host this year's Fire Prevention Open House at the firehouse on October 10th from 10 am to 2 pm.

Training –

- Another member sustained injury during the most recent bailout training at SCESTA.
- Fire school for junior members will be deferred to the spring session – the chief is considering enrolling them at the Middlesex County Fire Academy in Sayreville.

Committees –

- Engine108 replacement – Finalizing costs toward goal of having the purchase approved by voters in a special vote to be held in November and thereafter included in the 2019 budget.
- Rescue 46 refurb – Expecting drawings of design alternatives for review; will present firm proposal at the next meeting.
- Command vehicle – Estimated completion and delivery date has been moved back to October.

Radios - The chief presented a request for 3 radios (Motorola APX 8000) capable of communicating on UHF, VHF and on the Montgomery Police channels – one for each chief. At this time each must carry two radios to access these bands, and cannot communicate with the police at all. These radios would be adaptable to any changes that have been discussed regarding total radio frequency overhauls and would not need to be replaced at that time. In addition, he requested a 6000 series radio to replace one lost from Engine 7 at a fire call, and another for an officer.

The board expressed its displeasure at the delay in notification of the missing radio and discussed options for safeguarding against future losses. A radio for Engine 7 is needed at this time; the other purchases will be discussed at a future date.

A motion was made to approve purchases requested by the chief.

Motion by Martin. 2nd by Laughlin. Motion passed without objection.

RESOLUTION 2018-50 – Approving Purchases.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2018 budget, authorization to purchase:

1. One (1) Motorola APX 6000 portable radio, including programming, pursuant to NJ State Purchasing Contract #A83909 from Motorola Solutions, Inc., at a cost of \$3,851.85, chargeable to the 2018 Supplies appropriation.

2. One (1) SCBA storage system, pursuant to lowest quote from GearGrid Corporation, at a cost of \$1,465.00 plus \$265.00 shipping - the entire cost not to exceed \$1,730.00, chargeable to the 2018 Supplemental Fire Services Grant.

Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: NoneSudol.

MEETINGS

Emergency Services: No meeting.

Fire Prevention: No meeting.

ENGINEER’S REPORT

Report distributed and on file.

Repairs: Tower 46 – Back in service; turntable bolts and muffler replaced. The engineer will forward quotes for further repair work (steering kingpins, fuel tank straps, short jacking issue) which are expected soon.

Preventive Maintenance: Completed.

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. One invoice was added to the list of bills being paid at this meeting – Skylands Area Fire & Training (\$360.00) for turn-out gear, and an additional \$10.00 was added for shipping charges associated with the bail-out kit purchase (Doug’s Hose Dummies) - both chargeable to the 2018 Supplies appropriation.

Motion to accept the Treasurer’s Report and to approve payment of the bills as presented and supplemented.

Motion made by Martin. 2nd by Sudol. Passed without objection.

RESOLUTION 2018-51 - Payment of Bills.

The Chief Financial Officer having certified there are sufficient encumbered and unencumbered funds in the 2017 and 2018 budgets to pay the bills as presented and supplemented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$58,444.42 (\$58,159.42 from the 2018 budget and \$360.00 from the 2017 encumbered budget).

Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.

Cmsr. Martin abstained on voting on reimbursement of his expenses.

Cmsr. Martin noted that budget discussions will begin next month and requested that the chief and others be prepared with updated rosters as well as their extrapolations of expenses yet to be incurred this year and requests for next year.

OLD BUSINESS

Rocky Hill Agreement – Awaiting year-to-date expenses and a current roster from Chief Harris. Expect completion and execution of agreement by year end.

Engine 108 Replacement – The board thanked the chief for his research and explanation of the committee’s recommended water tank size. The chief presented an overview of the replacement cost and the board asked that he further provide a breakdown of the cost of features and improvements for the proposed vehicle versus those on existing vehicle. Cmsr. Laughlin questioned whether the proposed vehicle would have flow meters for the pumps. The chief will address the questions and provide the information requested during the month so that the board has a substantiated cost estimate for budgetary purposes.

Disposition of old Command Vehicle - The engineer reported that a neighboring emergency service may be interested in purchasing the vehicle. Research will be done to ascertain an estimated fair market value.

Smoke Trailer – Cmsr. Laughlin has obtained the documents necessary to secure a replacement title. The engineer reported that a fire marshal in the state has expressed interest in the trailer. He was authorized to contact the person and report back to the board.

Audit – The 2017 financial audit has been completed and a copy distributed to board members for review.

Motion to approve the 2017 audit and authorize execution and submission of Group Affidavit.

Motion by Martin.

2nd by Sudol.

Motion passed without objection.

RESOLUTION 2018-52 – Review of 2017 Fire District Annual Financial Audit. (Attached)

LOSAP Review – The 2017 LOSAP review has been delivered.

Motion to receive and approve the 2017 LOSAP review.

Motion by Laughlin.

2nd by Ruppert.

Motion passed without objection.

Weight Room – President Verducci is arranging an upcoming training session and will pursue signatures on waivers.

ISO Rating – Bill Newberry will work with Cmsr. Laughlin to explore the basis for changes in the district’s rating.

First Responder Credentials – No change.

Records Retention – Document organization continues. Cmsr. Ruppert will look into document disposal procedures when the time comes.

Engine 7 Deer Collision – Will secure repair estimate and submit to the insurance company.

Cistern Pump Maintenance – The chief will follow up.

EMS Purchase – MEMS Captain Johanna Snedeker presented a request that the district purchase heat guns and attendant propane cylinders for MEMS’ use to provide heat to the rehab/shelter tents at fire calls and other cold weather emergency situations. She worked with the chief to select the requested items and presented three quotes for the proposed purchase; they are also looking into EMT jump bags to carry in each rig. Tabled until a future meeting.

NEW BUSINESS –

Village Shopper Development – The chief had detailed plans for the commercial/residential development planned for Rt. 206. The proposed height of some buildings exceeds that in the township ordinances and could pose issues for emergency response. The chief will keep the board apprised of the project’s progress through the various administrative reviews.

ADJOURNMENT -

There being no further business to come before the Board, the meeting adjourned at 8:54 p.m. The next regularly scheduled meeting will be held on October 11, 2018 at 7:00 pm.

Motion by Martin.

2nd by Ruppert.

Passed without objection.

*Board of Fire Commissioners
Montgomery Township Fire District No. 2
P.O. Box 264
Blawenburg, NJ 08504*

RESOLUTION ACCEPTING ANNUAL AUDIT

RESOLUTION 2018 - 52

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ended December 31, 2017, has been completed and filed by a Certified Public Accountant with the State of New Jersey, Department of Community Affairs, Division of Local Government services pursuant to N.J.S.A.40A:5A-15, with the Treasurer of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, and a copy has been received by each member of the Board of Fire Commissioners; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit report, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received and have personally reviewed the annual report, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

WHEREAS, failure to comply with the regulations of the local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Montgomery Township Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended December 31, 2017, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

IT IS FURTHER RESOLVED, that the Secretary of the Board of Fire Commissioners of Montgomery Township Fire District No. 2, is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 13, 2018.

September 13, 2018
Dated _____

s/ Michael Ruppert

Secretary