

BOARD OF FIRE COMMISSIONERS
Pennington Borough Fire District No. 1
P.O. Box 387
Pennington, NJ 08534

MINUTES January 21, 2020

CALL TO ORDER

The regularly scheduled meeting was called to order by Chairman Blackwell at 7:35 p.m. at the Pennington Firehouse, following adequate notice under the Open Public Meetings Law (annual notice published in the official newspaper of the district and the Hopewell Valley News, filed with the municipal clerk, posted at the Pennington Borough Municipal Building and Board offices, posted on the fire district's web site and provided to any person requesting same in advance of the meeting).

ROLL CALL

Present by roll call were Commissioners Bill Meytrott, Mark Blackwell, Wayne Blauth, Bob DiFalco, Brian Hofacker. Absent: None. Also present were Chief DeForte, Deputy Chief Demareski, Ass't. Chief Baldorossi, Joe Carducci and Attorney Griswold.

PUBLIC COMMENT - None.

CHIEF'S REPORT

The fire company responded to 465 calls during 2019. There were 43 calls in December, 2019: 11 of them in Pennington Borough, 25 in the Township, 3 in Hopewell Borough and 4 other. Calls included 4 residential, 1 non-residential, 1 Hazmat, 2 wires/transformer, 2 motor vehicle rescue 2 gas leak, and 4 CO calls. There were 11 accidental alarms/activations. 3 scheduled drills were held.

TEMPORARY BUDGET FOR 2020 and APPROPRIATION FOR DEBT SERVICE

On a motion by Cmsr. DiFalco, seconded by Cmsr. Meytrott and passed, **Resolution 2020-01** - Adoption of a temporary budget of \$57,908.00 and appropriation of \$103,460.00 for debt service on the aerial apparatus was approved by a roll call vote.

TREASURER'S REPORT

A copy of the treasurer's report was made available to each Commissioner with a list and description of the bills to be paid. The Chief Financial Officer certified there were sufficient encumbered funds from the 2019 budget and unencumbered funds in the 2020 temporary budget to pay the bills as presented. On a Motion by Cmsr. Meytrott, seconded by Cmsr. Hofacker and passed, **Resolution 2020-02** - Paying bills in the amount of \$23,430.86 was approved by roll call vote.

Cmsr. Blackwell stated his intent to be recorded as an abstention from any votes to approve payments throughout the year for bookkeeping services.

APPROVAL OF MINUTES

On a Motion by Cmsr. Hofacker, seconded by Cmsr. Blauth and passed, the minutes of the December 17, 2019 meeting were approved as presented.

Annual Resolutions: On a motion by Cmsr. Hofacker, seconded by Cmsr. Meytrott and passed, **Resolutions 2020-03 through 2020-07** were approved by roll call vote as follow:

2020-03: Adoption of a cash management plan and designating PNC Bank as depository.

2020-04: Designation of the Times of Trenton as the official newspaper of the fire district and the Hopewell Valley News and/or Princeton Packet as secondary publications.

2020-05: Appointment of Barbara S. Griswold as fire district attorney for 2020, without competitive bidding.

2020-06: Appointment of Joseph Carducci of Bedard, Kurowicki & Co., as fire district auditor for 2019, without competitive bidding.

2020-07: Appointment of Nottingham Insurance as the fire district's insurance broker of record.

OLD BUSINESS

- Disposition of Old Aerial – No progress report.
- SOG's – Under review and further completion of parts; copies distributed for comment.
- Outstanding Pagers – No update.
- Insurance – Plans are to discuss off-duty insurance benefits and other questions raised by members with insurance broker at a future meeting.
- Drivers' Records – Will be addressed in closed session.

NEW BUSINESS

LOSAP - 2019

The certified list of volunteers indicating those who qualified for LOSAP contributions in 2019 was submitted to the board. 55 volunteers earned contributions, 2 of whom are new participants. On a motion by Cmsr. Meytrott, seconded by Cmsr. Blauth and passed, **Resolution 2020-08** – Approving the 2019 certified LOSAP participation list and authorizing its posting for review was passed.

2020 Election and Budget Referendum: Two candidates filed petitions to fill the two open 3-year terms on the Board of Fire Commissioners - incumbents Mark Blackwell and William Meytrott. Voting will take place on February 15, 2020 at the Pennington Fire Company firehouse from 2-9 pm. Cmsr. Blauth will open the polls; Cmsr's. Blauth and DiFalco will close the polls.

On a motion by Cmsr. Hofacker, seconded by Cmsr. Meytrott and passed, **Resolution 2020-09** – Authorizing payment to Fire District Election poll tellers was adopted.

-Requisitions: On a motion by Cmsr. Hofacker, seconded by Cmsr. DiFalco and passed, the following Purchase Orders were ratified and/or approved:

#2019-112	Champion Tire	Rescue Repair	\$ 543.63	05 Truck Repair
#2019-113	Champion Tire	6-Wheeler Repair	\$ 798.40	05 Truck Repair
#2019-114	Mercer Cty. Fire Acad.	Training Classes	\$ 450.00	06 Educ. & Training
#2019-115	Metal Fab Pro Race	6-Wheeler Battery	\$ 101.95	05 Truck Repair
#2019-116	NAPA	Tool Fuel	\$ 59.92	Gas & Oil
#2019-117	I am Responding	Annual Fee	\$ 600.00	Subscriptions & Ads
#2019-118	MES	Hose Reel Replacement	\$4655.00	01 FF Equip
#2019-119	Metal Fab Pro Race	Chief Car Battery	\$ 228.95	05 Truck Repair
#2019-120	Hopewell Township	Fuel	\$ 479.47	Gas & Oil
#2019-121	Vito's Pizzeria	Drill Food	\$ 85.03	06 Educ. & Training
#2019-122	Amazon	Durango Charger	\$ 99.95	05 Truck Repair

#2019-123		Electrical work	\$ 5500.00	01 FF Equip
#2019-124		Gear Dryer	\$13,000.00	01 FF Equip
#2020-01	IAFC	Class Registration	\$ 215.00	06 Educ. & Training
#2020-02	Fire Command	Accountability Tags	\$ 960.00	01 FF Equip
#2020-03	Grainger	Cleaning Supplies	\$ 419.85	01 FF Equip
#2020-04	Fire Command	ID Markers/Labels	\$ 480.00	01 FF Equipment
#2020-05	Minerva Cleaners	Gear Repair	\$	02 Turnout Gear
#2020-06	IAFC	2020 Membership Fee	\$ 215.00	06 Educ. & Training

- Budget Line Item Transfers (2019 Budget): On a Motion by Cmsr. Meytrott, seconded by Cmsr. Blauth and passed, **Resolution 2020-10** – Authorizing a transfer of funds between line items in the 2019 budget was passed.

CLOSED SESSION (9:21 p.m.)

On a motion by Cmsr. DiFalco, seconded by Cmsr. Blauth and passed, **Resolution 2020-11** - Authorizing a closed session of the board was approved by roll call vote. The board will reconvene at the conclusion of its closed session.

Return to Open Session (10:03 p.m.)

Cmsr. Hofacker reported that in accord with the district’s insurer’s guidelines some members’ DMV abstracts indicate they should receive a warning letter and/or suspension notice from operating fire district vehicles or driving at all on behalf of the fire district or fire company. After discussion, the board determined that adoption of a formal policy regarding driving privileges would be prudent. The proposed policy and related documents (insurer’s guidelines, proposed notification letters, etc.) will be provided to fire company officials for review and comment and will be put on the agenda for further discussion and adoption at the next meeting.

ADJOURNMENT

The meeting adjourned at 10:21 p.m. The next regular meeting of the Board will be held at 7:30 p.m. on February 18, 2020.