

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

MINUTES May 19, 2020

CALL TO ORDER

The regularly scheduled meeting was conducted remotely by means of a web-based conference call through ZOOM and was called to order by Commissioner Blackwell at 7:40 p.m., following adequate notice under the Open Public Meetings Law (annual notice and revised meeting notice providing information on how the public could access and join the meeting published in the Times of Trenton, provided to the Borough Clerk for posting, posted at the Board offices and 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 Mark Blackwell, Bill Meytrott, Bob DiFalco, Brian Hofacker and Wayne Blauth. Absent: None. Also present were Chief DeForte, Deputy Chief Demareski, Ass't. Chief Baldorossi, Joe Carducci and Attorney Griswold.

PUBLIC COMMENT – None.

CHIEFS' REPORT

There were 14 calls in April, 2020: 5 in Pennington Borough, 7 in the Township, 1 in Hopewell Borough and 1 other. Calls included 1 brush/leaves fire, 3 residential and 1 wires/transformer. There were 7 accidental alarms and 2 mutual aid calls.

In response to the Covid19 virus situation the firehouse is closed and drills (training) are being conducted through virtual transmission only. To reduce potential Covid exposure to personnel crew size is still limited, although daytime duty crews have been discontinued. The fire company's Coronavirus Policies and Procedures contained in the Temporary Response Guidelines remain in effect. As conditions warrant restrictions may be relaxed in certain respects in the coming weeks.

Attorney Griswold reminded officials of the importance of written policies reflecting the guidance given and standards set by federal, state and local governments and administrative agencies with regard to the pandemic. She recommended hygiene, mask and distancing signage throughout the building and the provision of supplies to promote compliance, and also noted that the presence and/or participation of junior members should be specifically addressed. It was suggested that the discussion be broadened to a 'community' dialog (department, administration, board) so everyone is on the same track.

- Knox Boxes – Software needs adapting; Deputy Chief Demareski will coordinate with the valley fire companies to secure and install software and to update the fire district's authorized contact with the Knox Co.
- Tablets in vehicles – Deputy Chief Demareski working to conclude this undertaking.
- ID Tags – Will be fast-tracked in order to get first responders in line for COVID19 testing. Cmsr. Meytrott will reach out to borough officials to expedite the delivery of COVID19 information and updates to the Pennington chiefs as much as possible.
- Rescue Truck – "Open Door" warning light system is malfunctioning. The chief was directed to schedule the repair.
- Trailer – Plastic caps on air vents were damaged and need replacement. Warning striping and lettering on rear needed; the chief and assistant chief will gather quotes and schedule once approved.

- Township Fuel Pumps – Will be changing to a key fob system; fire district record keeping will be amended/adapted to track fuel usage by vehicle.

- Requisitions: On a motion by Cmsr. Hofacker, seconded by Cmsr. Blauth and passed, the following requisitions were ratified/approved; purchase orders will be issued.

2020-35	Hopewell Twp. Fuel (March)	\$ 256.66	Gas & Oil
2020-36	Hopewell Twp. Fuel (April)	\$ 136.73	Gas & Oil
2020-37	Rocky's Decon materials (Covid)	\$ 180.48	FF Equipment (01)
2020-38	NAPA Blue Def	\$ 19.98	Gas & Oil

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. After certification that there are sufficient encumbered and unencumbered funds in the 2019 and 2020 budgets to pay the bills as presented, on a Motion by Cmsr. Meytrott, seconded by Cmsr. Hofacker and passed, **Resolution 2020-15** - Paying bills in the amount of \$18,143.67 was passed on roll call vote.

APPROVAL OF MINUTES

On a motion by Cmsr. Hofacker, seconded by Cmsr. Blauth and passed, the minutes of the April 21, 2020 meeting were approved.

OLD BUSINESS

- 2019 LOSAP Review – Completed.
- 2019 Financial Audit – Presented for review; questions asked and answered. No adverse findings or recommendations. Final document will be presented at the next meeting.
- Sale of Old Aerial – No update.
- SOG's – Draft revised and distributed for review.
- Outstanding Pagers – No update.
- Insurance – Discussion with insurance broker to review policies, benefits and to answer members' questions tabled at this time.
- Drivers' Records – Those yet to provide authorizations will be contacted.
- Gear Dryer – No update.
- New Truck (pumper) – Pre-construction meeting held; scheduled to begin manufacture toward the end of June.

NEW BUSINESS

- Fixed Asset Inventory – To be reviewed and updated on a continuing basis.
- Bank Reconciliations – Monthly reconciliation to be kept as part of financial reports.
- Flooring in Apparatus Bay – Ass't. Chief Demareski is willing to work with the trustees, put together a plan, and secure pricing if the board might consider pursuing the project in the future.

ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 9:50 p.m. The next regular meeting of the Board will be held at 7:30 p.m. on June 16, 2020.