

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

MINUTES June 15, 2021

CALL TO ORDER

The regularly scheduled remote 'Zoom' meeting was called to order by Chairman Blackwell at 7:32 p.m. following adequate and electronic notice under the Open Public Meetings Law and N.J.A.C. 5:39 (annual meeting notice including information on how the public could access and participate in the remote meeting, make public comment and where relevant documents, if any, would be made available published in the Times of Trenton (1/27/21) and Hopewell Valley News (1/29/21), provided to Packet Publications and Hopewell Express, sent to the Borough Clerk for filing and posting and posted on the board's website, at the firehouse entrances and at board offices, as well as provided to any person requesting same in advance of the meeting.

ROLL CALL

Present by roll call were Commissioners Mark Blackwell, Bob DiFalco, Ryan Fraser, Brian Hofacker and Rob Ingram. Absent: None. Also present were Chief DeForte, Ass't. Chief Baldorossi, LOSAP Coordinator Rodriguez, Joe Carducci and Attorney Griswold.

CHIEF'S REPORT

There were 45 calls in May, 2021: 9 in Pennington Borough, 27 in the Township, 0 in Hopewell Borough and 9 other. Calls included 2 residential, 1 brush, 1 motor vehicle/rescue, 1 trash/dumpster, 1 wires/transformer, 3 gas leak and 3 CO alarms. There were 18 accidental alarms and 9 mutual aid calls (mostly to Ewing). 3 scheduled drills were held.

Earlier this month there was a dump truck accident on Rt. 95 to which the fire company responded. It became a fully involved fire; fortunately there were no injuries.

Tanker(s) - Both Hopewell Borough's and Titusville's tankers are out of service. Titusville has retrieved its old tanker that was on loan to Hillsborough and has put it back in service. Hopewell Borough's is out for repair. Pennington's tanker is in service.

Duty Crews - May need to reinstitute for nighttime calls.

Junior Firefighter Program - Instituting a Cadet program is on hold until the rules and regulations contemplated by the new law are finalized at the state level.

Command Vehicle - In service.

New Truck (Pumper) - Radios installed. The hose has been delivered. Tools will be mounted within the next week. A few warranty issues are being handled by Campbell Supply; Campbell will also provide instruction on the truck and foam operations for anyone who missed the manufacturer's presentation and training when the truck was delivered. The truck is in service.

1991 Engine (pumper) – Taken out of service. The WiFi unit still needs to be removed from the truck prior to its sale or other disposition. Cmsr. Blackwell will contact the chairman of the township board to discern whether that board has any interest in the vehicle or its disposition.

APPROVAL OF MINUTES

Motioned by Fraser and seconded by Hofacker, the minutes of the March 11, 2021 and March 24, 2021 special meetings, as well as the April 20, 2021 and May 18, 2021 regular meeting minutes were approved as presented.

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 a prior year's budget and funds in the 2021 budget to pay the bills as presented. Motioned by Hofacker and seconded by Fraser, **Resolution 2021-26** – Approving payment of bills as presented in the amount of \$55,812.02 was approved by roll call vote.

PUBLIC COMMENT - none

OLD BUSINESS

- Banking - Cmsr. DiFalco has researched services, account options and interest rates at local banks. Further discussion tabled until next month.

- SOG's – Draft revised and under review.

- Outstanding Pagers – No update.

- Insurance – The insurance broker's presentation to the board and to fire company members will be arranged when COVID restrictions allow.

- Trailer Striping – Underway.

- Rescue Truck - "Open Door" warning light – no update.

- 2020 Financial Audit – On a Motion by Cmsr. Fraser and seconded by Cmsr. Hofacker, **Resolution 2021-27** – Certifying to the Local Finance Board that the commissioners have received and reviewed the fire district's annual audit for the year ended December 31, 2020, and authorizing execution of the required Group Affidavit attesting thereto, was approved. The audit contained no negative comments or recommendations by the auditor.

- Professional Services Fees – On a Motion by Hofacker, seconded by Fraser, **Resolution 2021-28** – Authorizing the fees for legal and auditing services for calendar year 2021 was approved.

- Tablets – Quote confirmation received from ESCNJ Cooperative Pricing System vendor CDW-G, LLC. for six (6) iPad tablets in the amount of \$1965.66, and for six (6) Havis docking stations in the amount of \$1,206.84. This purchase was previously approved and awaiting quote confirmation. A purchase order to CDW-G will be issued in the amount of \$3,172.50 (#2021-32). Some trucks will require installation of an electrical connection to accommodate the interface. Cmsr. Blackwell asked that the electrical needs be determined and confirmation received that the hardware can be connected to the trucks prior to the purchase being made.

- Gear – On a motion by Blackwell and seconded by DiFalco, **Resolution 2021-29** - Authorizing the purchase of one set of turn-out gear, was passed by roll call vote.

Because delivery of the turn-out gear being purchased will take 6-8 months and an experienced new member needs gear now so he can begin responding, on a motion by Hofacker, seconded by DiFalco and passed, a purchase order in the amount of \$575.00 will issue to Lion Total Care for a 6-month rental of one set of turn-out gear (#2021-33).

- Moving Election Date – Paperwork submitted; awaiting certification of voting district by Mercer County Board of Elections.

NEW BUSINESS

Purchase Orders -

1. Hose reel (\$316.14) and regulator (\$107.00) for air compressor pursuant to lowest quote received to date from Grainger at a cost not to exceed \$423.14, chargeable to FF Equipment. (#2021-34)

Commissioner Blackwell will secure a second quote for the hose reel prior to issuing the purchase order for this item to Grainger.

2. SCBA mount to replace broken one in chief's vehicle per lowest quote from Witmer Public Safety not to exceed \$125.00, chargeable to FF Equipment. (#2021-35)

3. Hydraulic rescue tool mounts (4) for Special Services vehicle from ESI at a cost not to exceed \$395.00, chargeable to FF Equipment (#2021-36)

- Fixed Asset Inventory – Should be updated

- Electronic Funds Transfer Policy – At the recommendation of DCA due to an increase in the use of EFT's during COVID, the board will discuss creating a policy governing EFT's. To date the board does not make electronic funds transfers but the policy will exist for if, and when it ever does.

- Disposition of Old Engine – Hopewell Borough's older engine is inoperable and is out of service for the foreseeable future. Chairman Blackwell suggested to Hopewell Borough Chairman Morehouse that Pennington's old engine may be a replacement for them. A decision will be made in the near future, and if agreeable to the township board the transfer to Hopewell Borough would benefit all three fire services by keeping the engine in the valley for back-up and support. On a motion by Hofacker and second by Ingram, **Resolution 2021-30** – Authorizing Disposition of 1991 Spartan Engine, was passed by roll call vote.

- Firehouse Hall Rentals – The fire company would like to begin renting the hall for functions again. After discussion of the necessity for precautions to ensure the engine bays are secured against entry by those attending functions, the need to comply with existing and future gubernatorial executive orders and CDC guidance issued in connection with COVID and public health emergencies, and the fire company's duty to ensure they have an adequate insurance rider for each hall rental, on a Motion by Blackwell, seconded by DiFalco and passed, the board agreed that it had no objections to the resumption of hall rentals and that prior thereto a letter to fire company officials outlining the board's concerns is in order.

ADJOURNMENT

Motioned by Fraser, seconded by Hofacker and passed, the meeting adjourned at 8:47 p.m. The next regular meeting of the Board will be held remotely, via 'Zoom', at 7:30 p.m. on July 20, 2021.