

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

**MINUTES November 16, 2021**

**CALL TO ORDER**

The regularly scheduled remote 'Zoom' meeting was called to order by Chairman Blackwell at 7:33 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, Robert DiFalco, Ryan Fraser, Brian Hofacker, Robert Ingram. Absent: None. Also present were Chief DeForte, Jon Weiss and Attorney Griswold.

**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/or funds in the 2021 budget to pay the bills as presented. Motioned by Hofacker and seconded by Fraser, **Resolution 2021-39** – Approving payment of the bills as presented in the amount of \$14,329.79 was approved by roll call vote.

**CHIEF'S REPORT**

There were 52 calls in October, 2021: 7 in Pennington Borough, 32 in the Township, 0 in Hopewell Borough and 13 other. Calls included 4 residential, 1 motor vehicle/rescue, 1 automobile/machinery, 1 brush, 1 wires/transformer, 2 gas leak, 2 cellar pump and 2 CO alarms. There were 21 accidental alarms and 13 mutual aid calls. 3 scheduled drills were held.

The chief complimented his personnel for their excellent response and containment of an all-call residential fire in the borough.

- Aerial – Leak in foam tank; no update.

- New Engine (pumper) – Radio noise repaired; modem installed. Light tower warranty repair and additional minor issues still to be addressed.

- Brush Truck Decking – No update.

- Rescue - The hydraulic hose reel in the front bumper was damaged; it is not used often and repair will be expensive. The chief will investigate the feasibility and cost of removing the reel and replacing it with an attachment to the front bumper for a quick disconnect to which a hose can be attached when needed for the Hurst tools.

There are recurring problems with the door switches. Installing magnetic switches may solve the issue. An estimate for parts and installation costs will be submitted.

- Tanker – Leak on transfer case; rear seals need replacing. Written estimate from 4 Lanes End is \$1,034, barring any additional problems found once the repair process is begun.

**PUBLIC COMMENT** - none

### **APPROVAL OF MINUTES**

The minutes from the October 19, 2021 meeting will be held for approval at the next meeting.

### **OLD BUSINESS**

- SOG's – Draft revised and under review.

- Outstanding Pagers – No update.

- Fixed Asset Inventory and Appraisal – No update.

- Fire Protection Agreement – No update.

- Electronic Funds Transfer Policy – Motioned by Hofacker, seconded by Fraser, **Resolution 2021-40**. Adopting an electronic funds transfer (EFT) policy and procedures was approved by roll call vote.

- Tablets – Tablets received. Commissioner Ingram will secure a quote for the cost of mounting the iPads in the vehicles. Any vendor will be required to submit a Certificate of Insurance and Business Registration Certificate.

- Obsolete or Surplus Equipment – Work in progress.

- Insurance Presentation – Chairman Blackwell will arrange an informational presentation for the board.

- Attorney Search – Underway.

- 2022 Budget – The budget numbers were distributed to the board and fire officers. Refurbishing the tanker is not included for 2022. Chairman Blackwell will present the budget to the township board on the 18<sup>th</sup>. The budget must be approved and filed with the state by December 21<sup>st</sup>.

### **NEW BUSINESS**

LOSAP – To date, there is no indication that any action has been taken towards the three valley fire districts to create a uniform policy for securing the return to the districts of funds being held in inactive, unvested members' LOSAP accounts. The board will discuss what action it may take to begin the process. Cmsr. Blackwell indicated he is in favor of following suit with the Hopewell Borough's board in adopting a procedure and moving forward with it.

### **ADJOURNMENT**

There being no further business to come before the board, motioned by Hofacker, seconded by Ingram and passed, the meeting adjourned at 8:43 p.m. The next regular meeting of the Board will be held remotely, via 'Zoom', at 7:30 p.m. on December 21, 2021. Instructions for joining the meeting can be found on the board's website at [www.pbbfc.org](http://www.pbbfc.org)