

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

**MINUTES February 15, 2022**

**CALL TO ORDER**

The regularly scheduled remote 'Zoom' meeting was called to order by Chairman Blackwell at 7:34 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 (12/29/21) and Hopewell Valley News (1/07/22), provided to the Hopewell Express, sent to the Borough Clerk for filing and public 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 (arrived late), Ryan Fraser, Robert Ingram. Absent: Commissioner Brian Hofacker. Also present were Chief DeForte, Lt. Rodriquez, Joe Carducci and Attorney Griswold.

**PUBLIC COMMENT:** None.

**CHIEF'S REPORT**

There were 39 calls in January, 2022: 6 in Pennington Borough, 24 in the Township, 1 in Hopewell Borough and 8 other. Calls included 1 trash/dumpster, 3 motor vehicle/rescue, and 4 gas leak. There were 17 accidental alarms and 9 mutual aid calls. 3 scheduled drills were held.

- Aerial – Leak in foam tank – issue resolved.
- New Engine (pumper) – Light tower and recall issues resolved.
- Rescue – Hydraulic hose reel; situation assessed, waiting for Hurst recommendations.  
Door switches; parts to repair one switch ordered to ensure it solves the issue prior to ordering more. -
- Tanker – Leak on transfer case; waiting for parts to arrive.

A recent motor vehicle incident involving a diesel fuel spill seriously depleted the fire company's supply of hazmat containment materials. These supplies need to be replenished.

At the conclusion of a 2 a.m. response to a fully involved structure fire the engine became stuck on soft ground. Mother's Towing brought its wrecker and safely freed the apparatus, generously donating its services to the fire company.

Annual Testing: One quote has been received. The chief has contacted the township chief regarding its annual testing (hose, ladder, pump, etc.) and whether a joint purchasing agreement is possible to help reduce costs.

Annual Mandatory Training – Underway. Discussion of on-line sources to fulfill these requirements instead of the 3-session live remote and 1-session in-person group format used now. On-line training is a recognized alternative that includes attendance verification, certification and record keeping, as well as flexibility and potential cost savings. The chief will report back.

### **LOSAP 2021**:–

The certified list of volunteers indicating those who qualified for LOSAP contributions in 2021 was submitted to the board. 43 volunteers earned contributions.

Motioned by Fraser and seconded by Ingram, **Resolution 2022-13** – Approving the 2021 certified LOSAP participation list and authorizing its posting for member review was passed by roll call vote.

Commissioner DiFalco arrived.

### **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 2022 temporary budget to pay the bills as presented.

Motioned by Fraser and seconded by Ingram, **Resolution 2022-11** – Approving payment of the bills as presented in the amount of \$20,705.97 was adopted by roll call vote.

2022 BUDGET – Final adoption has been approved and formal certification by the state is underway.

BUDGET LINE ITEM TRANSFERS (2021 Budget) - Motioned by Ingram and seconded by Fraser, **Resolution 2022-12** – Authorizing a transfer of funds between line items in the 2021 budget was passed.

BANKING RESOLUTION – Membership on the board has changed in recent years and signature authorizations for the fire district’s accounts need to be updated at the bank. Motioned by DiFalco and seconded by Fraser, **Resolution 2022-14** – Authorizing removal and execution of signature authorizations at PNC Bank was passed by roll call vote.

### **APPROVAL OF MINUTES**

The minutes from the December 21, 2021 meeting will be held for approval at this time. Motioned by DiFalco, seconded by Ingram and passed, the minutes of the January 18, 2022 minutes were approved as presented.

### **OLD BUSINESS**

- SOG’s – Draft revised and under review. Commissioner Fraser asked whether certain fire company or board policies are included as part of the document. He will help review.
- Outstanding Pagers – No update.
- Fixed Asset Inventory and Appraisal – No update.
- Tablets – Installed and operational.
- Obsolete or Surplus Equipment – Work in progress.

- Attorney Search – Underway. Attorney Griswold urged the committee to request and check references, preferably from a current client(s), for each candidate.

- LOSAP (inactive unvested member accounts) – Clarification of procedure to return funds to district will be addressed at a future meeting.

### **NEW BUSINESS**

On a motion by Ingram, seconded by Fraser and passed, issuing the following PO's was approved:

#2022-01- Live burn training session at Somerset County Training Facility at a cost of \$950.00; chargeable to Training.

#2022-02 – Miscellaneous batteries pursuant to lowest quote from Battery Junction at a cost not to exceed \$285.00 with shipping; chargeable to FF Equipment and Radio Repair.

#2022- - Hazmat containment materials pursuant to lowest quote to be presented prior to issuance at a cost not to exceed \$750.00.

### **ADJOURNMENT**

There being no further business to come before the board, motioned by Ingram, seconded by Fraser and passed, the meeting adjourned at 8:26 p.m. The next regular meeting of the Board will be held remotely, via 'Zoom', at 7:30 p.m. on March 15, 2022. Instructions for joining the meeting can be found on the board's website at [www.pbbfc.org](http://www.pbbfc.org)