

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

MINUTES April 19, 2022

CALL TO ORDER

The regularly scheduled remote 'Zoom' meeting was called to order by Chairman Blackwell at 7:30 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, Ryan Fraser, Brian Hofacker, Robert Ingram. Absent: None. Also present were Chief DeForte and Attorney Griswold.

PUBLIC COMMENT: None.

CHIEF'S REPORT

There were 48 calls in March, 2022: 6 in Pennington Borough, 22 in the Township, 1 in Hopewell Borough and 19 other. Calls included 3 residential, 1 non-residential, 2 motor vehicle/rescue, 1 wires/transformer, and 4 gas leak. There were 15 accidental alarms and 20 mutual aid calls. 4 scheduled drills were held.

The valley chiefs will meet at the fire school to discuss continuing communication (dispatch) issues that are affecting the number of mutual aid calls the stations are dispatched to.

- Rescue – Hydraulic hose reel; situation assessed, waiting for Hurst recommendations. Door switches; repairs underway. Rotator motor on the light tower needs repair.
- Tanker – Transfer case leak repaired.

Training: Set to begin soon at the 1 Pennington-Washington Crossing Road structures prior to their demolition next month. 2 members have been accepted into this summer's fire school program.

Annual Testing: The chief is waiting for response from the township chief regarding its annual testing (hose, ladder, pump, etc.) and whether a joint purchasing agreement is possible to help reduce costs.

Upcoming events (May): Pennington Day, Memorial Day parades.

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 budget to pay the bills as presented.

Motioned by Hofacker and seconded by Fraser. **Resolution 2022-17** – Approving payment of the bills as presented in the amount of \$58,847.82 (including 2021 LOSAP payment approved last month) was adopted by roll call vote.

The treasurer will provide board members with a proposed maintenance contract from the Fume-a-Vent company for discussion next month.

The chief will confirm whether the SCBA cylinder testing is due this year.

APPROVAL OF MINUTES

On a motion by Ingram, seconded by DiFalco and passed, the minutes from the February 15, 2022 were approved as presented. On a motion by Hofacker, seconded by DiFalco and passed, the minutes from the March 15, 2022 meeting were approved as presented.

OLD BUSINESS

- SOG's – Draft revised and under review.
- Outstanding Pagers – No update.
- Fixed Asset Inventory and Appraisal – No update.
- Obsolete or Surplus Equipment – Work in progress.

- Attorney Search – Underway. Attorney Griswold will be unavailable after May 31, 2022.
- LOSAP (inactive unvested member accounts) – Clarification of procedure to return funds to district will be addressed at a future meeting.
- Fire Protection Agreement – No update.

NEW BUSINESS

Audit Engagement Contract – Motioned by DiFalco and seconded by Fraser. **Resolution 2022-18** – Approving execution of the 2021 financial audit engagement contract was adopted by roll call vote.

On a motion by Hofacker, seconded by DiFalco and passed, issuing the following PO's were approved/ratified:

- #2022-23 – Multi-gas meter to The Fire Store for \$525.00. (NJ State Contract)
- #2022-24 – Hooks and tools to Continental Fire & Safety for \$996.80

DMV Driver Abstracts – Commissioner Hofacker will start the process for the periodic review of fire company members' driving records.

CLOSED SESSION (8:38 p.m.)

Motioned by DiFalco and seconded by Hofacker, **Resolution 2022-19** Authorizing the board to go into closed session was adopted by roll call vote. The board will reconvene at the conclusion of its closed session.

Return to Open Session (9:13 p.m.)

No formal action will be taken at this time with regard to matters discussed in closed session.

ADJOURNMENT

There being no further business to come before the board, motioned by Ingram, seconded by Fraser and passed, the meeting adjourned at 9:15 p.m. The next regular meeting of the Board will be held remotely, via 'Zoom', at 7:30 p.m. on May 17, 2022. Instructions for joining the meeting can be found on the board's website at www.pbbfc.org