

BOARD OF FIRE COMMISSIONERS  
Pennington Borough Fire District No. 1  
P.O. Box 387  
Pennington, NJ 08534  
**March 21, 2023**

**MINUTES**

**CALL TO ORDER**

The regularly scheduled remote 'Zoom' meeting was called to order by Commissioner Brian Hofacker at 7:30 p.m. following adequate and electronic notice under the Open Public Meetings Law and N.J.A.C. 5:39. The meeting was also opened at Pennington Fire House for a Hybrid meeting. 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 and Hopewell Valley News, 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 Robert DiFalco, Ryan Fraser, Sandra Radice and Chairman Brian Hofacker. Meeting is hybrid with remote access and in person at the Fire House. Quorum established.

Also present: Attorney Appleby, Auditor Carducci.

**PUBLIC COMMENTS**

Chairman Hofacker opened the meeting up for public comments.

With no one in the public asking to speak on Zoom or at the Fire House, public comments were closed.

**CHIEF'S REPORT**

33 calls for the month. 5 in the Borough. 16 in the Township. 2 in the Hopewell Borough. 2 CO alarms, 1 MVA/rescue, 5 accidental alarms, 7 mutual aid calls. 67.5 service hours at fires, 265.5 man hours for drills.

Chief Roger Demareski spoke as to response to 8 alarm church fire in Burlington. Chief Demareski discussed apparatus repairs. Tanker is a priority. Recruitment and retention going well. Two new junior members and two more from website. One 18 year old member joined. Discussion as to gym equipment in the firehouse and difficulty for members to afford to live in area. The Chief spoke as to building next door from closing of First Aid Squad. Perhaps to plan in budget next year for per diem and gym equipment as part of retention. Assistant Chief Ingram will go through the PO's. Commissioner Fraser talked about outfitting gym.

### **APPROVAL OF MINUTES**

Attorney Appleby requested any edits or comments regarding regular session minutes from February 21, 2023. Motion made by Commissioner DiFalco to approve minutes from February 21, 2023 followed by second by Commissioner Fraser. All voted in favor, no abstentions.

### **TREASURER'S REPORT**

Chairman Hofacker asked Commissioner Radice to discuss her meeting with Karen Swift and Tina from bookkeeping regarding financial procedures and other issues. Commissioner Radice spoke as to the procedures that need to be clarified as to receiving quotes over 15% of bid threshold. Also need to advise bookkeeper as to political contribution disclosure forms. Attorney Appleby advised that she would speak to Karen off line as to the vendor requirements over \$50,000 and any other needed forms. Commissioner Radice also spoke as to the PO's on all invoices and help with closing out PO's. PO numbers needed for City Connections and Somerset.

Auditor Carducci advised that it was not good process for a PO to be floating around for everyone to use. It must be contained for control purposes. Chairman thanked Commissioner Radice and Karen for their work because now they know which PO's are open and which are closed now.

Chairman discussed the new hydrant form regarding water use. Chief stated that does not a form that has names regarding water use was inappropriate. Borough PW agreed.

One item from 2022 has \$670 left in a PO for New Jersey Fire Equipment and should spend. Commissioner Radice discussed procedure for paying rent, insurance and utilities without a PO. Can Capital Reserve be invested in CD's? Discretion to invest in CD's.

**Resolution 2023-12** Resolution for payment of monthly bills (February 2023)

Motion to approve payment of bills in the amount of \$50,387.27 made by Commissioner Fraser and seconded by Commissioner DiFalco.

**Roll Call:**

Chairman Hofacker	yes
Commissioner DiFalco	yes
Commissioner Fraser	yes
Commissioner Radice	yes

No abstentions.

Assistant Chief Ingram and Chairman discussed needed PO's:

2023-37 \$455 NJ Fire Equipment

2023-38 \$950 Somerset County fire training for Justin Boyle

2023-39 \$1000 for CitiConnections webservices

New PO's from Fire Company:

2023-40 \$27 for Global Industrial Supply

2023-41 \$400 Widmer Public Safety for turnout gear

2023-42 \$700 Widmer Public Safety for firefighting equipment

Request for PO 2023-43 \$650 Widmer for forestry hose? – hold off

PO 2023-43 \$375 First Choice Safety for thermal imaging camera batteries

Assistant Chief wants to reconcile some old PO's. Chief discussed repairs to Rescue truck and that there is no budget to replace.

PO 2023-44 Fender \$600 for truck repair.

**OLD BUSINESS**

Commissioner Radice addressed items in red from 2022 that need some information. Chairman said they were quotes not invoices. Will get squared away. Karen to handle census survey.

- Driver Abstract updates – Chairman Hofacker indicated “in progress.”

- District vehicle transfer of title to District – did it occur? Chairman Hofacker indicated that MVC problem and it was a work in progress. We have not gotten a new registration.
  
- Chaplain and insurance – Chairman Hofacker to make call.
  
- First Aid Squad closing: Chief discussed request to obtain radios, Knox box, ambulance for rehab unit, furniture.
- Insurance renewal: Chairman asked Attorney as to sufficiency of renewal.
- Annual training. Chief indicated moving forward with completing all mandatory training . Chief discussed airpack and live burn training and what happens if a member does not complete training. Assistant Chief discussed FIT test. Everything passed.

Tanker repairs and budget: Chairman discussed conversations with Attorney and Auditor. Extensive discussion as to manner of paying for tanker repairs. Attorney Appleby and Auditor Carducci addressed the limitations on utilization of Capital Reserve and need for voter approval to transfer that money. Auditor Carducci stated that could move operating funds around from line items at end of year. Attorney advised as to discussions with Melissa Ford at DCA and confirmation that certain actions require voter approval. Auditor Carducci stated that he would follow up with Melissa Ford in the morning to confirm and stated that the rules are counterintuitive.

LOSAP: Auditor Carducci needs information from Nick Guadoso as to value of accounts.

Bylaws: Attorney Appleby asked if any Bylaws were adopted. Commissioner DiFalco stated that there was none adopted to his knowledge. Attorney Appleby stated that this issue will be addressed.

### **NEW BUSINESS:**

No further new business.

### **Adjournment**

Motion to adjourn by Commissioner DiFalco and seconded and Commissioner Fraser. All voted in favor. Meeting adjourned at 9:00 p.m.