

LOWER TOWNSHIP FIRE COMMISSION

**SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204**

Minutes of the Minutes of the January 22, 2018 Meeting

The regular monthly meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 20:00 hours by Vice-President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

Vice-President Brown read the statement of compliance with the "Open Public Meetings Act" and pointed out the fire exits to the public in attendance.

After flag salute, roll was called; Commissioners present were Andrews, Barger, Brown, Conley, and Prendergast, and Charlotte, "Missie" Axelsson Financial Data Specialist. Also in attendance were two firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the December 18, 2017 regular meeting, distributed earlier. A motion to approve the minutes was offered by Andrews and seconded by Barger; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; abstaining no one; voting no, no one.

TREASURER'S REPORT

Prendergast reviewed the Treasurer's report; a copy of the report is attached to the original minutes and made a part hereof.

- Interest received for the month was \$1,688.13 from the Crest Savings Bank account, which is 15,799.26 in interest for the year. A motion to approve the report was offered by Conley seconded by Andrews; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 17-01.12 authorizing payment of those bills, in the amount of \$36,304.67 was offered by Conley and seconded by Prendergast; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

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Minutes of the Minutes of the January 22, 2018 Meeting

1. Letter in dated 12/28/17 from Donna Blackley, Fire Official regarding site plan comments for 710 A New England Road.
2. Email out dated 1/01/18 to Melissa Ford at DCA transmitting a copy of the 2018 Adopted Proposed Budget with a copy to Julie Pickard and Leon Costello.
3. Letter out dated 01/02/18 to the Division of Local Government Services transmitting two copies of the 2018 Adopted Proposed Budget, with a hard copy to Julie Pickard.
4. Email out dated 12/30/18 to Cape May Star & Wave transmitting the second notice of the 2018 Election for publication.
5. Letter out dated 1/16/18 to Anne L. Gordon of Lincoln Financial transmitting the resolution and list of names to be removed from the LOSAP program.
6. Minutes in from the December 2, 2017 quarterly meeting of the NJ State Association of Fire Districts.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- Report of the month's activities was presented to the Commissioners by Chief Lew Megoigal; a copy of the report is attached to the original of these minutes and made a part hereof.

BUREAU OF FIRE SAFETY REPORT

- Conley distributed the minutes of the November regular meeting.
- Fire Official Donna Blackley has hired a new, experienced Fire Inspector Brian Neil for 3 days a week on a temporary basis to see how he works out. So far, he seems to be working out well.
- I have electronically approved Donna's annual report to the Division of Fire Safety.
- We reappointed Donna Blackley as Fire Official for the next 3 years.

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SECOND DISTRICT
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Minutes of the Minutes of the January 22, 2018 Meeting

- **OLD BUSINESS**

- *Past President & Past Chief Treon who is now with Cape May County Office of Emergency Management, requested and was granted a place on the July meeting agenda to appear with Director Martin Pagliughi to discuss a possible memorandum of understanding (MOU) to utilize the multi-purpose room during emergencies and natural disasters. (06/14)*

Conley distributed a sample copy of the memorandum of understanding that was generated for Upper Township to each of the Commissioners, Chief Megonigal and President Marchina for review and to generate some comments. (09/14)

- *Conley announced that the new 1500 GPM pumper has been formally ordered. (01/17)*

Conley reported that he has reviewed with Chief Megonigal the Statement of Exemptions from NFPA 1901, Standard for Automotive Fire Apparatus, 2016 Edition, and signed the document on 5/31/17. This is a compendium of items that are not being provided on the new pumper when it leaves Pierce Manufacturing in Appleton, WI. Most of the exemptions (not being provided) will be installed by Fire & Safety Services once the unit is delivered by Pierce to them. Some are dealer provided and some will be removed from the trade in unit and installed by Fire & Safety.

Conley also reported that the anticipated delivery date is November 2017. (06/17)

Conley reported that he received a call from the Houston-Galveston Cooperative stating that they do not have a valid membership for the Fire District. Conley will follow up with Fire & Safety Services to be sure they are not submitting the application and if not, he will submit the application. (08/17)

Conley reported that he has filed the necessary forms and documentation required for an Interlocal purchasing agreement with the HGAC and received an email in dated 10/13/17 transmitting notice of Interlocal Contract No. 17-6284 with the HGACBuy. (10-17)

Chief Megonigal reported the new pumper is scheduled for delivery in late December (12/17).

Chief Megonigal reported the new pumper was delivered and is currently in service. 01/18

- *Nolan reported that he had contacted Tortorice Roofing because of roof leak, since they installed the roof several years back. The roofer determined there was a leaking air condenser on the roof that was leaking oil that damaged the rubber roof. CM3 Building Solutions was contacted to repair the air condenser. That work is now accomplished and Tortorice Roofing has been notified that they can come back to repair the damaged roof. (10/16)*

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SECOND DISTRICT
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Minutes of the Minutes of the January 22, 2018 Meeting

Nolan reported that the cause of the roof leak was repaired by CM3 Building Solutions and Tortorice Roofing will be returning to do the final repair on the roof. (11/16)

Nolan reported he has requested Tortorice Roofing of the repair completion but they have not been here yet. He will give him one more chance before going elsewhere out of concern for the roof warranty. In the interim, another leak has been reported over the engine bays. Nolan will let him know. 12/16

Conley raised the question as whether or not the roof has been repaired. No one has seen any leaking throughout the summer. Chief Megoigal will follow up, the roof may have been repaired and Mr. Tortorice didn't send a bill. (08/17)

Brown will contact Mr. Tortorice regarding the repairs (12/17).

Brown reported that he has been in touch with Rocco Tortorice and the repairs will be completed shortly. 01/18

- *Nolan reported on receipt of correspondence from the State indicating that all Public Agencies are required to have and designate a Public Agency Compliance Officer and on the appropriate form must notify the NJ Department of the Treasury. Nolan reported to the Treasury that we do not have such a position and are willing to comply if we could receive more information relative to the position on January 23, 1917. (02/17)*
- *Conley discussed the simple version of the specifications for the new security system for the firehouse and grounds. The new system would be integrated with the HVAC network that we now have which will provide the option to activate the HVAC system when the member swipes his card to open an outside door. The proposed system would have 18 indoor large cameras, 11 indoor small camera for small rooms and 11 outdoor cameras. It will also include card swipe locks on all doors so that for example we could provide a vendor with a card that would give him access to one outside door and whatever room he need to enter for the delivery. The system will time stamp the system with the vendors' i.d. that would correlate with the camera video.*

Chief Megoigal has worked long and hard over many years to put this system together. The system will obviously exceed the bid threshold and will need to go out to bid.

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SECOND DISTRICT
P.O. BOX 724
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Minutes of the Minutes of the January 22, 2018 Meeting

Conley introduced Resolution 17-30 authorizing the Fire District to bid for the new security system and approving the specification reviewed. Resolution 17-30 was offered by Andrews and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (06/17)

Conley reported that he has been made aware that the new security system can be purchased through the Camden County Educational Services Commission (CCESC), which is a purchasing coop. He has talked with Patrick Madden, Business Administrator for CCESC and Mr. Madden feel we are a good fit for their program. We must adopt a resolution authorizing the Fire District to join and provide Mr. Madden with a copy of the resolution and a copy of the minutes of the meeting indicating the adoption of the resolution and forward it to him with the application form. He will process the application through to DCA, Local Government Services for concurrence. Once authorized by DCA we will officially be accepted into the coop.

Resolution 17-32 Authorizing Lower Township Fire District No. 2 to join (become a member of) the Camden County Educational Services Commission's approved Cooperative Pricing System, Co-Op #66 CCEPS was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (08/17)

Conley reported that he has submitted the necessary application and supporting documents to Patrick Madden, Business Administrator and received an email dated 10/13/17 from Patrick Madden, Business Administrator for Camden County Educational Services Commission acknowledging receipt of the application package we submitted and indicating that the documents will be submitted to Bureau of Authority Regulation for approval. (10/17)

Conley reported that he received email notification that we are approved by the State and CCEPS and can order from their vendors anytime.

Resolution 17-34 Awarding the new Security System installation Contract to CM3 Building Solutions, Inc. of Ft. Washington, PA, a CCESC Co-Op vendor for \$77,159.00 was offered by Conley and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (11/17)

Chief Magonigal reported that the new data lines were installed by Marsden Electric and is ready to for the MIS team. Conley will follow up with Wes Barber and notify him that he can schedule the connections to the server, etc. (07/17)

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SECOND DISTRICT
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Minutes of the Minutes of the January 22, 2018 Meeting

Conley reported that he and Chief Megonigal would be meeting the team from CM3 Building Solutions Security Systems division next week to discuss the details for beginning the work. (01/18)

NEW BUSINESS

- Brown reported that South Jersey Door has serviced the overhead doors in the engine bays.
- Resolutions 18-02 through 18-19 were introduced by Conley and seconded by Andrews, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
 - 18-02 Adopt Temporary Budget
 - 18-03 Airpower International - Contract
 - 18-04 Edmunds Assoc. – Contract
 - 18-05 Aerial Testing Company - Contract
 - 18-06 Bieber's Lawn Service – Lawn Contract
 - 18-07 Bieber's Lawn Service – Snow Contract
 - 18-08 CM-3 Building Solutions – HVAC Maintenance Contract
 - 18-09 Modern Group Power Systems (Generators) – Contract
 - 18-10 Fire & Safety – Apparatus Contract
 - 18-11 Rich Fire Protection – Contract
 - 18-12 Western Pest Services – Contract
 - 18-13 Electronic Measurement Labs (Gas Monitor Calibrations) - Contract
 - 18-14 Waterways Hose Testing - Contract
 - 18-15 Polar Bear Mechanical Services - Clean Refrigeration Units (2 Times/year)
 - 18-16 Vector Security, Inc. – Fire & Alarm Maintenance
 - 18-17 ESI Equipment, Inc. – Holmatro Rescue Equipment Maintenance
 - 18-18 Fire One (Pump Testing Contract)
 - 18-19 Award of Contract to Barber Consulting Services (M.I.S> Services.
- Conley reported that he has begun talking to providers regarding Voip (Voice of Internet Provider) to see if we can save money on the telephone service.
- Conley reported that Joe Jackson and members of his team will be here next Monday to discuss solar energy for the firehouse. If anyone wants to stop by you are welcome.
- Brown presented and recommended authorizing a proposal from Renewal by Andersen to replace three windows at the rear of the firehouse for a cost of \$3,819.00. Brown reported that there was one quote that was \$200 less, but excluded any painting that would be necessary, while the Renewal by Andersen quote was replacing everything up to the masonry and did not require any painting, which made them the low quote. A motion was offered by Brown and seconded by Prendergast to approve the proposal from Renewal by Andersen, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

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PUBLIC PORTION

- Nothing

There being no further business, the meeting adjourned at 20:45 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner