

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the September 17, 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 President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

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; Charlotte, "Missie" Axelsson Financial Data Specialist was absent, her husband was in the hospital. Also present were seven firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the August 20, 2018 regular meeting, distributed earlier. A motion to approve the minutes was offered by Andrews and seconded by Barger, voting yes, Andrewes, 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 \$2,549.62 from the Crest Savings Bank account.

A motion to approve the report was offered by Prendergast and seconded by Conley; 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 18-01.09 authorizing payment of those bills, in the amount of \$35,196.68 was offered by Conley and seconded by Prendergast; voting yes, Andrews, Barger, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. Letter out dated 8/21/18 to Bureau of Authority Regulation transmitting the annual audit report for 2017, the audit summary or synopsis as forwarded for publication, the original executed Group Affidavit and the review of the LOSAP program by the auditor.
2. Letter in dated 9/07/18 from Atlantic City Electric, re: promotional letter on rate options.
3. Letter in undated from the State Association of Fire Districts reporting the passing of Roger Pott the Association's President.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- Report of the month's activities was submitted and reviewed by Chief Megonigal, a copy of which is attached to the original of these minutes.

BUREAU OF FIRE SAFETY REPORT

- No report was available as the Fire Bureau meetings are discontinued during the months of June, July & August due to the summer workload and the September meeting is later this week.

• **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)

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- *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)*
- *Brown reported that Rich Fire Protection has performed their inspection and determined that there is an issue with the kitchen hood not working properly. It may be an electrical issue and the Chief will have Marsden Electric look at it and if it is electrical to repair it (08/18)*

Brown reported that the fan was fixed; it was an electrical issue, however, Rich Fire Protection, when performing the 5-year internal inspection of the sprinkler system revealed that the system needed flushing and provided photographs to substantiate the need. Brown presented a letter from Rich Fire Protection dated 9/07/18 proposing a not to exceed fee of \$13,800, to furnish labor and materials to perform the repairs to the sprinkler system. They can begin the work as soon as a PO is issued.

Brown has performed a lot of checking and has had a couple of conversations with Rich Fire Protection and they are 90% sure that the flushing will correct everything with the system.

A motion to approve the proposal of Rich Fire Protection was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (09/18)

- *Brown offered a proposal from Northstar Environmental Services to clean and flush the engine bay floor drains, the oil separator and the oil catchment tank for a not to exceed cost of \$2,500.00. A motion was offered by Conley and seconded by Andrews, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (08/18)*

Brown reported that Northstar Environmental Services cleaned all of the engine bay floor drains, the oil separator and the oil catchment tank and everything seems to be working fine (09/18)

- Conley reported that the new coffee maker has been installed and is operational.

NEW BUSINESS

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1. Conley provided a report of the State Association of Fire Districts meeting held in Wildwood during the Firefighters' convention. Melissa Ford of the Bureau of Authority Regulation reviewed the new laws and reflected on the upcoming implementation of digital documents. Richard Braslow, esq. and the lobbyist reported on pending legislation.
2. Conley recommended October 22, at 7:00 pm for the 2019 Budget workshop meeting, all agreed.
3. Brown reported that he would be getting a proposal for the next meeting to power wash the exterior of the firehouse.

PUBLIC PORTION

- Lt. Nick Rambo asked about upgrading the engine bays. Conley reported that we are currently waiting for a grant & proposal from Marsden Electric for installing LED lighting in the engine bays and we are researching specifications for removing and refinishing the engine bay floors. There is some retapeing of the ceiling that will need to be done once the new lighting is installed and then the ceiling can be painted. The walls were painted last year.

There being no further business, the meeting adjourned at 20:32 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner