

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the January 27, 2020 Meeting

A 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, and Conley. Prendergast was absent. Charlotte, "Missie" Axelsson Financial Data Specialist also attended. Also present were two firefighters, and no other members of the public.

MINUTES

The minutes of the December 16, 2019 regular meeting, the December 30, 2019 SPECIAL MEETING and the January 13, 2020 extra meeting were distributed earlier. A motion was offered by Andrews and seconded by Barger to approve the minutes as written, voting yes, Andrews, Barger, Brown, and Conley; voting no, no one; abstaining, no one.

TREASURER'S REPORT

The Treasurer's report was read by Andrews, a copy of the report is attached hereto and made a part hereof. A motion to approve the Treasurer's report, as written, was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, and Conley; voting no, no one; abstaining, no one.

Interest earned for the month was \$2,636.16.

The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 20-01.01, authorizing payment of those bills totaling \$41,135.57, was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, and Conley; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

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1. An email out dated 12/13/19, to Chief Megonigal regarding the purchase of the new Breathing Air Compressor from the HGCA to include the State Contract Number
2. An email out dated 12/13/19, to Leon Costello regarding adoption of the proposed 2020 Annual Budget adoption.
3. An email out dated 1/01/2020, to Melissa Ford at the Bureau of Authority Regulation, transmitting the ballot count from the Special Meeting, a copy of the Ballot Questions, the Affidavit of Posting the Special Meeting, the Special Meeting Results Certification and the Notice of Special Meeting.
4. Letter out dated 1/14/2020 to DCA Bureau of Authority Regulation, transmitting 2 copies of the District's Resolution 20-02 amending the 2020 Budget.
5. Email in dated 1/16/2020 from Lizbeth Shay of the Cape May County Clerk's Office, transmitting the number of mail-in ballots will be require from each of the Fire Districts in Cape May County, for the annual election.
6. Letter out dated 1/19/2020 to the New Jersey Election Law Enforcement Commission transmitting executed copies of the Candidate Sworn Statements from Raymond Scott Brown and Charles J. Prendergast.
7. Letter out dated 1/25/2020 to DCA, Bureau of Authority Regulation transmitting 2 copies of the Amended, Adopted 2020 Annual Budget for the Fire District, with a copy of same to Julie Pickard, Township Clerk.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- A report of the month's activities was read by Chief Megonigal, a copy of which are attached hereto and made a part hereof.
- Chief Megonigal also reported that 6121 was sold to the highest bidder for \$6,025.00. A check for that amount was provided to the Treasurer to be deposited.

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BUREAU OF FIRE SAFETY REPORT

- The Bureau of Fire Safety report was provided by Conley including the minutes of the last month's meeting minutes, which are attached hereto and made a part hereof.

OLD BUSINESS

1. *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 reported that Rich Fire Protection would be here to flush the system on or about November 21, 2018. They originally were going to come earlier by he asked them to hold off until after the November elections since the building is used for a polling place for several districts and we did not want to inconvenience the election process.

Brown reported that Rich Fire Protection has performed the flushing of the fire suppression system and the system is functioning as designed. The also reported that the system will need major work sooner than later. They believe it will be necessary to replace the entire system from the entry manifold back. Brown will try to get a preliminary cost for the replacement so that we have an idea of the cost, which will most probably exceed the bid threshold. (01/19)

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Conley had the original building plans scanned and Brown will provide a copy to Rich Fire Protection so that they can prepare an accurate estimate of the replacement cost. (05-19)

Brown reported that Rich Fire Protection will be at the firehouse tomorrow for fire system testing. (07-19)

Brown reported that Rich Fire Protection was hoping that we could provide them with the actual CADD files for the firehouse and not a PDF copy of the original construction drawings. The CADD files are not available, therefore their team visited the building and did some extensive investigating and reported that they would provide us with a proposal and he has not received that proposal yet. (08/19)

Brown reported that he is still waiting for the proposal to provide the work. (09/19)

Brown reported that he has received a detailed proposal to provide the work from Rich Fire Protection in the amount of \$204,000, which did not include a performance bond, trash removal, as well as exceeding the bid threshold. The matter will need to be considered in the 2020 budget and possibly retaining an engineer to review and expand the specifications and prepare and monitor the bid process and inspect the installation. (10/19)

Conley recommend hiring a Fire Suppression System Engineer to prepare specifications, a bid package and monitor construction of the new sprinkler system. He reiterated that we are not specialists in that field, we need someone looking out for us, and to be sure, we get a product that is up-to-date and up-to the current fire code. (11/19)

2. *Conley and Chief Megonigal will be working on an updated mutual aid contract with the Cape May Point Volunteer Fire Company. (08/19)*
3. *Chief Megonigal reported that the breathing air compressor used to fill the firefighter's air-packs is no longer functioning and is beyond repair. The fire company needs to have breathing air for not only the air-packs but for the dive tanks also. The Chief presented a proposal from the HGAC Cooperative to purchase a new breathing air compressor; the cost of the new breathing air compressor, including trading in the old compressor, through the HGAC is \$57,942.63. There are sufficient funds for the purchase available under the Maintenance & Repairs line in the current budget.*

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A motion was offered by Conley and seconded by Andrews to authorize the purchase through the HGAC Cooperative for \$57,942.63, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (12/19)

4. Brown reported that he has spoken with a representative of the County Health Department regarding our emergency generator clean air permit (Air Quality). He informed her that we have been trying for over a year to get into compliance, since our prior permit expired. Chief Megonigal has tried through the on-line permit application but it requires a password that was used by former Chief Treon, now deceased, and cannot get into the system without it. He has called numerous times and left voicemails with DEP and does not get return calls from them. He requested the County Health Department to assist us in getting the permit and was told it was our job to get the permit, they only enforce the permit. Conley will draft a formal letter to be sent to the County Health Department and DEP outlining the issues if he is provided with the times and dates of the attempts to contact. (01/2020).

NEW BUSINESS

Resolutions 20-04 through 20-19 were offered by Andrews and seconded by Barger to adopt and/or approve as detailed below, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

- 20-04 Adopt Temporary Budget
- 20-05 Airpower International - Contract
- 20-06 Aerial Testing Company (Aerial Testing) - Contract
- 20-07 Bieber's Lawn Service – Lawn Contract
- 20-08 Bieber's Lawn Service – Snow Contract
- 20-09 CM-3 Building Solutions – HVAC Maintenance Contract
- 20-10 Modern Group Power Systems (Generators) – Contract
- 20-11 Fire & Safety – Apparatus Contract
- 20-12 Rich Fire Protection – Contract
- 20-13 Western Pest Services – Contract
- 20-14 Electronic Measurement Labs (Gas Monitor Calibrations) – Contract
- 20-15 Fire One (Pump and Hose Testing) - Contract

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20-16 Polar Bear Mechanical Services - Clean Refrigeration Units (2 Times/year)

20-17 Vector Security, Inc. – Fire & Alarm Maintenance

20-18 ESI Equipment, Inc. – Holmatro Rescue Equipment Maintenance

20-19 Contract for MIS Services for Wes Barber of Barber Consulting

Conley reviewed Local Finance Notice LFIN 2019-15 regarding electronic procurement with the Commissioners and provided each with a copy.

PUBLIC PORTION

Nothing.

There being no further business, the meeting adjourned at 20:30 hours by a motion by Andrews and a second by Barger.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner