

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the June 15, 2020 Meeting

A meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 19:00 hours by President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, N. J.

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. Also present were two firefighters, and no other members of the public.

MINUTES

The minutes of the May 18, 2020 regular meeting were distributed earlier. A motion was offered by Andrewes and seconded by Prendergast to approve the minutes as written, voting yes, Andrews, Barger, Brown, Conley and Prendergast and; voting no, no one; abstaining, no one.

TREASURER'S REPORT

The Treasurer's report was read by Prendergast, 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 Prendergast and seconded by Conley, voting yes, Andrews, Barger, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

Interest earned for the month was \$2,245.44.

The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 20-01.06, authorizing payment of those bills totaling \$22,120.28, was offered by Conley and seconded by Andrews, 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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1. Email out to Salome Munoz of CM3 Building Solutions dated 5/19/2020 transmitting a copy of PO 20-00075 that was mailed to him earlier in the month and requesting that he sign the voucher so that he can be paid.
2. Email out to Jennifer Fairman of the Cape May County Health Department transmitting a copy of the executed settlement agreement for the Air Quality Emergency Generator Permit and a Fire District No. 2 Voucher to be executed for the \$300.00 payment.
3. Email out to dated 6/11/2020 to Anthony Shearlin of Dell Computers regarding a refund due to the Fire District and providing Mr. Shearlin with the mailing address of the Fire District.
4. A copy of the March 7, 2020 minutes of the N. J. State Association of Fire Districts Quarterly Meeting.

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.

BUREAU OF FIRE SAFETY REPORT

- Conley distributed the Bureau of Fire Safety financial reports from the Fire Bureau's virtual 5/27/2020 meeting.
- Conley reported that:
 - Jeremy Embs is now a full time inspector.
 - The Pro-Phoenix peoples are still under quarantine and restricted travel. Ms. Blackley is looking into the possibility of Zoom training sessions.
 - The use of overtime to catch up with the inspections, which were curtailed due to the COVID-19 Pandemic, instead of trying to bring in a part time inspector was discussed at the meeting. The determination was that overtime was a more efficient and cost effective.
 - The monthly Fire Bureau meetings will be in summer recess as usual and resume again in September.

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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)

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)

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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)

Conley reported that he has been in touch with CM3 Building Solutions who performs pipe lining for fire suppression systems. He has received preliminary literature, which he share with the Commissioners, and has requested a representative meet with him at the firehouse. (03/2020)

Conley reported that the meeting with the CM3 Building Solutions representative has been delayed due to the COVID 19 Pandemic. (06/2020)

- 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).*

Brown reported receiving a Notice of Penalty Assessment for \$600.00 from the Cape May County Department of Health for not renewing the Air Quality permit. Brown will reach out to the Health Department once again, to try to enlist their help in getting the permit and remind them of the time and effort expended thus far in trying to get the permit. (see the effort described above) (04/2020)

Brown discussed the on-going lack of response on this permit from NJ DEP and the County Department of Health with Jennifer Fairman at the Health Department, who offer, in writing, a settlement agreement dated 5/07/2020 of \$300.00 based upon that fact that the permit has been received and the effort to finally obtain the permit. A motion was offered by Conley and seconded by Andrews to accept the settlement agreement for \$300.00, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

Conley reported that he has emailed and mailed Jennifer Fairman with a copy of the signed agreement and provided a vouchered to be executed by the County for the \$300.00 settlement agreement. The executed voucher has not yet been received. (06/2020)

- 5. Conley reported that Town Bank Fire Company Treasurer Mark Delano for two properties reported to be owned by Lower Township Fire District No. 2 on a published "Unclaimed Property" list. Conley filed the appropriate Unclaimed Property Inquiry Form with the State of New Jersey electronically and has received a notice acknowledging the filing and providing notice that no further information is required. The notice also indicated that we would be notified of their finding in about 30 days. (02/2020)*

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6. Chief Megonigal presented the LOSAP Point List 2020, which reflects those members qualified in 2019. Conley lined through his name, initialed the list, and reported that he had resigned from the LOSP Program in November and was therefore not qualified for the 2019 contribution. He further stated that even though he resigned from the distribution portion of the program, he remains the Program Administrator and Commissioner Andrews is now a Co-administrator of the Fire District's LOSAP Program.

Conley reminded all in attendance about how the appeal process works should anyone feel that there is an error on the LOAP List, which shall remain posted on the Fire Company Notice Board for a minimum of 30-days. (03/2020)

Conley reported that no request for appeals have been received therefor the LOSAP Points List 2020 for service in 2019, therefore he offered a motion, seconded by Andrews deeming the aforesaid list the Official LOSAP Points List for 2020 for service in 2019, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.(04/2020)

Conley reported that the LOSAP documents have been submitted to Lincoln Financial for processing. We should be receiving their invoice for the LOSAP payment soon. (06/2020)

Chief Megonigal needs to replace some of the electronics on Marine 1 and has a proposal from Offshore Solutions of Marmora, N.J. for the purchase of the electronics totaling \$15,854.00 and a proposal from Holtz Boatworks in Marmora, NJ for installation of the new electronics totaling \$4,239.00. Additional quotes/estimates have not been obtained due to the COVID-19 Pandemic, but the work needs to be completed ASAP.

A motion was offered by Conley and seconded by Barger to approve the equipment purchase from Offshore Solutions totaling \$15,854.00, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (06/2020)

A motion was offered by Conley and seconded by Barger to approve the installation of the new electronics by Holtz Boatworks totaling \$4,239.00, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (06/2020)

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NEW BUSINESS

Resolution 20-32, Approving the bid package for financing and authorizing the advertisement of those bids for financing a Lease with an option to purchase a firetruck, (Pierce Aerial Tower) was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

PUBLIC PORTION

Town Bank Fire Co. President, Vern Godfrey, reported the passing of Life Member and former Commissioner Thomas W. Baxter. Tom will be missed by all, he was a unique individual.

There being no further business, the meeting adjourned at 19:35 hours by a motion by Andrews and a second by Barger.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner