

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

The regular monthly 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, Brown, Barger, Conley and Prendergast. Charlotte, "Missie" Axelsson Financial Data Specialist was not in attendance. Also, present were two firefighters, and no other members of the public.

MINUTES

The minutes of the February 28, 2022, regular meeting was reviewed, and a motion was offered by Commissioner Barger and seconded by Commissioner Prendergast to approve the minutes as written, voting yes, Andrews, Brown, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one.

TREASURER'S REPORT

1. The Treasurer's report was read by Commissioner Prendergast, a copy of the report is attached hereto and made a part hereof.

Interest earned for the month was \$853.93.

A motion to approve the Treasurer's report, was offered by Commissioner Prendergast and seconded by Commissioner Conley, voting yes, Andrews, Brown, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one.

2. The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 22-01.03 authorizing payment of those bills totaling \$197,677.37, was offered by Commissioner Conley and seconded by Commissioner Andrews, voting yes, Andrews, Brown, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

The Secretary read the following correspondence:

1. None.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

1. A report of the month's activities was read by Chief Megonigal, a copy of which are attached hereto and made a part hereof.
2. The Chief reported that the new Aerial Tower is scheduled for an October preconstruction review meeting with an anticipated delivery date in June 2022. (08/2021)

The Chief updated the status of the construction of the new Aerial Tower, the signoffs for the new Aerial Tower were completed and the estimated final inspection is June 2022 with delivery in August 2022. (03/2022)

3. The Chief reported that the station's Ingersoll Rand air compressor is out of service. The valves in one of the cylinder heads has broken. The cost to repair it is \$1,446.00. The service technician was concerned about the integrity of the tank due to the age of the unit, about 25 years old. The Chief has requested a quote for a replacement compressor, but in the interim feels we need to repair the existing compressor since with all of equipment and parts delays, it may be a while before the replacement will be installed in the station.

A motion was offered by Commissioner Andrews and seconded by Commissioner Barger to approve the Ingersoll Rand Proposal to replace gaskets and valves on the first and second stage of the existing compressor as outlined in their 1/20/2022 quote for \$1,446.00, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (01/2022)

None of the repair parts have arrive was reported to the Chief by Ingersoll Rand (02/2020)

4. **The Chief reported that there is a charging issue with the Command Vehicle. (02/2022)**

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

- 5. The Chief reported that there may be an issue with the Port Engine on Marine 1. The issue is being investigated by a marine engine specialist. (03/2022)**

BUREAU OF FIRE SAFETY REPORT

The Bureau of Fire Safety reports were distributed by Commissioner Conley to the commissioners, a copy of which is attached to the original of these minutes.

Commissioner Conley reminded everyone that there will be a meeting in April consisting of each the three Commissioners representing each Fire District in the Township and one other Commissioner from each Fire District plus Fire Official Donna Blackley and administrative assistant Shelby Rambo to review the Terminal Leave fund to determine any potential changes necessary that will reduce the amount assessed to each Fire District and still cover the benefit packages of retired or soon to be retired employees.

Commissioner Barger will be participating in that meeting with Commissioner Conley. (03/2022)

OLD BUSINESS

- 1. Commissioner Brown reported that Rich Fire Protection has performed the flushing of the fire suppression system and the system is functioning as designed. They 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. Commissioner 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)*

Commissioner 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)

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

Commissioner 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

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

construction drawings. The CADD files are not available, therefore their team visited the building, did some extensive investigating, and reported that they would provide us with a proposal, and he has not received that proposal yet. (08/19)

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

Commissioner 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 retaining an engineer to review and expand the specifications and prepare and monitor the bid process and inspect the installation. (10/19)

Commissioner 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)

Commissioner 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 shared with the Commissioners, and has requested a representative meet with him at the firehouse. (03/2020)

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

Commissioner Brown reported that a representative, Jim Ferani, from Rich Fire Protection would attend at our September meeting to discuss the sprinkler system replacement. (08-2020)

Jim Ferrante of Rich Fire Protection attended the meeting. He discussed the possibility to perform the replacement of the sprinkler system in stages. He was informed that the proposal that Rich Fire Protection submitted earlier was fragmented and did not contain many things that we want included in the proposal, some of which was, full performance bonding, hauling away all waste, any touch up or repainting that was necessary and replacement of any ceiling tiles that were damaged as part of the construction. He was also told that any proposal would need to comply with the New Jersey Public Contracts Law including prevailing wage rates, performance guarantees, etc.

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

Jim will take all the information back to the office and generate a new proposal or the contact information for a specification writer to prepare specifications for the work required so that the project can go out to bid. (09/2020)

Commissioner Brown reported that he has not heard from Jim Ferani yet. Brown will reach out to him. (10/2020)

Commissioner Conley will work with Richard Braslow to develop a specification and bid package for the repair/replacement and will work with Leon Costello for whatever needs to be done to be able to use the dedicated building maintenance capital fund to pay for the repairs (06/2021)

Commissioner Conley reported that Solicitor Braslow is reaching out to Melissa Miller at DCA regarding an emergency process that can be used to get the work completed. (07/2021)

DCA determined the replacement of the fire suppression system was NOT an emergency and needed to follow the process for a capital expenditure, which includes a special capital meeting and itemization in the 2022 budget. Conley has coordinated that effort with Solicitor Braslow and Auditor Leon Costello and has advertised the special capital meeting for December 13, 2022, between the hours of 6 pm to 9 pm. (11/2022)

Commissioner Conley reported that following the Special Meeting, where the \$400,000 Capital expenditure was approved, it was included in the 2022 Budget, which was also approved.

Commissioners Brown and Conley will meet with a representatives of Fire Suppression system vendors to discuss options that may be available to enable the Fire District to move forward with this project. The meeting is scheduled for Friday March 25, 2022. (03/2022)

2. *Commissioner 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*

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

\$57,942.63. There are sufficient funds for the purchase available under the Maintenance & Repairs line in the current budget.

A motion was offered by Commissioner Conley and seconded by Commissioner 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. 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 Commissioner Andrews and seconded by Commissioner Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (06/2020)*

Commissioner Conley reported on the financing for the new Aerial, three bids were received, and the apparent low bidder was US Bank Corp at an interest rate of 1.2314%, that amount to be financed for 3 years is \$472,046.99 with an annual payment of \$161,239.98. The bids are currently under review by Solicitor Braslow.

He also reported that somehow related to the COVID-19 Pandemic, we have been informed by Fire & Safety that the trade in for the old aerial is down \$30,000. (07/2020)

Commissioner Conley reported that he has reviewed the preliminary submission package to the Local Finance Board for the new Pierce Aerial Tower and reviewed same with the other commissioners. Commissioner Conley offered Resolution 20-34 Authorizing the package to be submitted to the Local Finance Board, seconded by Commissioner Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (12/2020)

Commissioner Conley reported that the Fire District is scheduled to appear at the Local Finance Board (a Zoom meeting) in February. He and Richard Braslow, Esq. have collaborated on the application package and will appear on behalf of the Fire District (01/2021)

Commissioner Conley reported that the purchase of the new Aerial Tower received unanimous approval from the Local Finance Board, and he is working on the Lease/Loan Documents.

Resolution #21-19 Authorizing the Award of Contract to the Fire & Safety Services for the Pierce Aerial Tower to be purchased through the HGAC was offered by Andrews and seconded

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (02/2021)

Commissioner Conley reported that the purchase order has been processed and emailed to Fire & Safety Services to be submitted to the HGAC. Construction is estimated to be 13 months. (03/2021)

Commissioner Conley reported that he has closed on the financing with US Bank and the funds are now in escrow w/US Bank and will be released when requested when the new Aerial Tower has been constructed. (05/2021)

Chief Megonigal reported that the new Aerial Tower is scheduled for an October preconstruction review meeting with an anticipated delivery date in June 2022 (08/2021).

5. Commissioner Conley reported that the remote garage door openers need to be replaced on the six (6) engine room overhead bay doors. He is in receipt of a quote from South Jersey Overhead Door Company, who performs our overhead door maintenance, to replace the six (6) new 850 LM external receivers-w/Antennas, twelve (12) 813LMX 3-button remote controllers, installation, and lubricate the door springs for \$2,350.00/Estimate No. 41570 dated 2/25/2022. A motion was offered by Commissioner Conley and seconded by Commissioner Barger to authorize the purchase and installation, voting yes, Andrews, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one. (03/2022)
6. Commissioner Conley reported that he has received the Town Bank Fire Company's LOSAP approval list for 2021. One copy of the list will be posted on the Town Bank Fire Company bulletin board for 30 days, anyone who feels that there are any discrepancies with the list shall file and appeal to the Fire District, in writing, addressed to the Secretary, Commissioner Conley and mailed by certified mail, return receipt requested within the next 30 days or the list will be accepted as correct by the Fire District.(03/2022)

NEW BUSINESS

1. Reorganization Resolutions 22-19 through 22-29,
 - 22-19 Designating Surety Bonding for Treasurer, etc.
 - 22-20 Designating Official Newspapers
 - 22-21 Authorizing Payment of Claims

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 21, 2022

22-22 Adoption of Cash Management Plan

22-23 Authorizing Appointment of Auditor

22-24 Authorizing Appointment of Auditor for LOSAP

22-25 Authorizing Appointment of Attorney

22-26 Authorizing Meeting Schedule

22-27 Authorizing Appointment of Financial Data Specialist

22-28 Reorganization of Commissioners Assignments

22-29 Authorizing Fire & Safety Services to provide Preventative Maintenance Services
in Station for Pumpers & Aerial Tower.

offered by Commissioner Andrews and seconded by Commissioner Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

2. The following purchases were approved, both under State Contract:

- a. From M.A.S.E. Concepts, Ocean View, New Jersey - Five (5) G5 VHF/7-800 Pagers and five (10) Drop-in Chargers for a total of \$4,162.50.
- b. From Northeastern Public Safety Divers, Oakland, New Jersey – Five (5) ERDI 1 Public Safety Diver Training for a total of \$4,125.00.

PUBLIC PORTION

Nothing.

There being no further business, the meeting adjourned at 19:25 hours by a motion by Commissioner Barger and a second by Commissioner Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner