

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 16, 2021

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, Barger, Brown, Conley, and Prendergast. Charlotte, "Missie" Axelsson Financial Data Specialist was also in attendance. Also, present were three firefighters, and no other members of the public.

MINUTES

The minutes of the July 19, 2021 regular 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, Conley and Prendergast; voting no, no one.

TREASURER'S REPORT

1. The Treasurer's report was read by Prendergast, a copy of the report is attached hereto and made a part hereof. Interest earned for the month was \$885.83.

A tax check was received from Lower Township for \$203,905.83.

A motion to approve the Treasurer's report, was offered by Prendergast and seconded by Conley, voting yes, Andrews, Barger, Brown, 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 21-01.08, authorizing payment of those bills totaling \$33,658.92, 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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1. Letter out to Ford Scott and Assoc. dated 7/26/2021 representation of the information provided by the Fire District regarding the annual audit.
2. Letter out to Ford Scott and Assoc. dated 7/26/2021 representation of the information provided by the Fire District regarding the LOSAP review.

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)

BUREAU OF FIRE SAFETY REPORT

The Bureau of Fire Safety financial reports were distributed by Conley to the commissioners, a copy of which is attached to the original of these minutes. There were no minutes of the previous month's meeting since there are no meeting during June, July & August due to the summer workload.

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.

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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)

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)

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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 shared 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)

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.

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)

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

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)

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)

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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.*

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. *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. (06/2020)*

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)

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. Conley offered Resolution 20-34 Authorizing the package to be submitted to the Local Finance Board, seconded by Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (12/2020)

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)

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

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)

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. *Town Bank Fire Company President Godfrey appeared before the Board to request the Board's authorization/concurrence to discuss the necessary physicals with Cape Regional Urgent Care in Wildwood. President Godfrey reported that both he and Commissioner Conley have been trying to get Cape Regional Medical Center, Employee Health Department. Cape Regional Urgent Care in Wildwood is a part of the Cape Regional Medical group and is reportedly serving several other fire companies in the County. The unanimous consensus of the Board was that Godfrey has the Boards concurrence and Commissioner Conley will see to it that he has a copy of the Fire District's existing contract prior to any discussions. (06/2021)*

President Godfrey has met with Sharlyce at Wildwood Urgent Care regarding providing the physicals. She in turn referred him to Kris Gereaghty, who was familiar with the physicals that would be requires and they are already providing those services to other County Fire Companies. She also explained that they are all part of the Cape Regional Medical family and has access to all our existing files. The prices for services are the same as if they were provided at Cape Regional Medical Center's main campus. It was agreed that Town Bank Fire Company will begin sending applicants and existing firefighters to Wildwood Urgent Care beginning August 2, 2021. President provided a written memo to that effect dated August 2, 2021, a copy of which is attached to the original of these minutes. (08/2021)

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NEW BUSINESS

1. Conley has received the Annual Audit for calendar year 2020 as well as the LOSAP annual review for 2020 in detail. There no negative comments and no corrective action plan was necessary. Each of the Commissioners received and electronic copy of the annual audit and LOSAP annual review. Each of the five Commissioners signed the Group Affidavit.
2. Chief Megonigal submitted the following requisitions for purchases all of which were within the appropriate budget lines, funds were available and approve unanimously:
 - a. Apparatus equipment, Aqua Eye Handheld Sonar Device and maintenance agreement from VodaSafe, Vancouver, BC for a total cost of \$5,510.00.
 - b. Turnout Gear, 5 Jamesville Deluxe Fire Coats and 5 Jamesville Deluxe High Back Pants, from Witmer Public Safety Group, Coatesville, PA, under state contract for a total cost of \$15,425.00.
 - c. Minitor VI Pagers, 5 Motorola Minitor VI Pagers with 24 batteries and 24 HT1250 batteries from Wireless Communications in West Berlin, NJ for a total cost of \$3,170.85.
 - d. Apparatus Equipment, 6 Lifeline AED adult defibrillator pads, 6 Lifeline AED child's defibrillator pads and 3 Lifeline Defibtech AED standard battery packs from Life Savers, Inc. of Fairfield, NJ for a total cost of \$1,068.24.
 - e. Dive Tank Holder, 12 Dive Tank Holders from TMU, Cape May, N.J. for a total of \$3,300.00.
 - f. 3 Year Leak Test (required), performance of a 3-year leak test of the Fire Suppression System by Rich Fire Protection, Pleasantville, N.J. for a total cost of \$1,450.00.
3. The Gear extractor (washing machine) and kitchen water filters need to be serviced. Andrews will see to it that those items are serviced and the cost of the filters, etc. will be covered under equipment maintenance.

PUBLIC PORTION

Nothing.

There being no further business, the meeting adjourned at 19:30 hours by a motion by Barger and a second by Andrews.

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Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner