

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the October 18, 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 September 20, 2021, regular meeting was distributed earlier. A motion was offered by Commissioner Andrews and seconded by Commissioner 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 Commissioner Prendergast, a copy of the report is attached hereto and made a part hereof.

Interest earned for the month was \$870.32.

A motion to approve the Treasurer's report, was offered by Commissioner Prendergast and seconded by Commissioner 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 21-01.09, authorizing payment of those bills totaling \$97,011.97, was offered by Commissioner Conley and seconded by Commissioner Prendergast, voting yes, Andrews, Barger, Brown Conley and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

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The Secretary read the following correspondence:

1. A memorandum in from Richard M. Braslow, Esq. regarding the requirement for Fire District Commissioners' salaries/compensation must be approved by resolution and submitted to the Township for review and approval. A sample resolution was provided with the memorandum.

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)
3. The air packs have been flow-tested and all passed except for one, which needed to be sent back to the factory for repairs.
4. The annual hose testing could not be completed this year due to the test center being backed up and has no-one available to do the testing due to COVID-19. The Chief reported that NFPA permits hose testing on 2-year intervals.

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 reported that the Fire Bureau meeting was held at the Lower Township Municipal Building and was advertised to include all five commissioners from each of Fire Districts 1, 2, and 3 to enable all fifteen commissioners to attend. There were four additional commissioners that attended that meeting. There was a general discussion regarding the operation of the Fire Bureau, staffing, additional workload and attempting to reduce some of the costs to the Fire Districts. Fire Official Blackley reported that the proposed 2022 budget is in development, and she anticipates that there will be a reduction in costs to the Fire Districts for 2022.

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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 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 possibly 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)

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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.

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)

2. Commissioner Conley and Chief Magonigal will be working on an updated mutual aid contract with the Cape May Point Volunteer Fire Company. (08/19)

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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 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)

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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 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).

1. The Gear extractor (washing machine) and kitchen water filters need to be serviced. Commissioner Andrews will see to it that those items are serviced and the cost of the filters, etc. will be covered under equipment maintenance. (09/2021)

NEW BUSINESS

1. Resolution 21-31 Adopting Commissioner's Salaries for 2022 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.
2. Commissioner Conley reported that he has sent the draft 2022 budget to Leon Costello along with the information for what he believes is a capital purchase for the replacement of the fire suppression (sprinkler) system for the firehouse.
3. Chief Megonigal submitted the following requisitions for purchases all of which were within the appropriate budget lines, funds were available was moved by Commissioner

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

- a. From Continental Fire and Safety of Hamilton, New Jersey 2-Stihl Rescue Saws with depth guard, 2-Stihl Rotary Saws, 2-Desert Diamond Fire Rescue Blades, under State Contract (17-Fleet-00802) for a total cost of \$5,917.56 including shipping.
 - b. From Top Notch Power Washing of Del Haven, N.J. for power washing the exterior of the entire firehouse, including all concrete walkways and apparatus driveway apron outside the firehouse for \$1,200.
4. Commissioner Brown reported that the Board of Health will be inspecting the kitchen this month. He will meet them at the firehouse and provide them access and operate anything that they need operated for the inspection.
 5. Commissioner Brown reported that VFIS Insurance Company wants updated insurance forms for the members updated every 5-years as a minimum.

PUBLIC PORTION

Nothing.

There being no further business, the meeting adjourned at 19:50 hours by a motion by Commissioner Andrews and a second by Commissioner Barger.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner