

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the March 20, 2023

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. Susan Smith, Financial Data Specialist, was also in attendance. Also present were two firefighters, and no other members of the public.

MINUTES

The minutes of the February 27, 2023, regular meeting was reviewed, and 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; 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.
2. Interest earned for the month was \$3,188.31.
3. 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.
4. The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 23-01.03 authorizing payment of those bills totaling \$218,612.07, was offered by Commissioner Conley, and seconded by Commissioner Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. Nothing recieved.

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 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 arrived was reported to the Chief by Ingersoll Rand (02/2020)

The Chief reported that the air compressor has been temporarily repaired and currently functioning, but the vendor does not have an anticipated date for delivery of the new air compressor. (08/2022)

3. *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)*

The port engine on Marine 1 has been damaged by a fire pump water line break that went into the port engine air intake. The preliminary estimate for repairs is \$40,000.00

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for a new port engine and about \$17,000 for the piping. A claim has been submitted to the insurance company. (04/2022)

The Chief submitted a claim to our insurance company and the claim was denied, the water damage to the engine was an exclusion from the policy.

He anticipates that the new engine should be here in about a month (June 2022) (05/2022)

Commissioner Conley has reached out to Melissa Ford from the Division of Local Government Services regarding the emergency and felt that this is an emergency and would qualify for an emergency appropriation as outlined in N.J.S.A. 40A:14-78.11 et seq. Pursuant to that information, Commissioner Conley introduced Resolution 22-30 Declaring that an Emergency Exists and making an Emergency Appropriation of \$60,000.00 and that the deferred charge will be included in the 2023 Annual Budget, which was seconded by Commissioner Andrews, voting yes, Andrews, Barger, Brown, and Conley; voting no, no one; abstaining, no one.

It is noted that this resolution shall not take effect until the municipal governing body (Lower Township) shall by a vote of not less than two-thirds of its full membership approve the emergency appropriation and certify its approval to the Fire District. (06/2022)

The chief reported that there is no delivery date available for the delivery of the new port engine for Marine 1, however the damaged piping has been replaced. (07/2022)

The Chief reported that Cummings is sending us a new engine and is scheduled to be here by the end of October. (10/2022)

The Chief reported that the engine has arrived from Cummings, it is not a new engine but a rebuilt one. The rebuilt port engine is currently being installed in Marine 1 and should be back in service in another week. (11/2022)

The Chief reported the new engine has arrived, has been installed and is back in the water. A representative from Cummins has inspected and certified the installation. Sea trials with the mechanic have been completed. Testing of the fire pump system found two leaks in the piping that was replaced. Fire & Safety was contacted, and the mechanic is looking at the problems. (01/2023)

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Chief Megonigal reported that he is still waiting for Fire & Safety Services to repair the piping leaks, the boat is back in the water and just waiting for the fire pump piping leaks to be repaired. (03/2023)

BUREAU OF FIRE SAFETY REPORT

The Bureau of Fire Safety reports for February were not available as the meeting is next week.

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. 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. 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

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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.

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

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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)

Commissioner Brown reported that Steve Gaddy will have specifications ready for us to review in the next three weeks. (08/2022)

Commissioner Brown reported that Steve Gaddy will have specifications ready for us to review in the next four weeks. (10/2022)

Commissioner Brown reported that Steve Gaddy will have specifications ready for us to review soon. (11/2022)

Commissioner Brown reported that Steve Gaddy has provided a first draft of the specifications and anticipates a final draft ready for Commissioners review by the end of January 2023. (12/2022)

Commissioner Brown reported that he received the final technical specifications today and will circulate them to all commissioners for review and comment following tonight's meeting. (02/2023)

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Commissioner Brown distributed the copies of the technical specifications and asked for any comments. Chief Megonigal suggested that a statement be added that the firehouse must be operational during any construction work, especially while work is performed in the area of the engine bays. Commissioner Conley requested a “Word” file of the technical specifications for completing the bid package. There was also a discussion regarding the need for a construction inspector to be sure the specifications are adhered to. Commissioner Conley will investigate to see if there is such an individual in the area with that expertise. (03/2023)

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. *Commissioner Brown has received a proposal from CM3 Building Solutions for the replacement of the three engine bay heaters anticipated to be replaced in 2024. Commissioner Conley noted that the specifications in the proposal did not seem to include automated controls tied to our existing computer controls that provides for CM3 receiving diagnostics of the system, that was to be included. Brown reported that he will follow-up with CM3 to see if it is included in the price or not. (02/2023).*
4. *Commissioner Conley reported that David Elliott, auditor for Ford Scott and Associates will be here next month. Conley will coordinate a meeting with him at the firehouse with Commissioner Prendergast and Susan Smith. (02/2023)*

Commissioner Conley reported that Susan Smith, Commissioners Prendergast and Brown have met with Mr. Elliott and Commissioner Conley has provided electronic copies of most of the documents that have been requested to date. The audit is on-going and will be wrapped up soon. (03/2023)

NEW BUSINESS

1. Commissioner Conley reviewed the reorganization resolutions as a consent group,
 - 23-20 Designating Surety Bonding for Treasurer, etc.
 - 23-21 Designating Official Newspapers
 - 23-22 Authorizing Payment of Claims
 - 23-23 Adoption of Cash Management Plan
 - 23-24 Authorizing Appointment of Auditor

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- 23-25 Authorizing Appointment of Auditor for LOSAP
- 23-26 Authorizing Appointment of Attorney
- 23-27 Authorizing Meeting Schedule
- 23-28 Authorizing Appointment of Financial Data Specialist
- 23-29 Reorganization of Commissioners Assignments

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

PUBLIC PORTION

Nothing

There being no further business, the meeting adjourned at 19:31 hours by a motion by Commissioner Barger and a second by Commissioner Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.

Lewis H. Conley, Jr.
Secretary/Commissioner