

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the July 17, 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 the flag salute, roll was called; Commissioners present were Andrews, Barger, Brown, Conley and Prendergast. Susan Smith, Financial Data Specialist, was also present. Also present were three firefighters, and no other members of the public.

MINUTES

The minutes of the June 26, 2023, regular meeting was reviewed, and a motion was offered by Commissioner Andrews and seconded by Commissioner Prendergast to approve the minutes as written, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

TREASURER'S REPORT

The Treasurer's reports were read by Commissioner Prendergast, copies of the reports are attached hereto and made a part hereof.

Interest earned for the month was \$4,496.38. Also received for the month was the Township 2/4 tax check for \$210,200.00 and a check from Vector Security for as a returned duplicate payment for \$417.24. The total deposit for the month was \$215,113.62.

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.

The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 23-01.07 authorizing payment of those bills totaling \$39,520.88, 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.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. An email dated 7/14/2023 from Melissa Ford at DCA reporting that nothing else was needed from the Fire District, everything necessary has been received. This was a response to an email to her from Commissioner Conley since he had heard from Lower Township that we still owed DCA some reports.
2. An email dated 07/14/2023 from US Bank's representative Kristina Strandmark, confirming a telephone conversation that she had with Commissioner Conley that there was a late assessment fee due to a late payment and further confirming that she was reducing that late assessment fee by 50% since the invoice was not received prior to the meeting that it was due if the Fire District would approve the reduced payment of \$4,205.79 (50% of the \$8,411.58).
3. An email dated 7/15/2023 from Commissioner Conley to auditor Dave Elliott transmitting a copy of the US Bank Lease/purchase agreement, with the payment schedule for the new Aerial Fire Truck.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

1. A report of the month's activities was read by Chief Megonigal, a copy of which is 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 have 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 feel we need to repair the existing compressor since with all of the 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

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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 is currently functioning, but the vendor does not have an anticipated date for delivery of the new air compressor. (08/2022)

BUREAU OF FIRE SAFETY REPORT

The Bureau of Fire Safety reports for May and June have been received and indicate that the fees collected thus far are ahead of the best year prior.

The Commissioners Bureau meetings are suspended during June, July and August as have been done since the inception of the Bureau, due to the summer workload on the Bureau.

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

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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 to 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 our September meeting to discuss the sprinkler system replacement. (08-2020)

Jim Ferrante of Rich Fire Protection attended the meeting. He discussed the possibility of performing 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.

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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 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)

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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)

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)

Commissioner Brown has a copy of the "Word" file that can be used to finalize the bid package. A discussion followed regarding replacing the ceiling tiles and upgrading the lighting system in the multi-purpose room while the ceiling tiles are removed for the sprinkler replacement.

Chief Megonigal will seek a ballpark estimate of the lighting upgrade and Commissioner Brown will talk to ERCO regarding a ballpark estimate for suspended ceiling replacement. Commissioner Conley will insert language in the bid package that would include those items as drop/add items, so that they can be included if the additional items fall within the project budget. (04/2023)

Commissioner Brown has spoken to ERCO and received a preliminary estimate to replace the ceiling tiles with white 2x2 ceiling tiles on the existing grid in the multi-purpose room kitchen, hall, stage, laundry room and storeroom for \$27,210. Clarification was needed since the existing ceiling is 2x4.

For all new tile grids in the multi-purpose room, kitchen, stage, hallway, laundry room & storeroom add \$15,788.

If ERCO is to provide a dumpster add \$3,000.

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Commissioner Brown is following up with ERCO to see if there was an error since the current ceiling tiles and grid are 2' x 4', not the 2' x 2' stated in the proposal. (06/2023)

Commissioner Brown will be meeting with ERCO's representative tomorrow and will review the questions with him. (07/2023)

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, which 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)

An email dated 7/15/2023 from Commissioner Conley to auditor Dave Elliott transmitted a copy of the US Bank Lease/purchase agreement, with the payment schedule for the new Aerial Fire Truck, which according to Mr. Elliott, is the last item that he needs to complete the audit. (07/2023)

6. *Commissioner Conley led a discussion regarding consideration of a meeting of all three Lower Township Fire Districts and all three volunteer fire companies' chiefs to discuss fire protection in the future, given the difficulty in obtaining new and young volunteer firefighters. The concept would be to establish some goals and needs and ultimately secure a study as well as a plan for the future by an expert in this area and a plan to secure funding for the study.*

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Conley volunteered to coordinate and set up the first meeting with all 15 commissioners and the 3 fire chiefs as well as Richard Braslow, who would most likely attend virtually. The meeting would most likely be held at the Lower Twp. Municipal Hall. (5/2023)

Conley reported that he has requested the email addresses of each fire chief and each commissioner in Fire Districts 1 and 3 from the district's representatives at the last Fire Bureau meeting. To date he has not received those email addresses. (06/2023)

NEW BUSINESS

1. An email from US Bank's representative Kristina Strandmark, confirming a telephone conversation that she had with Commissioner Conley that there was a late assessment fee due to a late payment and further confirming that she was reducing that late assessment fee by 50% since the invoice was not received prior to the meeting that it was due if the Fire District would approve the reduced payment of \$4,205.79 (50% of the \$8,411.58). A motion was offered by Commissioner Andrews and seconded by Commissioner Barger to accept the offer and pay the reduced Assessment fee of \$4,205.79 at the next meeting, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
2. Town Bank Fire Co. President Jason Baker reported that the bats are back in the building. Commissioner Brown will get Western Pest Control back involved to deal with the issue (07/2023)
3. Commissioner Conley reported that the LOSAP annual payment will be sent out tonight. A copy of the Redacted Payment List was provided to all in the meeting package.
4. Commissioner Conley distributed a copy of the State's Records Retention and Disposal Schedule for everyone's review.
5. Commissioner Brown reported that the annual fire inspection will be performed next week, and Rich Fire Protection will do their annual inspection of the suppression system tomorrow.
6. The following purchases were approved by a motion offered by Commissioner Prendergast and seconded by Commissioner Andrews and a unanimous affirmative vote:

1) From American Diving Supply, Egg Harbor Township, NJ, under State Contract No.17-FLEET-00735

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- i. Ten Aluminum Tanks 40 yellow, 40 cu. Ft. w/K-Valve for \$2,190.00'
 - ii. Two each 200' floating comm cable, yellow assembled AMP-4M to OTS-4P for \$2,144.90.
- 2) From CM3 Building Solutions, Fort Washington, PA
- i. Two replacement Avigilon Cameras and connect them to the system for \$1,760.00 installed.
 - ii. 100 access credentials, model pak-3-h, start no. 1100, facility code 185 and 26-bit format for \$578.00 including shipping.

PUBLIC PORTION

Nothing

There being no further business, the meeting was adjourned at 19:40 hours by a motion by Commissioner Andrews and a second by Commissioner Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.

Lewis H. Conley, Jr.
Secretary/Commissioner