

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 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 two firefighters, and no other members of the public.

MINUTES

The minutes of the August 21, 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 \$5,340.46. The total income for the month was \$5,340.46.

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 23-01.09 authorizing payment of those bills totaling \$15,002.63, 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

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 2023

The Secretary read the following correspondence:

1. Nothing.

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 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)

3. The forward master steam nozzle has been removed from Fire Boat 61 and has been sent to the manufacturer for overhaul. (08/2023)

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

Minutes of the Meeting of the September 18, 2023

BUREAU OF FIRE SAFETY REPORT

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 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

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 2023

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.

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)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 2023

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)

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 Magonigal 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)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 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 Magonigal 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.

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 Magonigal 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).*

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 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)

Commissioner Conley has received the 2023 Audit and LOSAP review for the calendar year 2022 and reviewed both documents in detail and provided copies of both documents in the meeting packages. There were no reported problems or corrective actions required. Commissioner Conley has published the Synopsis of Audit in the Cape May Star & Wave and has published both the 2023 Audit and LOSAP review on the Fire District's website. Copies of the same will be provided to the Lower Township Clerk and CFO as well as being uploaded to DCA on the FAST system. (08/2023)

Commissioner Conley has forwarded the Synopsis of Audit, the 2023 Audit and LOSAP review to the Lower Township Clerk and CFO as well as being uploaded to DCA on the FAST system. (09/2023)

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.*

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)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 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)

Commissioner Conley reported that he received an email from Commissioner Gentek of Lower Township Fire District No. 1 requesting the email address of each of the Commissioners and the Fire Chief in order to be able to notify them of a meeting to be scheduled following the September Bureau of Fire Safety meeting for a discussion on a paid duty crew for the fire service. The meeting will be conducted in compliance with the open public meetings act.

Commissioner Conley provided the emails as requested, via return email. (08/2023)

8. 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. (08/2023)

Commissioner Conley reported the payment was overnighted to US Bank the morning after the Fire District meeting. (09/2023)

9. **Commissioner Brown reported Rich Fire Protection, has replaced the building fire protection system service gauges that are required to be replaced every 5 years, (09/23)**
10. At the request of Commissioner Brown, Jeff Safirstein, Security Account Executive from CM3 Building Solutions appeared at the meeting to discuss alternative methods of opening the firehouse doors in addition to the current fob method. Some firefighters are concerned that in order to answer a fire call they must have the assigned fob (they are only issued one) and may have more than one personal vehicle and that can be problematic if their spouse is using the vehicle that has the fob in it.

Jeff discussed the use of cell phone access, and face recognition access to supplement the fob. He will be looking for other options and putting together a proposal/report of options and costs. (08/2023).

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the September 18, 2023

NEW BUSINESS

1. Chief Megonigal earlier presented three quotes to supply a replacement Rescue Jet Ski, the lowest quote was by All Action Water Sports, in Somers Point, NJ. For \$15,699. Funds are available under Purchase of Assets-Apparatus & Equipment-CU-280-314. Resolution 23-30 authorizing the purchase 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. The following purchases were approved by a motion offered by Commissioner Andrews and seconded by Commissioner Barger and a unanimous affirmative vote:
 - a. Adesso Painting & Power Washing, North Cape May, NJ, to paint the entry doors and trim (seven (7) doors for \$1,100.00.
 - b. Matt McGaffney-Top Notch Power Washing, Bridgeton, N.J. to power wash the fire house exterior for \$1,450.00.
3. President Brown reported that he and Commissioner Conley attended the New Jersey State Association of Fire Districts in Wildwood last week. Among the topics discussed, and most noteworthy was the report from the representative from VFIS Insurance who reported that there have been more than four million dollars in claims paid out in New Jersey in the last couple of years for harassment and sexual harassment. He suggested that the fire company review their harassment regulations and make sure they are up to date.

PUBLIC PORTION

Nothing

There being no further business, the meeting was adjourned at 19:23 hours by a motion by Commissioner Barger and a second by Commissioner Prendergast.

LOWER TOWNSHIP FIRE COMMISSION
SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204

Minutes of the Meeting of the September 18, 2023

Respectfully submitted,

Lewis H. Conley, Jr.

Lewis H. Conley, Jr.
Secretary/Commissioner