

Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Regular Meeting
Third Monday at 7:30 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

AGENDA
November 17, 2014
7:30 PM

1. **Call to Order and Pledge of Allegiance**
2. **Notice of Compliance**

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The South Brunswick Post, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2014.
3. **Roll Call**
4. **Public Comment**
5. **Approval of Minutes**
 - A. October 20, 2014 Regular Meeting
 - B. October 20, 2014 Executive Session
6. **Professional Reports**
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. **Old Business**
 - A. Update on Station 20 HVAC System Modifications
8. **New Business**
 - A. Resolution #14-23, Authorizing Appointment to the Board of Fire Commissioners
 - B. Swearing in of Newly Appointed Fire Commissioner
 - C. Resolution #14-24, Authorizing Contract and Annual Salary for the Fire District Coordinator
 - D. Presentation on Proposed Capital Appropriations for 2015
 - E. 2015 Budget Discussion
 - F. Discussion/Approval of Fire Operations Purchase Requests
 - G. Discussion/Approval of Station 21 Concrete Repairs
 - H. Resolution #14-25, Authorizing the Transfer of Funds Relative to the 2014 Budget
 - I. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Adjournment**

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	450.00
<i>B</i>	Republic Services #689	258.42
<i>C</i>	Verizon Wireless	327.10
<i>D</i>	PSE&G Co.	1,222.37
<i>E</i>	Verizon	325.85
<i>F</i>	Alan Landscaping, LLC	668.75
<i>G</i>	Poland Spring Water Co.	33.08
<i>H</i>	1-888-USA-Lock, LLC	621.00
<i>I</i>	Gregory Bennett	270.00
<i>J</i>	EnerG Wellness Solutions LLC	13,603.00
<i>K</i>	Continental Fire & Safety, Inc.	3,550.00
<i>L</i>	Monmouth Junction Vol. Fire Department	8,582.74
<i>M</i>	Fire & Safety Services, LTD.	2,966.00
<i>N</i>	Access Health	335.00
<i>O</i>	Emergency Services Marketing Corp., Inc.	725.00
<i>P</i>	Scott Smith	99.98
<i>Q</i>	Richard M. Braslow, Esq.	48.00
<i>R</i>	Waterway – NJ	2,195.52
<i>S</i>	Approved Fire Protection Systems	137.50
<i>T</i>	Q.R.F.P. Special Services	400.00
<i>U</i>	Electronic Measurement Labs, Inc.	2,361.00
<i>V</i>	D&S Custom Covers	218.50
<i>W</i>		
<i>X</i>		
<i>Y</i>		
<i>Z</i>		

approved 12-15-14
AS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 17, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:30 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

A motion by Comm. Potts seconded by Comm. Young to move meeting agenda Item #A & Item #B under New Business to the start of the meeting to fill the open position of Fire Commissioner. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Young to approve Resolution #14-23, Authorizing Appointment to the Board of Fire Commissioners. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Potts gave the oath of office to Douglas Wolfe, who was appointed to fill the vacant office of Fire Commissioner.

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A motion made by Comm. Smith seconded by Comm. Potts to approve the minutes of the October 20, 2014 regular meeting. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Young seconded by Comm. Smith to approve the minutes of the October 20, 2014 executive session. Roll call Comm. Potts-yes, Comm. Smith-abstain, Comm. Wolfe-abstain, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the October 2014 Activity Report (see attached).

Chief Smith reported that the Fire Department has one new member, Tyler Goldin, who will be going to fire school in the spring.

Chief Smith reported that he swapped the Class B foam in Engine 206 as part of the program offered by the Middlesex County Fire Marshal, as first discussed back in March. Chief Smith further reported that there are no plans to swap the foam in Engine 204 and that the project is done at this point.

Chief Smith reported that as approved by the Board last month, the two new multi-gas meters were ordered and have been placed in service. Chief Smith further reported that he has researched the purchase of a machine that would allow the calibration of the gas meters (in-house), thereby saving money rather than taking the meter to a third party company for calibration. Chief Smith reported that the Kingston Fire Company has in fact already purchased this machine and that their Chief will check with the Commissioners in Fire District #3 regarding the sharing of the calibration unit. Chief Smith reported that if they agree to allow us to use the machine, we could offset their cost by purchasing the calibration gas which would be approximately \$180 per year.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the November 2014 Coordinator's Report (see attached).

Coordinator Smith reported that Comm. Smith and Chairman Spahr repaired the soffit over the Station 20 member's entrance, which was damaged following a roof leak that has since been repaired.

Coordinator Smith reported that he received the renewal contract from Tru Green for the lawn treatment at both stations. Coordinator Smith reported that the prices per application remained the same, but included the addition of a fourth lawn treatment as well as a lime application at both stations. Coordinator Smith recommended keeping the contract to three lawn treatments at both stations. Comm. Wolfe recommended approving the lime application as it has not been performed in at least 2 years. This item will be discussed further under Timely and Important.

C. Insurance Chairman's Report

Coordinator Smith reported there is nothing new regarding insurance to discuss at this time.

D. Treasurer's Report

Comm. Young reported that there have been no receipts since the last meeting.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes on Friday.

Comm. Potts inquired as to the status of the Supplemental Fire Services Grant. Comm. Young reported that the check has not yet been received.

Comm. Young reported that a resolution regarding a budget transfer will be discussed later in the agenda.

E. Legislative Report

Comm. Potts reported that the legislature passed and the Governor signed a bill removing the qualification of the death benefit from the Exempt Association, as this benefit is provided by the Relief Association.

Comm. Potts reported that a hearing is to be scheduled for December 8th which would allow fire districts to voluntarily move the budget vote to November and allow the purchase of capital equipment without a referendum.

7. OLD BUSINESS

A. Update on Station 20 HVAC System Modifications

Coordinator Smith reported that technicians from Donald C. Rodner, Inc. were on site on November 6th and 7th to perform the modifications on the office HVAC system, which included the re-location of a thermostat and the locking open of dampers in the ductwork. Chairman Spahr reported that following the work, a sensor on the furnace tripped and that several of the rooms are not being heated properly. Chairman Spahr stated that the system may need to be re-balanced to ensure uniform heating and cooling throughout the office.

8. NEW BUSINESS

C. Resolution #14-24, Authorizing Contract and Annual Salary for the Fire District Coordinator.

A motion made by Comm. Young seconded by Comm. Wolfe to approve Resolution #14-24. Roll call Comm. Potts-yes, Comm. Smith-abstain, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

D. Presentation on Proposed Capital Appropriations for 2015

Comm. Young reported that he asked Chief Smith to draft a presentation on the capital items the Fire Department requested to include in the 2015 budget.

Chief Smith gave the presentation, which included requests for vehicle extrication equipment, a replacement thermal imaging camera, and matching grant funds to replace the 1965 Ford brush truck.

During the presentation, there was discussion on the feasibility of applying for grants to replace the capital equipment. Following the discussion, the decision was made to include the three capital projects and present them to the public for vote at the December 1st special meeting.

E. 2015 Budget Discussion

Comm. Young reviewed the 2015 preliminary budget status.

F. Discussion/Approval on Fire Operations Purchase Requests

Chief Smith submitted to the Commissioners a list of equipment the Fire Department requests to purchase at the end of the year. See attached list for details.

A motion by Comm. Wolfe seconded by Comm. Potts to approve the Chief's request for purchase of equipment at a cost not to exceed \$20,700.00. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

G. Discussion/Approval on Station 21 Concrete Repairs

Comm. Smith reported that he obtained quotes from two vendors to repair cracks and replace expansion joints in the concrete sidewalks and apparatus bay apron at Station 21. Comm. Smith further reported that White Bros. Masonry provided a quote of \$3,900.00 and Nu-Con Group provided a quote of \$4,500.00.

A motion by Comm. Smith seconded by Comm. Potts to approve Resolution #14-26, Authorizing Award of Contract Relative to Concrete Sidewalk Repairs. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

H. Resolution #14-25, Authorizing the Transfer of Funds Relative to the 2014 Budget

Comm. Young reported that with the approval tonight of the equipment request from the Chief and the unknown cost of the repairs to Truck #201, it is his recommendation to transfer funds in several budget line items. The transfers include \$10,000.00 to Maintenance and Repair; \$5,000.00 to Supplies Expense; and \$18,000.00 to Uniforms (Turnout Gear). The funds were taken from the following line items: \$18,000.00 from Administrative Salaries and Wages; and \$15,000.00 from Purchases of Non-Capital Assets.

A motion by Comm. Wolfe seconded by Comm. Potts to approve Resolution #14-25. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

I. Items Timely and Important

A motion by Comm. Smith seconded by Comm. Young to approve renewal of the lawn treatment contract for both stations with Tru Green in the amount of \$1,500.00 for 2015 and an additional \$500.00 for lime application in 2014. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

9. VOUCHER LIST

A motion by Comm. Potts seconded by Comm. Smith to approve the voucher list as posted. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

A motion to adjourn was made by Comm. Young seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 10:28 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2014

INCIDENT RUNS

- 2 Structure Fires
- 3 Vehicle Fires
- 1 Dumpster/Trash/Refuse Fires
- 2 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication, No Spill)
- Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 1 Haz-Mat Spill / Leak No Ignition
- 2 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- Hazardous Condition
- 1 Service Call (Unauthorized Burning, Water Problem/Leak, etc.)
- 1 Assist Police / EMS / Landing Zone
- Stand-By / Cover Assignment
- Dispatched & Cancelled En Route
- 2 Smoke Scare / Odor Removal / Problem
- 15 System Malfunctions
- 18 Unintentional System / Detector Operation
- 1 False Calls
- Other

49 Total Runs for 266.15 Man-Hours

DEPARTMENT ACTIVITIES

- 1 Board of Fire Commissioners Meeting
- Chief's Meeting
- 1 Line Officer's Meeting
- 1 Regular Fire Department Monthly Meeting
- 1 Relief Association Meeting
- OEM Meeting
- 2 Work Night
- Work Detail
- 2 Drills
- 3 Training Detail
- Parade/Wetdown
- 2 Public Relations
- Stand-by Assignment
- Viewing/Funeral

306.00 Man-Hours

Total Man-Hours for Month: 572.15

Fire Safety:

Referrals Sent – 19

Responded to Scene – 2

**Monmouth Junction Vol Fire Department
2014 End of Year Purchases**

Qty	Item Description	Unit Cost	Total Cost	Budget Line	Status	Vendor
O-8 Account						
5	Turnout Gear Replacement	\$2,297.25	\$11,486.25		State Contract	Absolute
3	Firefighting Boots		\$600.00			The Fire Store
5	Structural Firefighting Gloves	\$72.99	\$364.95			The Fire Store
7	SCBA Face Masks	\$268.00	\$1,876.00		State Contract	Nat Alexander
3	SCBA Mask Voice Amplifiers	\$394.00	\$1,182.00		State Contract	Nat Alexander
			\$15,509.20			
O-6 Account						
10	Class A Foam Concentrate (5 Gallon Pails)	\$88.00	\$880.00			NJ Fire Equipment
9	Fire Dept. License Plates	\$28.95	\$260.55			Our Designs
	Replacement Blades for Sawz-Alls		\$100.00			Quality Cut & Abrasives
30	Bags of Speedy Dry	\$9.99	\$299.70			Auto King, Jamesburg
2	Oil Rags		\$150.00			Pig Corp.
	Mounting Brackets for Equipment		\$450.00			The Fire Store
2	Sawzall Blade Holder	\$26.59	\$53.18			The Fire Store
10	Hose Replacement - 1.75"	\$180.60	\$1,806.25			NJ Fire Equipment
			\$3,999.68			
O-11 Account						
3	Sledge Hammers for 201, 206 & 208	\$45.99	\$137.97			The Fire Store
3	6' Steel Roof Hook for 201, 206 & 208	\$120.00	\$360.00			Continental Fire
2	Electric Sawzalls for 206 & 208	\$113.99	\$227.98			McMaster Carr
1	Emergency Ahead Sign for 205	\$266.17	\$266.17			The Fire Store
1	4.5" Female x 5" Storz Adapter for 201	\$136.99	\$136.99			The Fire Store
			\$1,129.11			
			\$20,637.99			

Fire District Coordinator's Report November 17, 2014

- Ener-G Wellness was on site on 10-21-2014 to replace the Power Tower and place the decals on the weights on the Functional Trainer. The gym renovation project is now complete. I have been in contact with the salesman about setting up a training session on the new equipment for our members. I hope to schedule two nights sometime in the coming months.
- Quick Response Fire Protection was on site on 10-28-2014 to perform the quarterly service on the sprinkler systems in both buildings. All systems are in proper working order at this time.
- Engine 208 was taken to Campbell Supply on 10-29 & 11-5-2014 to diagnose the problem with the air conditioning system. The system was charged with nitrogen and it was determined that a hose needs to be replaced, the compressor is seized and needs to be replaced, and the system re-charged. Cost of parts and labor for the diagnosis was \$1,491.36; cost for repair is an additional \$2,164.79 for a total cost of \$3,656.15. The truck is scheduled to go for this repair on 11-17-2014.
- Fire & Safety Services was on site on 10-29-2014 to diagnose a problem with the Class B foam level as well as a suspected power steering leak. The mechanic determined that the leak was actually a damaged fuel line due to rubbing contact with the chassis. The mechanic returned on 10-30-2014 and replaced the fuel line. The mechanic determined that the issue with the foam level not working properly was most likely due to the weight of the Class B Foam affecting the sensor. No repairs were necessary and we will continue to monitor.
- Our computer tech installed an update from Firehouse Software on 10-29-2014 which apparently corrected the problem with the report we use to run member's stats. The program appears to be working properly at this time.
- I had a locksmith from 1-888-USA-Lock on Route 535 at Station 20 on 10-31-2014 to install locks on the doors from the main hallway into the engine bays in order to secure the bays when the building is occupied by the public (i.e. during elections).
- The hose testing was completed by Waterway Inc. on 11-3-2014. Two lengths of 1-3/4" hose failed (1 length from 1988, 1 length from 1992). Another 8 lengths of hose was removed from service due to age, per NFPA. Obtained two quotes for replacement hose. Request permission to order 10 lengths of 1-3/4" hose from NJ Fire Equipment Co. at a cost not to exceed \$1,825.00. Going forward, recommend maintain hose for 25 years before retiring from service. Represents 9 lengths of hose in 2015, 0 lengths in 2016.
- While performing the hose testing on 11-3-2014, we experienced an electrical problem with Tower 201 that prevented the outriggers from retracting. Fire & Safety

Services was contacted and a mechanic responded. It was determined that the problem was caused by a damaged wiring harness. Replacement parts have been ordered and we will schedule the repair as soon as possible. The truck will have to go to their shop to complete the repair.

- Station 20 was used as a polling location for the general election on 11-4-2014.
- Approved Fire Protection was on site on 11-4-2014 to perform the 6-month inspection on the kitchen hood fire suppression system at Station 20. The system is in proper working order at this time.
- Air & Gas Technologies was at Station 21 on 11-6-2014 to perform the 6-month service on the Bauer breathing air compressor. The unit is in proper working order at this time.
- All of the portable gas meters have received their 6-month calibration over the last week.
- I ordered custom crosslay hosebed end covers for Engine 208, which we will install in the next week or so.
- The fire safety presentations at the schools and day care centers are still in progress and should be wrapping up by the end of the month.
- I completed a total of 0 pre-plans in October for a total of 56 in 2014.

Insurance:

- There is nothing new to report.

THE COMMISSIONERS OF FIRE DISTRICT NO.2 IN THE TOWNSHIP OF SOUTH
BRUNSWICK, COUNTY OF MIDDLESEX

RESOLUTION 14-23

AUTHORIZING APPOINTMENT TO THE BOARD OF FIRE COMMISSIONERS

WHEREAS, KEVIN BELLIZIO has tendered his resignation to the Board of Fire Commissioners, effective October 20, 2014; and

WHEREAS, appropriate funding has been set forth in the 2014 budget concerning this position: and

WHEREAS the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, are desirous of filling the vacant position of Fire Commissioner.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows;

(1) That DOUGLAS WOLFE a legal voter and a resident of Fire District No. 2 in the Township of South Brunswick is hereby appointed to serve as a member of the Board of Fire Commissioners Fire District No.2 in the Township of South Brunswick until the next election, to be held on February 21,2015

I do hereby certify that the foregoing is a true copy of a resolution passed by the Board of Fire Commissioners Fire District No. 2 South Brunswick Township at a meeting held on the 17th day of November 2014.



By; Roger S. Potts / Secretary Board of Fire
Commissioner District No. 2

Commissioner	YEA	NAY	ABSTAIN
POTTS			
SMITH			
YOUNG			
SPAHR			

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE
TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF
MIDDLESEX
RESOLUTION 14- 24

AUTHORIZING A CONTRACT AND ANNUAL SALARY FOR THE
FIRE DISTRICT COORDINATOR

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2015 budget concerning this position; and

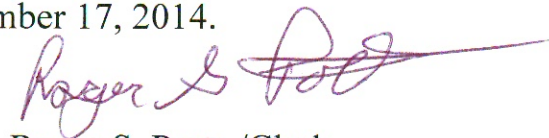
WHEREAS, the Commissioners of Fire District N0 2 in the Township of South Brunswick, County of Middlesex, are desirous of increasing the annual salary of the Fire District Coordinator: and

WHEREAS, The Commissioners and the District Coordinator have negotiated a three year contract for the years 2015- 2016- and- 2017.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Fire District Coordinator Scott Smith shall receive an annual salary of \$66,600.00 for the year commencing January 1, 2015 and ending December 31, 2015.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to 2015 budget.
- (4) The contract between the Commissioner's and the District Coordinator shall be deemed approved upon adoption of this resolution.

The above is a true copy of a resolution passed by the Board of Fire Commissioners at a meeting held on November 17, 2014.


Roger S. Potts /Clerk

Resolution 14-25

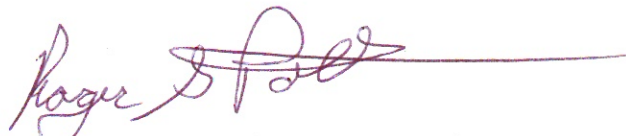
A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2014.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 17th day of November, 2014 by the Board of Fire Commissioners of the Township of South Brunswick, that the following transfers be made as follows:

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-1	Adm. Salaries & Wages	\$165,495.00	\$147,495.00
O-4	Maintenance & Repair	\$66,700.00	\$76,700.00
O-6	Supplies Expense	\$9,000.00	\$14,000.00
O-8	Uniforms (Turnout Gear)	\$16,200.00	\$34,200.00
O-11	Purchases Non-Capital Assets	\$71,000.00	\$56,000.00

The reason for the requested change is to accommodate additional service work on fire apparatuses under Account O-4 Maintenance & Repair, the purchase of replacement hose under Account O-6 Supplies Expense, and additional turnout gear under Account O-8 Uniforms.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 17th day of November, 2014.



**Roger S. Potts
District Clerk**

THE COMMISSIONERS OF FIRE DISTRICT #2 IN THE TOWNSHIP OF SOUTH
BRUNSWICK, COUNTY OF MIDDLESEX

RESOLUTION 14-26

AUTHORIZING AWARD OF CONTRACT RELATIVE TO CONCRETE SIDEWALK
REPAIRS

WHEREAS, the Board of Fire Commissioners Fire District #2 South Brunswick Township have determined that concrete sidewalk repairs are required at Station No.21 Georges Road Dayton: and

WHEREAS, the Commissioners has solicited quotes from two qualified contractors: and

WHEREAS, the quotes received are below the bid threshold.

NOW, THEREFORE be it RESOLVED by the Commissioners of Fire District No.2 South Brunswick Township, as follows

An award of contract is hereby made to White Brothers Masonry at a cost not to exceed \$3,900.00 (three thousand nine hundred dollars).

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District No.2 at a public meeting held on November 17, 2014



Roger S. Potts/ Secretary