

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

January 20, 2015

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. December 15, 2014 Regular Meeting
6. *Professional Reports*
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. *Old Business*
 - A.
8. *New Business*
 - A. LOSAP Certification for 2014
 - B. Discussion/Approval on Renewal of Photo Copier Maintenance Contract
 - C. Discussion/Approval on Renewal of VFIS Accident & Sickness Policy
 - D. Discussion/Approval on Renewal of VFIS Portfolio Policy
 - E. Discussion/Approval on Renewal of Travelers Workers Compensation Coverage
 - F. Public Hearing on 2015 Budget
 - G. Resolution #15-01, Adoption of 2015 Budget
 - H. Items Timely and Important
9. *Voucher List*

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

Voucher List

<i>A</i>	Republic Services #689	261.04
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	323.88
<i>D</i>	PSE&G Co.	2,718.25
<i>E</i>	Verizon	523.29
<i>F</i>	Poland Spring Water Co.	77.93
<i>G</i>	Monmouth Junction Vol. Fire Department	668.91
<i>H</i>	Monmouth Junction Vol. Fire Department	129.53
<i>I</i>	Uni-Select USA, Inc.	247.75
<i>J</i>	VFIS	4,612.00
<i>K</i>	Image Systems	455.00
<i>L</i>	ESI Equipment, Inc.	32.99
<i>M</i>	All Hands Fire Equipment	460.00
<i>N</i>	Home News Tribune	118.84
<i>O</i>	Witmer Public Safety Group, Inc.	236.00
<i>P</i>	Capital One Public Funding, LLC	8,271.56
<i>Q</i>	VFIS	16,225.86
<i>R</i>	Fire & Safety Services, LTD.	1,961.59
<i>S</i>	CMF Business Supplies, Inc.	567.95
<i>T</i>	Township of South Brunswick	22,425.83
<i>U</i>	Township of South Brunswick	20,000.00
<i>V</i>	Township of South Brunswick	3,075.81
<i>W</i>	Nat Alexander Company	3,058.00
<i>X</i>	Donald C. Rodner, Inc.	426.23
<i>Y</i>	Electronic Measurement Labs, Inc.	890.00
<i>Z</i>	United Communications Corp.	106.45
<i>AA</i>	New Jersey Fire Equipment Co.	1,806.00
<i>BB</i>	New Jersey Fire Equipment Co.	479.23
<i>CC</i>	New Jersey Fire Equipment Co.	72.00
<i>DD</i>	Travelers – RMD	12,012.00
<i>EE</i>	Campbell Supply Company	30,056.67
<i>FF</i>	Scott Smith	456.00
<i>GG</i>	Scott Smith	45.00
<i>HH</i>	Continental Fire & Safety, Inc.	1,407.00
<i>II</i>	Continental Fire & Safety, Inc.	809.34
<i>JJ</i>	TAC 1 Systems	288.14

Approved 2/17/15 B

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 20, 2015

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. Wolfe
 Comm. Young
 Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

Comm. Potts made a motion to approve the minutes of the December 15, 2014 regular meeting, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the December 2014 and 2014 Year End Activity Reports (see attached).

Chief Smith reported that the Fire Department has started the annual mandatory drills, which should be completed by the end of February.

Chief Smith reported that the line officers have developed a list of operational goals for the year, which have been reviewed with the membership, as well as the tentative training calendar.

Chief Smith reported that the 6 members completed the pump operator training last month and have started driver training.

Chief Smith reported that the line officers have modified the engineer program, with the intent of using the position as a springboard to train potential future line officers. Chief Smith further reported that two engineers have been assigned to each station.

Chief Smith reported that a salesman from All Hands Fire Equipment will attend the February line officers meeting to review the specifications of the bail-out system selected last year and discuss the associated training.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2015 Coordinator's Report (see attached).

Coordinator Smith reported that the truck battery in the pick-up truck was replaced on 1-19-2015.

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2015 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on December 16th in the amount of \$278.52 from South Brunswick Township Fire District #3 for their share of the calibration of the facemask fit-test machine. The second deposit was made on December 31st in the amount of \$100.00 for a donation to the District from resident Candice Sanchez. The third deposit was made on January 5th in the amount of \$632.96 for five life insurance premium reimbursements.

Comm. Young distributed the status of the 2014 budget to the Commissioners this afternoon, which includes all vouchers on this meeting's list for expenditures from last year. Comm. Young reported that there are several remaining expenses to be encumbered, including LOSAP which will be paid next month. Comm. Young further reported that he plans to finalize the 2014 figures between the February and March meetings. Comm. Young reported that the expenses charged to the Maintenance & Repair line item did not exceed the funds in that line item following the emergency appropriation and budget transfers.

E. Legislative Report

Comm. Potts reported that no bills of interest to the fire service were heard over the last month. Comm. Potts further reported there were only two bills of interest to the fire service signed last year.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. LOSAP Certification for 2014

Comm. Potts reported that he received a letter from the Fire Chief certifying 25 members who qualified for the LOSAP program in 2014. Comm. Potts further reported that the District Coordinator can post the letter, and that any members who did not qualify have 30 days to file a grievance. Comm. Potts reported that one less person qualified for LOSAP as compared to 2013, and that there were three new members who qualified.

Comm. Young reported that the Department of Community Affairs issued a Local Finance Notice which lists the consumer price index (CPI) adjustment of 1% for LOSAP for this year, which equates to a maximum award of \$1,669.00.

B. Discussion/Approval on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract renewal for the photo copier from Image Systems in the amount of \$455.00, which was the same amount as 2013 and 2014.

Comm. Smith made a motion to approve the renewal of the photo copier maintenance contract with Image Systems in the amount of \$455.00, seconded by Comm. Young.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

C. Discussion/Approval on Renewal of VFIS Accident & Sickness Policy

Comm. Potts made a motion to approve the renewal of the Accident & Sickness Policy with VFIS in the amount of \$4,612.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

D. Discussion/Approval on Renewal of VFIS Portfolio Policy

Comm. Wolfe made a motion to approve the renewal of the Portfolio Policy with VFIS in the amount of \$32,159.86, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

E. Discussion/Approval on Renewal of Travelers Workers Compensation Coverage

Comm. Potts made a motion to approve the renewal of the Workers Compensation Coverage with Travelers in the amount of \$12,012.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

F. Public Hearing on 2015 Budget

Comm. Young reported that Comm. Potts delivered the budget to Trenton following last month's meeting. Comm. Young further reported that several changes were made to the document; however no dollar figures were changed. Comm. Young reported that changes included dates listed on capital appropriations, additional reporting information on the Commissioners and District Coordinator, information on the general obligation bonds issued in 1996, and copies of the certifications and affidavit for the special meeting for voter approval of capital appropriations for the 2015 budget. Comm. Young reported that the information was faxed early this morning and an email has since been received that the budget was approved.

Comm. Young presented a summary of the 2015 budget. Total appropriations amount to \$1,149,129.00. The amount to be raised by taxation is \$900,718.00, which is \$47,000.00 higher than the 2014 budget and is Cap compliant. The 2015 projected ratable base is \$2.055 billion, with a tax rate of 0.44 per hundred.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2015 budget, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

Following several questions from the public, Comm. Smith made a motion to close the public portion, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

G. Resolution #15-01, Adoption of 2015 Budget

Comm. Smith made a motion to approve Resolution #15-01, Adoption of 2015 Budget, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

H. Items Timely and Important

There were no items timely and important to discuss.

9. VOUCHER LIST

Comm. Potts made a motion to approve the voucher list as posted, seconded by Comm. Smith.

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

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:11 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2014

INCIDENT RUNS

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

35 Total Runs for 231.99 Man-Hours

DEPARTMENT ACTIVITIES

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

294.25 Man-Hours

Total Man-Hours for Month: 526.24

Fire Safety:

Referrals Sent – 8

Responded to Scene – 2

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year End 2014

INCIDENT RUNS

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

557 Total Runs for 3,751.82 Man-Hours

DEPARTMENT ACTIVITIES

13	Board of Fire Commissioners Meeting
8	Chief's Meeting
10	Line Officer's Meeting
12	Regular Department Monthly Meeting
5	Relief Association Meeting
1	OEM Meeting
1	Meetings, Other
17	Work Night
1	Work Detail
20	Drills
17	Training Session
0	Parade/Wetdown
9	Public Relations
3	Stand-by Assignment (Non-Incident)
3	Viewing/Funeral

2,853.70 Man-Hours

Total Man-Hours for Month: 6,605.52

Fire Safety:

Referrals Sent – 183

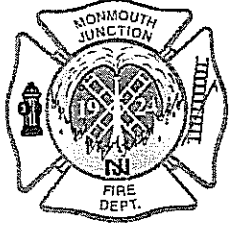
Responded to Scene – 31

Fire District Coordinator's Report January 20, 2015

- The Fire Safety Bureau performed the annual inspection of both fire stations on 12-19-2014. No violations were noted during the inspections and new certificates have been received and posted.
- Tower 201 was back from repair by Fire & Safety Services on 12-19-2014. The mechanics replaced the damaged coil harness that caused an electrical short that prevented operation of the outriggers. They also replaced a ground light and replaced two leaking air fittings. Mechanics also replaced the steering box with a re-built unit (at no charge), which was replaced during the regular preventive maintenance back in June.
- Back in November, Commissioner Young authorized the purchase of 10 pails of Class A foam to be used on the compressed air foam system on Engine 206. After I placed the order, I learned the specific model foam we were using was discontinued by the manufacturer. After speaking with the rep from Hale Pumps that taught us the operation of the foam system, we selected another brand of foam and placed the order after obtaining two quotes. The foam tank on 206 is full and we still have several pails of the original foam brand left in reserve. We will use the older brand of foam over the course of the year and flush the tank thoroughly before switching over to the new brand.
- Donald C. Rodner, Inc. was on site on 12-22-2014 to replace the vent cap on the office HVAC system, which is believed to have been the incorrect cap thereby causing the heater to trip. The techs also re-located the thermostat back to the District office. All systems appear to be working properly at this time.
- Engine 204 was back from preventive maintenance and repair by Campbell Supply Co. on 1-7-2015 after going out for service on 12-1-2014. Numerous repairs were made to the vehicle including replacement of several lights, alternator belts, both truck batteries, both front tires, front end tie rods, generator mounts, as well as repair to the pump main pump drain and one discharge valve, repair of a generator fuel leak, and repair of an electrical master switch issue. Several large expense repairs were made including replacement of the air compressor and dryer, brake replacement, and radiator re-coring.
- I did not perform any pre-plans in December and ended the year with a total of 56. I have completed a total of 446 pre-plans since I started in June 2011. We currently have 99% of the occupancies in our district pre-planned. There are numerous new sites under construction as well as existing sites under renovation. I will be performing these pre-plans as construction is completed over the course of the year.
- It is my intent to present to the Board at the February meeting a timeline of grant projects for the year, specifically relating to the capital projects in the 2015 budget.

Insurance:

- There is an invoice on the voucher list to VFIS for renewal of the Accident & Sickness policy in the amount of \$4,612.00. The policy period is 2-1-2015 to 2-1-2016. This is \$636.00 more than the previous policy period. I recommend renewing the Accident & Sickness policy with VFIS under New Business.
- There is an invoice on the voucher list to VFIS for renewal of the Portfolio Policy in the amount of \$16,091.48. This is the first installment of two, with a total cost of \$32,159.86 for the policy. This is \$265.38 more than the previous policy period. I recommend renewing the Portfolio Policy with VFIS under New Business.
- There is an invoice on the voucher list to Travelers for renewal of the Worker's Compensation policy in the amount of \$12,012.00. The policy period is 2-1-2015 to 2-1-2016. We will receive a second invoice for the Workers Compensation coverage following the annual audit. I recommend renewing the Workers Compensation coverage with Travelers under New Business.



Monmouth Junction Volunteer Fire Department

P.O. Box 22 · Monmouth Junction · New Jersey · 08852

January 5, 2015

Board of Fire Commissioners
South Brunswick Township
Fire District #2
P.O. Box 114
Monmouth Junction, NJ 08852

Dear Mr. Chairman,

The Monmouth Junction Vol. Fire Department submits the following list of twenty-five (25) active firefighters who have met the qualifications of the Length of Service Awards Program (LOSAP) for the year 2014. As Chief of the Fire Department, I have reviewed the following list and certify that each have met the necessary qualifications.

Ralph Basile
David Furch
Adam Kinder
Adrien McGlynn
Ronald Neville
Justin Rogers
James T. Shearer
Charles Spahr
Douglas Wolfe

Michael Delistovich
Michael Grennen
Edward Lidy
Daniel Murphy
Christopher Paskovich
Gerald Schwear
Scott Smith
Sean Wert

Matthew Doktor
Mohammed Junaid
Joseph Malkiewicz
Timothy Murphy
Mark Ragnoli
James Shearer
Brian Spahr
Brian Wisner

Respectfully,

Scott D. Smith

Scott D. Smith

2015 ADOPTED BUDGET RESOLUTION NO. 15-01

So. Brunswick Twp. – Fire District No. 2

FISCAL YEAR: January 1, 2015 to December 31, 2015

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2015 and ending December 31, 2015, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 20, 2015; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

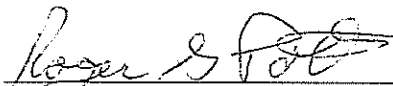
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,149,129, which includes amount to be raised by taxation of \$900,718, and Total Appropriations of \$1,149,129; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 20, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2015 and ending December 31, 2015, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,149,129, which includes amount to be raised by taxation of \$900,718, and Total Appropriations of \$1,149,129; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



Roger S. Potts, District Clerk

1-20-2015
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			