

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
February 17, 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. January 20, 2015 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. Discussion/Approval on Renewal of the Lawn Maintenance Contract
 - B. Discussion/Approval on Chief's Request – New Bail-Out Systems
 - C. Discussion on Capital Projects and Alternative Funding Options
 - D. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	260.02
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	325.18
<i>D</i>	PSE&G Co.	3,300.39
<i>E</i>	Verizon	449.07
<i>F</i>	Monmouth Junction Vol. Fire Department	467.00
<i>G</i>	Monmouth Junction Vol. Fire Department	96.01
<i>H</i>	Quaker Safety Products Corporation	9,012.00
<i>I</i>	McMaster-Carr	202.16
<i>J</i>	Minerva Cleaners	342.00
<i>K</i>	Middlesex County Fire Academy	1,416.00
<i>L</i>	K.C. Service	91.26
<i>M</i>	Uni-Select USA, Inc.	188.30
<i>N</i>	Lincoln Financial Advisors	41,300.00
<i>O</i>	Patricia Wolfe	100.00
<i>P</i>	Anne Chibbaro	100.00
<i>Q</i>	Scott Smith	22.14
<i>R</i>	Home News Tribune	76.36
<i>S</i>	Emergency Services Marketing Corp., Inc.	51.13
<i>T</i>		
<i>U</i>		
<i>V</i>		
<i>W</i>		
<i>X</i>		
<i>Y</i>		
<i>Z</i>		

approved 3-16-15

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 17, 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. Smith made a motion to approve the minutes of the January 20, 2015 regular meeting, seconded by Comm. Potts.

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 January 2015 Activity Report (see attached).

Chief Smith reported that at a recent meeting, the Township Fire Chiefs discussed options to allow mutual aid fire companies into Station 20 to standby during a fire in town. Chief Smith further reported that he and Comm. Wolfe met with a vendor last week to review hardware that can be unlocked remotely via a computer. Chief Smith reported that he will continue to research available options.

Chief Smith reported that the Township Fire Chiefs have also discussed options to purchase portable radios which would give the ability to operate on the Township radio system as well as the County radio system. Chief Smith reported that this topic will require further research.

Chief Smith reported that the line officers have discussed the feasibility of upgrading the emergency lighting packages on Engine 208 and Support Unit 207 to increase visibility on incident scenes. Chief Smith reported that the line will discuss this project further and will report back later in the year.

Chief Smith reported that the Fire Department's installation dinner is on Saturday February 28th. Chief Smith further reported that the Kingston Fire Company will have crews on stand-by in their station as well as Station 20.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on January 22nd in the amount of \$222.50 from South Brunswick Township Fire District #1 for their share of the adapter to perform gas meter calibrations in-house. The second deposit was made on February 6th in the amount of \$983.12 for three life insurance premium reimbursements.

Comm. Young reported that he distributed the 1099-MISC. forms to the appropriate payees.

Comm. Young reported that he signed the 1096 forms and that they will be mailed tomorrow.

Comm. Young reported that the 2015 budget was approved by the State and that we should be receiving the approved copy in the mail shortly.

Comm. Young reported that he will be closing out the 2014 financials and will have final numbers for the auditor prior to the March meeting.

E. Legislative Report

Comm. Potts reported that he and attorney Richard Braslow met with the Director and Assistant Director of State Assembly Leadership. The meeting was requested by the leadership to review legislation on the movement of fire district elections to November and the voluntary consolidation of fire districts.

Comm. Potts reported that the next meeting of the State Association of Fire Districts will be on March 7th at Station 20.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion/Approval on Renewal of the Lawn Maintenance Contract

Coordinator Smith reported that he received the 2015 renewal of the lawn maintenance contract from Alan Landscaping. Coordinator Smith reported that the total cost is \$5,350.00 for the two fire stations, which is the same cost as 2013 & 2014. Coordinator Smith clarified that the contract is for the weekly lawn maintenance and does not include a spring or fall cleanup at the

stations. Coordinator Smith recommended renewing the lawn maintenance contract with Alan Landscaping.

Comm. Wolfe made a motion to approve the renewal of the lawn maintenance contract with Alan Landscaping in the amount of \$5,350.00, seconded by Comm. Smith.

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

B. Discussion/Approval on Chief's Request – New Bail-Out Systems

Chief Smith reported that the line officers met with a salesman from All Hands Fire Equipment earlier this month to review the specifications of the new bail-out system that was discussed last year. Chief Smith reported that he received a quote in the amount of \$287.00 each. Chief Smith reported that he will be obtaining at least one additional quote, but requested permission to purchase 35 bail-out systems at a cost not to exceed \$10,045.00.

Comm. Smith made a motion to approve the Chief's request to purchase 35 bail-out systems at a cost not to exceed \$10,045.00, pending approval of the Fire District budget on Saturday February 21st, 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 Capital Projects and Alternative Funding Options

Chief Smith reported that he has been researching alternative funding options for the capital projects that were included in the 2015 Fire District budget.

With regard to the thermal imaging camera purchase, Chief Smith stated that he would like to pursue a grant from the Heritage Fund program offered by Fireman's Fund Insurance Company. Chief Smith reported that the insurance company has an agreement with the manufacturer of the desired camera to offer the units at a discounted rate. After a brief discussion, it was decided to move forward with submitting this grant request.

Chief Smith expressed his opinion that the vehicle extrication equipment replacement program should be completed as soon as possible, so as to improve the efficiency of operations on an accident scene. Chief Smith stated that he does not recommend pursuing a grant for funds for this project, as this could result in a lengthy delay in completion, and should instead purchase the equipment using capital funds once the budget is passed. Comm. Wolfe and Comm. Smith both agreed with Chief Smith's opinion that the replacement program should be completed as soon as possible. Chief Smith will obtain updated quotes and present them at an upcoming meeting.

Chief Smith reported that he has found two alternative funding options for the replacement of the brush truck. The first option is to submit a grant application via the FEMA Assistance to Firefighter's Grant program. Chief Smith reported that this is a competitive process that awards grant monies to US Fire Departments and EMS organizations and is the same grant that was successfully applied for in 2012. Chief Smith further reported that the application process typically opens in December. The second option Chief Smith reported is to reach out to local businesses for support. Chief Smith reported that he has spoken with a contact person from the

Bloomberg center on Ridge Road regarding the project, and that they requested a letter detailing the intended use of funds. After extensive discussion, it was agreed that Chief Smith will submit the letter on behalf of the Fire Department and that this topic could be discussed further should funding support be approved.

D. Items Timely and Important

Comm. Smith made a motion to approve the Coordinator's request to replace one burglar alarm keypad by Fire Security Technologies at a cost of \$730.00, seconded by Comm. Wolfe.

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

Regarding the Coordinator's request to authorize the annual firefighter physicals by Access Health Systems, a resolution will be placed on the agenda for approval at the next meeting.

Comm. Young reminded those present that the District re-organization meeting will be on Tuesday March 3rd.

Comm. Potts reported that the list of firefighters that qualified for LOSAP was posted following the January meeting and that those who did not qualify had 30 days to file a grievance. Comm. Potts further reported that the 30 days ends on Friday February 20th at which point the check can be mailed to Lincoln Financial Advisors.

9. VOUCHER LIST

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

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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:51 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2015

INCIDENT RUNS

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

42 Total Runs for 354.66 Man-Hours

DEPARTMENT ACTIVITIES

1 Board of Fire Commissioners Meeting
1 Chief's Meeting
1 Line Officer's Meeting
1 Regular Department Monthly Meeting
1 Relief Association Meeting
OEM Meeting
Meetings, Other
1 Work Night
Work Detail
2 Drills
7 Training Sessions
Parade/Wetdown
Public Relations
1 Stand-by Assignment (Non-Incident)
Viewing/Funeral

400.85 Man-Hours

Total Man-Hours for the Month: 755.51

Fire Safety:

Referrals Sent – 16

Responded to Scene – 2

Fire District Coordinator's Report February 17, 2015

- Public Works replaced the air conditioning system manifold hose on Car 210 (2005 Ford Expedition).
- We've been working on in-house vehicle maintenance since the start of the year, including oil changes on Car 200, Rescue 205 and Support Unit 207. The batteries and fuel filter have been replaced in 205. A section of exhaust pipe on Engine 208 that was rusted was replaced.
- Engine 204 went to Campbell Supply on 1-23-2015 to address an issue with the generator, which was determined to have been caused by a loose fuel line. The necessary repairs were made and the truck was back in service the same day.
- Quick Response Fire Protection was on site on 1-30-2015 to perform the quarterly sprinkler system at both stations. Both systems are in proper working order at this time.
- I received the 2015 price sheet for the firefighter physicals from Access Health Systems. All the prices remained the same from 2014. I have scheduled a tentative date for the physicals at the station for Thursday March 19th.
- I received a quote from Fire Security Technologies to replace the burglar alarm system keypad at Station 20 at the side door outside the member's room and gym, as the buttons stick when operating. The quote is in the amount of \$730.00 for parts and labor. I recommend replacing this keypad.

Insurance:

- I scheduled the annual audit of our worker's compensation coverage with a representative from Travelers for 2-17-2015.