

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

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

## *AGENDA* *May 18, 2015* *7:00 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 2015.
3. *Roll Call*
4. *Public Comment*
5. *Approval of Minutes*
  - A. April 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 Ground & Aerial Ladder Testing
  - B. Discussion/Approval on Hurst Equipment Preventive Maintenance
  - C. Discussion/Approval on Chief's Request to Purchase Gas Meters
  - D. Items Timely and Important
9. *Voucher List*

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

*Voucher List*

<i>A</i>	Republic Services #689	276.97
<i>B</i>	Kleen-Tec Maintenance, LLC	515.00
<i>C</i>	Verizon Wireless	321.30
<i>D</i>	PSE&G Co.	1,558.90
<i>E</i>	Verizon	375.95
<i>F</i>	Poland Spring Water Co.	41.40
<i>G</i>	Middlesex County Fire Academy	210.00
<i>H</i>	Scott Smith	191.42
<i>I</i>	Monmouth Junction Volunteer Fire Department	240.57
<i>J</i>	Monmouth Junction Volunteer Fire Department	60.00
<i>K</i>	Fire Security Technologies	252.00
<i>L</i>	Q.R.F.P. Special Services	400.00
<i>M</i>	Q.R.F.P. Special Services	268.48
<i>N</i>	Uni-Select USA, Inc.	44.44
<i>O</i>	McMaster-Carr	137.37
<i>P</i>	Minerva Cleaners	329.75
<i>Q</i>	Access Health	8,405.00
<i>R</i>	Direct Machinery Service Corp.	57.69
<i>S</i>	Firstline Locksmith, LLC	254.00
<i>T</i>	Fire and Safety Services, LTD	477.46
<i>U</i>	Donald C. Rodner, Inc.	582.96
<i>V</i>	Campbell Supply Company	3,118.64
<i>W</i>	Tasc Fire Apparatus, Inc.	42,469.75
<i>X</i>	Tasc Fire Apparatus, Inc.	10,859.00
<i>Y</i>	All Hands Fire Equipment	3,500.00
<i>Z</i>	Xerox Business Services LLC	910.00
<i>AA</i>	Electronic Measurement Labs, Inc.	277.00
<i>BB</i>	Agin Signs and Designs	900.00
<i>CC</i>	New Jersey Fire Equipment Co.	2,357.23
<i>DD</i>	ALAN LANDSCAPING	669.75
<i>E.E.</i>	OLSEN AIR CONDITION	1,150.00
<i>F.F.</i>	COMNINS Power systems	990.00

*approved 6/15/15*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
May 18, 2015

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairman Spahr at 7:00 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 April 20, 2015 regular meeting, seconded by Comm. Young.

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 April 2015 Activity Report (see attached).

Chief Smith reported that the Fire Department completed the two-day training on the new bail-out systems by All Hands Fire Equipment and has begun issuing the systems to the firefighters.

Chief Smith reported that representatives from the three Township Fire Departments participated in a joint recruitment effort at the High School last week. Going forward the membership committee will be reaching out to those individuals that expressed an interest in joining.

Chief Smith thanked the Commissioners for supporting the project to upgrade to the Hurst high pressure "Jaws of Life" system over the last three years that has now been completed.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Scott Smith reported that there is nothing new to discuss at this time.

#### **D. Treasurer's Report**

Comm. Young reported that there were two deposits since the last meeting. The first deposit was an electronic payment made on April 15<sup>th</sup> in the amount of \$1.41 from the Department of Homeland Security Treasury to close-out the 2012 FEMA Fire Act Grant. The second deposit was made on April 22<sup>nd</sup> in the amount of \$700.00 from South Brunswick Furniture Inc. for the use of Engine 204 for the special stand-by assignment at Ashley Furniture.

Comm. Young reported that the auditor is still working on the 2014 audit and that he has answered several questions and provided additional information as requested. Comm. Young further reported that he anticipates receiving the preliminary audit report shortly, which he will forward to the Commissioners for review and will place a discussion of the audit on the agenda for the next meeting.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier this afternoon.

#### **E. Legislative Report**

Comm. Potts reported that he will be meeting with Assemblyman Singleton to discuss several bills on behalf of the State Association of Fire Districts, as well as to discuss a sample bill the Assemblyman has proposed to move the fire district lines to be the same as the voting districts.

### **7. OLD BUSINESS**

There was no old business to discuss.

### **8. NEW BUSINESS**

#### **A. Discussion/Approval on Ground & Aerial Ladder Testing**

Coordinator Smith reported that he has obtained a quote from Diversified Inspections/ITL to perform the ground and aerial ladder testing in the amount of \$1,281.35.

Comm. Young made a motion to approve the ground and aerial ladder testing by Diversified Inspections/ITL at a cost not to exceed \$1,300.00, seconded by Comm. Wolfe.

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

#### **B. Discussion/Approval on Hurst Equipment Preventive Maintenance**

Coordinator Smith reported that he obtained a quote from TASC Fire Apparatus to perform the service on the existing Hurst pump and tools in the amount of \$825.00.

Comm. Smith made a motion to approve the preventive maintenance of the existing Hurst pump and tools at a cost of \$825.00, seconded by Comm. Wolfe.

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

#### **C. Discussion/Approval on Chief's Request to Purchase Gas Meters**

Chief Smith reported that he took several of the Fire Department's gas meters to Electronic Measurement Labs for calibration last week. During the calibration it was determined that two of the meters required replacement sensors that are no longer available as the meter has been discontinued by the manufacturer. Chief Smith requested permission to purchase two replacement gas meters with protective rubber boot and sample probe from Electronic Measurement Labs at a cost not to exceed \$1,700.00.

Comm. Smith made a motion to approve the purchase of two gas meters with accessories from Electronic Measurement Labs at a cost not to exceed \$1,700.00, seconded by Comm. Wolfe.  
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **D. Items Timely and Important**

Comm. Potts reported that a letter was received from the Township with a resolution that was passed by the Township Council approving the Commissioner's salaries for 2015.

#### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include three additional items; Item #DD to Alan Landscaping, LLC in the amount of \$668.75; Item #EE to Olson's Air Conditioning & Heating in the amount of \$1,150.00; and Item #FF to Cummins Power Systems, LLC in the amount of \$990.00.

Comm. Wolfe made a motion to approve the voucher list as amended, 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:23 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
April 2015

**INCIDENT RUNS**

Structure Fires  
Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
6 Trees, Brush, Grass, Mulch Fires  
2 Fires, Other  
2 Vehicle Extrications (Jaws)  
1 Motor Vehicle Accident (No Extrication)  
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)  
4 Haz-Mat Spill / Leak No Ignition  
Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
1 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  
1 Smoke Scare / Odor Removal / Problem  
13 System Malfunctions  
15 Unintentional System / Detector Operation  
4 False Calls  
Other

**50 Total Runs for 220.91 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**338.50 Man-Hours**

**Total Man-Hours for the Month: 559.41**

**Fire Safety:**

*Referrals Sent – 15*

*Responded to Scene – 6*

## Fire District Coordinator's Report May 18, 2015

- Quick Response Fire Protection was on site on 4-21-2015 to perform the quarterly sprinkler service at both stations. All systems are in proper working order at this time.
- Fire & Safety Services was on site on 4-21-2015 to complete the repairs to a discharge valve on Engine 206.
- Nat Alexander Co. was on site on 4-23-2015 to perform the flow testing on all air packs and respirators. One air pack was taken for a warranty repair.
- Olson's Heating & Air Conditioning was at Station 21 on 4-24-2015 to replace the water heater as approved last meeting.
- Truck #207 was taken to Campbell Supply Co. on 4-27-2015 for preventive maintenance. The service was completed and the truck was back in service on 5-1-2015. Two minor repairs that were made included a radiator hose leak as well as the cleaning and lubrication of the front and rear brake calipers. During the inspection they noted that both batteries failed load test, which we replaced in-house.
- We received notification from FEMA on 4-28-2015 that our successful 2012 Fire Act Grant has been officially closed out. All records must be maintained for at least 3 years.
- TASC Fire Apparatus was on site on 5-1-2015 to deliver the new Hurst high pressure rescue tools and install the new reels and pump in Rescue 205. It is my goal to have information prepared for next meeting to declare the old equipment surplus and list online for sale.
- Approved Fire Protection was on site on 5-11-2015 to perform the 6-month inspection on the kitchen hood fire suppression system, which is in proper working order at this time.
- Following the April Fire District meeting, we spoke with Cummins Power Systems regarding the maintenance agreement for the emergency generators. A mistake was made on the agreement discussed last meeting and the cost should be \$2,580.00 per year. After speaking with Comm. Smith and Comm. Young, the agreement was signed and returned. A technician was on site on 5-11-2015 to perform the 6-month service on the generators at both stations. Both generators are in proper working order at this time.
- Air & Gas Technologies was on site on 5-11-2015 to perform the 6-month service on the Bauer breathing air compressor.

- The Princeton First Aid & Rescue Squad, along with several of our members, participated in a confined space rescue drill at Station 20 on 5-12-2015 using our training vault. An insurance certificate, use agreement form, and sign-in sheet were submitted for the training and will be kept on file.
- Support Unit 207 was taken to Agin Signs on 5-14-2015 to have the reflective striping added to the sides and rear, which was completed later the same day.

**Insurance:**

- There is nothing new to report at this time.