

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

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

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

AGENDA
June 15, 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. May 18, 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 Station 20 Roof Preventive Maintenance
 - B. Discussion on 2014 Audit Report
 - C. Resolution #15-16, Acceptance of Audit Report for the Year 2014
 - D. Resolution #15-17, Declaration of Surplus Equipment
 - E. Items Timely and Important
9. ***Voucher List***

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

Voucher List

A	Republic Services #689	274.87	
B	Kleen-Tec Maintenance, LLC	415.00	
C	Verizon Wireless	321.28	
D	PSE&G Co.	1,312.47	
E	Verizon	378.65	
F	Poland Spring Water Co.	54.38	
G	Alan Landscaping, LLC	668.75	<i>moved to DD</i>
H	Electronic Measurement Labs, Inc.	1,688.00	
I	Approved Fire Protection Systems	147.50	
J	VFIS	2,351.17	
K	Monmouth Junction Volunteer Fire Department	8,595.01	
L	Monmouth Junction Volunteer Fire Department	1,023.28	
M	Continental Fire & Safety, Inc.	578.10	
N	Valley Distributors	217.17	
O	Thomson Reuters – West	80.00	
P	South Brunswick Township Water & Sewer Revenue	1,431.97	
Q	Trugreen Processing Center	500.00	
R	Donald C. Rodner, Inc.	223.04	
S	Douglas Wolfe	156.00	
T	IEH Auto Parts LLC	200.04	
U	Richard M. Braslow, Esq.	33.00	
V	Matt Pinter Door Company	440.00	
W	John J. Maley, Jr.	5,800.00	
X	Preferred Batteries	110.30	
Y	OK Enterprises, LLC	1,500.00	
Z	United Communications Corp.	206.80	
AA	Campbell Supply Company	650.63	
BB	Empire Fitness Services, Inc.	248.75	
CC	Fire Security Technologies, Inc.	2,620.00	
DD	<i>ALAN LANDSCAPING LLC</i>	<i>668.75</i>	

approved 7/20/15 JH

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 15, 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 May 18, 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 May 2015 Activity Report (see attached).

Chief Smith reported that the Township will be having their Independence Day fireworks celebration on Thursday July 2nd. All three Fire Departments will be providing fire protection for the event as in years past.

Chief Smith reported that the Fire Department has two new members, Jaleel Alston and Paul Goldilla.

Chief Smith reported that Lieutenant Mike Grennen will be out of service following surgery for approximately 4 weeks and that Engineer Dan Murphy will be acting Lieutenant.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on May 21st from the United States Treasury in the amount of \$8.00 for refund of 2014 withheld interest.

Comm. Young reported that the 2014 audit was finalized on June 8th and will be discussed further under New Business.

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

E. Legislative Report

Comm. Potts reviewed the June 2015 Legislative Report (see attached).

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion/Approval on Station 20 Roof Preventive Maintenance

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$1,772.68. Coordinator Smith recommended renewing the roof preventive maintenance contract with Roth Bros.

Comm. Smith made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$1,772.68, seconded by Comm. Wolfe.

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

B. Discussion on 2014 Audit Report

Comm. Young reported that he forwarded the draft of the audit to the Commissioners earlier this month for review. Several minor changes including dates and spelling were made and the document was returned to the auditor. Comm. Young reported that all financial numbers were correct and no findings were identified by the auditor.

Comm. Young reported that all documentation was given to Comm. Potts, who will have the audit synopsis published in the newspaper twice then forward the information to the DCA.

C. Resolution #15-16, Acceptance of Audit Report for the Year 2014

Comm. Wolfe made a motion to approve Resolution #15-16, seconded by Comm. Smith.

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

D. Resolution #15-17, Declaration of Surplus Equipment

Coordinator Smith reported that he compiled a list of the old Hurst rescue equipment, including the gathering of model and serial numbers and the taking of pictures. Coordinator Smith

recommended posting the equipment in one auction on the GovDeals.com website at a starting price of \$8,000.00, upon the Board passing the resolution to declare the equipment as surplus.

Comm. Smith made a motion to approve Resolution #15-17, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Wolfe made a motion to post the surplus equipment in one auction on the GovDeals.com website at a starting price of \$8,000.00, seconded by Comm. Young.

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

D. Items Timely and Important

There were no items timely and important to discuss.

9. VOUCHER LIST

Comm. Young reported that there was one change to the voucher list as posted. Item #G to Alan Landscaping, LLC in the amount of \$668.75 was moved to Item #DD.

Comm. Smith made a motion to approve the voucher list as amended, 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2015

INCIDENT RUNS

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

49 Total Runs for 272.18 Man-Hours

DEPARTMENT ACTIVITIES

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

169.76 Man-Hours

Total Man-Hours for the Month: 441.94

Fire Safety:

Referrals Sent – 13

Responded to Scene – 6

Fire District Coordinator's Report June 15, 2015

- Trugreen performed the lawn treatment at both stations on 5-28-2015.
- Donald C. Rodner, Inc. was at Station 20 on 5-29-2015 to perform the quarterly service on the HVAC systems. All items are in working order at this time. The tech also installed the vent cap on the meeting room heater.
- Fire & Safety Services was on site on 6-1 & 6-2-2015 to perform the preventive maintenance service on Engine 206. We will be receiving the inspection report shortly with a list of any discrepancies found during the service.
- Station 20 was used as a polling location for the primary election on 6-2-2015.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 6-3-2015. The back-up batteries in the alarm panel at Station 20 were identified as needing to be replaced. Replacement batteries have been ordered.
- Support Unit 207 was at Campbell Supply Co. on 6-2 & 6-3-2015 to address several items, including transmission service, repair of a transmission leak, greasing of the chassis, and repair of the reverse lights/alarm.
- Engine 208 was taken to Campbell Supply Co. on 6-8-2015 for its annual preventive maintenance service. A list of discrepancies was received and the list reviewed with Commissioners Wolfe & Smith. Campbell has been advised to repair several issues or provide a quote, while remaining items will be repaired in-house upon return of the truck or no action taken.
- Matt Pinter Door Company performed preventive maintenance on the engine bay doors at both station on 6-9-2015. The only repair was the replacement of a damaged hinge on a bay door at Station 20.
- The Township DPW Road Dept. was at Station 20 on 6-9-2015 to mill and pave two small sections in the parking lot that were breaking apart. As previously approved, the driveways will be sealed sometime in the next two months.
- Empire Fitness Services was at Station 20 on 6-10-2015 to service the gym equipment. All equipment is in good condition. They will provide a quote to replace a couple worn-out parts with the treadmills.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$2,351.17 for the third installment of the Group Term Life Policy.

Fire District #2 South Brunswick Township

Legislative Report 6-15-2015

A-2996 Requires removal of snow from covered Fire Hydrants and Locater Poles. The Governor conditionally vetoed the bill. The Assembly passed the bill in concurrence with the Governors recommendations as follows.

The bill as written would give the Division of Local Government Services within the Department of Community Affairs the obligation to promulgate regulations governing Fire Hydrants. The regulation of hydrants is appropriately in the purview of the Division of Fire Safety, not Local Government Services. The Governor also made the bill permissible not mandatory.

A-1698 Requires fire suppression systems in all newly constructed homes. The Governor has again for the third time conditionally vetoed this bill. The Governor's veto eliminates fire suppression systems in all new constructed homes except as follows.

Governor's veto message Insert new section to read as follows. I the Commissioner of the Department of Community Affairs shall undertake a review to determine whether the Uniform Construction Code should be amended to require the installation of fire suppression systems in all newly constructed townhouses. If the Commissioner determines that it is appropriate to mandate the installation of Fire Suppression Systems in newly constructed townhouses, the Commissioner shall amend the uniform construction Code accordingly.

S-2454 The bill in committee has been changed. The original bill moved the approval I for capital expenditures to the Division of Fire Safety. That condition is now back with the Local Finance Board.

A2947, Dancer Singelton bill- election date change. Capital expenditures, budgets would not be voted on as long as they were under CAP. Meet with Assemblyman Singelton May 19. Issues as to makeup of ballot on machines. Meet with Singelton and County Clerks Association on June 4th. Looked at all possible make ups of ballots . County clerks of the opinion they would be able to accommodate Fire District elections on same ballot in the General Election.

Respectfully Submitted

Roger S. Potts

RESOLUTION # 15-16

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2014 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

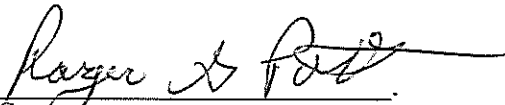
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2014, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON JUNE 15, 2015.

6/15/2015
Date


Secretary

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Township of South Brunswick Fire District No. 2, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2014, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young

Roger S. Potts

Douglas Wolfe

Charles A. Spahr
Charles M. Smith
Thomas A. Young
Roger S. Potts
Douglas A. Wolfe

Sworn to and subscribed before me

this 15 day of JUNE, 2015.

Notary Public of New Jersey

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

Resolution #15-17

Declaration of Surplus Equipment

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick has determined that the following property:

Honda 5.5 HP Gasoline Hurst Jaws of Life Power Unit
Model # JL-4GH-SI
Serial # 02013

Honda 2.5 HP Gasoline Hurst "Mini-Mate" Jaws of Life Power Unit
Model # GXH50
Serial # 60882

Chrysler Corp. 2-Cycle Jaws of Life Power Unit
Model # 70023
Serial # 1497

Honeywell 12-Volt DC ¼ HP Jaws of Life Power Unit
Model # BA 3614-304-9-48P
Serial # Unknown

Hurst Model ML-32 Jaws of Life Spreader
Serial # 87277

Hurst Model # 32-A Jaws of Life Spreader
Serial # Unknown

Hurst Model O-150 Jaws of Life Cutter
Serial # 0448

Hurst Model JL-MOC Jaws of Life Cutter
Serial # 14294

Hurst Model ML-16S II Maverick Jaws of Life Combination Cutter/Spreader
Serial # 121096

Hurst Model JL-20C Jaws of Life Extension Ram
Serial # N13799

Hurst Model JL-20C Jaws of Life Extension Ram
Serial # 43134

Hurst Model JL-30C Jaws of Life Extension Ram
Serial # N13671

Hurst Model JL-30C Jaws of Life Extension Ram
Serial # 33817

Hurst Model JL-60C Jaws of Life Extension Ram
Serial # N13790

Hurst Model JL-60C Jaws of Life Extension Ram
Serial # 36432TV

Hannay 12-Volt Electric Reel with 100 Foot Hurst Hydraulic Hose Color Green
Model # EF 2016-17-18 LB H10.5M
Serial # 1831443
Manufactured 2/2008

Hannay 12-Volt Electric Reel with 100 Foot Hurst Hydraulic Hose Color Blue
Model # EF 2016-17-18 RB H10.5M
Serial # 1831444
Manufactured 2/2008

Hannay Reel with 100 Feet Hurst Hydraulic Hose Color Orange
Model # F-2016-17-18 H10M
Serial # 1004829
Manufactured 6/1996

Hannay Reel with 100 Feet Hurst Hydraulic Hose Color Green
Model # F-2016-17-18 H10M
Serial # 1004828
Manufactured 6/1996

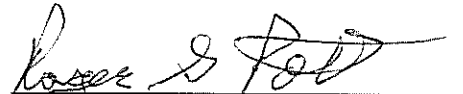
Hurst 33-Foot Jaws of Life Hydraulic Hose Color Green
No Model or Serial Number

Hurst 33-Foot Jaws of Life Hydraulic Hose Color Blue
No Model or Serial Number

is no longer needed for public use; and

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick deem the property to be surplus;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners, Fire District #2 of the Township of South Brunswick in the County of Middlesex, State of New Jersey, that the Board of Fire Commissioners, Fire District #2 Township of South Brunswick is hereby authorized to sell the surplus personal property as indicated at either Public Auction or by the advertised Bid Process. If the property so described has no monetary value it shall be disposed of as junk.



Roger S. Potts / Secretary