

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 *August 17, 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. July 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. Update of Online Auction of Surplus Equipment
8. *New Business*
 - A. Discussion/Approval on Hose Testing & Hose Purchase
 - B. Items Timely and Important
9. *Voucher List*

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

Voucher List

<i>A</i>	Republic Services #689	276.33
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	276.80
<i>D</i>	PSE&G Co.	1,945.48
<i>E</i>	Verizon	379.67
<i>F</i>	Poland Spring Water Co.	130.77
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Quaker Safety Products Corporation	148.00
<i>I</i>	Absolute Fire Protection Company, Inc.	160.52
<i>J</i>	Valley Distributors, Inc.	86.10
<i>K</i>	Air & Gas Technologies	1,469.74
<i>L</i>	East Coast Emergency Lighting, Inc.	855.29
<i>M</i>	All Hands Fire Equipment	128.93
<i>N</i>	Nat Alexander Company	80.30
<i>O</i>	Monmouth Junction Volunteer Fire Department	8,750.00
<i>P</i>	Main Electric Supply Company, Inc.	57.86
<i>Q</i>	Somerset County Emergency Services Training Academy	800.00
<i>R</i>	New Jersey Fire Equipment Co.	1,140.00
<i>S</i>	Access Health	270.00
<i>T</i>	Witmer Public Safety Group, Inc.	361.60
<i>U</i>	Scott Smith	55.92
<i>V</i>	Edwards Tire Co., Inc.	592.00
<i>W</i>	Continental Fire & Safety, Inc.	202.50
<i>X</i>	Continental Fire & Safety, Inc.	3,599.99
<i>Y</i>	Karl's Tire Service, Inc.	201.35
<i>Z</i>	Mercer County Community College	730.00
<i>AA</i>	Mercer County Community College	325.00
<i>BB</i>	IEH Auto Parts LLC	187.00
<i>CC</i>	Donald C. Rodner, Inc.	582.96
<i>DD</i>	Tasc Fire Apparatus Inc.	825.00
<i>EE</i>	Tasc Fire Apparatus Inc.	360.00
<i>FF</i>	Roth Bros., Inc.	1,772.68
<i>GG</i>	CONTINENTAL FIRE & SAFETY, INC.	785.40
<i>HH</i>	DELL MARKETING L.P.	1,462.35
<i>II</i>	CAMPBELL SUPPLY CO.	1,382.29

approved 9-21-15 JP

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 17, 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. Young made a motion to approve the minutes of the July 20, 2015 regular meeting, seconded by Comm. Wolfe.

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 July 2015 Activity Report (see attached).

Chief Smith reported that the Fire Department participated in the Police Department's National Night Out event at Rowland Park on August 4th.

Chief Smith reported that member Tyler Goldin has successfully completed Firefighter I.

Chief Smith reported that former member D.J. Pollard has re-joined the Fire Department and has completed his physical and all mandatory training.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

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

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier this afternoon. Comm. Young added that all finances are in order with no budget concerns thus far this year.

Comm. Smith reported that he will be obtaining quotes to complete several maintenance projects at Station 21 before the end of the year.

E. Legislative Report

Comm. Potts reported that a bill is being produced to force municipalities and fire districts that over-paid into LOSAP accounts to recover those funds.

Chairman Spahr raised the question that in the event an individual is a member of both a Fire Department and a First Aid Squad, if that member can only receive the max between the two agencies. Comm. Potts clarified that an individual could only have one account if the program is being paid by the same provider. Comm. Potts further reported that if a Fire District is providing LOSAP for the Fire Department and the municipality is providing LOSAP for the First Aid Squad, the member can have two separate accounts.

7. OLD BUSINESS

A. Update of Online Auction of Surplus Equipment

Coordinator Smith reported that the extrication equipment declared surplus at the Fire District meeting in June was re-listed on the GovDeals.com website from July 22nd to August 5th with a starting price of \$3,000.00. Coordinator Smith further reported that the auction received several bids and was won by Joseph M. Martin from Eastern District Fire & Rescue Service in Midway, GA for a final sale price of \$4,772.00. Coordinator Smith reported that after the auction fees are removed, the District will receive a check in the coming weeks in the amount of \$4,533.40. Coordinator Smith further reported that the equipment was picked up on August 10th and all auction paperwork has been completed.

8. NEW BUSINESS

A. Discussion/Approval on Hose Testing & Hose Purchase

Coordinator Smith reported that the hose testing was completed by Waterway, Inc. last year in November and would like to move up the testing to September or October. Coordinator Smith further reported that several lengths of hose will be removed from service prior to testing due to age. Coordinator Smith requested permission to have Waterway, Inc. perform the hose testing at a cost not to exceed \$2,500.00.

Comm. Smith made a motion to approve the hose testing by Waterway, Inc. at a cost not to exceed \$2,500.00, seconded by Comm. Young.

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

Chief Smith reported that as he brought up last month, the line officers have been gathering information to replace the hose in the high-rise packs with a lighter weight brand. Chief Smith

reported that he spoke with several vendors and performed flow testing on two different brands of light-weight hose. Chief Smith reported that after the testing, the officers would like to purchase Key fire hose and requested permission to spend up to \$1,300.00 for several lengths of 1-3/4" and 2-1/2" hose.

Comm. Potts made a motion to approve the purchase of Key fire hose from Continental Fire & Safety 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. Items Timely and Important

Chairman Spahr reported that he received an email last week from Tri-State Light & Energy, which is the company that performed the energy surveys and upgrades at both fire stations several years ago, stating that new funding is available for energy-saving grant programs. Chairman Spahr reported that he spoke with a representative and scheduled a meeting for tomorrow to review the program. Chairman Spahr further reported that the Board may want to consider pursuing funding for the ductwork and equipment replacement for the office HVAC system at Station 20 as recommended in the engineering study performed last year, as well as replacement of the engine bay heaters at Station 21. Chairman Spahr reported that he will meet with the representative and report back.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item GG to Continental Fire & Safety, Inc. in the amount of \$785.40; Item HH to Dell Marketing L.P. in the amount of \$1,462.35; and Item II to Campbell Supply Co. in the amount of \$1,382.29.

Comm. Potts 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:27 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2015

INCIDENT RUNS

- 1 Structure Fires
- 1 Vehicle Fires
 - Dumpster/Compactor/Trash/Refuse Fires
- 5 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 1 Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
- 1 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
- 3 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
- Assist Police / EMS / Landing Zone
- 1 Stand-By / Cover Assignment
- Dispatched & Cancelled En Route
- Smoke Scare / Odor Removal / Problem
- 11 System Malfunctions
- 7 Unintentional System / Detector Operation
- 1 False Calls
- Other

41 Total Runs for 428.35 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
- Meetings, Other
- 2 Work Night
- Work Detail
- 1 Drills
- 5 Training Sessions
- Parade/Wetdown
- 1 Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

219.03 Man-Hours

Total Man-Hours for the Month: 647.38

Fire Safety:

Referrals Sent – 10

Responded to Scene – 2

Fire District Coordinator's Report August 17, 2015

- Public Works completed brake line and exhaust system replacement on Car 210 (2005 Ford Expedition) on 7-24-2015.
- A mechanic from Campbell Supply Co. was on site on 7-28-15 to replace the odometer in Engine 208 and diagnose a problem with the booster reel. The mechanic returned on 8-10-2015 to replace the swivel in the booster reel and the supply hose from the pump to the reel, which had a cracked outer jacket.
- Quick Response Fire Protection completed the annual sprinkler system inspection at both stations on 7-31-2015. All systems are in proper working order at this time.
- Engine 206's thermal imaging camera came back from the manufacturer on 7-31-2015. The unit was repaired and completely refurbished and looks like new. As discussed and approved last month, Bullard is not ready to begin the technology upgrades to our model camera. They anticipate starting the upgrades in October or November at which point we will ship our camera back to Bullard.
- Roth Bros. Inc. was at Station 20 on 8-4-2015 to perform the roof preventive maintenance. Several spots were sealed. Overall the roof is in good condition.
- Engines 204 & 208 were taken to Karl's Tire Service on Route 130 in North Brunswick on 8-7-2015 to have the rear tandem tires/rims swapped, as the tires on 204 are newer and have relatively few miles on them. One tire with a damaged tread was replaced. The older tires now on 204 have adequate tread remaining at this time, which should last until the vehicle is replaced in the not-too-distant future.
- Donald C. Rodner, Inc. was at Station 20 on 8-10-2015 to perform the quarterly preventive maintenance on the HVAC systems. Filters were changed and belts adjusted as needed.
- Tower 201 was back from its preventive maintenance service by Fire & Safety Services on 8-12-2015.

Insurance:

- I met with a representative from VFIS on 7-30-2015 to perform a risk control survey. Surveys are completed every 3 to 5 years and look at among other items past insurance claims, fire station construction and protective systems, incident statistics, and the driver training program. We received high praise from the rep for our record keeping and operating procedures, as well as building/equipment maintenance and appearance. We will be receiving a follow-up report detailing any suggestions or possible areas of improvement, which are recommendations and not required.