

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
September 21, 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. August 17, 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 on Energy Program
8. ***New Business***
 - A. Resolution #15-18, Declaration of Surplus Equipment
 - B. Discussion/Approval on Capital Purchase of Thermal Imaging Camera
 - C. Discussion/Approval on Vehicle Equipment Upgrades
 - D. Discussion on Proposed Vehicle Replacement Schedule
 - E. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	275.21	
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00	
<i>C</i>	Verizon Wireless	276.80	
<i>D</i>	PSE&G Co.	1,940.21	
<i>E</i>	Verizon	377.47	
<i>F</i>	Ready Refresh	117.79	
<i>G</i>	Alan Landscaping, LLC	668.75	<i>MOVED TO AC</i>
<i>H</i>	Nat Alexander Company	1,296.00	
<i>I</i>	VFIS	2,351.18	
<i>J</i>	Monmouth Junction Volunteer Fire Department	221.00	
<i>K</i>	Scott Smith	236.41	
<i>L</i>	Q.R.F.P. Special Services	675.00	
<i>M</i>	South Brunswick Township Water & Sewer Revenue	1,431.97	
<i>N</i>	Main Electric Supply Company, Inc.	261.85	
<i>O</i>	Adam Kinder	133.75	
<i>P</i>	OK Enterprises, LLC	1,600.00	
<i>Q</i>	Agin Signs and Designs	350.00	
<i>R</i>	Skylands Area Fire Equipment & Training LLC	510.00	
<i>S</i>	Paramount Exterminating Co.	75.00	
<i>T</i>	Empire Fitness Services, Inc.	98.75	
<i>U</i>	Continental Fire & Safety	924.96	
<i>V</i>	Witmer Public Safety Group, Inc.	602.50	
<i>W</i>	Preferred Batteries	73.98	
<i>X</i>	Waterway New Jersey LLC	2,237.52	
<i>Y</i>	Somerset County Emergency Services Training Academy	300.00	
<i>Z</i>	Fire and Safety Services, LTD	310.00	
<i>AA</i>	Fire and Safety Services, LTD	13,304.26	✓
<i>AB</i>	<i>KC SERVICE</i>	<i>134.59</i>	
<i>AC</i>	<i>ALAN LANDSCAPING LLC</i>	<i>668.75</i>	
<i>AD</i>	<i>VFIS</i>	<i>591.00</i>	

Approved 10-19-15 JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 21, 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

Fire Department President Steve Grennen and Asst. Secretary Chris Paskovich asked the Board if they would consider revising the District’s policy on the use of the weight room at Station 20 by allowing additional family members to use the room. After some discussion, Comm. Young offered to meet with members of the Fire Department to discuss possible revisions to the policy. Coordinator Smith will investigate insurance concerns on this topic and also participate in the discussion process.

5. APPROVAL OF MINUTES

Comm. Young made a motion to approve the minutes of the August 17, 2015 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 August 2015 Activity Report (see attached).

Chief Smith reported that the Fire Department will not be holding the Fire Prevention Week open house this year and will investigate options for next year.

B. District Coordinator’s Report

Coordinator Scott Smith reviewed the September 2015 Coordinator’s Report (see attached).

C. Insurance Chairman’s Report

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

Coordinator Smith also reported that a second invoice to VFIS was added to the voucher list for renewal of the Special Risk policy in the amount of \$591.00.

D. Treasurer's Report

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on August 26th from Gov Deals Inc. in the amount of \$4,533.40 for the sale of the surplus vehicle extrication equipment. The second deposit was made on September 11th from South Brunswick Township in the amount of \$300.00 for the first half 2015 dedicated penalties.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier this afternoon. Comm. Young added that he reviewed the financials with Coordinator Smith and will continue to monitor the various accounts.

Comm. Young reported that on September 2nd he received the Local Finance Notice with instructions and guidelines for the 2016 budget. Comm. Young further reported that he is in the process of reviewing the instructions and will be starting the discussions at next month's meeting. Comm. Young anticipates having a budget first cut next month, a detailed review at the November meeting, and a special meeting the first Monday in December to finalize the budget.

E. Legislative Report

Comm. Potts reported that the legislators are inactive until after the November elections.

Comm. Potts reported that there was a great deal of discussion at the Fire Safety Commission Meeting and the Fire Chief's Meeting last week in Wildwood regarding OPRA requests submitted to numerous fire districts throughout the State by Smart Procure in Florida. The requests have been for electronic records of the purchase orders from the last 5 years in order to sell the information to companies wishing to do business with fire districts. Comm. Potts reported that several legislators have voiced their displeasure of the requests as this is not the intent of OPRA.

Comm. Young reported that Coordinator Smith received this request from Smart Procure and expressed his opinion that the Board should contact District Attorney Richard Braslow to discuss. Comm. Potts reported that Mr. Braslow has been contacted by several other fire districts and will contact him this week to discuss.

7. OLD BUSINESS

A. Update on Energy Program

Coordinator Smith reported that Chairman Spahr, Comm. Smith and himself met with a representative from Tri-State Light & Energy on August 18th to discuss the Clean Energy Direct Install Program. Coordinator Smith further reported that he completed applications for the program and provided copies of the last 12 months of energy bills for each station. Comm. Smith and Chairman Spahr met with program auditors to tour both fire stations to determine eligibility for the program on September 3rd. Coordinator Smith reported that a proposal for upgrades to Station 21 has been received, but are still waiting for the report for Station 20.

Chairman Spahr reported that the engine bay heaters at Station 21, which are original to that building, are not eligible for replacement with the program. Chairman Spahr further reported that only the lighting at Station 21 is eligible to be replaced, but that there is a question as to if the replacement fixtures will provide less illumination than the lighting that was installed several years ago under the same program. Chairman Spahr also reported that the heating and air conditioning equipment for the Station 20 meeting room and office do not qualify for replacement with the program.

8. NEW BUSINESS

A. Resolution #15-18, Declaration of Surplus Equipment

Comm. Young made a motion to approve Resolution #15-18, seconded by Comm. Wolfe.

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

Coordinator Smith made a recommendation to donate the Partner Rescue Saw to the Township Public Works, as they expressed an interest in the saw when approached by Comm. Smith. Coordinator Smith further recommended donating the Scott Rapid Intervention Air Supply Source to one of the other fire companies in town as they provide rapid intervention services to mutual aid companies and both have expressed an interest. Coordinator Smith recommended posting the Itronix laptop computer and the hose fittings/adapters/hardware on the GovDeals.com auction website.

Comm. Smith made a motion to donate the Partner Rescue Saw to Public Works, to donate the Rapid Intervention Air Supply to one of the in-town fire companies, and list the Itronix laptop computer and the hose fittings/adapters/hardware on the GovDeals.com auction website, seconded by Comm. Potts.

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

B. Discussion/Approval on Capital Purchase of Thermal Imaging Camera

Chief Smith reported that he submitted an application to the Fireman's Fund Insurance Company's Heritage Fund Grant Program back in February. Chief Smith further reported that the insurance company has since been sold and that there are no details available on their website for contact information or forms for new applications regarding the grant program.

Chief Smith reported that he has obtained a quote under New Jersey State Contract from Continental Fire & Safety of \$11,851.56 for a new Bullard T4X thermal imaging camera and vehicle charger, which includes a trade-in discount of \$500.00 for an old camera.

Comm. Smith made a motion to approve the purchase of a new thermal imaging camera from Continental Fire & Safety at a cost of \$11,851.56, 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 Vehicle Equipment Upgrades

Chief Smith reported that the air pack brackets in the cab jump seats on Engine #208 were replaced last year with a bracket that allows for easier removal of the air packs and is more secure. Chief Smith further reported that the line officers would like to have the same brackets installed in Truck #201. Chief Smith reported that he obtained two quotes and requested permission to spend up to \$3,100.00 to replace the air pack brackets.

Comm. Wolfe made a motion to approve the replacement of the air pack brackets in Truck #201 at a cost not to exceed \$3,100.00, 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 over the last couple years, the line officers have been exploring options to increase the visibility of the emergency vehicles on incident scenes which so far has included the installation of reflective striping. Chief Smith further reported that the line officers would like to have the emergency lighting on Engine #208 upgraded to LED lighting. Chief Smith reported that he obtained a quote from East Coast Emergency Lighting of \$3,363.12 under New Jersey State Contract.

Comm. Smith made a motion to approve the upgrade of the emergency lighting to Engine #208 by East Coast Emergency Lighting at a cost of \$3,363.12, seconded by Comm. Potts.

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

D. Discussion on Proposed Vehicle Replacement Schedule

Coordinator Smith gave a presentation to the Board detailing a proposed replacement schedule he has drafted for the vehicle fleet. Coordinator Smith reported that it was his intent to create the schedule to assist with future budget planning as well as to assist the Fire Department officers as vehicle specifications are drafted. Coordinator Smith reviewed the documentation, which includes information on each current vehicle and their proposed replacement cycle, as well as a spreadsheet which shows the schedule over the next 20 years. Also included with the presentation was a breakdown of the maintenance and repair expenses for each vehicle since January 1, 2014. Coordinator Smith reported that he drafted the replacement schedule based on his research regarding NFPA standards, Insurance Services Office requirements, recommendations from the 2008 Township Fire Protection Master Plan, and discussions with Fire Department officers and firefighters and members of the Board of Fire Commissioners.

Following Coordinator Smith's presentation, Comm. Young reported that the District would have to bond for the next large apparatus if purchased in the next couple years. Comm. Young further reported that he will monetize the replacement schedule to see what type of impact it will have on the tax rate in the future. Comm. Young reported that with the bond on Station 20 being paid off next year, the Board should be able to contribute more funds to capital for future large expenditures after 2016.

Comm. Young reported that the District received voter approval for the purchase of a new brush truck in the 2015 budget, but only allocated \$9,000.00 for the 10% matching funds to submit a

FEMA Fire Act grant. Comm. Young further reported that if the Commissioners decided to fund the entire purchase, it would just be a matter of allocating the capital funds which are available.

Coordinator Smith reported that as first discussed last year, the price of a new brush truck using the tank, pump and booster reel off the current truck was over \$100,000.00. Coordinator Smith reported that in preparation of applying for the grant when the program opens in November or December, he attended a grant writing seminar last month. Coordinator Smith reported that the grant process, from application until all awards have been issued or denial letters sent takes over a year. Coordinator Smith further reported that the likelihood of receiving an award for a brush truck is extremely unlikely, and that the competition for replacement vehicles in general is very competitive with requests far exceeding available funding. Coordinator Smith reported that after much research, he has a price for a new brush truck of under \$60,000.00. Coordinator Smith expressed his opinion that if the Board would provide full funding for the brush truck in 2016, then he would avoid applying for the grant when it would require a great deal of time and most likely be unsuccessful. Coordinator Smith reported that a truck committee has been formed to start the spec writing process for a new engine. Coordinator Smith reported that delivery of a new engine would take about 10 to 12 months, and recommended budgeting for the new engine in 2016 to replace Engine 204 which is 27 years old this year.

Coordinator Smith recommended to the Board to replace the pick-up truck this year, which is 18 years old and has approximately 70,000 miles. Coordinator Smith reported that he has obtained pricing for the vehicle, lettering and associated equipment, and has a total cost of under \$40,000.00. Comm. Wolfe and Comm. Smith both expressed their opinions that the truck should be replaced this year. Comm. Young reported that the District has allocated funding in the budget the last 5 years to replace the truck, and that there are funds in the O-11 line item to purchase the vehicle this year.

Comm. Smith made a motion to approve the purchase of a replacement pick-up truck at a total cost not to exceed \$40,000.00, seconded by Comm. Wolfe.

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

E. Items Timely and Important

Comm. Young made a motion to approve Resolution #15-19, Authorizing Award of Contract Relative to the Purchase of a 2016 Ford F-250 4-Wheel Drive Pick-Up Truck, seconded by Comm. Smith.

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

9. VOUCHER LIST

Comm. Young reported that there is one change and two additions to the voucher list as posted. Item #G to Alan Landscaping, LLC has been moved to Item #AC. Item #AB to K.C. Service in the amount of \$134.59 and Item #AD to VFIS in the amount of \$591.00 have been added.

Comm. Potts 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. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:36 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2015

INCIDENT RUNS

1	Structure Fires
3	Vehicle Fires
	Dumpster/Compactor/Trash/Refuse Fires
3	Trees, Brush, Grass, Mulch Fires
1	Fires, Other
2	Vehicle Extrications (Jaws)
	Motor Vehicle Accident (No Extrication)
2	Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
2	Haz-Mat Spill / Leak No Ignition
4	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
2	Stand-By / Cover Assignment
	Dispatched & Cancelled En Route
	Smoke Scare / Odor Removal / Problem
14	System Malfunctions
10	Unintentional System / Detector Operation
4	False Calls
	Other

51 Total Runs for 300.33 Man-Hours

DEPARTMENT ACTIVITIES

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

187.75 Man-Hours

Total Man-Hours for the Month: 488.08

Fire Safety:

Referrals Sent – 11

Responded to Scene – 5

Fire District Coordinator's Report September 21, 2015

- Approved Fire Protection was on site on 9-2-2015 to perform the annual inspection of the portable fire extinguishers on the trucks and in the stations. A total of 26 extinguishers were inspected. Six extinguishers needed hydro-testing and were taken, tested and returned; 3 dry chemical extinguishers had their service life expire and were disposed of and replaced, and 1 additional extinguisher was purchased as a spare.
- A mechanic from Fire & Safety Services was on site on 9-2-2015 to diagnose an issue with the foam system on Engine 206. A strainer had to be flushed and the system appears to be working properly at this time.
- A repairman from Empire Fitness was at the station on 9-4-2015 to look at one of the treadmills, which was displaying an error code. It was determined that the elevation motor had failed and would need to be replaced. I received a phone call from Empire Fitness on 9-9-2015 and was informed that a replacement part is no longer available. The machine is still usable at this time with the exception of the incline feature. I am in the process of gathering information for replacement.
- The annual hose testing was completed by Waterway, Inc. on 9-8-2015. Two lengths of 1-3/4" hose and three lengths of 5" hose failed testing. One of the 1-3/4" lengths was purchased last year. I dropped off the 5" hose and the newer length of 1-3/4" hose to vendor SAFE-T to have it shipped back to the manufacturer for repair. Prior to testing, we removed 6 lengths of 1-3/4" hose from service that was from 1988 or 1992. One other length of 1-3/4" hose was recently removed from service after developing a leak during training. I have ordered 5 lengths of replacement 1-3/4" hose, which was under \$1,000.00 as quoted.
- Paramount Exterminating Co. was at Station 21 on 9-8-2015 to perform a treatment of the building.
- Car 200 was taken to Agin Signs on 9-8-2015 for replacement of the reflective striping on the rear passenger doors.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$2,351.18 for the quarterly installment for the Group Term life coverage.

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

Resolution #15-18

Declaration of Surplus Equipment

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

Partner Rescue Saw

Model # K1200 Mark II; Serial # 6490195

Scott Rapid Intervention Team (RIT) Air Supply Source

Model # Rit-Pak I; Serial # 30600046

Itronix Laptop Computer

Model # IX260; Serial # ZZGEG3266ZZ0271

Miscellaneous Hose Fittings/Adapters/Hardware (38 Total Pieces)

- Akron 1.5" Adjustable Gallonage Fog Nozzle (Qty. 3)
- Akron 2.5" Nozzle (Qty. 2)
- Akron Style 772 Hose Jacket (Qty. 1)
- Hard Suction Strainers (Qty. 2)
- 4.5" NH Female x 4" Storz Intake Valve with cap (Qty. 2)
- 4.5" NH Female x 4" Storz Adapter (Qty. 2)
- 6" NH Female x 4" Storz Adapter (Qty. 2)
- 6" NH Female x 4" Storz 30-Degree Elbow Adapter with cap (Qty. 2)
- 3" NH Female x 4" Storz 30-Degree Elbow Adapter (Qty. 1)
- 3" NH Female x 4" Storz 30-Degree Elbow Adapter with cap (Qty. 1)
- 4" NH Male x 4" Storz Adapter (Qty. 1)
- 6" NH Female x 4" NH Male Adapter (Qty. 1)
- 4" Storz x (2) 2.5" NH Female Siamese (Qty. 2)
- 3" NH Female x 2.5" NH Female Adapter (Qty. 1)
- 2.5" NH Female x 4" Storz Adapter (Qty. 1)
- 4" NH Female x 4" Storz Adapter (Qty. 1)
- 5" NH Female x 4" Storz Adapter (Qty. 4)
- 2.5" NH Double Female Adapter (Qty. 3)
- 2.5" NH Double Male Adapter (Qty. 1)
- 1.5" NH Double Male Adapter (Qty. 1)
- 6" NH Female Cap (Qty. 4)


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

Adopted 5 - 0 on 9-21-15 

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

Resolution #15-19

Authorizing Award of Contract Relative to the Purchase
of a 2016 Ford F-250 4-Wheel Drive Pick-Up Truck

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2, pursuant to N.J.S.A. 40A:11-12a, may without advertising for bids, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, N.J.A.C. 5:34-7.29(c) requires contracts awarded under a State Cooperative Purchasing contract that are in excess of the contracting units bid threshold shall be made by resolution of the governing body; and

WHEREAS, the District Coordinator has solicited a quotation for the equipment, and

WHEREAS, BEYER FLEET has submitted a quotation under NEW JERSEY STATE CONTRACT #A88727 and,

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 have determined it appropriate to award a contract to BEYER FLEET.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of South Brunswick Township Fire District No. 2, County of Middlesex, as follows:

- (1) An award of contract is hereby made to BEYER FLEET for the purchase of a 2016 FORD F-250 4-WHEEL DRIVE PICK-UP TRUCK as described in the attached QUOTATION for a total cost of \$32,335.00

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District No. 2 at a public meeting held on September 21, 2015.



Roger S. Potts / Secretary

YEA NAY

R. POTTS
C. SMITH
T. YOUNG
D. WOLFE
C. SPAHR

✓
✓
✓
✓
✓