

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
October 19, 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. ***Executive Session Resolution***
 - A. Resolution #15-21, Authorizing a Closed Session at the October 19, 2015 Regular Meeting
5. ***Executive Session***
 - A. Personnel Discussion
6. ***Public Comment***
7. ***Approval of Minutes***
 - A. September 21, 2015 Regular Meeting
8. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
9. ***Old Business***
 - A. Update on Financial Records OPRA Request
 - B. Update of Online Auction of Surplus Equipment
 - C. Update on Clean Energy Direct Install Program
10. ***New Business***
 - A. Resolution #15-20, Authorizing an Increase in the 2015 LOSAP Award
 - B. Discussion/Approval on Station 20 HVAC Maintenance Contract
 - C. Discussion/Approval of Fire Operations Purchase Requests
 - D. First Reading of Proposed Changes to BOFC Policy #001, Implementation or Change to Board Policy
 - E. First Reading of Proposed Changes to BOFC Policy #012, Station #20 Use of Building & Grounds
 - F. 2016 Budget Discussion
 - G. Items Timely and Important

- 11. *Voucher List*
(See Attached)
- 12. *Public Comment*
- 13. *Adjournment*

Voucher List

<i>A</i>	Republic Services #689	272.47
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	264.86
<i>D</i>	PSE&G Co.	1,759.41
<i>E</i>	Verizon	387.20
<i>F</i>	Ready Refresh	47.89
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Middlesex County Fire Academy	73.00
<i>I</i>	East Coast Emergency Lighting Inc.	590.87
<i>J</i>	Approved Fire Protection Company	283.10
<i>K</i>	Approved Fire Protection Company	417.00
<i>L</i>	Approved Fire Protection Company	59.20
<i>M</i>	Approved Fire Protection Company	85.00
<i>N</i>	Zee Medical Inc.	714.25
<i>O</i>	Township of South Brunswick	4,075.26
<i>P</i>	Township of South Brunswick	20,000.00
<i>Q</i>	Township of South Brunswick	26,191.74
<i>R</i>	CMF Business Supplies	648.39
<i>S</i>	Richard M. Braslow, Esq.	66.00
<i>T</i>	McMaster-Carr	71.31
<i>U</i>	K.C. Service	47.06
<i>V</i>	IEH Auto Parts LLC	9.88
<i>W</i>	Certa Pro Painters	2,273.05
<i>X</i>	Scott Smith	65.58
<i>Y</i>	Fire & Safety Services, LTD.	265.50
<i>Z</i>	Fire & Safety Services, LTD.	268.24
<i>AA</i>	<i>JUSTIN ROGERS</i>	<i>180.00</i>
<i>BB</i>	<i>OK ENTERPRISES, LLC</i>	<i>250.00</i>
<i>CC</i>	<i>TROGHEEN</i>	<i>500.00</i>

approved 11-16-15

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 19, 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. EXECUTIVE SESSION RESOLUTION

Comm. Potts made a motion to approve Resolution #15-21, Authorizing a Closed Session at the October 19, 2015 Regular Meeting, seconded by Comm. Smith.

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

5. EXECUTIVE SESSION

Executive session commenced at 7:03 pm with Comm. Smith excusing himself due to a personal conflict.

Regular meeting reconvened at 7:25 pm.

6. PUBLIC COMMENT

No one from the floor desired to address the Board.

7. APPROVAL OF MINUTES

Comm. Young made a motion to approve the minutes of the September 21, 2015 regular meeting, seconded by Comm. Wolfe.

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

8. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the September 2015 Activity Report (see attached).

Chief Smith reported that the Fire Department will be participating in a live burn drill at the Mercer County Fire Academy this Thursday, October 22nd.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on September 28th from South Brunswick Township in the amount of \$225,179.50 for third quarter taxation.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes earlier this afternoon.

Comm. Young reported that he has been busy preparing the 2016 budget, which will be discussed under New Business.

E. Legislative Report

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

9. OLD BUSINESS**A. Update on Financial Records OPRA Request**

Coordinator Smith reported that following the September District meeting, he and Comm. Potts had a conference call with District Attorney Richard Braslow regarding the financial records request made by the company Smart Procure in Florida. Coordinator Smith further reported that it was Mr. Braslow's recommendation to attempt to send the information as requested.

Coordinator Smith reported that Comm. Young used the instructions provided by Smart Procure for the Quick Books program to generate the electronic report. Coordinator Smith sent the report to Smart Procure on 9-24-2015 and received an email confirmation on 9-25-2015 stating that the records were received.

B. Update of Online Auction of Surplus Equipment

Coordinator Smith reported that two online auctions were created on the website GovDeals.com for disposal of equipment declared surplus last month. Both auctions started on 9-25-2015 and ended on 10-16-2015. The first auction was for the sale of an Itronix notebook computer which sold after receiving one bid for the starting price of \$25.00. After auction fees are removed, the District will receive a check for \$23.75 for this auction. Coordinator Smith further reported that the second auction was for the sale of one lot of miscellaneous fittings and adapters which sold for \$320.00 after receiving several bids. After auction fees are removed, the District will receive a check for \$304.00 for this auction. Coordinator Smith reported that payment has been submitted to Gov Deals for both auctions and that he anticipates being contacted shortly by the buyers to pick up the items.

C. Update on Clean Energy Direct Install Program

Coordinator Smith reported that Comm. Smith and Chairman Spahr met with the rep from Tri-State Light & Energy on 10-8-2015. During the meeting the Commissioners were informed that

the Clean Energy Direct Install program has been placed on hold due to an administrative issue with no timeline for re-starting of the program. Coordinator Smith further reported that the Commissioners were advised of a similar direct install program being offered by PSE&G for government and non-profit facilities. Coordinator Smith reported that he completed and submitted the necessary application paperwork for the PSE&G program for both fire stations and that he should be contacted shortly to have an audit performed to determine eligibility.

10. NEW BUSINESS

A. Resolution #15-20, Authorizing an Increase in the 2015 LOSAP Award

Comm. Young made a motion to approve Resolution #15-20, seconded by Comm. Smith.

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

B. Discussion/Approval on Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,331.83 paid in four quarterly installments of \$582.96 following service. Coordinator Smith further reported that the contract price is the same as the last two contracts and recommended renewing with Donald C. Rodner, Inc.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,331.83, 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 Fire Operations Purchase Requests

Chief Smith requested permission to purchase 5 sets of Quaker Safety turnout gear from Absolute Fire Protection Co. under the NJ State Contract price of \$2,155.80 per set for a total price of \$10,779.00.

Comm. Smith made a motion to approve the purchase of 5 sets of turnout gear from Absolute Fire Protection Co. at a total cost of \$10,779.00, seconded by Comm. Potts.

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

D. First Reading of Proposed Changes to BOFC Policy #001, Implementation or Change to Board Policy

Comm. Young reported that he asked Coordinator Smith to draft a change to the policy regarding the number of readings required to implement a new policy or change an existing one. Comm. Young expressed his opinion that there may be situations where the Board may need to implement a new policy or change an existing policy faster than the current required three readings, such as in the event of a law change or safety issue. Comm. Young further reported that if all members of the Board voted in favor of a policy change, then it should be adopted following one reading.

Chairman Spahr expressed his opinion that wording should be included in the revised policy to issue copies of draft changes to all Commissioners at least 48 hours prior to the meeting in order to give everyone a chance to review and consider. After a brief discussion, Coordinator Smith will include such wording.

Comm. Wolfe made a motion to accept the first reading of the proposed changes to BOFC Policy #001, seconded by Comm. Young.

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

E. First Reading of Proposed Changes to BOFC Policy #012, Station 20 Use of Building & Grounds

Coordinator Smith reported that following the Fire Department's request at the last Board meeting to consider changes to the policy on the use of the weight room, he and Comm. Young met with a representative of the Department to discuss their recommendations. Coordinator Smith further reported that the request included allowing fiancés/significant others and children of members to use the room. Coordinator Smith reported that he contacted the insurance company to discuss the proposed change, and was informed that any person that uses the room other than members of the Fire Department or the Board of Fire Commissioners would not be covered by insurance. Based on the discussions, Coordinator Smith drafted a proposed change to Policy #012, as well as a Hold Harmless document that any guest wishing to use the room must sign.

Following a discussion, Comm. Smith made a motion to accept the first reading of the proposed changes to BOFC Policy #012, seconded by Comm. Young.

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

F. 2016 Budget Discussion

Comm. Young reviewed the preliminary 2016 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

G. Items Timely and Important

Comm. Smith reported that he will be obtaining quotes for interior painting of several rooms at Station #20 which he would like to complete before the end of the year. Comm. Young reported that there are sufficient funds to complete the work this year.

Comm. Smith made a motion to spend up to \$3,000 for interior painting at Station #20, seconded by Comm. Wolfe.

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

11. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item #AA to Justin Rogers in the amount of \$180.00; Item #BB to OK Enterprises, LLC in the amount of \$250.00; and Item #CC to Trugreen in the amount of \$500.00.

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.

12. PUBLIC COMMENT

No one from the floor desired to address the Board.

13. ADJOURNMENT

Comm. Smith made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:58 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

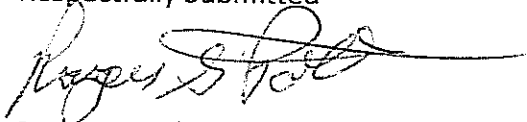
Executive Session Minutes

October 19, 2015

Chairman Spahr called the session to order at 7:05.

ROLL CALL- Comm. Potts- present, Comm. Smith. Present- Comm. Young. Present, Comm. Wolfe- present, Chairman Spahr- present. Commissioner Smith excused himself from the session due to a perceived conflict of interest. The meeting is called to discuss the evaluation and salary offer to be offered to District Coordinator Scott Smith. All were in agreement that Scott had performed at a high level in 2015 and was entitled to a raise at a level above the cost of living. Numerous numbers were discussed with the consensus being that 3% increase over the 2015 salary of \$66,600.00 would equate to \$66,598.00 would be rounded of to \$66,600.00. Chairman Spahr requested each commissioner perform an evaluation on the form we use and return them to either he or Commissioner Potts within the next week. Comm. Spahr and comm. Potts would meet with Mr. Smith review the evaluations and present the proposed salary increase. When the proposed salary increase becomes acceptable comm. Potts would prepare a resolution for the November District meeting. The board returned to the regular meeting at 7:25 P.M.

Respectfully Submitted



Roger Potts/ Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2015

INCIDENT RUNS

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

51 Total Runs for 288.10 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
2 Work Night
Work Detail
1 Drills
Training Sessions
Parade/Wetdown
1 Public Relations
1 Stand-by Assignment (Non-Incident)
Viewing/Funeral

165.36 Man-Hours

Total Man-Hours for the Month: 453.46

Fire Safety:

Referrals Sent – 13

Responded to Scene – 6

Fire District Coordinator's Report October 19, 2015

- Trugreen was at Station 21 on 9-26-2015 and Station 20 on 10-9-2015 to perform the lawn treatment.
- Car 200 (2014 Tahoe) was taken to East Coast Emergency Lighting on 9-28-2015 for the installation of fog/emergency lights in the front bumper.
- Certa Pro Painters was at Station 20 on 10-5-2015 to paint the window sills around the exterior of the building. The painters also painted the bay doors and storage shed at Station 21 on 10-5-2015 & 10-6-2015.
- We started the fire safety presentations with the Township Fire Safety Bureau at the schools and day cares in our district on 10-7-2015. The presentations will last until mid-November.
- A mechanic from Fire & Safety Services was on site on 10-8-2015 to troubleshoot a hydraulic leak on Tower #201. The leak was determined to be two leaking o-rings, which were replaced. The mechanic also replaced the plug on the electric shore line for Engine #206.
- Quick Response Fire Protection performed the quarterly sprinkler system inspections at both stations on 10-13-2015. All systems are in proper working order at this time.

Insurance:

- I met with an auditor from the State Compensation Rating & Inspection Bureau on 10-6-2015 to review our Worker's Compensation policy from the term 2-1-2014 to 2-2-2015. This is done to ensure we are paying the correct amount and receiving the proper coverage. All information was found to be correct following the audit.

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

Resolution #15-20

Authorizing an Increase in the 2015 Length of Services Award

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2015 at a maximum of 1.0 % and;

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments, and

WHEREAS the Commissioners of Fire District # 2 of South Brunswick Township desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase, and

WHEREAS, funds are available in the 2015 budget for this purpose.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District #2 Township of South Brunswick, County of Middlesex as follows:

- (1) The year 2014 LOSAP award of \$1,652.00 shall be increased by the addition of a Cost of Living Increase of 1.0 % equal to \$17.00 for a 2015 award of \$1,669.00, this being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District #2 Township of South Brunswick at a meeting duly held on the 19th day of October 2015.



Roger S. Potts / Clerk

<u>Vote</u>	<u>YEA</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Comm. Potts	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr				✓

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

Resolution #15-21

Authorizing a Closed Session at the October 19, 2015 Regular Meeting

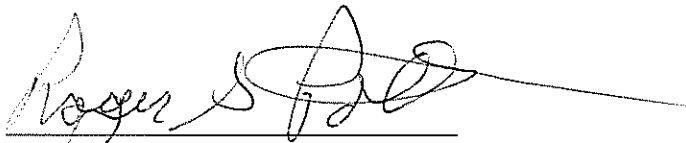
WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public; and

NOW, THEREFORE, BE IT RESOLVED, that the October 19, 2015 meeting of the Board of Fire Commissioners, Fire District No. 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on October 19, 2015.



Roger S. Potts / Secretary