

# 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*** ***February 16, 2016*** ***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. January 19, 2016 Regular Meeting

***6. Professional Reports***

A. Fire Chief

B. District Coordinator

C. Insurance Chairman

D. Treasurer

E. Legislative Report

***7. Old Business***

A. Discussion on PSE&G Direct Install Program

***8. New Business***

A. Discussion/Approval on Renewal of the Lawn Maintenance Contract

B. Resolution #16-02, Declaration of Surplus Equipment

C. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Adjournment***

***Voucher List***

|                  |  |           |
|------------------|--|-----------|
| <b><i>A</i></b>  | Republic Services #689                   | 267.77    |
| <b><i>B</i></b>  | Kleen-Tec Maintenance, LLC               | 415.00    |
| <b><i>C</i></b>  | Verizon Wireless                         | 256.98    |
| <b><i>D</i></b>  | PSE&G Co.                                | 3,029.32  |
| <b><i>E</i></b>  | Verizon                                  | 392.44    |
| <b><i>F</i></b>  | Ready Refresh                            | 42.90     |
| <b><i>G</i></b>  | Matt Pinter Door Company                 | 507.00    |
| <b><i>H</i></b>  | Norcia Corporation                       | 89.82     |
| <b><i>I</i></b>  | VFIS                                     | 16,536.25 |
| <b><i>J</i></b>  | Lincoln Financial Advisors               | 30,042.00 |
| <b><i>K</i></b>  | Image Systems                            | 455.00    |
| <b><i>L</i></b>  | Quaker Safety Products Corporation       | 2,155.80  |
| <b><i>M</i></b>  | Witmer Public Safety Group, Inc.         | 1,736.00  |
| <b><i>N</i></b>  | Mercer County Community College          | 325.00    |
| <b><i>O</i></b>  | Emergency Services Marketing Corp., Inc. | 55.67     |
| <b><i>P</i></b>  | Absolute Fire Protection Company, Inc.   | 108.00    |
| <b><i>Q</i></b>  | Scott Smith                              | 14.00     |
| <b><i>R</i></b>  | Patricia Wolfe                           | 105.00    |
| <b><i>S</i></b>  | Anne Chibbaro                            | 105.00    |
| <b><i>T</i></b>  | Access Health                            | 315.00    |
| <b><i>U</i></b>  | Continental Fire & Safety                | 2,214.00  |
| <b><i>V</i></b>  | Life Fitness                             | 7,674.38  |
| <b><i>W</i></b>  | Vincze Home Improvement LLC              | 950.00    |
| <b><i>X</i></b>  | Donald C. Rodner, Inc.                   | 582.96    |
| <b><i>Y</i></b>  | Home News Tribune                        | 74.60     |
| <b><i>Z</i></b>  | IEH Auto Parts LLC                       | 13.70     |
| <b><i>AA</i></b> | Minerva Cleaners                         | 427.50    |

3/24/16  
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REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 16, 2016

**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**

**A. January 19, 2016 Regular Meeting**

Comm. Young made a motion to approve the minutes of the January 19, 2016 regular meeting, seconded by Comm. Potts.

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 Fire Department's January 2016 activity report (see attached).

Chief Smith reported that the Fire Department's installation dinner is on Saturday February 27<sup>th</sup>. Chief Smith further reported that the Kingston Fire Company will be providing coverage during the event.

**B. District Coordinator's Report**

Coordinator Scott Smith reviewed the February 2016 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the February 2016 Insurance Report (see attached).

**D. Treasurer's Report**

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on February 3<sup>rd</sup> in the amount of \$7,144.00 from Gov Deals for the sale of the 1997 Ford F-250 pick-up truck. The second deposit was made on February 12<sup>th</sup> from the Monmouth Junction Volunteer Fire Department in the amount of \$218.50, for a check mistakenly issued by the Township to the Fire Department for reimbursement of supplies used at a hazardous materials incident.

Comm. Young reported that the 1099-MISC forms have been issued and the 1096 forms were sent to the State and Federal Government.

Comm. Young reported that the 2016 budget that was adopted last meeting was sent to the Department of Community Affairs on January 28<sup>th</sup>.

Comm. Young reported that he distributed an abbreviated financial report for expenditures thus far in 2016.

Comm. Young reported that he anticipates closing out the 2015 financials at either the re-organization meeting on March 1<sup>st</sup> or at the regular meeting on March 21<sup>st</sup>.

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

Comm. Potts reported that the bill that allows fire districts in adjoining municipalities to consolidate was signed into law by the Governor.

Comm. Potts reported that the bill to allow fire districts to voluntarily move their election to the November general election has not yet been introduced.

Comm. Potts reported that he was contacted by attorney Richard Braslow regarding a situation in Cherry Hill. The Cherry Hill Fire Department bonded for and constructed a new fire house and training tower in 1980, which was approved by the Local Finance Board, with the site being listed as a training facility. Comm. Potts reported that Cherry Hill is attempting to complete a refurbishment and expansion of the training facility, but was informed by the Department of Community Affairs that they cannot have a training facility. In his conversation with Mr. Braslow, Comm. Potts informed him that our facility is listed as an approved training facility with the DCA.

### **7. OLD BUSINESS**

#### **A. Discussion on PSE&G Direct Install Program**

Chairman Spahr reported that the District received a proposal from PSE&G for their Direct Install Program. Chairman Spahr further reported that the total cost of the project for Station 20 is \$44,469.02, with the District being responsible for \$13,340.89. Chairman Spahr reported that there is no guarantee from PSE&G that there will be an energy savings with the completion of the project. Chairman Spahr researched pricing to upgrade the existing lighting at Station 20 and came up with a cost of approximately \$10,000.00, not including labor.

Following Chairman Spahr's summary of the program, there was an extensive discussion on the costs and benefits of the program, as well as the items that should be addressed at Station 20 at some point, specifically the heating systems in the building.

Comm. Smith made a motion to decline the PSE&G Direct Install Program proposal, seconded by Comm. Wolfe.

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

## **8. NEW BUSINESS**

### **A. Discussion/Approval on Renewal of the Lawn Maintenance Contract**

Coordinator Smith reported that he received the 2016 renewal of the lawn maintenance contract from Alan Landscaping. Coordinator Smith reported that the total cost is \$5,350.00 for the two fire stations, which is the same cost dating back to 2013. Coordinator Smith clarified that the contract is for the weekly lawn maintenance and does not include a spring or fall cleanup at the stations. Coordinator Smith recommended renewing the lawn maintenance contract with Alan Landscaping.

Comm. Young made a motion to approve the renewal of the lawn maintenance contract with Alan Landscaping in the amount of \$5,350.00, seconded by Comm. Wolfe.

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

### **B. Resolution #16-02, Declaration of Surplus Equipment**

Coordinator Smith reported that the two new treadmills that were ordered last year were delivered last week and recommended declaring the two old treadmills as surplus equipment for disposal.

Comm. Smith made a motion to approve Resolution #16-02, seconded by Comm. Young.

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

Coordinator Smith recommended listing the old treadmills for two weeks on the Gov Deals auction website. Coordinator Smith further recommended listing one treadmill at a starting price of \$75.00, and the other treadmill at a starting price of \$50.00 due to the incline feature of the unit not working.

Comm. Wolfe made a motion to list the two treadmills on the Gov Deals auction website for two weeks at a starting price of \$50.00 and \$75.00, seconded by Comm. Smith.

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

### **C. Items Timely and Important**

Comm. Young reminded those present of the Fire District election on Saturday February 20<sup>th</sup> from 2:00 PM to 9:00 PM and that the District re-organization meeting will be on Tuesday March 1<sup>st</sup>.

Comm. Smith reported that Vincze Home Improvement completed the installation of the chair rail and the painting of the member's room at Station 21. Comm. Smith further reported that the Fire Department will be performing some finishing touches in the room in the coming weeks.

Comm. Potts reported that the State Fire Districts Association will be meeting at Station 20 on Saturday March 5<sup>th</sup>.

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

Comm. Wolfe made a motion to approve the voucher list as posted, 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:56 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2016

**INCIDENT RUNS**

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

**60 Total Runs for 338.55 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**451.50 Man-Hours**

**Total Man-Hours for the Month: 790.05**

**Fire Safety:**

*Referrals Sent – 17*

*Responded to Scene – 7*

## Fire District Coordinator's Report February 16, 2016

- The buyer of the 1997 Ford F-250 picked-up the truck on 1-20-2016. All necessary paperwork was completed regarding the sale. The insurance company was contacted the same day to remove the vehicle from our coverage.
- Quick Response Fire Protection was on site on 1-21-2016 to perform the quarterly sprinkler inspection at both stations. All systems are in proper working order at this time.
- Matt Pinter Door Company was at Station 21 on 1-27-2016 to replace a broken cable on a bay door. While there, I had them replace the second cable on the same door and both cables on another door as a precaution.
- A personal trainer from Ener-G Wellness was at Station 20 on 1-28-2016 to give a second orientation session on the proper and safe use of the weight room equipment. I also reviewed the Board policy on the use of the room and had those individuals sign the Hold Harmless agreement that needed to. A total of 11 people attended this training session, which is in addition to the 29 people that attended the first session held last month.
- Donald C. Rodner, Inc. was at Station 20 on 2-10-2016 to perform the quarterly maintenance on the HVAC units. All units are in proper working order at this time.

### **Insurance:**

- We received the check from VFIS for reimbursement of the member who struck a curb in the parking lot of Station 20 on 1-17-2016, as reported last month.



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

Resolution #16-02

Declaration of Surplus Equipment

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

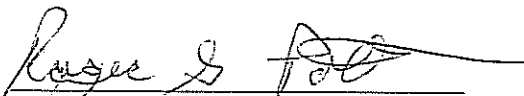
Life Fitness Treadmill Model TR9000  
Serial Number 344359

Life Fitness Treadmill Model TR9000  
Serial Number 344364

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