

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 ***March 21, 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. February 16, 2016 Regular Meeting
 - B. March 1, 2016 Re-organization 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. Update on Specifications of New Fire Engine
 - B. Discussion/Approval on Installation of Reverse Camera on Engine #208
 - C. Discussion/Approval on Hurst Rescue System Preventive Maintenance
 - D. Discussion/Approval on Apparatus Fire Pump Testing
 - E. Discussion/Approval on Apparatus Preventive Maintenance Service
 - F. Discussion/Approval on Fire Station Spring Cleaning
 - G. Discussion/Approval on Renewal of Station Alarm Monitoring Contract
 - H. Discussion on LOSAP Accounts
 - I. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	303.94
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.00
<i>D</i>	PSE&G Co.	2,498.88
<i>E</i>	Verizon	385.83
<i>F</i>	Ready Refresh	63.87
<i>G</i>	Continental Fire & Safety	2,999.00
<i>H</i>	Continental Fire & Safety	48.00
<i>I</i>	Monmouth Junction Vol. Fire Department	350.44
<i>J</i>	Monmouth Junction Vol. Fire Department	9,566.94
<i>K</i>	Scott Smith	218.81
<i>L</i>	OK Enterprises, LLC	1,500.00
<i>M</i>	South Brunswick Township Water & Sewer Revenue	1,444.01
<i>N</i>	VFIS	2,407.72
<i>O</i>	Life Fitness	86.50
<i>P</i>	Richard M. Braslow, Esq.	33.00
<i>Q</i>	Richard M. Braslow, Esq.	16.50
<i>R</i>	Middlesex County Fire Academy	236.00
<i>S</i>	Fire Security Technologies	1,068.00
<i>T</i>	Postmaster	70.00
<i>U</i>	CMF Business Supplies, Inc.	187.19
<i>V</i>	Treasurer, State of New Jersey	397.00
<i>W</i>	Travelers	21,993.00
<i>X</i>	Minerva Cleaners	582.75
<i>Y</i>	New Jersey State Association of Fire Districts	300.00
<i>Z</i>	Approved Fire Protection Co.	335.00
<i>AA</i>	Q.R.F.P. Special Services	400.00

Approved 4-18-16 JPD

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 21, 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. February 16, 2016 Regular Meeting

Comm. Young made a motion to approve the minutes of the February 16, 2016 regular meeting, seconded by Comm. Wolfe.

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

B. March 1, 2016 Re-organization Meeting

Comm. Young made a motion to approve the minutes of the March 1, 2016 re-organization 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 February 2016 activity report (see attached).

Chief Smith reported that the Fire Department has added one new member, Pawel Szygula.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2016 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 March 21st in the amount of \$50.00 from Roger Potts for the treadmill that was declared surplus by the Fire District and listed on the Gov Deals auction website but received no bids.

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

Comm. Young reported that he anticipates closing out the books on 2015 by early next month.

E. Legislative Report

Comm. Potts reported that he testified on a bill last week sponsored by Senator Turner that would allow Fire Districts to move their elections to November. Comm. Potts reported that the State Association of Fire Districts had been working with Senator Dancer and Assemblyman Singleton on a similar bill that would allow individual Fire Districts to move their elections to November as well as purchase capital items without a referendum if paying cash. Senator Turner's bill requires all Fire Districts in a municipality to consolidate before moving their election with no allowance for capital purchasing without referendum. Comm. Potts reported that Senator Beech has introduced his own bill, resulting in a total of four bills in discussion regarding the moving of Fire District elections.

Comm. Potts reported that he met with the Township Clerk to discuss election districts as there are two that do not align with fire district lines, affecting Fire Districts 2 & 3. Comm. Potts further reported that the election districts should be able to be moved, which will align all election districts and fire districts in the Township and allow for the moving of elections to November if desired.

7. OLD BUSINESS

A. Update of Online Auction of Surplus Equipment

Comm. Smith reported that the two auctions for the Life Fitness treadmills started on February 26th and ended on March 11th. The auction for the fully functioning treadmill started at \$75.00 and sold for \$95.00. Comm. Smith reported that the treadmill was picked up on March 16th and that the Fire District will receive a check in the amount of \$90.25 once auction fees are removed.

Comm. Smith reported that the auction for the treadmill with the incline feature that did not work started at \$50.00 but did not receive any bids. Comm. Smith further reported that as the unit was going to be disposed of via recycling at the Township, Comm. Potts took the treadmill and issued a check to the District in the amount of \$50.00.

8. NEW BUSINESS

A. Update on Specifications of New Fire Engine

Chief Smith reported that the Fire Department's truck committee has met several times since December and is making good progress on developing the specifications for the new engine. Chief Smith further reported that the committee has been working with a salesman from Fire & Safety Services, and that the committee recently looked at three newer Pierce engines in the county. Chief Smith reported that a representative from Fire & Safety Services has offered to give a presentation on the Houston-Galveston Area Council cooperative purchasing program, as well as lease purchasing. Chief Smith stated that he feels the committee is on track to complete the specifications by late summer and thinks it would be beneficial to have the presentation. After a brief discussion, the representatives from Fire & Safety Services will be invited to give the presentation at the start of the District meeting in April.

B. Discussion/Approval on Installation of Reverse Camera on Engine #208

Comm. Smith reported that the line officers would like to install a reverse camera on Engine #208 to aid in the safe backing of the vehicle. Coordinator Smith obtained two quotes for the installation, with the lowest quote from Fire & Safety Services in the amount of \$1,661.00.

Comm. Wolfe made a motion to approve the installation of a reverse camera on Engine #208 by Fire & Safety Services in the amount of \$1,661.00, seconded by Comm. Young.

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

C. Discussion/Approval on Hurst Rescue System Preventive Maintenance

Comm. Smith reported that we received the renewal of the preventive maintenance contract for the Hurst rescue systems by TASC in the amount of \$1,575.00.

Comm. Wolfe made a motion to approve the renewal of the Hurst rescue systems preventive maintenance contract with TASC in the amount of \$1,575.00, seconded by Comm. Smith.

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

D. Discussion/Approval on Apparatus Fire Pump Testing

Comm. Smith reported that we received a quote from Fire Flow Services to perform the NFPA fire pump testing on our four fire trucks in the amount of \$1,000.00.

Comm. Young made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,000.00, seconded by Comm. Potts.

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

E. Discussion/Approval on Apparatus Preventive Maintenance Service

Comm. Smith reported that quotes were obtained for the annual apparatus preventive maintenance service. Coordinator Smith obtained two quotes for the service to Engines 204 & 208, with the lowest quote from Campbell Supply Company at a cost of \$1,900.00 each.

Coordinator Smith obtained one quote for the service to Engine 206, by Fire & Safety Services at a cost of \$2,875.00. Coordinator Smith recommended having Fire & Safety Services perform the service on Engine 206 without obtaining a second quote, as they are the Pierce dealer. Coordinator Smith reported that he obtained a quote from Fire & Safety Services to perform the service on Tower 201 at a cost of \$4,275.00. Coordinator Smith reported that the only qualified vendors to service the aerial on 201 are Fire & Safety Services and Absolute Fire Protection Company. Coordinator Smith reported that he did not obtain a quote from Absolute due to past experience with their mechanics not identifying issues during service that were subsequently found when taken to a different facility. Coordinator Smith obtained two quotes for the filters for Tower 201, with the lowest quote from Absolute Fire Protection Company in the amount of \$2,639.97.

Comm. Smith made a motion to approve the annual apparatus preventive maintenance by Campbell Supply Company and Fire & Safety Services, seconded by Comm. Young.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

F. Discussion/Approval on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to clean the carpets at both stations at a cost of \$689.00, which is the same price as when the carpets were cleaned the last several years. Coordinator Smith further reported that he obtained a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,000.00.

Comm. Wolfe made a motion to approve the carpet and window cleaning at a cost not to exceed \$1,700.00, seconded by Comm. Smith.

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

G. Discussion/Approval on Renewal of Station Alarm Monitoring Contract

Coordinator Smith received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Young made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, seconded by Comm. Wolfe.

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

H. Discussion on LOSAP Accounts

Comm. Potts reported that he distributed a list of the LOSAP accounts to the Commissioners for review, as well as a copy of the District's LOSAP resolution and firefighter stats from 2015. Comm. Potts reported that the LOSAP resolution states that a firefighter that does not meet the qualifying standard for two consecutive years prior to vesting shall forfeit all prior years of service. After discussion, the consensus was to recover the funds for two members

that left the fire department prior to vesting, and one current member that is not vested and has not met the standard the last two years.

Comm. Smith made a motion to recover the funds from three LOSAP accounts, seconded by Comm. Young.

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

I. Items Timely and Important

Comm. Young reported that he received the 2016 audit engagement letter.

9. VOUCHER LIST

Comm. Potts made a motion to approve the voucher list as posted, 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 8:56 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2016

INCIDENT RUNS

- 2 Structure Fires
- 1 Vehicle Fires
 - Dumpster/Compactor/Trash/Refuse Fires
 - Trees, Brush, Grass, Mulch Fires
 - Fires, Other
- 1 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
- 6 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 4 Hazardous Condition
 - Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
 - Assist Police / EMS / Landing Zone
 - Stand-By / Cover Assignment
- 1 Dispatched & Cancelled En Route
- 5 Smoke Scare / Odor Removal / Problem
- 15 System Malfunctions
- 8 Unintentional System / Detector Operation
- 2 False Calls
- Other

49 Total Runs for 322.62 Man-Hours

DEPARTMENT ACTIVITIES

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

263.98 Man-Hours

Total Man-Hours for the Month: 586.60

Fire Safety:

Referrals Sent – 11

Responded to Scene – 7

Fire District Coordinator's Report
March 21, 2016

- Back in July 2015 the Board approved the upgrade of a Bullard thermal imaging camera (purchased in 2007) that was being offered by the manufacturer. Before the upgrade could be performed, repairs were made to the camera which was completed at the end of July. Rather than sending our camera back to the manufacturer for upgrade, at Bullard's request we turned-in our old camera and instead received a brand new one that was placed in service on 2-19-2016.
- We received an OPRA request from Smart Procure requesting the District's financial records from 9-21-2015 to current. This is the same company that submitted a request last September for financial records dating back to 1-1-2010. Comm. Young prepared the electric report and it was forwarded to Smart Procure on 2-19-2016.
- A mechanic from Campbell Supply Company was on site on 2-23-2016 to diagnose a brake issue with Support Unit #207. It was determined that the brake booster, steering pump and brake lines needed to be replaced. Replacement parts were ordered and the truck was taken to Campbell Supply on 3-14-2016 for repair. The truck was back in service on 3-18-2016.
- Alan Landscaping was on site on 3-17-2016 to perform the spring clean-up at both fire stations.
- The firefighter physicals have been scheduled for Thursday April 7th at Station 20.

Insurance:

- A representative from Travelers was on site on 2-23-2016 to perform the audit of our Worker's Compensation policy. All requested records are in proper order and the District has received a refund of \$2,036.00, which has been applied to the 2016 policy. There is an invoice on the voucher list to Travelers in the amount of \$21,993.00 for the balance of the 2016 policy.
- There is an invoice on the voucher list to VFIS in the amount of \$2,407.72 for quarterly payment for the Group Term Life policy.