

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**  
**May 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 Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2016.
3. **Roll Call**
4. **Public Comment**
5. **Approval of Minutes**
  - A. April 18, 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 LOSAP
8. **New Business**
  - A. Discussion on Station Generator Preventive Maintenance Contract
  - B. Discussion on New Brush Truck Modifications
  - C. Discussion on Chief's Request for Modifications to Engine 206
  - D. Discussion on Chief's Request for Equipment Purchases
  - E. Resolution #16-17, Authorizing Participation in the Houston-Galveston Area Council National Cooperative Purchasing System
  - F. Items Timely and Important
9. **Voucher List**

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

*Voucher List*

<i>A</i>	Republic Services #689	302.26
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.94
<i>D</i>	PSE&G Co.	1,373.83
<i>E</i>	Verizon	372.70
<i>F</i>	Ready Refresh	42.90
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Campbell Supply Company	2,914.67
<i>I</i>	Quaker Safety Products Corporation	207.20
<i>J</i>	Access Health Systems	6,915.00
<i>K</i>	Somerset County Emergency Services Training Academy	250.00
<i>L</i>	Monmouth Junction Vol. Fire Department	225.34
<i>M</i>	Monmouth Junction Vol. Fire Department	69.90
<i>N</i>	Richard M. Braslow, Esq.	68.00
<i>O</i>	Minerva Cleaners	299.00
<i>P</i>	Q.R.F.P. Special Services	400.00
<i>Q</i>	Xerox Business Services LLC	910.00
<i>R</i>	Fire Flow Services, LLC	1,000.00
<i>S</i>	Scott Smith	28.52
<i>T</i>	Fire and Safety Services, LTD.	1,661.00
<i>U</i>	Fire and Safety Services, LTD.	1,383.64
<i>V</i>	IEH Auto Parts LLC	1.04
<i>W</i>	Donald C. Rodner, Inc.	582.96
<i>X</i>	Electronic Measurements Labs, Inc.	158.00
<i>Y</i>	<i>McMASTER-CARR</i>	<i>107.71</i>
<i>Z</i>	<i>APPROVED FIRE PROTECTION SYSTEMS</i>	<i>158.30</i>
<i>AA</i>	<i>TAUGREEN</i>	<i>500.00</i>
<i>BB</i>	<i>THOMSON REUTERS - WEST</i>	<i>88.00</i>

approved by JP

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
May 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. April 18, 2016 Regular Meeting**

Comm. Young made a motion to approve the minutes of the April 18, 2016 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 Fire Department's April 2016 activity report (see attached).

Chief Smith reported that the Fire Department held a confined space rescue drill with the Township Department of Public Works on April 26<sup>th</sup>.

Chief Smith reported that the Fire Department participated in a multi-county water supply drill on April 30<sup>th</sup>.

Chief Smith reported that the Fire Department has one new member, David Brown, who will be attending Firefighter I in the fall.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Scott Smith reported that there is nothing new to discuss at this time.

#### **D. Treasurer's Report**

Comm. Young reported that there were 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 reported that he filed the IRS 990T form on April 25<sup>th</sup> to recover the withheld interest on the checking account in the amount of \$6.19.

Comm. Young reported that the 2015 financial documents were delivered to the auditor at the end of April. Comm. Young further reported that he has not received any questions or requests for additional information from the auditor. Comm. Young reported that the GASB 68 regulation dealing with pension-liability is delaying fire district audits. As the State has not released all information, the date to complete audits has been extended.

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

Comm. Potts reported that there is nothing new to discuss at this time.

### **7. OLD BUSINESS**

#### **A. Discussion on LOSAP**

Comm. Potts reported that he reviewed the LOSAP account information for a firefighter who went on a military leave of absence from the Fire Department in 2012. Comm. Potts further reported that this individual qualified for LOSAP for the years 2008 to 2011, but was not vested as he did not qualify for a fifth year. Upon taking the leave, the Board voted to hold the LOSAP funds in the member's account rather than having the funds forfeited after not qualifying for two consecutive years, per the requirements of the District policy. Comm. Potts reported that the individual's military leave ended in 2014, that he returned to active firefighter status from August 2014 to August 2015, but then went on a personal leave from August 2015 to March 2016. Comm. Potts reported that the individual has returned to active firefighter status, but that the Board needs to decide at what point should the LOSAP funds be forfeited if he does not qualify again at the end of 2016.

A lengthy discussion took place on the Board's LOSAP policy, as well as the State's LOSAP regulations. Following the discussion, the Board will review the LOSAP policy to address possible situations in the future regarding firefighters that take a leave of absence.

Comm. Young made a motion to retrieve the member's LOSAP funds should he not qualify for the program in 2016, seconded by Comm. Smith.

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

### **8. NEW BUSINESS**

#### **A. Discussion on Station Generator Preventive Maintenance Contract**

Coordinator Smith reported that he received the preventive maintenance contract renewal from Cummins Power Systems for the standby generators at both stations. The contract is for one year at a total cost of \$2,657.40, which is an increase of \$77.40 over the previous contract amount of \$2,580.00

Comm. Smith made a motion to approve the renewal of the station generator preventive maintenance contract with Cummins Power Systems at a cost of \$2,657.40, seconded by Comm. Wolfe.

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

### **B. Discussion on New Brush Truck Modifications**

Coordinator Smith reported that he was approached by Chairman Spahr to consider installing an aluminum flat-bed on the new brush truck, in place of the stock 8-foot pick-up bed. Coordinator Smith further reported that a flat-bed will provide a more durable body when used in off-road conditions, will be easier to clean, and allow for additional storage space with the installation of tool boxes.

Coordinator Smith reported that he received a quote from Camp Out, Inc. in North Plainfield for the installation of a 96" x 106" Aluma aluminum flat-bed in the amount of \$1,790.00. Coordinator Smith further reported that the price includes a trade-in discount of \$1,000.00 for the stock pick-up bed. Coordinator Smith also reported that he obtained a revised quote from Gino's Auto Body Shop for the painting of the truck, as there is no need to paint the aluminum bed where the stock bed would need to be painted. The revised quote for painting is \$4,120.60, which is \$2,251.04 less than the \$6,371.64 quoted to paint the cab and pick-up bed. With the reduced price of the painting, the installation of the flat-bed will result in a savings of \$461.04.

Comm. Smith made a motion to approve the installation of an aluminum flat-bed on the new brush truck by Camp Out, Inc. at a total cost of \$1,790.00, seconded by Comm. Potts.

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

### **C. Discussion on Chief's Request for Modifications to Engine 206**

Coordinator Smith reported that the line officers would like to request modifications to several of the compartments on Engine 206 to re-locate equipment on the vehicle. Coordinator Smith further reported that the modifications will be the same as the specifications that are being developed for the new engine, and will allow for more efficient storage and retrieval of equipment, and also free up space in other compartments.

Coordinator Smith reported that he received a quote from Fire & Safety Services of \$2,150.00 for the modifications.

Comm. Young made a motion to approve the modifications to Engine 206 by Fire & Safety Services at a cost of \$2,150.00, seconded by Comm. Wolfe.

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

#### **D. Discussion on Chief's Request for Equipment Purchases**

Coordinator Smith reported that the line officers have several pieces of equipment they request to purchase. The first item is a Hurst pedal cutter, at a cost of \$3,895.00 from Tasc Fire Apparatus under NJ State Contract. The second item is the purchase of 3 high-pressure air bags, 1 controller and 2 regulators at a cost of \$3,725.50 from Continental Fire & Safety under NJ State Contract. The last item is the purchase of a new multi-gas meter at a cost not to exceed \$800.00 from Electronic Measurement Labs.

Comm. Young made a motion to approve the purchase of the Hurst cutter from Tasc Fire Apparatus at a cost of \$3,895.00, the air bags and equipment from Continental Fire & Safety at a cost of \$3,725.50, and the multi-gas meter from Electronic Measurement Labs at a cost not to exceed \$800.00 seconded by Comm. Potts.

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

#### **E. Resolution #16-17, Authorizing Participation in the Houston-Galveston Area Council National Cooperative Purchasing System**

Comm. Young made a motion to approve Resolution #16-17, seconded by Comm. Smith.

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

#### **F. Items Timely and Important**

With the approval of Resolution #16-17, Chairman Spahr expressed his opinion that the Board should consider obtaining quotes from more than one vendor for the purchase of a new fire truck under HGAC. Chairman Spahr reported that the Board is required to determine the cost savings by purchasing through HGAC and that the only way to do that is to obtain more than one quote.

Comm. Young expressed his opinion that the only way to obtain more than one quote is to solicit sealed bids, which will lengthen the time to purchase the truck and result in an increased cost for the vehicle. Comm. Wolfe reported that since the truck committee has been working with Pierce from the beginning to write the specifications, there is a chance that other vendors would not elect to submit a quote if offered. Following additional discussion, Comm. Potts will contact representatives from the State and the Fire District Attorney to discuss the topic.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include four additional items; Item #Y to McMaster-Carr in the amount of \$107.71; Item #Z to Approved Fire Protection Systems in the amount of \$158.30; Item #AA to TruGreen in the amount of \$500.00; and Item #BB to Thomson Reuters-West in the amount of \$88.00.

Comm. Wolfe 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. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:27 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
April 2016

**INCIDENT RUNS**

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

**37 Total Runs for 236.97 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  
1 Meetings, Committee Function, Other  
1 Work Night  
Work Detail  
2 Drills  
15 Training Sessions  
Parade/Wetdown  
Public Relations  
Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**220.11 Man-Hours**

**Total Man-Hours for the Month: 457.08**

**Fire Safety:**

*Referrals Sent – 6*

*Responded to Scene – 5*



Fire District Coordinator's Report  
May 16, 2016

- Fire Flow Services was at Station 20 on 5-4-2016 to perform the NFPA fire pump flow testing on 201, 204, 206 & 208. All pumps passed testing. Several minor items were identified to be in need of repair which will be addressed during the annual service on those vehicles.
- TruGreen performed the lawn treatment at both fire stations on 5-5-2016.
- Air & Gas Technologies was at Station 21 on 5-6-2016 to perform the 6-month service on the Bauer breathing air compressor, which is in proper working order at this time.
- Engine 208 was taken to Campbell Supply Co. on 5-9-2016 for its annual preventive maintenance.
- Approved Fire Protection was at Station 20 on 5-10-2016 to perform the 6-month inspection on the kitchen hood fire suppression system, which is in proper working order at this time.
- Tasc Fire Apparatus was at Station 20 on 5-13-2016 to service the Hurst rescue system tools, pumps and hoses. All equipment is in proper working order at this time.

**Insurance:**

- There is nothing new to report this month.

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

Resolution #16-17

Authorizing Participation in the Houston-Galveston Area Council (HGAC)  
Cooperative Purchasing System

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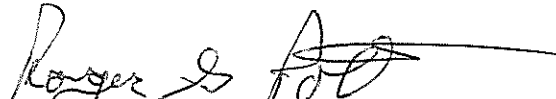
WHEREAS, P.L. 2011, c.139 allows local contracting units to utilize national cooperative contracts as a method of procurement; and

WHEREAS, the Houston-Galveston Area Council, herein referred to as HGAC, is a nationally-recognized and accepted cooperative purchasing program within the State of New Jersey; and

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 has determined that the fire district may realize significant time and cost savings on the procurement of various goods and services through utilizing the cooperative purchasing contracts of the HGAC.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2, in the Township of South Brunswick as follows:

- (1) The Fire District is authorized to engage in purchasing from the Houston-Galveston Area Council Cooperative Purchasing Program and to execute any and all documentation necessary for participation.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

	YEA	NAY
R. POTTS	✓	
C. SMITH	✓	
T. YOUNG	✓	
D. WOLFE	✓	
C. SPAHR	✓	