

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 ***June 20, 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. May 16, 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 Purchase of New Fire Engine
8. ***New Business***
 - A. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	303.56
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.98
<i>D</i>	PSE&G Co.	1,228.75
<i>E</i>	Verizon	382.19
<i>F</i>	Ready Refresh	54.88
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	9,193.95
<i>I</i>	Monmouth Junction Vol. Fire Department	470.89
<i>J</i>	Electronic Measurement Labs, Inc.	760.50
<i>K</i>	K.C. Service	110.31
<i>L</i>	TASC Fire Apparatus Inc.	1,575.00
<i>M</i>	VFIS	2,407.72
<i>N</i>	Continental Fire & Safety	519.00
<i>O</i>	Continental Fire & Safety	10,711.00
<i>P</i>	OK Enterprises, LLC	1,500.00
<i>Q</i>	McMaster-Carr	124.28
<i>R</i>	Campbell Supply Company	4,374.97
<i>S</i>	Cummins Power Systems, LLC	1,019.70
<i>T</i>	Cummins Power Systems, LLC	3,720.75
<i>U</i>	Richard M. Braslow, Esq.	85.00
<i>V</i>	South Brunswick Township Water & Sewer Revenue	1,450.03
<i>W</i>	EnerG Wellness	315.00
<i>X</i>	Scott Smith	49.52
<i>Y</i>	CMF Business Supplies, Inc.	145.23
<i>Z</i>	Access Health	105.00
<i>AA</i>	IEH Auto Parts LLC	27.26
<i>BB</i>	Main Electric Supply Company, Inc.	297.61
<i>CC</i>	Witmer Public Safety Group, Inc.	650.00
<i>DD</i>	Camp Out, Inc.	1,790.00
<i>EE</i>	Winner Ford	27,874.00

Approved 7-18-16
JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 20, 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. May 16, 2016 Regular Meeting

Comm. Smith made a motion to approve the minutes of the May 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.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the Fire Department's May 2016 activity report (see attached).

Chief Smith reported that the Fire Department has decided to sell the old brush truck with the District's purchase of a replacement vehicle, and will be opening bids on Thursday August 11th.

Chief Smith reported that member Rajkumar Chandrasekaran has successfully completed Firefighter I at the Mercer County Fire Academy.

B. District Coordinator's Report

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

Coordinator Smith reported that Alizio Seal Coating sealed the cracks in the driveways at both stations on June 18th.

Coordinator Smith reported that Matt Pinter Door Company performed preventive maintenance on all of the bay doors at both fire stations earlier today.

C. Insurance Chairman's Report

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

Coordinator Smith reported that a member dropped their cell phone at a fire call on June 16th, cracking the lens. Coordinator Smith further reported that a claim was submitted to VFIS and that a check was received today in the amount of \$129.00 for repair of the device.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on June 13th in the amount of \$235,118.75 from South Brunswick Township for second quarter taxation.

Comm. Young reported that he has not heard from the auditor regarding the 2015 audit as the State has yet to release information on the GASB 68 regulation dealing with pension liability.

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

E. Legislative Report

Comm. Potts reported that there was a hearing on a bill to raise the bid threshold by the cost of living.

Comm. Potts reported that Assemblyman Singleton, who is Chairman of the Governmental Affairs Committee, is trying to move a bill being sponsored by the State Association of Fire Districts which would allow fire districts to move their elections to November.

7. OLD BUSINESS

A. Discussion on Purchase of New Fire Engine

Coordinator Smith reported that following the discussion at last month's District meeting regarding the HGAC program, he and Comm. Potts spoke with State Fiscal Monitor Don Huber and District Attorney Richard Braslow. Coordinator Smith reported that it was the opinion of both that with the State approval of HGAC, there is no need to solicit quotes from more than one vendor for any purchase made from the program. Both further stated that the purchase of fire trucks through HGAC has become prevalent throughout the state, especially with fire departments attempting to standardize their truck fleets with one manufacturer.

Coordinator Smith reported that an application was submitted to HGAC to register the district with the program and that approval for participation was received on June 9th.

Coordinator Smith reported that the truck committee is nearing completion of the specifications for the new fire engine and that he anticipates providing copies to the Commissioners for review by the end of July at the latest.

8. NEW BUSINESS

A. Items Timely and Important

Comm. Young reported that he has begun to compile information regarding the 2017 budget and the lease-purchase of the new fire engine. Comm. Young reported that he will be speaking with the District Attorney in the coming weeks and should have a report for next month's meeting.

9. VOUCHER LIST

Comm. Potts 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. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:38 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2016

INCIDENT RUNS

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

40 Total Runs for 233.04 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
1 Meetings, Committee Function, Other
1 Work Night
Work Detail
2 Drills
2 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

128.15 Man-Hours

Total Man-Hours for the Month: 361.19

Fire Safety:

Referrals Sent – 7

Responded to Scene – 9

Fire District Coordinator's Report June 20, 2016

- Donald C. Rodner, Inc. was at Station 20 on 5-18-2016 for the HVAC system quarterly maintenance.
- Cummins Power Systems performed the preventive maintenance service on the standby generators at both stations on 5-24-2016. The generator at Station 20 is in proper working order. While servicing the generator at Station 21, it was determined that the radiator needed to be replaced. After speaking with three Commissioners, the emergency repair was authorized and completed on 6-9-2016.
- Engine 206 was taken to Fire & Safety Services on 5-31-2016 for the compartment modifications that were approved last meeting and the annual preventive maintenance. The work was completed and the truck was back in service on 6-3-2016.
- Station 20 was used as a polling location for the general election on 6-7-2016.
- Alan Landscaping was at Station 20 on 6-7-2016 to trim the bushes and landscaping.
- A rep from WTH was on site on 6-7-2016 to perform updates to the Think Map mapping system on the computers at the stations and in the vehicles. The updates include the latest satellite images of the Township as well as Middlesex and the surrounding counties. New information was also added to display the sizes of the water mains in town.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 6-14-2016 with all systems in proper working order at this time.
- Picked up the 2016 Ford F-350 truck for conversion to the brush truck from Winner Ford on 6-16-2016. The vehicle registration was completed and license plates obtained on 6-17-2016. I have scheduled the flat-bed installation and the painting of the cab and will be scheduling the skid unit install, lighting package install, and lettering.

Insurance:

- 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 Insurance coverage.
- Added the 2016 Ford F-350 brush truck to the insurance coverage by VFIS effective 6-16-2016. Will be receiving an invoice in the mail in the coming weeks.