

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***  
***July 18, 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. June 20, 2016 Regular Meeting
6. ***Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative Report
7. ***Old Business***
  - A.
8. ***New Business***
  - A. Discussion on Chief's Request for Equipment Purchases
  - B. Discussion on Lease-Purchase Financing of New Fire Engine
  - C. Items Timely and Important
9. ***Voucher List***

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

*Voucher List*

<i>A</i>	Republic Services #689	307.08
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.94
<i>D</i>	PSE&G Co.	1,748.69
<i>E</i>	Verizon	385.52
<i>F</i>	Ready Refresh	63.87
<i>G</i>	Alan Landscaping, LLC	1,163.75
<i>H</i>	Township of South Brunswick	24,997.74
<i>I</i>	Township of South Brunswick	20,000.00
<i>J</i>	Township of South Brunswick	4,873.11
<i>K</i>	Camp Out, Inc.	117.00
<i>L</i>	Matt Pinter Door Company	455.00
<i>M</i>	Alizio Sealcoating & Maintenance, Inc.	2,000.00
<i>N</i>	Empire Fitness Services, Inc.	230.00
<i>O</i>	Richard M. Braslow, Esq.	51.00
<i>P</i>	Scott Smith	176.95
<i>Q</i>	Scott Smith	450.35
<i>R</i>	Fire Security Technologies	2,986.98
<i>S</i>	Capital One Public Funding	191,877.74
<i>T</i>	VFIS	781.42
<i>U</i>	Fire and Safety Services, LTD.	3,584.91
<i>V</i>	Fire and Safety Services, LTD.	2,150.00
<i>W</i>	VFIS	16,301.00
<i>X</i>	Access Health Systems	445.00
<i>Y</i>	K.C. Service	63.97
<i>Z</i>	Executive Eye Associates	110.00
<i>AA</i>	Karl's Tire Service, Inc.	150.50
<i>BB</i>	<i>CONTINENTAL FIRE &amp; SAFETY</i>	<i>3,725.50</i>
<i>CC</i>	<i>TASC FIRE APPARATUS, INC</i>	<i>3,895.00</i>
<i>DD</i>	<i>GINO'S AUTO BODY SHOP</i>	<i>4,120.60</i>

*approved 8/15/16*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
July 18, 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. June 20, 2016 Regular Meeting**

Comm. Potts made a motion to approve the minutes of the June 20, 2016 regular meeting, seconded by Comm. Smith.

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 June 2016 activity report (see attached).

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 2<sup>nd</sup>.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 15<sup>th</sup>.

Chief Smith reported that representatives from all three Township Fire Departments met with representatives from the Middlesex County Fire Marshal's office earlier this month to review the coverage of the new county radio system.

**B. District Coordinator's Report**

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

Coordinator Smith reported that a mechanic from Fire & Safety Services was on site earlier today to troubleshoot an issue with the compressed air foam system on Engine 206. A faulty sensor was identified to be the problem and a replacement part has been ordered.

Coordinator Smith reported that Tasc Fire Apparatus was on site earlier today to troubleshoot a problem with the Hurst rescue system portable pump. The mechanic was unable to make the repairs and he has taken the pump back to his facility.

#### **C. Insurance Chairman's Report**

Coordinator Smith reviewed the July 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 July 5<sup>th</sup> in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station as a polling location for the primary election.

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

Comm. Young reported that the auditor is still working on the 2015 audit and that he has answered several questions and provided additional information as requested. Comm. Young reported that the audit was supposed to be completed by June 30<sup>th</sup>, but the auditor sold his business to another accounting firm resulting in a delay as the businesses integrate. Comm. Young further reported that he received a preliminary audit report this evening and asked that the Commissioners review the report and let him know if there are any comments by this Thursday. Comm. Young reported that one section within the report is incomplete as information on the LOSAP investments has been requested from Lincoln Financial.

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

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

### **7. OLD BUSINESS**

There was no old business to discuss.

### **8. NEW BUSINESS**

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

Chief Smith reported that the line officer's would like to purchase a K-12 rescue saw to be placed on Engine 206 and that he received a quote from Continental Fire & Safety in the amount of \$1,365.00. Chief Smith reported that the Fire Department has responded to several fires recently where they had to force entry through security gates to gain access to the properties. Chief Smith reported that the number of commercial properties with security gates has increased and that a K-12 saw will allow for quicker access to these sites when forcible entry may be needed. Chairman Spahr expressed his opinion that there may be other tools available that are less expensive, as well as easier and safer to use than a K-12 saw.

Following a brief discussion, Comm. Smith made a motion to purchase a K-12 rescue saw from Continental Fire & Safety at a price of \$1,365.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - no.

Chief Smith requested permission to purchase aluminum toolboxes for the new brush truck, including the purchase of tool board material to be installed in one of the tool boxes, at a cost not to exceed \$5,000.00.

Comm. Smith made a motion to authorize the expenditure of up to \$5,000.00 for aluminum tool boxes and mounting hardware at a cost not to exceed \$5,000.00, seconded by Comm. Potts.

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

### **B. Discussion on Lease-Purchase Financing of New Fire Engine**

Comm. Young reported that following the last meeting, he spoke with Attorney Richard Braslow and developed a timeline of the items to be completed if the District wishes to approve the purchase of a new fire engine in October. Comm. Young further reported that he has started to develop a top level budget for 2017. Comm. Young reported that the first lease payment for the truck would be paid one year after signing a financing agreement, with a down payment being paid from the capital budget, and lease payments being paid from the operating budget. Comm. Young further reported that as no money was budgeted in 2016, a down payment cannot be issued this year and that it would be possible to finance the entire cost of the truck with no down payment if necessary.

Comm. Young reported that at the end of 2016 the District will have approximately \$285,000.00 in the capital reserve fund. Comm. Young further reported that he will be putting together his recommendations for the amount of down payment and the length of the lease-financing contract for the new engine.

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

Comm. Smith reported that the Fire Department completed their 2015 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Chairman Spahr reported that the current 3-year fire protection contract with the Fire Department expires at the end of 2016. Chairman Spahr further reported that he has asked Comm. Wolfe and Comm. Young to meet with representatives from the Fire Department to negotiate the new contract.

## **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include three additional items; Item #BB to Continental Fire & Safety in the amount of \$3,725.50; Item #CC to Tasc Fire Apparatus, Inc. in the amount of \$3,895.00; and Item #DD to Gino's Auto Body Shop in the amount of \$4,120.60.

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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:01 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
June 2016

**INCIDENT RUNS**

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

**41 Total Runs for 282.32 Man-Hours**

**DEPARTMENT ACTIVITIES**

1 Board of Fire Commissioners Meeting  
1 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  
Drills  
8 Training Sessions  
1 Parade/Wetdown  
1 Public Relations  
1 Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**206.61 Man-Hours**

**Total Man-Hours for the Month: 488.93**

**Fire Safety:**

*Referrals Sent – 13*

*Responded to Scene – 10*

## Fire District Coordinator's Report July 18, 2016

- A technician from Fire Security Technologies was at Station 20 on 6-21-2016 to replace a smoke detector that failed annual testing last month. The tech also reprogrammed several zones in the fire alarm system that were incorrect.
- Empire Fitness Services was at Station 20 on 6-22-2016 to perform preventive maintenance on the gym equipment, all of which is in proper working order at this time.
- The new 2016 Ford F-350 brush truck was taken to Camp Out in North Plainfield on 6-22-2016 for the installation of the flat-bed body and was back on 6-30-2016. The truck was taken to Gino's Auto Body on Route 27 on 7-5-2016 for painting of the cab and was back on 7-15-2016. Next is the installation of the skid unit, followed by the warning package and finally lettering.
- Karl's Tire Service was at Station 21 on 7-8-2016 to replace the tube in a tire on Support Unit 207, which was flat due to rust from the steel rim.
- Engine 208 was taken to Campbell Supply Company on 7-8-2016 for repair of a power steering fluid leak. The repair was made and the truck was back in service the same day.
- I changed the title and registration with the Motor Vehicle Commission for Rescue 205 (2008 Ford F-550) on 7-12-2016 as they were originally listed to the Fire Department rather than the Fire District. All information has been corrected and new license plates have been installed on the truck.
- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 7-15-2016. All systems are in proper working order at this time.

### **Insurance:**

- There is an invoice on the voucher list to VFIS in the amount of \$781.42, for the addition of the new 2016 Ford F-350 brush truck.
- There is an invoice on the voucher list to VFIS in the amount of \$16,301.00 for the second and final installment for the insurance coverage under the Portfolio policy.