

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**  
**August 15, 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. July 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 Lease-Purchase Financing of New Fire Engine
8. **New Business**
  - A. Discussion on Chief's Request for Equipment Purchases
  - B. Discussion on 2015 Audit Report
  - ✓C. Resolution #16-18, Acceptance of Audit Report for the Year 2015
  - D. Resolution #16-19, Authorizing Application to Local Finance Board
  - E. Resolution #16-20, Authorizing Advertisement for Bids for Financing a Lease with an Option to Purchase Fire Apparatus
  - F. Items Timely and Important
9. **Voucher List**

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

*Voucher List*

<i>A</i>	Republic Services #689	308.01
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.04
<i>D</i>	PSE&G Co.	2,110.24
<i>E</i>	Verizon	381.63
<i>F</i>	Ready Refresh	77.85
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Donald C. Rodner, Inc.	582.96
<i>I</i>	EZ Auto Glass Installers, Inc.	475.00
<i>J</i>	Tony Sanchez Ltd.	125.00
<i>K</i>	Richard M. Braslow, Esq.	102.00
<i>L</i>	Mid-State Mobile Radio	217.55
<i>M</i>	TAC 1 Systems	384.82
<i>N</i>	Mid-Atlantic Rescue Systems, Inc.	875.00
<i>O</i>	Access Health Systems	355.00
<i>P</i>	Continental Fire & Safety	112.00
<i>Q</i>	Continental Fire & Safety	1,250.00
<i>R</i>	Witmer Public Safety Group, Inc.	372.00
<i>S</i>	Monmouth Junction Vol. Fire Department	9,000.00
<i>T</i>	Middlesex County Fire Academy	236.00
<i>U</i>	Q.R.F.P. Special Services	675.00
<i>V</i>	IEH Auto Parts LLC	42.85
<i>W</i>	Holman Frenia Allison, P.C.	5,946.00
<i>X</i>	Generator & starter Exchange	198.00

Approved 9/29/16  
JS

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
August 15, 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. July 18, 2016 Regular Meeting**

Comm. Potts made a motion to approve the minutes of the July 18, 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 July 2016 activity report (see attached).

Chief Smith reported that the Fire Department attended the Police Department's annual National Night Out event on August 2<sup>nd</sup>.

Chief Smith reported that former member Justin Rogers has moved back to the township and has re-joined the Fire Department.

Chief Smith reported that the township fire chiefs viewed a demonstration of a new face mask fit-test machine to possibly replace the current machine that is approximately 15 years old. Chief Smith further reported that the chiefs will continue to discuss this topic and return to their districts with a recommendation, if any, before the end of the year.

**B. District Coordinator's Report**

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

Coordinator Smith reported that Donald C. Rodner, Inc. was at Station 20 earlier today to troubleshoot an issue with the HVAC unit for the meeting room. It was determined that the circuit breaker inside the compressor tripped. The breaker was reset and the tech will be returning tomorrow morning to clean the coils on all of the AC compressors.

#### **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 the 2015 audit was finalized and will be discussed further under New Business.

Comm. Young reported that he has been reviewing figures for the 2017 budget and beyond for the lease-purchase financing of the new fire engine, which will be discussed under Old Business.

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

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

### **7. OLD BUSINESS**

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

Comm. Young reported that this will be the first time the District will be entering into a lease-purchase for a fire truck, with a goal of ordering the truck in October. Comm. Young further reported that the district will need to decide tonight the amount of down payment and the length of the lease. The length of leases range from 5 to 10 years, with 7 years being the most common. Once this information is decided the District will provide the attorney with the cost of the truck, the amount of down payment, the length of the lease, and a copy of the voter approval documentation. The attorney will then initiate the bid package and place notification in the newspaper by this Friday. Comm. Young reported that the Board will have a bid opening on September 1<sup>st</sup>, and that the attorney will submit an application to the Local Finance Board no later than September 21<sup>st</sup> in order to be heard at their meeting on October 12<sup>th</sup>. With the approval of the Local Finance Board the Commissioners will be able to authorize the execution of the lease-financing package and the purchase of the new truck.

Comm. Young reviewed several scenarios for the lease-purchase, consisting of a 10% down payment, 5% down payment, or no down payment each with a 5-year, 7-year, or 10-year lease. Comm. Young reported that the Board must also consider the potential effect on the tax rate and the ability to fund other future capital projects. Comm. Young reported that the Board should be able to keep the tax rate stable over the next two years, which is fair

considering that the ratable base has only gone up 0.5%. Comm. Young recommended going with a 7-year lease with a 5% down payment for the purchase of a new fire engine.

Following a discussion, Comm. Wolfe made a motion to obtain bids to secure a 7-year lease to purchase a new fire engine with a 5% down payment, 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 Chief's Request for Equipment Purchases**

Chief Smith requested permission to purchase three new pagers at a cost not to exceed \$1,200.00.

Comm. Young made a motion to approve the purchase of three pagers at a cost not to exceed \$1,200.00, seconded by Comm. Wolfe.

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

### **B. Discussion on 2015 Audit Report**

Comm. Young reported that the final audit report was received and that all financial numbers were correct with no findings identified by the auditor. Comm. Young further reported that the audit questionnaire and synopsis report were filed with the Division of Local Government Services. Comm. Potts will have the audit synopsis published in the newspaper then forward the information to the DCA.

### **C. Resolution #16-18, Acceptance of Audit Report for the Year 2015**

Comm. Potts made a motion to approve Resolution #16-18, seconded by Comm. Wolfe.

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

### **D. Resolution #16-19, Authorizing Application to the Local Finance Board**

Comm. Young reported that two resolutions need to be passed to move forward with the lease-financing for the new fire engine. Resolution #16-19 authorizes the attorney to submit an application to the Local Finance Board for approval. Resolution #16-20 authorizes the advertising for bids for lease-financing.

Comm. Smith made a motion to approve Resolution #16-19, seconded by Comm. Wolfe.

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

### **E. Resolution #16-20, Authorizing Advertisement for Bids for Financing a Lease with an Option to Purchase Fire Apparatus**

Comm. Smith made a motion to approve Resolution #16-20, seconded by Comm. Potts.

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

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

Coordinator Smith requested permission to schedule the annual hose testing with Waterway, Inc. at a cost not to exceed \$2,600.00.

Comm. Smith made a motion to approve the annual hose testing by Waterway, Inc. at a cost not to exceed \$2,600.00, seconded by Comm. Wolfe.

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

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,477.84. Coordinator Smith recommended renewal of the maintenance contract with Air & Gas Technologies.

Comm. Young made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,477.84, seconded by Comm. Smith.

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

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

Comm. Young reported that the voucher list has been amended to include one additional item; Item #X to Generator and Starter Exchange in the amount of \$190.00.

Comm. Smith made a motion to approve the voucher list as amended, 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:55 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
July 2016

**INCIDENT RUNS**

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

**50 Total Runs for 294.46 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**186.77 Man-Hours**

**Total Man-Hours for the Month: 481.23**

**Fire Safety:**

*Referrals Sent – 16*

*Responded to Scene – 4*

Fire District Coordinator's Report  
August 15, 2016

- The new brush truck went to Continental Fire & Safety on 7-18-2016 for installation of the skid unit and was back on 7-20-2016. The truck was taken to East Coast Emergency Lighting on 7-25-2016 for installation of the warning package, charging system, console and bumper & winch.
- Donald C. Rodner, Inc. was at Station 20 on 7-27-2017 to troubleshoot an issue with the HVAC unit for the weight room. It was determined the manual control for a damper worked its way closed. The damper was tightened and the unit is working properly at this time.
- After speaking with Comm.'s Smith, Wolfe and Young and receiving authorization, I sent back the signed contract renewal with Roth Bros. for the roof maintenance of Station 20 on 8-2-2016. The contract is \$1,825.86, which is an increase of \$53.18 over the 2015 contract. I will be scheduling the preventive maintenance of the roof for as soon as possible.
- EZ Auto Glass was at Station 20 on 8-2-2016 to seal around a couple windows in the vestibule that had developed a minor water leak.
- All (4) batteries were replaced on 8-4-2016 and the alternator was replaced with a rebuilt unit on 8-11-2016 after voltage problems were discovered on Engine 208.
- A mechanic from Fire & Safety Services was on site on 8-9-2016 to replace the faulty sensor for the foam system on Engine 206.

**Insurance:**

- There is nothing new to report this month.



RESOLUTION 16-18

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

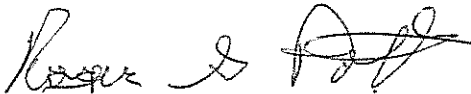
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON 8/15/16.

8/15/16  
Date

  
Secretary

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK,  
COUNTY OF MIDDLESEX  
Resolution # 16-19**

**Making Application to the Local Finance Board  
Pursuant to N.J.S.A. 40A:5A-6**

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick (“Board of Fire Commissioners”), County of Middlesex, desire to make application to the Local Finance Board for its review and/or approval of a proposed lease-purchase financing authorizing the South Brunswick Fire District No. 2 to finance a pumper truck; and

WHEREAS, the Board of Fire Commissioners believes that:

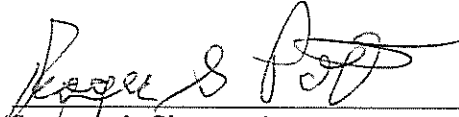
- (a) It is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, wealth, convenience or betterment of the inhabitants of the local unit;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the local unit and will not create an undue financial burden to be placed upon the local unit;

NOW THEREFORE, BE IT RESOLVED BY, the Board of Fire Commissioners that the attorney, along with other representatives of the fire district, is hereby authorized to prepare such application and to represent the fire district in matters pertaining thereto; and

BE IT FURTHER RESOLVED that the Secretary of the Board of Fire Commissioners is hereby directed to prepare and file a copy of this resolution with the Local Finance Board as part of such application; and

BE IT FURTHER RESOLVED that the Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on August 15, 2016.

  
\_\_\_\_\_  
(Secretary's Signature)

8/15/2016  
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK,  
COUNTY OF MIDDLESEX  
Resolution # 16-20**

**Authorizing Advertisement for Bids for Financing a Lease  
With An Option to Purchase Fire Apparatus**

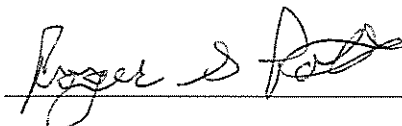
WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick ("Board of Fire Commissioners"), County of Middlesex, have approved the specifications for and have determined that they will advertise for sealed bids for Financing a Lease with an Option to Purchase Fire Apparatus, hereinafter referred to as LEASE;

NOW THEREFORE, BE IT RESOLVED BY, the Board of Fire Commissioners as follows:

- (1) Specifications are hereby approved and incorporated herein by reference.
- (2) Bids to be submitted shall fully comply with the specifications.
- (3) The Commissioners shall advertise for the receipt of sealed bids for the above named purpose or project.
- (4) Each bid shall be submitted as a written proposal in the manner designated in the instructions to bidders and the specifications and shall be signed by the bidder. The bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting on said envelope the name of the job for which said bid is submitted and addressed to Board of Fire Commissioners, South Brunswick Fire District No. 2, 573 Ridge Rd., Monmouth Junction, NJ 08852, or if mailed, P.O. Box 114, Monmouth Junction, NJ 08852.
- (5) The specifications, instructions to bidders and related documents are on file with and may be obtained upon written or verbal request from the Commissioners' attorney, Richard M. Braslow, Esq., 516 Fielders Lane, Toms River, NJ 08755 or by calling (732) 341-7537, during normal business hours.
- (6) Sealed bids shall be called for and shall be received, opened and read in public at the Monmouth Junction Volunteer Fire Department firehouse, 573 Ridge Rd., Monmouth Junction, NJ 08852 at 6:30 P.M., prevailing time, on Thursday, September 1, 2016.
- (7) Each sealed bid shall be hand delivered or mailed to the Board of Fire Commissioners, or to such other designated representative of the Commissioners who will be present at the opening of said bids at the time and place stated for the receipt of sealed bids. **NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN THE PUBLIC NOTICE.**
- (8) The bid quote shall be net to the Commissioners and shall be excluded from any state and federal taxes.
- (9) The contract will be awarded to the lowest, qualified, responsible bidder. The Commissioners reserve the right to reject any and all bids. The Commissioners also reserve the right to waive any insubstantial irregularities in any bid.

- (10) A non-collusion affidavit in the usual form will be supplied with the specifications. It shall be executed by the person or corporate officers submitting the bid. Said affidavit must be properly notarized. A non-collusion affidavit must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.
- (11) An owner's list in accordance with P.L. 1977, Ch. 33, approved March 8, 1977, will also be supplied with the specifications in the usual form. It shall be completed by the person or corporate officers submitting the bid. Said owner's list must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.
- (12) All bids shall be accompanied by the appropriate form relative to mandatory equal employment opportunity.
- (13) Bidders are required to comply with the applicable statutory requirements and regulations adopted pursuant thereto, including but not limited to P.L. 1975, Ch. 127; P.L. 1977, Ch. 33; P.L. 1963, Ch. 277, including all amendments thereto.
- (14) No bidder may withdraw their proposal for a period of 60 days after the opening of bids; all proposals being binding upon all bidders for said 60 day period.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on August 15, 2016.

  
 \_\_\_\_\_  
 (Secretary's Signature)

8/15/2016  
 \_\_\_\_\_  
 (Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			