

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 *September 19, 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. August 15, 2016 Regular Meeting
6. *Professional Reports*
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. *Old Business*
 - A. Update/Discussion on Lease-Purchase Financing of New Fire Engine
8. *New Business*
 - A. Resolution #16-21, Authorizing Award of Contract Relative to Financing Bid
 - B. 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	257.24
<i>D</i>	PSE&G Co.	2,136.12
<i>E</i>	Verizon	398.04
<i>F</i>	Ready Refresh	93.83
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	United Communications Corp.	1,059.53
<i>I</i>	Donald C. Rodner, Inc.	366.90
<i>J</i>	VFIS	591.00
<i>K</i>	Continental Fire & Safety	1,433.00
<i>L</i>	Continental Fire & Safety	814.00
<i>M</i>	New Pig Corporation	141.94
<i>N</i>	Witmer Public Safety Group, Inc.	13.50
<i>O</i>	Home News Tribune	190.76
<i>P</i>	Executive Eye Associates	90.00
<i>Q</i>	Monmouth Junction Vol. Fire Department	1,821.50
<i>R</i>	IEH Auto Parts LLC	430.00
<i>S</i>	Scott Smith	76.29
<i>T</i>	VFIS	2,407.73
<i>U</i>	Agin Signs and Designs	1,800.00
<i>V</i>	Richard M. Braslow, Esq.	816.00
<i>W</i>	East Coast Emergency Lighting Inc.	11,080.87
<i>X</i>	Minerva Cleaners	941.75
<i>Y</i>	Air & Gas Technologies	1,477.84
<i>Z</i>	Valley Distributors	264.90
<i>AA</i>	Fire and Safety Services, LTD.	1,726.36
<i>BB</i>	South Brunswick Water & Sewer Revenue	1,444.01
<i>CC</i>	OK Enterprises, LLC	1,750.00
<i>DD</i>	McMaster-Carr	44.82
<i>EE</i>	Middlesex County Fire Academy	236.00

approved 10/10/16
RS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 19, 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. August 15, 2016 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the August 15, 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 August 2016 activity report (see attached).

Chief Smith reported that the Fire Department held training on the new brush truck last week and placed the truck in service on September 16th.

Chief Smith reported that the Middlesex County Fire Academy is requiring students in the Firefighter I program to have gear that is less than 10 years old, as required by NFPA. Chief Smith reported that this new Academy requirement was not discussed with the fire departments in the county prior to implementation and that he will be in contact with the academy to discuss this topic.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the September 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 August 30th in the amount of \$184.00 from Glatfelder Claims Management for the insurance claim for cleaning of turnout gear.

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

Comm. Young reported that since the last meeting he has been working extensively on the lease-purchase financing of the new fire engine, which will be discussed further under Old Business.

E. Legislative Report

Comm. Potts reported that there is no new legislation to discuss at this time.

Comm. Potts reported that the State Association of Fire Districts will be meeting with Senator Turner to discuss the legislation to move Fire District elections to November.

7. OLD BUSINESS

A. Update/Discussion on Lease-Purchase Financing of New Fire Engine

Comm. Young reported that the bid opening for the financing of the new fire engine was held on September 1st by Chairman Spahr and Comm. Smith. Comm. Young further reported that two bids were received; PNC Equipment Finance submitted a bid of 2.21%; Municipal Asset Management, Inc. submitted a bid of 2.16%.

Comm. Young reported that a resolution will be discussed under New Business to award the contract for the financing to Municipal Asset Management, Inc., and that Mr. Braslow will be submitting the application to the Local Finance Board to be heard at their October 12th meeting. Comm. Young reported that he will be submitting information to Municipal Asset Management, including a year-to-date financial report, a copy of the new engine specifications, and names of the Board members who will be signing the lease agreement.

8. NEW BUSINESS

A. Resolution #16-21, Authorizing Award of Contract Relative to Financing Bid

Comm. Smith made a motion to approve Resolution #16-21, seconded by Comm. Potts.

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

B. Items Timely and Important

Comm. Smith reported that he received a quote approximately two years ago from a vendor for the installation of security cameras at the two fire stations. Comm. Smith further reported that no action was taken at that time but that in light of current events, this topic should be

revisited again. After a brief discussion, Comm. Smith will obtain preliminary pricing for consideration to possibly include in the 2017 district budget.

Comm. Wolfe reported that he was approached by a contractor who will be installing fencing along the rail line adjacent to the fire station property. Comm. Wolfe further reported that the contractor requested permission to use the fire station property for access to the rail line over several days in the coming weeks, which he granted provided no damage is done to our site.

Comm. Young reported that he received from Comm. Potts a schedule with 2017 budget deadlines. No information or forms have been released as of yet on the State website. Comm. Young further reported that there will be discussion on the 2017 budget starting next month.

Comm. Young reported that he and Comm. Wolfe are scheduled to meet with representatives from the Fire Department this month to discuss the fire protection contract, which expires at the end of this year.

9. VOUCHER LIST

Comm. Smith 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 7:30 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2016

INCIDENT RUNS

5 Structure Fires
Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
2 Trees, Brush, Grass, Mulch Fires
Fires, Other
Vehicle Extrications (Jaws)
Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
6 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.)
Assist Police / EMS / Landing Zone
Stand-By / Cover Assignment
3 Dispatched & Cancelled En Route
3 Smoke Scare / Odor Removal / Problem
28 System Malfunctions
12 Unintentional System / Detector Operation
4 False Calls
Other

67 Total Runs for 432.97 Man-Hours

DEPARTMENT ACTIVITIES

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

190.47 Man-Hours

Total Man-Hours for the Month: 623.44

Fire Safety:

Referrals Sent – 17

Responded to Scene – 9

Fire District Coordinator's Report
September 19, 2016

- Tower 201 was taken to Fire & Safety Services on 8-22-2016 for its annual preventive maintenance. Maintenance and repairs were completed and the truck was back on 9-9-2016. Several parts are on order to complete other items in need of repair and the truck will have to go back to Fire & Safety Services for a day or two.
- The new brush truck was back from East Coast Emergency Lighting on 8-26-2016. The truck was taken to Agin Signs for lettering on 8-29-2016 and was back the following day.
- Roth Bros., Inc. was at Station 20 on 9-12-2016 to perform the annual roof inspection and preventive maintenance. Several small areas required repair but overall the roof is in good condition at this time.
- Approved Fire Protection was on site on 9-14-2016 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for hydrostatic testing or re-charging, and several older extinguishers were replaced.
- TruGreen performed a lawn treatment at both stations on 9-15-2016.

Insurance:

- 4 sets of turnout gear were contaminated at a basement fire on 8-16-2016. The turnout gear was sent to Minerva Gear Cleaners for cleaning and inspection. At the recommendation of the gear cleaners a claim was sent to VFIS for the damage. VFIS has worked extensively with Minerva regarding such claims and a fixed price schedule is in place. VFIS calculated a total of \$284.00 for the gear cleaning, which is the correct amount from the bill from Minerva, and a check was received on 8-22-2016 in the amount of \$184.00 (-\$100.00 deductible). The gear was brought back on 8-29-2016.
- There is an invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.
- There is an invoice on the voucher list to VFIS in the amount of \$2,407.73 for the fourth quarterly payment for the group term life policy.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution #16-21

Authorizing Award of Contract Relative to Financing Bid

WHEREAS, the Fire District advertised for bids relative to firetruck financing; and,
 WHEREAS, various bids were received and reviewed by the Commissioners; and
 WHEREAS, the lowest bid was submitted by Municipal Asset Management; and
 WHEREAS, the Fire District is desirous of awarding a contract relative to said bid.

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

- (1) An award of contract is hereby made to Municipal Asset Management, Inc. based upon the bid submitted.
- (2) This award is contingent upon positive findings from the Local Finance Board relative to the proposed firetruck lease-purchase financing.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on September 19, 2016.



 (Secretary's Signature)

9/19/2016

 (Date)

Board of Commissioners Recorded Vote

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