

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 ***October 17, 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. September 19, 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 #16-22, Authorizing Award of Contract Relative to Purchase of Fire Truck
 - B. Resolution #16-24, Authorizing Lease-Purchase Designated Officials and Certification of Tax-Exempt Obligations
 - C. Discussion on Station 20 HVAC Maintenance Contract
 - D. Discussion on Replacement of Tires on Tower #201
 - E. Discussion on Chief's Request for Equipment Purchases
 - F. 2017 Budget Discussion
 - G. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
 - A. Resolution #16-23, Authorizing a Closed Session at the October 17, 2016 Regular Meeting
- 12. Executive Session***
 - A. Contractual Negotiations
 - B. Personnel Matters
- 13. Adjournment***

Voucher List

<i>A</i>	Republic Services #689	307.44
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.00
<i>D</i>	PSE&G Co.	1,818.06
<i>E</i>	Verizon	394.54
<i>F</i>	Ready Refresh	63.87
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Richard M. Braslow, Esq.	1,054.00
<i>I</i>	Roth Bros., Inc.	1,825.86
<i>J</i>	Approved Fire Protection Company	298.00
<i>K</i>	Approved Fire Protection Company	193.80
<i>L</i>	Approved Fire Protection Company	146.20
<i>M</i>	Home News Tribune	64.04
<i>N</i>	McMaster-Carr	328.07
<i>O</i>	CMF Business Supplies, Inc.	194.14
<i>P</i>	Mid-Atlantic Rescue Systems, Inc.	175.00
<i>Q</i>	Trugreen Processing Center	500.00
<i>R</i>	Monmouth Junction Vol. Fire Department	317.61
<i>S</i>	Monmouth Junction Vol. Fire Department	494.06
<i>T</i>	IEH Auto Parts LLC	38.82
<i>U</i>	Township of South Brunswick	27,833.04
<i>V</i>	Township of South Brunswick	20,000.00
<i>W</i>	Township of South Brunswick	4,873.11
<i>X</i>	New Jersey Motor Vehicle Commission	150.00
<i>Y</i>	Municipal Asset Management, Inc.	250.00
<i>Z</i>	Witmer Public Safety Group, Inc.	228.00

approved 11-21-16
RS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 17, 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. September 19, 2016 Regular Meeting

Comm. Potts made a motion to approve the minutes of the September 19, 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 September 2016 activity report (see attached).

Chief Smith reported that the Fire Department completed the sale of the 1965 Ford brush truck last month on September 28th.

Chief Smith reported that the Fire Department set-up a fire prevention display at Von Thun's Farm Market on Ridge Road the last two weekends which was well attended and received by the public.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the October 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 September 30th in the amount of \$235,118.75 from South Brunswick Township for the third quarter taxation.

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

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

Comm. Young reported that the 2017 budget forms have been released by the Department of Community Affairs and that he has been working on a preliminary draft, which will be reviewed under New Business.

Comm. Young reported that he and Comm. Wolfe met with representatives from the Fire Department to discuss renewal of the fire protection contract. Comm. Young further reported that the topic will be discussed under Executive Session with another meeting scheduled with the Fire Department for later this week.

E. Legislative Report

Comm. Potts reported that the State Association of Fire Districts met with Senator Turner this morning to discuss the legislation to move Fire District elections to November. Comm. Potts further reported that the bill should be moving forward in the Senate and the Assembly.

7. OLD BUSINESS

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

Comm. Young reported that as approved by resolution last month, the financing was awarded to Municipal Asset Management, Inc. Comm. Young further reported that the credit application was submitted following that meeting and has since been approved. The lease agreement was received and has been reviewed by Comm. Young and Chairman Spahr. Comm. Young reported that the document will be signed and sent back electronically tomorrow, and the originals will be mailed. Comm. Young further reported that the financing is contingent upon receiving approval from the Local Finance Board at their meeting on October 19th.

8. NEW BUSINESS

A. Resolution #16-22, Authorizing Award of Contract Relative to Purchase of Fire Truck

Comm. Young reported that the resolutions passed previously all dealt with the financing of the new truck, and that Resolution #16-22 awards the contract to Pierce Manufacturing, Inc. for the construction of the truck.

Comm. Smith made a motion to approve Resolution #16-22, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

B. Resolution #16-24, Authorizing Lease-Purchase Designated Officials and Certification of Tax-Exempt Obligations.

Comm. Young reported that this resolution addresses requirements contained with the lease agreement from Municipal Asset Management, Inc.

Comm. Smith made a motion to approve Resolution #16-24, seconded by Comm. Potts.

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

Coordinator Smith reported that a voucher has been drafted to Pierce Manufacturing, Inc. for the purchase of the new fire truck, which will be signed by all Commissioners tonight. Coordinator Smith further reported that following the Local Finance Board meeting on Wednesday, the voucher can be sent to Fire & Safety Services who will complete the required contracts with HGAC for the ordering of the vehicle.

C. Discussion on Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,331.83 paid in four quarterly installments of \$582.96 following service. Coordinator Smith further reported that the contract price is the same as the last three contracts and recommended renewing with Donald C. Rodner, Inc.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,331.83, seconded by Comm. Smith.

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

D. Discussion on Replacement of Tires on Tower #201

Coordinator Smith reported that the 8 rear tires on Tower #201 are in need of replacement and that he obtained two quotes. The first quote was from Max Finklestein, Inc. in the amount of \$552.07 per tire. The second quote was from Karl's Tire Service in the amount of \$613.00 per tire. Coordinator Smith recommended ordering the tires from Max Finklestein, Inc. at a total cost of \$4,416.56.

Comm. Smith made a motion to approve the purchase of replacement tires for Tower #201 from Max Finklestein, Inc. at a total cost of \$4,416.56, seconded by Comm. Wolfe.

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

E. Discussion on Chief's Request for Equipment Purchases

Chief Smith requested permission to purchase three 100-foot lengths of 5-inch attack-grade supply hose from New Jersey Fire Equipment Co. at a cost not to exceed \$2,600.00.

Comm. Smith made a motion to approve the purchase of three lengths of hose 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.

Chief Smith requested permission to spend up to \$2,500.00 for fire prevention materials.

Comm. Wolfe made a motion to approve the purchase of fire prevention materials at a cost not to exceed \$2,500.00, seconded by Comm. Smith.

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

F. 2017 Budget Discussion

Comm. Young reviewed the preliminary 2017 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

G. Items Timely and Important

There were no items timely and important to discuss.

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. EXECUTIVE SESSION RESOLUTION

A. Resolution #16-23, Authorizing a Closed Session at the October 17, 2016 Regular Meeting

Comm. Young made a motion to approve Resolution #16-23, seconded by Comm. Potts.

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

Comm. Young made a motion to move into executive session seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

Executive session commenced at 8:05 pm.

12. EXECUTIVE SESSION

A. Contractual Negotiations

B. Personnel Matters

Comm. Smith excused himself at 8:30 pm due to a personal conflict.

13. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 9:00 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

17
EXECUTIVE SESSION 10-21-16

Attendance. Commissioners- Potts-Smith- Wolfe- Young & Chairman-Spah

The meeting was called to discuss the three year pending contract with the Monmouth Junction Fire Department and, the wage opener in the District Coordinator contract.

Commissioner Young gave an overview of the Fire Department request. As the Department had lost a large funding source to their budget, they would be looking for a greater contribution from the district and they would desire a patio At the Dayton Station.

After much discussion it was agreed that the negotiators for the District, would offer to the Department \$5000.00 over the next three year. The committee was given the authority to go to \$6000.00 if need be. The committee was to inform the Department that as the maintenance of the Dayton Fire Station was a part of the existing contract, they should have their trustees make a presentation to the Board.

As the next subject could be construed as a potential conflict of interest Comm. Smith excused himself from the session.

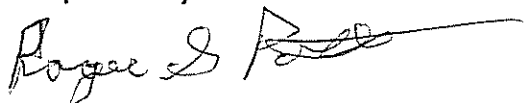
A discussion on the overall performance of Coordinator Smith was entered into. It was unanimous, coordinator Smith had performed outstandingly throughout the year and especially on the lease purchase of the new pumper.

The unanimous conscious was that a three (3) % increase in his yearly salary and a \$1000.00 onetime stipend, for his outstanding work on the lease purchase be offered.

Commissioner Wolfe will meet with Coordinator Smith and present the Boards offer.

Session closed at 8:55 pm

Respectfully Submitted



Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2016

INCIDENT RUNS

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

43 Total Runs for 310.63 Man-Hours

DEPARTMENT ACTIVITIES

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

164.33 Man-Hours

Total Man-Hours for the Month: 474.96

Fire Safety:

Referrals Sent – 10

Responded to Scene – 4

Fire District Coordinator's Report October 17, 2016

- We held an orientation on the use of the weight room at Station 20 on 9-22-2016. 5 new users attended the training and several members also attended as a refresher.
- Alan Landscaping was at Station 20 on 9-26-2016 to trim all bushes around the building and in the parking lot islands.
- Waterway, Inc. was at Station 20 on 10-4-2016 to perform the annual hose testing. One single 100' length of 5" hose failed testing. The length will be cut down (approx. 2 feet) and re-coupled.
- We started the fire safety presentations with the Township Fire Safety Bureau at the schools and day cares in our district on 10-7-2016. The presentations will last until mid-November.
- Engine 204 was taken to Campbell Supply Company for annual preventive maintenance on 10-5-2016. The maintenance and several repairs were completed and the truck was back in service on 10-12-2016. Two pump panel gauges still need to be replaced and the parts have been ordered.
- East Coast Emergency Lighting was at Station 21 on 10-5-2016 to change two rear warning lights on Engine 206 from red to blue. This was done to give contrast to the lighting on the back of the truck to increase visibility. The original lights will be kept as replacements as needed in the future.

Insurance:

- I contacted VFIS on 9-28-2016 to remove the 1965 Ford Brush Truck #202 from the insurance coverage. We should be receiving a check in the amount of \$250.74 for refund of the coverage on the vehicle for the remainder of the policy period.
- About a year ago we took a risk control survey performed by VFIS. One of the recommendations was to check the driving records of members every 3 years. After much research, I found that the NJ MVC has a program where businesses can apply to have access to motor vehicle information. The application paperwork has been submitted to enroll the Fire District and has been approved. I am completing several other required documents and there is a \$150.00 application fee, which is on the voucher list. I will report more once all paperwork is completed and we perform the records checks.

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

Resolution #16-22

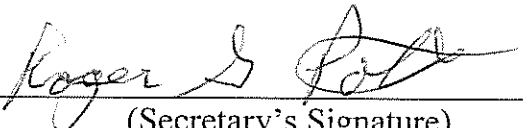
Authorizing Award of Contract Relative to Purchase of Fire Truck

WHEREAS, the Fire District has duly advertised the notice of intent to purchase a fire truck through the HGAC.

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) The purchase of the fire truck is hereby authorized and the appropriate Commissioners may execute any and all documentation necessary to effectuate this purchase contingent upon Local Finance Board positive findings.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on October 17, 2016.



(Secretary's Signature)

10/17/16

(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

Resolution #16-23

Authorizing a Closed Session at the October 17, 2016 Regular Meeting

WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public; and

NOW, THEREFORE, BE IT RESOLVED, that the October 17, 2016 meeting of the Board of Fire Commissioners, Fire District No. 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on October 17, 2016.



Roger S. Potts / Secretary

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

Resolution #16-24

Authorizing Lease-Purchase Designated Officials and Certification of Tax-Exempt Obligations

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 is entering a State and Municipal Lease/Purchase dated October 4, 2016 with Municipal Asset Management, Inc.; and


WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 has carefully reviewed its financing requirements for the current calendar year and reasonably expects that it will not issue more than ten million dollars (\$10,000,000) of tax-exempt obligations during the calendar year;

NOW THEREFORE, be it RESOLVED that the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 is hereby authorized to enter into the Lease with Municipal Asset Management, Inc. for a period of eighty-four months, and be it further

RESOLVED that Chairman Charles G. Spahr is authorized, empowered and directed to sign on its behalf the Lease and any addenda, schedules, notes, UCC financing statements or other instruments issued under the provision of the Lease and any other instrument or document which may be necessary or expedient in connection with agreement upon or fulfillment of the provisions of the Lease;

RESOLVED, that pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, this Lease be and hereby is designated a "qualified tax-exempt obligation" includable within the ten million dollars (\$10,000,000) of the aggregate issues designated as "qualified tax-exempt obligations" for the calendar year within which this Lease is entered into;

RESOLVED, that the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 shall not designate more than ten million dollars (\$10,000,000) of tax-exempt obligations during the current calendar year as qualified tax-exempt obligations and that the Board of Fire Commissioners of South Brunswick Township Fire District No. 2, together with its subordinate entities, does not reasonably expect to issue more than ten million dollars (\$10,000,000) of tax-exempt obligations during the current calendar year.



Roger S. Potts / Secretary