

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
November 21, 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. October 17, 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. Discussion on Chief's Request for Equipment Purchases
 - B. Discussion on Station Lawn Treatment Contract Renewal
 - C. Discussion on I Am Responding Subscription Renewal
 - D. Resolution #16-25, Authorizing Annual Salary for the Fire District Coordinator
 - E. Resolution #16-26, Authorizing a One-Time Stipend to District Coordinator Scott Smith
 - F. Resolution #16-27, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Department
 - G. Resolution #16-28, Approval of Local Finance Board Findings
 - H. 2017 Budget Discussion
 - I. Items Timely and Important
9. **Voucher List**

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

Voucher List

<i>A</i>	Republic Services #689	307.65
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.90
<i>D</i>	PSE&G Co.	1,258.84
<i>E</i>	Verizon	388.94
<i>F</i>	Ready Refresh	91.83
<i>G</i>	Alan Landscaping, LLC	1,678.75
<i>H</i>	Gino's Auto Body Shop	394.20
<i>I</i>	Witmer Public Safety Group	47.00
<i>J</i>	Richard M. Braslow, Esq.	1,909.00
<i>K</i>	Max Finkelstein, Inc.	3,015.36
<i>L</i>	Monmouth Junction Vol. Fire Department	9,121.57
<i>M</i>	Fire Security Technologies, Inc.	350.00
<i>N</i>	Tasc Fire Apparatus Inc.	585.00
<i>O</i>	Scott Smith	47.00
<i>P</i>	Campbell Supply Company	2,515.11
<i>Q</i>	Campbell Supply Company	1,259.69
<i>R</i>	Continental Fire & Safety	693.00
<i>S</i>	Continental Fire & Safety	24.00
<i>T</i>	Karl's Tire Service, Inc.	455.00
<i>U</i>	Approved Fire Protection Systems	158.30
<i>V</i>	Waterway New Jersey	2,273.52
<i>W</i>	Donald C. Rodner, Inc.	582.96
<i>X</i>	Electronic Measurement Labs, Inc.	158.00
<i>Y</i>	Skylands Area Fire Equipment & Training LLC	619.00
<i>Z</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>AA</i>	Main Electric Supply Company, Inc.	33.34
<i>BB</i>	Foremost Promotions	1,037.44

approved
12/19/16
PS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 21, 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. October 17, 2016 Regular Meeting

Comm. Potts made a motion to approve the minutes of the October 17, 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 October 2016 activity report (see attached).

Chief Smith reported that the Fire Department conducted a live-burn drill at the Mercer County Fire Academy on October 27th.

B. District Coordinator's Report

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

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 two deposits since the last meeting. The first deposit was made on November 3rd in the amount of \$250.74 from Glatfelter Insurance Group for

premium return following the cancellation of insurance on the old brush truck. The second deposit was made on November 16th in the amount of \$1,950.00 from South Brunswick Township for second half 2015 and first half 2016 dedicated penalties.

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 2017 budget, which will be discussed further under New Business.

E. Legislative Report

Comm. Potts reported that the State Association of Fire Districts is tracking numerous bills that are related to the fire service.

7. OLD BUSINESS

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

Comm. Young reported that he, Comm. Potts, Coordinator Smith and Attorney Richard Braslow attended the Local Finance Board meeting in Trenton on October 19th. Comm. Young further reported that the financing of the new engine was approved and that a resolution will be approved tonight regarding those findings.

8. NEW BUSINESS

A. Discussion on Chief's Request for Equipment Purchases

Chief Smith submitted a list of equipment and supplies the line officers request to purchase before the end of the year (see attached).

Comm. Young made a motion to approve the purchase of equipment and supplies submitted by the Chief at a cost of \$16,301.50, seconded by Comm. Potts.

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

B. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2017 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$400.00 each for Station 20 and \$100.00 each for Station 21, for a total cost of \$1,500.00.

Comm. Young made a motion to approve the 2017 renewal of the lawn treatment contract with TruGreen at a cost of \$1,500.00, seconded by Comm. Wolfe.

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

C. Discussion on I Am Responding Subscription Renewal

Coordinator Smith reported that he received the renewal of the I Am Responding subscription service, which expires in January. Coordinator Smith recommended renewing

the subscription service for three years at a total cost of \$2,205.00, paid annually at a cost of \$735.00 per year.

Comm. Smith made a motion to approve the renewal of the I Am Responding subscription for three years at a total cost of \$2,205.00, seconded by Comm. Wolfe.

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

D. Resolution #16-25, Authorizing Annual Salary for the Fire District Coordinator

Comm. Wolfe made a motion to approve Resolution #16-25, seconded by Comm. Young.

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

E. Resolution #16-26, Authorizing a One-Time Stipend to District Coordinator Scott Smith

Comm. Potts made a motion to approve Resolution #16-26, seconded by Comm. Wolfe.

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

F. Resolution #16-27, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Fire Department

Comm. Young reported that he and Comm. Wolfe met with the Fire Department's budget committee on October 20th and both sides agreed with the terms of the 3-year agreement.

Comm. Young further reported that the Fire Department approved the contract at their meeting on November 10th.

Comm. Potts made a motion to approve Resolution #16-27, seconded by Comm. Smith.

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

G. Resolution #16-28, Approval of Local Finance Board Findings

Comm. Young made a motion to approve Resolution #16-28, seconded by Comm. Smith.

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

H. 2017 Budget Discussion

Comm. Young reviewed the 2017 preliminary budget status. Comm. Young expressed his opinion to approve a .046 per hundred tax rate in the 2017 budget, which is the same as the 2016 tax rate.

Comm. Wolfe made a motion to proceed with the 2017 budget as recommended by Comm. Young, seconded by Comm. Smith.

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

Comm. Young stated that he will input the data into the State forms in preparation for approval at the special meeting in two weeks on December 5th.

I. Items Timely and Important

There were no items timely and important to discuss.

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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:50 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2016

INCIDENT RUNS

- 1 Structure Fires
- 1 Vehicle Fires
 - Dumpster/Compactor/Trash/Refuse Fires
- 1 Trees, Brush, Grass, Mulch Fires
- 2 Fires, Other
- 1 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
- 5 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
 - Hazardous Condition
 - 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
- 14 System Malfunctions
- 13 Unintentional System / Detector Operation
- 1 False Calls
- Other

47 Total Runs for 273.47 Man-Hours

DEPARTMENT ACTIVITIES

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

189.60 Man-Hours

Total Man-Hours for the Month: 463.07

Fire Safety:

Referrals Sent – 16

Responded to Scene – 5

Fire District Coordinator's Report
November 21, 2016

- Tower 201 was taken to Fire & Safety Services on 10-24-2016 for completion of several repairs following the annual preventive maintenance and was back on 10-28-2016. We are still waiting on replacement parts to address a minor electrical problem.
- Karl's Tire Service was at Station 20 on 10-25-2016 to replace the left front tire on Engine 208.
- Approved Fire Protection was at Station 20 on 10-26-2016 to perform the 6-month inspection on the kitchen hood fire suppression system, which is in proper working order at this time.
- Air & Gas Technologies was at Station 21 on 10-28-2016 to perform the 6-month service on the Bauer breathing air compressor. A hose for one of the fill banks was leaking and a replacement hose has been ordered.
- Engine 204 went to Campbell Supply Company on 10-28-2016 to replace several pump gauges. The parts were replaced and the truck was back in service the same day.
- Quick Response Fire Protection performed the quarterly sprinkler system inspections at both stations on 11-1-2016. All systems are in proper working order at this time.
- Tower 201 went to Karl's Tire Service in North Brunswick on 11-1-2016 for replacement of the 8 rear tires.
- Cummins Power Systems performed the 6-month service on the emergency generators at both stations on 11-7-2016.
- Station 20 was used as a polling place for the general election on 11-8-2016.
- The fire safety presentations at the schools and day cares are still in progress and will be wrapping up at the end of this month.

Insurance:

- There is nothing new to report this month.

**Mommouth Junction Vol Fire Department
2016 End of Year Purchases**

Qty	Item Description	Unit Cost	Total Cost	Status	Vendor	Comments/Links, Etc
A-6 Account						
5	Printer Cartridges	\$120.00	\$600.00	A-6	CMF Business Supplies	
O-4 Account						
8	Replacement Pads for AEDs Oil & Filters for Vehicles		\$650.00 \$500.00	O-4 O-4	AED Superstore RPM Auto Parts	
O-6 Account						
24	AA Batteries for Air Packs	\$5.20	\$100.00	O-6	Preferred Batteries	Need 162 Batteries for Air Packs. Order 8 Boxes of 24 (192 Batteries) Item # BTR91014
15	Sawz-All Blades	\$130.34	\$1,955.10	O-6	Quality Cut & Abrasives	
6	Class A Foam Concentrate (5 Gallon Pails) License Plates for Firefighters		\$300.00	O-6	Continental Fire & Safety Our Designs	5 Top, 1 Bottom
O-7 Account						
O-8 Account						
3	Turnout Gear	\$2,242.80	\$6,728.40	O-8	Absolute Fire Protection	NJ State Contract (Once new turnout gear comes in)
2	Saw Harness Loops on Turnout Pants	\$100.00	\$300.00	O-8	Milnera Cleaners	
2	Leather Structural Boots	\$350.00	\$700.00	O-8	The Fire Store	
4	Extrication Gloves	\$54.99	\$250.00	O-8	The Fire Store	1 Pair Medium, 1 Pair Large, 2 Pairs Extra Large
2	Wildland Jackets for Brush Truck		\$500.00	O-8	The Fire Store	http://www.thefirestore.com/store/product.aspx?productId/1863/PGI-Fireline-Turnout-Ga
O-11 Account						
1	Band Saw		\$400.00	O-11	The Home Depot	
1	High-Power Corded Sawz-All		\$250.00	O-11	The Home Depot	
1	Ring Cracker (for Man vs. Machine)		\$300.00	O-11	Online	
1	ID Card Maker	\$2,618.00	\$2,618.00	O-11	Alpha Card	Cost Split Between 3 Fire Departments
			\$16,301.50			
APPROVED						
ORDERED						
RECEIVED						

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

RESOLUTION #16-25

Authorizing Annual Salary for the Fire District Coordinator

WHEREAS, the position of Fire District Coordinator has been previously created by the Fire District; and

WHEREAS, appropriate funding is being provided for in the 2017 budget relative to this position; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are desirous of increasing the annual salary of the Fire District Coordinator;

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 Fire District Coordinator Scott Smith shall receive an annual salary of \$71,070.00 for the year commencing January 1, 2017 and ending December 31, 2017.
- 2.) This increase in salary shall be deemed approved upon adoption of this resolution.
- 3.) This increase in salary is contingent upon the appropriate funds being available to the 2017 budget.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on November 21, 2016.



Roger S. Potts, District Clerk

11/21/16

(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, COUNTY OF MIDDLESEX**

RESOLUTION #16-26

Authorizing a One-Time Stipend to Fire District Coordinator Scott Smith

WHEREAS, Fire District Coordinator Scott Smith has worked countless hours outside of his normal duties in efforts related to the procurement of a new pumper truck that was approved by the voters of Fire District No. 2 in December, 2015; and

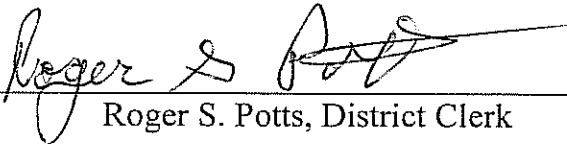
WHEREAS, the Board of Fire Commissioners of Fire District No. 2 desire to express their sincere appreciation for Fire Coordinator Smith's outstanding efforts on behalf of the residents of the Fire District that allowed for the ordering of the pumper truck in October, 2016; and

WHEREAS, funds are available within the 2016 Fire District Budget;

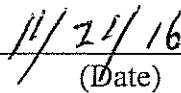
NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- 1.) Effective upon approval by the Board of Fire Commissioners, Fire Coordinator Smith shall receive a one-time stipend of \$1,000.00 that shall not be added to his base salary.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on November 21, 2016.



Roger S. Potts, District Clerk



(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 #16-27


**Authorizing Execution of a Fire Protection Services Agreement with the
Monmouth Junction Volunteer Fire Department**

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction Volunteer Fire Department within its jurisdiction upon terms that are fair and proper for the providing of fire protection services to the fire district;

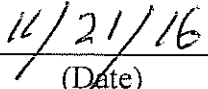
NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- 1.) The Chairman and District Clerk are hereby authorized to execute a fire protection services agreement with the Monmouth Junction Volunteer Fire Department covering the time period of January 1, 2017 through December 31, 2019.
- 2.) Said agreement shall be conditioned upon execution of same by the authorized officers of the Fire Department.
- 3.) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- 4.) A copy of this resolution shall be furnished to the Fire Department.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on November 21, 2016.



 Roger S. Potts, District Clerk



 (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 - 28

Approval of Local Finance Board Findings

WHEREAS the Fire District applied to the Local Finance Board for capital project financing; and,

WHEREAS the Local Finance Board adopted a resolution approving same as attached; and,

WHEREAS the Commissioners have reviewed the resolution and agree with the findings of same.

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) In accordance with statute the Commissioners hereby acknowledge receipt of and review of the resolution of the Local Finance Board as attached and approve of same.
- (2) A copy of this resolution upon adoption and the required affidavit shall be provided to the Local Finance Board.

AFFIDAVIT

We the undersigned hereby acknowledge that we have received and reviewed the Local Finance Board resolution attached and approve of same.

- (1) Rayger D. Pote
- (2) Charles D. Spahr
- (3) Charles M. Smith
- (4) Douglas S. Wago
- (5) Thomas A. G. J.