

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
December 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. October 17, 2016 Executive Session
 - B. November 21, 2016 Regular Meeting
 - C. December 5, 2016 Special 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. Resolution #16-31, Authorizing Cancellation of Capital Authorization for Brush Truck Replacement
 - B. Resolution #16-32, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Firefighting Equipment
 - C. Resolution #16-33, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Bldg. Improvements & Appurtenances
 - D. Resolution #16-34, Adoption of Temporary Budget for 2017
 - E. Items Timely and Important
9. **Voucher List**

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

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Verizon Wireless	256.92
<i>C</i>	PSE&G Co.	1,758.16
<i>D</i>	Verizon	388.07
<i>E</i>	Ready Refresh	54.88
<i>F</i>	Alan Landscaping, LLC	1,153.75
<i>G</i>	Max Finkelstein, Inc.	458.24
<i>H</i>	Main Electric Supply Company, Inc.	125.06
<i>I</i>	Service Tire Truck Centers	740.00
<i>J</i>	CMF Business Supplies, Inc.	28.95
<i>K</i>	McMaster-Carr	53.27
<i>L</i>	Access Health Systems	75.00
<i>M</i>	WTH Technology, Inc.	619.09
<i>N</i>	Allied 100, LLC	531.54
<i>O</i>	1 st Responder Newspaper	60.00
<i>P</i>	Cummins Power Systems, LLC	1,637.70
<i>Q</i>	Board of Fire Commissioners Fire District #2	75,000.00
<i>R</i>	Witmer Public Safety Group	775.50
<i>S</i>	Continental Fire & Safety	1,955.10
<i>T</i>	OK Enterprises, LLC	1,500.00
<i>U</i>	Preferred Batteries	98.68
<i>V</i>	Monmouth Junction Vol. Fire Department	940.25
<i>W</i>	Monmouth Junction Vol. Fire Department	198.25
<i>X</i>	Fire and Safety Services, LTD.	10,271.93

Approved 1-17-17 JF

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 19, 2016

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Comm. Smith at 7:00 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Comm. Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Potts
 Comm. Smith
 Comm. Wolfe
 Comm. Young

Not Present: Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. October 17, 2016 Executive Session

Comm. Potts reported that the minutes of the October 17, 2016 executive session were not ready for approval and will be ready for the next meeting.

B. November 21, 2016 Regular Meeting

Comm. Young made a motion to approve the minutes of the November 21, 2016 regular meeting, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - not present.

C. December 5, 2016 Special Meeting

Comm. Potts made a motion to approve the minutes of the December 5, 2016 special meeting, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - not present.

6. PROFESSIONAL REPORTS

A. Chief's Report

Captain Sean Wert reviewed the Fire Department's November 2016 activity report (see attached).

Captain Wert reported that Chief Smith, Deputy Chief Spahr, and District Chairman Spahr are currently in Wisconsin at the Pierce factory performing the pre-construction meeting for the new engine and will be returning Wednesday.

Captain Wert reported that the Fire Department performed a Santa Cade event around the district on Saturday December 10th and all feedback from the public was positive.

Captain Wert reported that the Fire Department's line officers will stay the same for 2017. Captain Wert further reported that the line officers met last week to discuss our goals for next year, which will be reviewed with the membership following training in early January.

B. District Coordinator's Report

Comm. Wolfe reviewed the December 2016 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Comm. Wolfe 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 he has received notification that the IRS has received a tax exempt bond form for the purchase of the new fire engine. Comm. Young further reported that he received a statement for a new account that was opened which reflects a balance for the total amount of the new truck.

E. Legislative Report

Comm. Potts reported that Assemblyman Dancer and he testified before the judiciary committee last week for a bill that allows fire districts to move elections to November.

Comm. Potts further reported that the bill passed and was forwarded to the appropriations committee. Comm. Potts reported that a similar bill has been passed that forces fire districts to move the elections.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Resolution #16-31, Authorizing Cancellation of Capital Authorization for Brush Truck Replacement

Comm. Young reported that the brush truck project has been completed and all invoices paid.

Comm. Young further reported that the resolution moves remaining funds to the undesignated capital account.

Comm. Potts made a motion to approve Resolution #16-31, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - not present.

B. Resolution #16-32, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Firefighting Equipment

Comm. Young reported that Resolutions #16-32 & #16-33 allow the Board to place questions on the 2017 election ballot for capital funding that if passed by the voters, would provide funding for possible capital projects to be included in the 2018 budget.

Comm. Smith made a motion to approve Resolution #16-32, seconded by Comm. Young.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - not present.

C. Resolution #16-33, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Bldg. Improvements & Appurtenances

Comm. Wolfe made a motion to approve Resolution #16-33, seconded by Comm. Potts.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - not present.

D. Resolution #16-34, Adoption of Temporary Budget for 2017

Comm. Young reported that as the 2017 budget will not be approved until the election in February, the Board is allowed to spend up to 14% of the current year's budget, with the exception of debt reduction charges and capital improvements.

Comm. Potts made a motion to approve Resolution #16-34, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - not present.

E. Items Timely and Important

Comm. Wolfe reported that he received a request from the District Coordinator to carry-over 7 vacation days into 2017. Comm. Wolfe further reported that the Coordinator's contract allows the carry-over of up to 5 vacation days without approval. All Commissioners were in favor of allowing the carry-over of 7 vacation days.

Comm. Smith reported that as approved at the special meeting earlier this month, he has been in contact with Vincze Home Improvement LLC to schedule the painting of the bathrooms at Station 21 and the weight room at Station 20, which should begin shortly.

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 - not present.

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 7:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2016

INCIDENT RUNS

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

43 Total Runs for 278.50 Man-Hours

DEPARTMENT ACTIVITIES

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

106.80 Man-Hours

Total Man-Hours for the Month: 385.30

Fire Safety:

Referrals Sent – 11

Responded to Scene – 4

Fire District Coordinator's Report
December 19, 2016

- New tires were installed on Car 200 by Public Works on 12-7-2016.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-14-2016. No violations were noted during the inspection.
- We are still waiting for parts to come in to address an electrical issue with Tower #201. The parts have been ordered by Fire & Safety Services and the repairs will be completed at the station by their mechanic.
- Parts are on order to replace a leaking fill hose on the Bauer breathing air compressor.
- We are also waiting on Cummins Power Systems to obtain the parts needed to perform a tune-up on the emergency generator at Station 21.

Insurance:

- There is nothing new to report this month on insurance.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY

RESOLUTION 16-31

Authorizing Cancellation of Capital Authorization

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously received voter approval for \$75,000.00 for the purchase of a Brush Truck Replacement on 12/01/14; and

WHEREAS, \$11,315.40 of the monies approved relative to this project remain and need not be expended; and

WHEREAS, the Commissioners are desirous of canceling this authorization;

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

(1) The capital authorization relative to the capital project for the purchase of Vehicle Extrication Equipment is hereby cancelled.

(2) The \$11,315.40 of the monies remaining from the project approval shall be placed in the undesignated capital account.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on December 19, 2016.



Roger S. Potts, Clerk

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

RESOLUTION #16-32

**Resolution Providing for the Consideration of a Ballot Question at the Annual
Election to be Held on Saturday, February 18, 2017**

WHEREAS, the annual election of the legal voters of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, New Jersey ("Fire District") is to be held on Saturday, February 18, 2017 in the Fire District;

AND WHEREAS, in addition to the items to be considered at the annual election the following proposal shall be submitted;

PROPOSAL

Shall the Board of Commissioners of Fire District No. 2 be given the authority to expend monies, in an amount not to exceed \$60,000 for the purchase of firefighting equipment and which will be paid for from funds held by the Fire District with no financing involved?

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 hereby approves and adopts the proposal set forth above and, subject to the approval of legal voters of the Fire District, hereby determines to carry out same.
- 2.) Each member of the Board are hereby authorized to determine all matters and execute all documents and instruments in connection with the consideration of the proposal at said annual election, and the signatures of any member of the Board on such documents or instruments shall be conclusive as to such determinations.

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



Roger S. Potts, District Clerk

12/19/16

(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 #16-33

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Election to be Held on Saturday, February 18, 2017**

WHEREAS, the annual election of the legal voters of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, New Jersey ("Fire District") is to be held on Saturday, February 18, 2017 in the Fire District;

AND WHEREAS, in addition to the items to be considered at the annual election the following proposal shall be submitted;

PROPOSAL

Shall the Board of Commissioners of Fire District No. 2 be given the authority to expend monies, in an amount not to exceed \$90,000 for the purchase of various capital improvements to the Monmouth Junction Volunteer Fire Station located at 573 Ridge Road and the Dayton Substation located at 481 Georges Road, including but not limited to, the renovation and/or replacement of the roof, doors, floors, lighting and utility systems, parking lot and grounds; together with the acquisition of all equipment and the completion of all work necessary for or related thereto; all of which will be paid for from funds held by the Fire District with no financing involved?

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 hereby approves and adopts the proposal set forth above and, subject to the approval of legal voters of the Fire District, hereby determines to carry out same.
- 2.) Each member of the Board are hereby authorized to determine all matters and execute all documents and instruments in connection with the consideration of the proposal at said annual election, and the signatures of any member of the Board on such documents or instruments shall be conclusive as to such determinations.

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



Roger S. Potts, District Clerk

12/19/16

(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,
STATE OF NEW JERSEY

RESOLUTION 16-34

Adoption of Temporary Budget for 2017

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2017, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 18, 2017;

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

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 December 19, 2016.



Roger S. Potts, Clerk