

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
February 21, 2017
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. January 17, 2017 Regular Meeting
6. **Professional Reports**
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. **Old Business**
 - A.
8. **New Business**
 - A. Discussion on Renewal of the Lawn Maintenance Contract
 - B. Discussion on Chief's Request for Purchase of Equipment for New Engine
 - C. Election Results
 - D. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Executive Session Resolution**
 - A. Resolution #17-02, Authorizing a Closed Session at the February 21, 2017 Regular Meeting
12. **Executive Session**
 - A. Personnel Matters (LOSAP)
 - B. Contractual Negotiations (New Engine Financing)
13. **Adjournment**

Voucher List

| | | |
|----------|---|---------------|
| <i>A</i> | Republic Services #689 | 339.59 |
| <i>B</i> | Kleen-Tec Maintenance, LLC | 415.00 |
| <i>C</i> | Verizon Wireless | 256.80 |
| <i>D</i> | PSE&G Co. | 3,407.69 |
| <i>E</i> | Verizon | 401.17 |
| <i>F</i> | Ready Refresh | 70.86 |
| <i>G</i> | Home News Tribune | 86.92 |
| <i>H</i> | Donald C. Rodner, Inc. | 582.96 |
| <i>I</i> | McMaster-Carr | 112.17 |
| <i>J</i> | First Battalion Firefighting-Equipment, LLC | 6,728.40 |
| <i>K</i> | Minerva Cleaners | 322.00 |
| <i>L</i> | Fire & Safety Services, LTD. | 2,760.03 |
| <i>M</i> | IEH Auto Parts LLC | 110.94 |
| <i>N</i> | Cummins Power Systems | 1,461.04 |
| <i>O</i> | Monmouth Junction Vol. Fire Department | 453.59 |
| <i>P</i> | Anne Chibbaro | 105.00 |
| <i>Q</i> | Patricia Wolfe | 105.00 |
| <i>R</i> | Emergency Services Marketing Corp., Inc. | 10.00 |
| <i>S</i> | Lincoln Financial Advisors | 28,373.00 |
| <i>T</i> | Scott Smith | 53.27 |
| <i>U</i> | Fire Security Technologies, Inc. | 470.00 |
| <i>V</i> | Stewart & Stevenson Power Products | 591.03 |
| <i>W</i> | Witmer Public Safety Group, Inc. | 373.00 |
| <i>X</i> | <i>HOLMAN, FRENIA, ALHSON, P.C.</i> | <i>150.00</i> |
| <i>Y</i> | | |
| <i>Z</i> | | |

approved 3/20/17

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 21, 2017

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. January 17, 2017 Regular Meeting

Comm. Potts made a motion to approve the minutes of the January 17, 2017 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. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's January 2017 activity report (see attached).

Chief Smith reported that the Fire Department completed the annual mandatory training, including the SCBA, hazardous materials and blood borne pathogens refreshers.

Chief Smith reported that the Township Fire Chief's hosted the Suburban Chief's Association meeting at Station 20 on January 18th.

Chief Smith reported that he has been in contact with the salesman from Fire & Safety Services regarding the new engine. Chief Smith reported that the truck is in engineering review and is still on track for June completion. Chief Smith further reported that based on changes made since the contract was awarded to Pierce, there is approximately \$850.00 credit available.

Chief Smith reported that the Fire Department's installation dinner will be held this Saturday, February 25th. Chief Smith further reported that the Kingston Fire Company will be covering fire calls during the event.

Chief Smith reported that there has been some preliminary discussion on what to do with the trench rescue trailer and equipment, as the Department no longer provides this service. Chief Smith will report back to the Board with a recommendation in the coming months.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the February 2017 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the February 2017 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 January 19th in the amount of \$872.67 from South Brunswick Township Fire District #1 for their one-third share of the purchase of the new ID card maker.

Comm. Young reported that he forwarded the information to the auditor for the 1099-MISC forms on January 17th. Comm. Young further reported that he received the forms back from the auditor and were distributed on January 30th in compliance with the statutory requirement of completion by February 1st.

Comm. Young reported that he sent an electronic copy of the adopted 2017 budget and mailed an original copy to DCA on January 26th. Comm. Young further reported he received one follow-up question for information that was already provided. Comm. Young reported that he received an email on February 2nd that the adopted budget was approved by DCA.

Comm. Young reported that he distributed the first report of the 2017 financials to the Commissioner's mailboxes earlier this afternoon.

Comm. Young reported that he closed out the financials for 2016 and summarized the final financial report and the fixed asset account group schedule through the end of 2016. Comm. Young reported that the District ended 2016 with a general fund balance of \$492,150.90, of which \$108,950.00 was designated towards the 2017 budget. Comm. Young further reported that this leaves \$383,200.90 in unreserved undesignated funds, which is \$133,970.52 more than 2015. Comm. Young reported that the total change in fund balances is \$169,221.43 more than 2015. Comm. Young reported that all bills from 2016 have been paid with the exception of the audit. Comm. Young reported that the District ended the year 2016 with net capital assets of \$2,969,662.26.

Comm. Young reported that he will be performing a final review of all 2016 financial information in the coming days with the intent of forwarding the documents to the auditor electronically before the end of the month.

E. Legislative Report

Comm. Potts reported that there were two bills in the Senate and two bills in the Assembly to move fire district elections to the general election in November and that the bills were to be consolidated to one identical bill in each house. Comm. Potts further reported that he reviewed both bills prior to a hearing on the Assembly bill and found that a section was missing in the Senate bill. Comm. Potts reported that the bill allows fire districts that move their meeting to November to make a capital purchase by resolution at a regular meeting. Comm. Potts reported that the bill was negotiated to also allow fire districts that did not move their meeting the same ability, but that section was removed from the Senate bill. Comm. Potts reported that Senator Beach wanted the section removed to encourage districts to move their election but that he has since conceded to allow districts to hold a special meeting at the same time as a regular meeting, but the meeting must be open for a minimum of 3 hours to allow the public to comment. Comm. Potts reported that the amended bill is supposed to be heard on February 27th.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Renewal of the Lawn Maintenance Contract

Coordinator Smith reported that he received the 2017 renewal of the lawn maintenance contract from Alan Landscaping. Coordinator Smith reported that the total cost is \$5,350.00 for the two fire stations, which is the same cost dating back to 2013. Coordinator Smith clarified that the contract is for the weekly lawn maintenance and does not include a spring or fall cleanup at the stations. Coordinator Smith recommended renewing the lawn maintenance contract with Alan Landscaping.

Comm. Young made a motion to approve the renewal of the lawn maintenance contract with Alan Landscaping in the amount of \$5,350.00, seconded by Comm. Wolfe.

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

B. Discussion on Chief's Request for the Purchase of Equipment for New Engine

Chief Smith reported that he submitted a list of equipment the line officers are requesting permission to purchase for the new fire engine. Chief Smith reported that construction completion is expected in June, and that some of the equipment will take several months to receive. The total cost of the equipment in the list as submitted is \$32,823.60, and Chief Smith requested permission to spend up to \$35,000.00. Comm. Young reported that the equipment will be purchased out of the capital appropriation.

Comm. Wolfe made a motion to approve the Chief's request for the purchase of equipment for the new engine at a cost not to exceed \$35,000.00, seconded by Comm. Young.

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

C. Election Results

Comm. Potts reported that a total of 33 votes were cast for the Fire District elections on February 18th; 29 voters at the polls and 4 by absentee ballot.

Comm. Potts reported that there were 27 votes cast for Charles Smith.

Comm. Potts reported there were 29 votes cast in favor of the budget with 3 opposed; there were 30 votes cast in favor of Question #1 with 3 opposed; and there were 30 votes cast in favor of Question #2 with 3 opposed.

Comm. Potts reported that the results have been forwarded to the Department of Community Affairs and the South Brunswick Township Tax Assessor.

D. Items Timely and Important

Comm. Young reminded those present that the District re-organization meeting will be held on Tuesday March 7th at 7 pm.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item X to Holman Frenia Allison, P.C. in the amount of \$150.00.

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. EXECUTIVE SESSION RESOLUTION

A. Resolution #17-02, Authorizing a Closed Session at the February 21, 2017 Regular Meeting

Comm. Young made a motion to approve Resolution #17-02 and go into executive session, seconded by Comm. Smith

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

Executive Session commenced at 7:45 pm.

12. EXECUTIVE SESSION

A. Personnel Matters (LOSAP)

B. Contractual Negotiations (New Engine Financing)

Comm. Wolfe made a motion to end the executive session seconded by Comm. Young and by a voice vote all voted in affirmative. Public meeting re-commenced at 8:32 pm.

Chairman Spahr expressed his opinion that the Board should at least investigate the chassis pre-payment cost savings being offered by Pierce Manufacturing, Inc. for the new engine, which is available until April 1st. After a discussion it was decided that Chairman Spahr and Comm. Young will contact Fire District attorney Richard Braslow to discuss the pre-payment option.

Comm. Wolfe made a motion to recover the funds from three LOSAP accounts, seconded by Comm. Smith.

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

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 8:40 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

**MINUTES OF EXECUTIVE SESSION
FEBRUARY 21, 2017**

Executive Session commenced at 7:45 pm.

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

12. EXECUTIVE SESSION

A. Personnel Matters (LOSAP)

Comm. Potts reported that the executive session was called to discuss the LOSAP accounts of three active members of the Fire Department and any possible changes to make to the District's LOSAP program. Comm. Potts distributed copies of the resolution passed by the District in 2002 regarding LOSAP, and reported that active firefighters must complete five years of active service meeting the qualifying standard to become vested. Comm. Potts further reported that if an active firefighter does not meet the qualifying standard for two consecutive years prior to vesting that the firefighter shall forfeit all prior years of service.

Comm. Potts reported that the District has recovered funds from firefighters in the past that have left the Fire Department prior to vesting, but has never recovered funds from firefighters still active. Comm. Potts reported that there are two firefighters who have qualified for two years but have not qualified the last two consecutive years. Comm. Potts further reported that there is another firefighter that has qualified for four years but has missed qualifying since 2011 after being on military leave, coming back, and then going on leave from the Fire Department to pursue job opportunities.

Comm. Potts reported that there is no state or federal requirement to forfeit funds after two years, only the federal requirement to complete five years to become vested. Comm. Potts further reported that the LOSAP resolution was approved by the public, and that the Board can only make minor changes without voter approval.

Comm. Wolfe expressed his opinion that LOSAP is intended to be an incentive for firefighters who meet the qualifying standard and that the policy should be enforced as adopted.

Comm. Potts reported that some fire districts give points for life members and officers to make meeting the standard easier. Comm. Potts further reported that following the recent investigations by the DCA over the administration of LOSAP programs, it is recommended to recover funds from firefighters who do not become vested.

Comm. Smith expressed his opinion that the Board has a responsibility to the taxpayers to recover funds of those firefighters that do not become vested.

Chairman Spahr expressed his opinion that the Board may want to consider looking into a military exemption for those with one or more qualifying years but miss qualifying for two consecutive years before vesting.

After further discussion, it was decided that a motion will be made when the public meeting re-convenes to recover the funds of the three firefighters.

B. Contractual Negotiations (New Engine Financing)

Comm. Young reported that an invoice was received from Pierce Manufacturing, Inc. offering an optional chassis pre-payment offer for the new engine. Comm. Young reported that if a pre-payment was made in the amount of \$394,224.18 for the chassis, a credit of \$15,271.78 would be deducted from the final invoice for the truck.

Comm. Young reported that the Board has elected not pursue these pre-payments in the past, although other districts have done so. Comm. Young further reported that the Board would need to take out a performance bond of approximately \$3,000.00, in addition to any required legal fees.

After a brief discussion, it was decided that the topic will be discussed further when the public meeting re-convenes.

Comm. Wolfe made a motion to end the executive session seconded by Comm. Young and by a voice vote all voted in affirmative. Public meeting re-commenced at 8:32 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2017

INCIDENT RUNS

- 1 Structure Fires
- 3 Vehicle Fires
 - Dumpster/Compactor/Trash/Refuse Fires
 - Trees, Brush, Grass, Mulch Fires
 - Fires, Other
 - Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 3 Haz-Mat Spill / Leak No Ignition
- 3 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
Dispatched & Cancelled En Route
Smoke Scare / Odor Removal / Problem
- 7 System Malfunctions
- 9 Unintentional System / Detector Operation
- 5 False Calls
Other

34 Total Runs for 216.98 Man-Hours

DEPARTMENT ACTIVITIES

- 1 Board of Fire Commissioners Meeting
- 1 Chief's Meeting
- 1 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
- 1 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

143.39 Man-Hours

Total Man-Hours for the Month: 360.37

Fire Safety:

Referrals Sent – 8

Responded to Scene – 2

Fire District Coordinator's Report February 21, 2017

- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 1-23-2017. All systems are in proper working order at this time.
- A mechanic from Fire & Safety Services was at Station 20 on 1-24-2017 to complete repairs to Tower #201 where we were waiting on parts since last year.
- Cummins Power Systems was at Station 21 on 1-27-2017 to perform a tune-up on the emergency generator, as recommended by the service that was completed last November. A tech from Cummins was back at Station 21 on 2-6-2017 after it was discovered that the generator had not been performing its weekly automatic exercise since that tune-up. It was determined the oil pressure switch needs to be replaced and a replacement part has been ordered.
- Brush Truck #202 was taken to Malouf Ford on 1-30-2017 to troubleshoot the activation of the check engine light. It was determined that the canister solenoid as part of the EVAP system was apparently damaged during the installation of the flat-bed body and needed to be replaced. The part was replaced and the truck was back in service the next day.
- Fire Security Technologies was on site on 1-31-2017 to repair an issue with the burglar alarm at Station 21 and an issue with the interface between the fire and burglar alarms at Station 20 that was causing a trouble alarm. Both systems are in proper working order at this time.
- A mechanic from Fire & Safety Services was at Station 21 on 2-10-2017 to troubleshoot a possible coolant system issue on Engine #206. The mechanic was unable to locate a problem and recommended taking the truck to Atlantic Detroit-Diesel in Piscataway. While on site the mechanic re-built a discharge valve that was leaking.
- Engine #206 was taken to Atlantic Detroit-Diesel in Piscataway on 2-13-2017 for diagnosis of the possible coolant system issue. The truck was checked and no issue could be found with the engine or coolant system, without doing an internal check which they did not recommend due to the engine hours on the truck. The truck was back in service on 2-15-2017 and we will continue to monitor the truck for any issues.
- A rep from WTH was on site on 2-14-2017 to perform updates to the Think Map mapping system on the computers at the stations and in the vehicles.
- Ready Refresh was on site on 2-14-2017 to clean and service the water coolers at both stations. A new cooler was ordered to replace one that is not working.

- A tech from PSE&G's Worry Free Program was on site on 2-16-2017 to service the gas-fired range oven in the kitchen. The oven was found to be heating out of range so a new thermostat and temperature sensor have been ordered.
- The mechanic from Fire & Safety Services was back on site on 2-16-2017 to remove a quartz light that was damaged when the truck was at Atlantic-Detroit. The light will be sent back to the manufacturer and Atlantic-Detroit will pay for the repair. The mechanic also looked at an LED light on the pump panel that is burned out and ordered a replacement.
- I received a quote from Fire & Safety Services to add an interlock to the parking brake for the siren control on Engine 206 to prevent accidental activation via the foot pedal switch for the driver. Cost as quoted is \$625.00, with work to be completed at our station. I already spoke with several Commissioners, and as the quote is under my \$1,000.00 spending limit, I will proceed with the work. The install will be performed when the mechanic returns to address the other items previously mentioned.

Insurance:

- A representative from Travelers was on site on 2-16-2017 to perform an audit for our Worker's Compensation policy. All requested records are in proper order.

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

Resolution #17-02

Authorizing a Closed Session at the February 21, 2017 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 February 21, 2017 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 February 21, 2017.

Roger S. Potts / Secretary