

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 ***March 20, 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. February 21, 2017 Regular Meeting
 - B. February 21, 2017 Executive Session
 - C. March 7, 2017 Re-organization Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Update on Chassis Pre-Payment Option for New Fire Engine
8. ***New Business***
 - A. Discussion on Apparatus Preventive Maintenance Service
 - B. Discussion on Hurst Rescue System Preventive Maintenance
 - C. Discussion on Air Pack Preventive Maintenance
 - D. Discussion on Station Generator Preventive Maintenance Contract
 - E. Discussion on Fire Station Spring Cleaning
 - F. Discussion on Renewal of Station Alarm Monitoring Contract
 - G. 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	256.80
<i>C</i>	PSE&G Co.	2,527.93
<i>D</i>	Verizon	401.14
<i>E</i>	Ready Refresh	199.08
<i>F</i>	Alan Landscaping, LLC	1,375.00
<i>G</i>	Richard M. Braslow, Esq.	102.00
<i>H</i>	Q.R.F.P. Special Services	400.00
<i>I</i>	Fire Security Technologies	1,068.00
<i>J</i>	Treasurer, State of New Jersey	397.00
<i>K</i>	Continental Fire & Safety	2,424.21
<i>L</i>	Postmaster	76.00
<i>M</i>	Middlesex County Treasurers	36.80
<i>N</i>	Scott Smith	52.63
<i>O</i>	Computer Systems & Methods	1,071.85
<i>P</i>	CMF Business Supplies	100.30
<i>Q</i>	McMaster-Carr	31.47
<i>R</i>	OK Enterprises, LLC	1,750.00
<i>S</i>	Home News Tribune	164.16
<i>T</i>	SAFE-T	5,745.00
<i>U</i>	Monmouth Junction Vol. Fire Department	39.97
<i>V</i>		
<i>W</i>		
<i>X</i>		
<i>Y</i>		
<i>Z</i>		

approved 4/17/17
[Signature]

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 20, 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. February 21, 2017 Regular Meeting

Comm. Potts made a motion to approve the minutes of the February 21, 2017 regular meeting, seconded by Comm. Wolfe.

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

B. February 21, 2017 Executive Session

Comm. Smith made a motion to approve the minutes of the February 21, 2017 executive session, seconded by Comm. Potts.

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

C. March 7, 2017 Re-organization Meeting

Comm. Smith made a motion to approve the minutes of the March 7, 2017 re-organization 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. Fire Chief's Report

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

Chief Smith reported that member Pawel Szyplula completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the line officers have reviewed the equipment inventory kept on Support Unit #207, with some equipment no longer needed being removed and other items re-located on the truck, for better access.

Chief Smith reported that he met with the Township Fire Official to discuss the streets and fire department access in the new Cambridge Crossing development on both sides of Route 522. Chief Smith reported that the streets in the complex are narrow, giving limited access for fire apparatus, specifically the Department's aerial truck. Chief Smith further reported there are no cul-de-sacs in the development, making exiting the complex difficult as well. Chief Smith reported that while the street design is code-compliant, he will be working with the Fire Official to bring apparatus to the development to test access in and around the site. Chief Smith also reported that he discussed other developments in the fire district that are in the planning phase and is confident the Fire Official is an advocate for the needs of the fire service in the township when it comes to plan review.

Chief Smith reported that Pierce Manufacturing has completed the engineering review for the specifications of the new engine and that construction on the chassis is scheduled to start in April.

Chief Smith reported that the line officers are finalizing changes to the accountability system to improve the tracking of firefighters on emergency scenes. Chief Smith further reported that the changes were discussed with the other fire companies in town in an effort to standardize procedures.

Chief Smith reported that six firefighters attended a class last week on the safe operation of fire apparatus and that a lot of good information was received which will improve the driver training program.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2017 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on February 28th in the amount of \$1,100.00 from South Brunswick Township for second half 2016 dedicated penalties. The second deposit was made today in the amount of \$15,388.92 from Lincoln Financial Services for the forfeiture of LOSAP funds from 4 accounts that were closed.

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

Comm. Young reported that the 2016 audit documentation review was supposed to be performed on site last week but was postponed due to the snow storm. Comm. Young further reported that the review has been rescheduled for later this week.

E. Legislative Report

Comm. Potts reported that the Senate and Assembly are working on amendments to the bills to move fire district elections to November.

7. OLD BUSINESS

A. Update on Chassis Pre-Payment Option for New Fire Engine

Coordinator Smith reported that following the re-organization meeting earlier this month, Chairman Spahr, Comm. Young and he spoke with fire district attorney Richard Braslow to discuss several questions regarding the documentation from Municipal Asset Management for the chassis pre-payment option. Coordinator Smith reported that all questions were answered and copies of all signed documents were emailed to Municipal Asset Management for review on March 8th. All documents were approved and originals were sent via FedEx along with the down payment check in the amount of \$19,717.15 on March 9th. Coordinator Smith further reported that he received confirmation on March 16th that Municipal Asset Management sent a wire transfer to Pierce Manufacturing for the chassis pre-payment in the amount of \$394,224.18.

8. NEW BUSINESS

A. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service. One quote was obtained from Fire & Safety Services to perform the service on Tower 201 at a cost of \$4,275.00. Coordinator Smith reported that the only qualified vendors to service the aerial on 201 are Fire & Safety Services and Absolute Fire Protection Company and that he did not obtain a quote from Absolute due to past experience. Two quotes were obtained for the service to Engine 206, with the lowest quote from Fire & Safety Services at a cost of \$2,875.00. Two quotes were obtained for the service to Engine 208, with the lowest quote from Campbell Supply Company at a cost of \$1,925.00.

Comm. Smith made a motion to approve the apparatus preventive maintenance service by Campbell Supply Company and Fire & Safety Services, seconded by Comm. Wolfe.

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

B. Discussion on Hurst Rescue System Preventive Maintenance

Coordinator Smith reported that he received the renewal of the preventive maintenance contract for the Hurst rescue systems by TASC in the amount of \$1,575.00.

Comm. Smith made a motion to approve the renewal of the Hurst rescue systems preventive maintenance contract with TASC in the amount of \$1,575.00, seconded by Comm. Potts.

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

C. Discussion on Air Pack Preventive Maintenance

Coordinator Smith reported that the air packs are coming due for their 2-year preventive maintenance in April. Coordinator Smith further reported that he received quotes from three vendors to perform the service, with the lowest quote from Municipal Equipment Services in the amount of \$1,093.00

Comm. Young made a motion to approve the air pack preventive maintenance by Municipal Equipment Services in the amount of \$1,093.00, seconded by Comm. Potts.

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

D. Discussion on Station Generator Preventive Maintenance Contract

Coordinator Smith reported that he received the preventive maintenance contract renewal from Cummins Power Systems for the standby generators at both stations. The contract is for one year at a total cost of \$2,736.00, which is an increase of \$78.60 over the previous contract amount of \$2,657.40

Comm. Potts made a motion to approve the renewal of the station generator preventive maintenance contract with Cummins Power Systems at a cost of \$2,736.00, seconded by Comm. Wolfe.

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

E. Discussion on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to clean the carpets at both stations at a cost of \$689.00, which is the same price as when the carpets were cleaned the last several years. Coordinator Smith further reported that he obtained a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,000.00.

Comm. Young made a motion to approve the carpet cleaning by Antczak's Complete Service at a cost of \$689.00 and the window cleaning by Clearview Window Washing at a cost of \$1,000.00, seconded by Comm. Potts.

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

F. Discussion on Renewal of Station Alarm Monitoring Contract

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Wolfe made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, seconded by Comm. Smith.

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

G. Items Timely and Important

Comm. Smith asked the District Coordinator to obtain quotes for a preventive maintenance service on the Station 21 HVAC system.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item V to Drive to Survive in the amount of \$210.00.

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. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:36 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2017

INCIDENT RUNS

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

48 Total Runs for 280.10 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
- 1 Work Night
Work Detail
- 2 Drills
- 2 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

174.34 Man-Hours

Total Man-Hours for the Month: 454.44

Fire Safety:

Referrals Sent – 10

Responded to Scene – 2

Fire District Coordinator's Report March 20, 2017

- A mechanic from Fire & Safety Services was at Station 21 on 3-1-2017 to replace a burned out LED light bulb on the pump panel on Engine 206. The mechanic also replaced all (6) truck batteries when it was found that one of the batteries went bad.
- Techs from Donald C. Rodner, Inc. were at Station 20 on 3-6-2017 to perform the quarterly maintenance on the HVAC systems.
- Alan Landscaping was on site on 3-9-2016 to perform the spring clean-up at both fire stations.
- A tech from PSE&G's Worry Free program was at Station 20 on 3-10-2017 to replace the parts on the gas-fired range oven in the kitchen. The parts were incorrect for the model oven and the correct parts have been ordered.
- Quick Response Fire Protection performed the quarterly sprinkler system inspections at both stations on 3-16-2017. All systems are in proper working order at this time.
- The firefighter physicals have been scheduled for Thursday April 6th at Station 20.

Insurance:

- I submitted a claim to VFIS on 2-22-2017 for a member who damaged their prescription glasses at a structure fire on Glen Court on 2-19-2017. A receipt in the amount of \$198.00 was submitted for the replacement glasses and a check in the full amount was received from VFIS on 2-27-2017, closing out the claim.
- I met with a Risk Control Consultant from Travelers on 2-28-2017, who performed a loss analysis survey of Station 21. Surveys are performed approximately every 3 years, with last survey performed in April 2014 at Station 20. Discussed injury reporting, driver training programs, and record keeping. Also discussed driver's license checks, which we performed in January this year and was a recommendation from last survey. Received complements on all programs with no recommendations at this time.
- An invoice in the amount of \$1,494.54 was paid to VFIS at the Special Meeting for the Group Term Life Insurance quarterly payment. The invoice total was actually \$1,858.43, but there was a remaining credit on the plan of \$363.89 from last year's policy.