

Board of Fire Commissioners  
Fire District #2  
Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

***AGENDA***  
***April 17, 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 2017.
3. ***Roll Call***
4. ***Public Comment***
5. ***Approval of Minutes***
  - A. March 20, 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. Items Timely and Important
9. ***Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	341.62
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	256.80
<b><i>D</i></b>	PSE&G Co.	2,473.65
<b><i>E</i></b>	Verizon	397.97
<b><i>F</i></b>	Ready Refresh	203.63
<b><i>G</i></b>	SAFE-T	756.00
<b><i>H</i></b>	Valley Distributors Inc.	231.20
<b><i>I</i></b>	Q.R.F.P. Special Services	400.00
<b><i>J</i></b>	New Jersey Fire Equipment Co.	2,624.25
<b><i>K</i></b>	Mercer County Community College	40.00
<b><i>L</i></b>	Douglas A. Wolfe	111.00
<b><i>M</i></b>	Scott Smith	111.80
<b><i>N</i></b>	Monmouth Junction Vol. Fire Department	95.00
<b><i>O</i></b>	Monmouth Junction Vol. Fire Department	188.23
<b><i>P</i></b>	Travelers	16,822.00
<b><i>Q</i></b>	Witmer Public Safety Group, Inc.	2,960.00
<b><i>R</i></b>	Richard M. Braslow, Esq.	137.00
<b><i>S</i></b>	Clearview Window Washing, LLC	1,000.00
<b><i>T</i></b>	Award Pros of Philadelphia	96.00
<b><i>U</i></b>	Allied 100	682.00
<b><i>V</i></b>	IEH Auto Parts LLC	33.12
<b><i>W</i></b>	Township of South Brunswick	30,611.90
<b><i>X</i></b>	Township of South Brunswick	20,000.00
<b><i>Y</i></b>	Township of South Brunswick	4,873.11
<b><i>Z</i></b>	Municipal Emergency Services	1,286.65
<b><i>AA</i></b>	Access Health Systems	745.00
<b><i>BB</i></b>	Trugreen Processing Center	500.00
<b><i>CC</i></b>	Continental Fire & Safety	260.10
<b><i>DD</i></b>	Continental Fire & Safety	1,425.67
<b><i>EE</i></b>	Holman Frenia Allison, P.C.	4,069.00
<b><i>FF</i></b>	Zoro Tools, Inc.	60.00
<b><i>GG</i></b>	Preferred Batteries	128.20
<b><i>HH</i></b>	Antczak's Complete Service Co., LLC	689.00

*approved 5/15/17*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
April 17, 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. March 20, 2017 Regular Meeting**

Comm. Potts made a motion to approve the minutes of the March 20, 2017 regular meeting, seconded by Comm. Young.

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 March 2017 activity report (see attached).

Chief Smith reported that the Fire Department has one new member, Mateo Mejia, who will be going to fire school in the fall.

Chief Smith reported that the county has accepted the donation of the trench rescue trailer and equipment. Chief Smith further reported that the Freeholders will be passing a resolution to formally accept the donation at which point the Fire Department will receive a \$3,000 credit for fire academy class or training ground use to be used within 3 years.

Chief Smith reported that Pierce Manufacturing has started construction of the new engine and that he received an email with pictures of the progress so far. Chief Smith further reported that Pierce will send an email update with pictures each week and that completion is anticipated in early June.

Chief Smith reported that the Fire Department held a live burn drill at the Middlesex County Fire Academy on April 1<sup>st</sup>.

Chief Smith reported that the Fire Department responded to a structure fire on Georges Road in the Deans section on April 6<sup>th</sup>. Chief Smith further reported that one firefighter fell through the floor in to the basement but was not injured. Chief Smith reported that the Fire Department held a critique of the incident last week, and that he met with representatives from the Police Department and First Aid Squad to discuss this fire and fire scene operations in general.

#### **B. District Coordinator's Report**

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

#### **C. Insurance Chairman's Report**

Coordinator Smith reviewed the April 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 March 31<sup>st</sup> in the amount of \$656.00 from VFIS for the insurance claim for damaged hose. The second deposit was made on April 10<sup>th</sup> in the amount of \$235,118.75 from South Brunswick Township for first quarter taxation.

Comm. Young reported that the on-site records review for the 2016 audit was completed on March 23<sup>rd</sup>. Comm. Young further reported that upon completion of the review and since that time there have been no questions or requests for additional information. Comm. Young reported that he anticipates receiving a draft in the next couple weeks.

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

#### **E. Legislative Report**

Comm. Potts reported that there is nothing new to discuss at this time.

### **7. OLD BUSINESS**

There was no old business to discuss.

### **8. NEW BUSINESS**

#### **A. Items Timely and Important**

Comm. Young reported that the Financial Disclosure Forms must be completed by April 30<sup>th</sup>.

Comm. Potts reported that Comm. Smith, Coordinator Smith and he met with Township Construction Official Jim Dowgin to discuss an upcoming vacancy in the Fire Safety Bureau due to the retirement of one of the Deputy Fire Officials. Comm. Potts further reported that the Fire District's inter-local agreement with the Township for the Deputy Fire Official position expires at the end of this year. This is the tenth year of the agreement and the District has paid the Township \$80,000.00 each year. Comm. Potts further reported that he

will be contacting Township Councilman Charlie Carley and the Township Manager to discuss vacancies in the Fire Safety Bureau.

**9. VOUCHER LIST**

Comm. Wolfe 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 7:18 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
March 2017

**INCIDENT RUNS**

1 Structure Fires  
1 Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
Trees, Brush, Grass, Mulch Fires  
3 Fires, Other  
Vehicle Extrications (Jaws)  
1 Motor Vehicle Accident (No Extrication)  
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)  
Haz-Mat Spill / Leak No Ignition  
3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
Hazardous Condition  
1 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  
13 System Malfunctions  
11 Unintentional System / Detector Operation  
4 False Calls  
Other

**40 Total Runs for 212.99 Man-Hours**

**DEPARTMENT ACTIVITIES**

2 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  
1 Work Detail  
3 Drills  
2 Training Sessions  
Parade/Wetdown  
Public Relations  
1 Stand-by Assignment (Non-Incident)  
1 Viewing/Funeral

**405.68 Man-Hours**

**Total Man-Hours for the Month: 618.67**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 2*

## Fire District Coordinator's Report April 17, 2017

- A mechanic from Fire & Safety Services was on site on 3-23-2017 to install the repaired quartz light on Engine 206 that was damaged when it was at Atlantic Detroit Diesel in February. The invoice was sent to Atlantic Detroit for payment.
- We received an estimate on 3-27-2017 from Cummins Power Systems to replace the oil pressure switch on the emergency generator at Station 21, in the amount of \$762.53. The generator has been performing the weekly automatic test since a tech was last on site in February so we will continue to monitor the generator and not replace the switch at this time.
- PSE&G was at Station 20 on 3-30-2017 to complete the replacement of the thermostat on the kitchen oven.
- Fire Security Technologies was at Station 20 on 3-30-2017 to troubleshoot a problem with a door sensor on the burglar alarm. A replacement sensor was ordered and all other sensors in the building were checked and are working properly.
- TruGreen performed a lawn treatment at both stations on 3-31-2017.
- Access Health Systems was at Station 20 on 4-6-2017 to perform the annual firefighter physicals. A total of 22 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the doctor's office in North Brunswick.
- Clearview Window Washing was at Station 20 on 4-7-2017 to clean the windows inside and out and the window blinds.
- Municipal Emergency Services was on site on 4-12-2017 to perform the flow-testing of all air packs and breathing systems. A number of air packs required minor repairs, all of which were completed and still covered under warranty by the manufacturer.
- Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 4-14-2017.
- As requested last month, I obtained two quotes for preventive maintenance on the HVAC system at Station 21. The lowest quote was from Olson's Air Conditioning & Heating, Inc. at a cost of \$95.00 each for two visits, one in the spring and one in the fall, for a total cost of \$190.00. Note that the cost does not include any parts that may be needed. As this is under my authorized spending limit, I will proceed with scheduling the service.

**Insurance:**

- I submitted a claim to VFIS for 4 lengths of 1-3/4" hose that were contaminated with oil at a fire at 5 Nicholas Court on 3-27-2017. The hose was checked by an environmental restoration company who confirmed the need to permanently remove the hose from service. All 4 hoses were manufactured in December 2009. I obtained a quote from SAFE-T for replacement hose in the amount of \$756.00, which was forwarded to VFIS. We received a check on 3-31-2017 for the replacement cost of the hose, minus our \$100.00 deductible. The new hose was ordered, received and has been placed in service.
- There is an invoice on the voucher list to Travelers in the amount of \$16,822.00 for the balance of the 2017 worker's compensation coverage. This represents a total cost of \$24,867.00, which is \$5,171.00 less than 2016.