

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
June 19, 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. May 15, 2017 Regular Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Update on Construction of New Engine 204
8. ***New Business***
 - A. Discussion on Disposition of Engine 204 (1988 3-D/Spartan)
 - B. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	341.43
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.90
<i>D</i>	PSE&G Co.	1,379.44
<i>E</i>	Verizon	398.86
<i>F</i>	Ready Refresh	30.92
<i>G</i>	Alan Landscaping LLC	668.75
<i>H</i>	Cummins Sales and Service	1,050.00
<i>I</i>	Richard M. Braslow, Esq.	227.50
<i>J</i>	Witmer Public Safety Group, Inc.	17.00
<i>K</i>	Minerva Cleaners	219.50
<i>L</i>	Fire Security Technologies, Inc.	2,760.00
<i>M</i>	VFIS	1,858.43
<i>N</i>	All Hands Fire Equipment	101.98
<i>O</i>	Trugreen Processing Center	500.00
<i>P</i>	Thomson Reuters - West	96.00
<i>Q</i>	Monmouth Junction Vol. Fire Department	430.81
<i>R</i>	Monmouth Junction Vol. Fire Department	10,065.97
<i>S</i>	Scott Smith	317.75
<i>T</i>	Scott Smith	150.40
<i>U</i>	Fire & Safety Services, LTD.	2,407.93
<i>V</i>	Fire & Safety Services, LTD.	2,875.00
<i>W</i>	Certa Pro Painters	450.00
<i>X</i>	Home News Tribune	107.16
<i>Y</i>	Tasc Fire Apparatus Inc.	1,645.00
<i>Z</i>	Continental Fire & Safety	345.00
<i>AA</i>	South Brunswick Township Water & Sewer Revenue	1,447.02
<i>BB</i>	New Pig Corporation	170.39
<i>CC</i>	Access Health Systems	1,570.00
<i>DD</i>	Mercer County Community College	175.00
<i>EE</i>	Penn Well Corporation	170.19
<i>FF</i>	McMaster-Carr	64.77
<i>GG</i>	CMF Business Supplies, Inc.	477.74
<i>HH</i>	White Brothers Masonry	1,700.00
<i>II</i>	Empire Fitness Services, Inc.	258.75
<i>JJ</i>	Matt Pinter Door Company	2,300.00
<i>KK</i>	Matt Pinter Door Company	528.00

approved 7-17-17

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 19, 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. May 15, 2017 Regular Meeting

Comm. Potts made a motion to approve the minutes of the May 15, 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 May 2017 activity report (see attached).

Chief Smith reported that the Department gave a fire safety presentation to the residents of the Oaks at Cranbury development off Friendship Road on June 17th.

Chief Smith reported that the trench rescue trailer and equipment was delivered to the Middlesex County Fire Marshal today.

Chief Smith reported that the Fire Department has one new member, Ashley Johnson, who already has her Firefighter I certification.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

Coordinator Smith reported that he contacted VFIS today to remove the trench rescue trailer from insurance coverage immediately.

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 forwarded a copy of the 2016 audit report to Municipal Asset Management as they requested.

E. Legislative Report

Comm. Potts reported that he distributed to the Commissioner's mailboxes a copy of the consolidated bill currently out of committee in the State Assembly and Senate concerning the move of fire district elections to November. Comm. Potts reported that the DCA presented a list of proposed changes to the bill the day it was to be heard in the Senate. Comm. Potts reported that the State Association of Fire Districts met with the DCA at the request of the Senate to review the proposed changes. One request was to require all fire districts in a single municipality to consolidate, which was not agreed to. Several changes were agreed to, including: changing the time of the election from the current 2 pm-9 pm to 1 pm-8 pm; changing voter registration from the current 2 days prior to the election to 21 days prior; notifying the DCA if a district is going to move the election to November; and if a proposed district budget is to be outside the 2% levy cap, the levy cap referendum could not be held the same date as the general election and would instead be held on the third Saturday of February. Comm. Potts reported that the agreed upon changes will be in the bill to be voted on by the Senate this month.

Comm. Potts expressed his opinion that once the bill is signed into law that commissioners from all three South Brunswick fire districts should meet to discuss the pros and cons of moving the annual election.

7. OLD BUSINESS

A. Update on Construction of New Engine 204

Chief Smith reported that Captain Sean Wert, Commissioner Doug Wolfe and he conducted the final inspection of the new engine at the Pierce Manufacturing facility on June 5th & 6th. Chief Smith reported that there were a number of minor items to be addressed but everyone was very pleased with the construction of the truck. Delivery of the truck to Fire & Safety Services in South Plainfield is expected in the next few weeks, where the truck will be serviced and equipment mounted.

Coordinator Smith reported that the final payment invoice was received from Pierce in the amount of \$290,242.50, which was forwarded to Municipal Asset Management and will be paid upon delivery of the vehicle.

Coordinator Smith reported that the District's first payment to the financing company is due on October 19, 2017 in the amount of \$103,344.71 and that invoices will be received prior to the payment due date each year.

8. NEW BUSINESS

A. Discussion on Disposition of Engine 204 (1988 3-D/Spartan)

Chairman Spahr reported that he spoke last week with Kingston Fire Chief George Luck, Jr. and Fire District #3 Commissioner Norman Luck. Chairman Spahr reported that he was advised of mechanical issues with Kingston's three fire engines and that there is a question as to whether or not two of the engines can be repaired. Chairman Spahr reported that the possibility of loaning and even selling District #2's 1988 3-D/Spartan Engine 204 that is being replaced this year was discussed. Chairman Spahr reported that District #3 has a regular meeting tomorrow night where they will discuss the offer.

Chief Smith reported that he also spoke with Chief Luck and is in favor of loaning the engine to Kingston if requested. Chief Smith further reported that once the engine is not needed by Kingston that it can be declared surplus and sold with the anticipated delivery shortly of the new Engine 204.

During the discussion, all Commissioners voiced their approval of loaning and selling the engine to District #3 if requested. Coordinator Smith reported that he contacted VFIS and that the engine would continue to be covered under District #2's insurance if loaned to Kingston.

Chairman Spahr expressed his opinion that if loaned to Kingston, the engine should be limited to responding to calls in South Brunswick or Franklin Township Fire District #4.

Comm. Smith made a motion to approve loaning Engine 204 to Kingston for a period of one month, with a decision to be made by Fire District #3 whether to purchase the engine by Fire District #2's July meeting at a cost of \$5,000.00, seconded by Comm. Wolfe.

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

B. Items Timely and Important

There were no items timely and important to discuss.

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. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:06 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2017

INCIDENT RUNS

Structure Fires
2 Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
2 Trees, Brush, Grass, Mulch Fires
2 Fires, Other
Vehicle Extrications (Jaws)
3 Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
3 Haz-Mat Spill / Leak No Ignition
6 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
2 Hazardous Condition
2 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
17 System Malfunctions
11 Unintentional System / Detector Operation
1 False Calls
Other

51 Total Runs for 250.80 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
2 Drills
1 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

136.06 Man-Hours

Total Man-Hours for the Month: 386.86

Fire Safety:

Referrals Sent – 15

Responded to Scene – 2

Fire District Coordinator's Report June 19, 2017

- On 5-17-2017, Matt Pinter Door Company replaced the engine bay door that was damaged by the First Aid Squad at Station 21 on 5-2-17. Certa Pro Painters painted the door on 5-26-2017. Quick Response Fire Protection was on site on 6-1-2017 to replace the (2) damaged sprinkler heads that provide protection when the door is open. Once we have compiled all invoices they will be sent to the First Aid Squad to forward to their insurance company so the District can be reimbursed.
- A mechanic from Fire & Safety Services was at Station 21 on 5-18-2017 to perform the annual preventive maintenance on Engine 206.
- Station 20 was used as a polling location for the primary election on 6-6-2017.
- Fire & Safety Services repaired a discharge valve on Engine 206 on 6-6-2017 that was found to be not working properly during training.
- White Brothers Masonry was at Station 20 on 6-13-2017 to perform the front apron and sidewalk maintenance.
- An inspector from the Middlesex County Environmental Health Division was at Station 20 on 6-13-2017 to perform a permit compliance inspection on the emergency generator. The last inspection was performed on 11-27-2012. The inspector confirmed the serial and model numbers were the same as what was on file for our generator. Our current NJ DEP Air Quality Permit for the generator expires August 2018. The new permit will require additional record keeping that documents each time the generator runs, the duration, and the reason it ran (i.e. service, weekly test, etc.).
- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 6-14-2017. Both systems are in proper working order at this time.
- Empire Fitness Services performed preventive maintenance on the gym equipment at Station 20 on 6-15-2017. They recommended several minor repairs to a couple of the machines and will be providing estimates.
- Matt Pinter Door Company performed preventive maintenance on the bay doors at both stations on 6-15-2017.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$1,858.43 for quarterly payment for the Group Term Life Insurance policy.