

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 ***July 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. June 19, 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 Chief's Request for Purchases
 - B. Discussion on Breathing Air Compressor Preventive Maintenance Contract
 - C. Discussion on Station 20 Roof Preventive Maintenance Contract
 - D. Discussion on Disposition of Engine 204 (1988 3-D/Spartan)
 - E. Resolution #17-18, Authorizing Disposal of Personal Property
 - F. Items Timely and Important
9. ***Voucher List***

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

Voucher List

| | | |
|----------|---|-----------|
| <i>A</i> | Republic Services #689 | 341.84 |
| <i>B</i> | Kleen-Tec Maintenance, LLC | 415.00 |
| <i>C</i> | Verizon Wireless | 256.94 |
| <i>D</i> | PSE&G Co. | 1,617.75 |
| <i>E</i> | Verizon | 403.34 |
| <i>F</i> | Ready Refresh | 42.90 |
| <i>G</i> | Alan Landscaping LLC | 668.75 |
| <i>H</i> | Olson's Air Conditioning & Heating Inc. | 217.75 |
| <i>I</i> | Main Electric Supply Company, Inc. | 62.09 |
| <i>J</i> | Q.R.F.P. Special Services | 1,019.48 |
| <i>K</i> | Approved Fire Protection Co. | 259.00 |
| <i>L</i> | Fire and Safety Services, LTD | 507.00 |
| <i>M</i> | VFIS | 16,535.00 |
| <i>N</i> | Conduent Business Services, LLC | 910.00 |
| <i>O</i> | Monmouth Junction Vol. Fire Department | 131.16 |
| <i>P</i> | Township of South Brunswick | 27,653.71 |
| <i>Q</i> | Township of South Brunswick | 15,000.00 |
| <i>R</i> | Township of South Brunswick | 5,133.12 |
| <i>S</i> | Christopher Paskovich | 160.00 |
| <i>T</i> | Continental Fire & Safety | 910.50 |
| <i>U</i> | Scott Smith | 232.66 |
| <i>V</i> | Matt Pinter Door Company | 295.00 |
| <i>W</i> | VFIS | 1,252.47 |
| <i>X</i> | | |
| <i>Y</i> | | |
| <i>Z</i> | | |

Passed 8/22/17
BA

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

Comm. Smith made a motion to approve the minutes of the June 19, 2017 regular meeting, seconded by Comm. Potts.

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 June 2017 activity report (see attached).

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on June 30th.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 14th.

Chief Smith reported that the Fire Department has one new member, Reilly Wade.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the July 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 June 30th in the amount of \$235,118.75 from South Brunswick Township for second quarter taxation.

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

Comm. Young reported that a check was received from Commerce Trust Company in the amount of \$73.99 which will be researched as to why it was issued.

Comm. Young reported that he will begin working on a capital reserve financial analysis to be incorporated in the 2018 budget cycle which will examine the capital needs of the district for the next 20 to 30 years.

E. Legislative Report

Comm. Potts reported that he distributed to the Commissioner's mailboxes a copy of bill A1690, which is the consolidated bill allowing fire districts to voluntarily move their elections to November. Comm. Potts further reported that if the Governor signs the bill this year, that districts likely wouldn't be able to move their elections until the year 2020.

7. OLD BUSINESS

A. Update on Construction of New Engine 204

Chief Smith reported that the new truck arrived at Fire & Safety Services in South Plainfield on June 20th, where it was serviced and equipment installed. Chief Smith further reported that the truck was delivered to our station on July 7th and that several items are remaining to be addressed which will be completed in the coming weeks. Chief Smith reported that the truck was delivered to Agin Signs today for lettering and factory training has been scheduled for July 27th.

Coordinator Smith reported that the final payment request was sent to Municipal Asset Management on July 10th and confirmation was received on July 11th that the final payment was received by Pierce Manufacturing.

8. NEW BUSINESS

A. Discussion on Chief's Request for Purchases

Chief Smith reported that there have been discussions with the other Township Fire Chiefs regarding the Township's plans to change radio systems in the next couple years as the current system is no longer supported by the manufacturer. Chief Smith reported that the change to a new system will require the purchase of all new mobile and portable radios, which would be approximately \$140,000 for the current fire department inventory. No decision has been made by the Township as to whether or not they or the individual fire districts will fund the new radios, and that more discussions will be needed between the chiefs and the Township's Data Processing personnel going forward.

Chief Smith reported that it is his goal to reduce the number of radios in use where possible, and that one option is to install a dual head radio in the chief's vehicle. Chief Smith reported that he received a quote for a new dual head radio from Tactical Public Safety in the amount of \$4,943.80 under NJ State Contract. Chief Smith reported that this radio would eliminate the need for a second portable radio, thereby saving \$850.00.

Chairman Spahr expressed his opinion that the district should wait to order additional radios until the Township makes a decision as to whether or not they will purchase the radios. Chairman Spahr further asked if the current mobile radio could be upgraded to a dual head radio, considering the Township may decide to purchase replacements of the exact same equipment currently in service as they have done in the past. Chief Smith will research available options and report back to the Board.

Chief Smith requested permission to upgrade the headlights on Engine 206 from halogen to LED, which will match the new Engine 204. Chief Smith reported that he received a quote from Fire & Safety Services in the amount of \$1,575.00 to change the headlights.

Comm. Smith made a motion to approve the upgrade of the headlights on Engine 206 to LED by Fire & Safety Services 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.

B. Discussion on Breathing Air Compressor Preventive Maintenance Contract

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,490.06. Coordinator Smith recommended renewal of the maintenance contract with Air & Gas Technologies.

Comm. Wolfe made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,490.06, seconded by Comm. Smith.

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

C. Discussion on Station 20 Roof Preventive Maintenance Contract

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$1,880.64. Coordinator Smith recommended renewing the roof preventive maintenance contract with Roth Bros.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$1,880.64, seconded by Comm. Potts.

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

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

Chairman Spahr reported that following last month's District meeting, he spoke with attorney Richard Braslow and a resolution was drafted to sell the 1988 3-D/Spartan Engine to Fire District #3.

E. Resolution #17-18, Authorizing Disposal of Personal Property

Comm. Smith made a motion to approve Resolution #17-18, seconded by Comm. Young.

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

F. Items Timely and Important

Comm. Young reported that he received an email from the Fire Department with a request for items to purchase for the weight room at Station 20. Comm. Young further reported that based on the one quote provided, at least one additional quote will be needed before a purchase can be discussed and approved. Comm. Young will forward the email to the other commissioners for a discussion next month.

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. Potts and by a voice vote all voted in affirmative. Meeting adjourned at 7:38 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2017

INCIDENT RUNS

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

45 Total Runs for 253.10 Man-Hours

DEPARTMENT ACTIVITIES

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

343.79 Man-Hours

Total Man-Hours for the Month: 596.89

Fire Safety:

Referrals Sent – 16

Responded to Scene – 1

Fire District Coordinator's Report
July 17, 2017

- All invoices for the replacement of the bay door at Station 21 that was damaged by the First Aid Squad on 5-2-2017 were sent to the Squad and forwarded to their insurance company for reimbursement to the Fire District. The total cost of all invoices is \$3,430.48.
- Alan Landscaping was at Station 20 on 7-11-2017 to trim the bushes around the building and sidewalks.
- Donald C. Rodner, Inc. was at Station 20 on 7-12-2017 to perform the quarterly preventive maintenance on the HVAC systems, and returned on 7-13-2017 to make several repairs.
- Matt Pinter Door Company was at Station 21 on 7-13-2017 to replace a faulty air safety switch on a bay door.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$16,535.00 for the second and final installment for the insurance coverage under the Portfolio policy.
- There is a second invoice on the voucher list to VFIS in the amount of \$1,252.47 for the addition of the new Engine 204 to our insurance coverage effective 7-7-2017. Copies of the insurance card as well as a Certificate of Liability Insurance were sent to Municipal Asset Management at their request.

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

Resolution #17-18

Authorizing Disposal of Personal Property

WHEREAS, the Fire District is the owner of a 1988 3-D Manufacturing Inc./Spartan Gladiator Triple-Combination Fire Engine VIN #1S9AT6B09JC185331 (hereinafter referred to as "the Vehicle") which is no longer needed for public use; and

WHEREAS, said vehicle is of minimal value; and

WHEREAS, the Commissioners desire to dispose of same in accordance with New Jersey statute.

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) Title to the Vehicle be conveyed to South Brunswick Fire District No. 3 for the sum of \$5,000.00 with said Vehicle being transferred in an "as-is" condition without express or implied warranties.
- (2) A condition of this transfer shall be the execution by South Brunswick Fire District No. 3 of a hold harmless and indemnification agreement concerning the use of the Vehicle.



Roger S. Potts / Secretary

7-17-17