

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 *August 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 2017.
3. *Roll Call*
4. *Public Comment*
5. *Approval of Minutes*
 - A. July 17, 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 Sale of Old Engine 204
 - B. Update on Status of New Engine 204
8. *New Business*
 - A. Discussion on Request for Purchase of Equipment for Station 20 Weight Room
 - B. Discussion on Fire Station Parking Lot Sealing
 - C. Discussion on Annual Hose Testing
 - D. Discussion on Inter-local Agreement with South Brunswick Township for Deputy Fire Marshal Services
 - E. Items Timely and Important
9. *Voucher List*

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

Voucher List

<i>A</i>	Republic Services #689	341.23
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.96
<i>D</i>	PSE&G Co.	1,995.42
<i>E</i>	Verizon	399.55
<i>F</i>	Ready Refresh	105.81
<i>G</i>	Alan Landscaping LLC	1,163.75
<i>H</i>	Richard M. Braslow, Esq.	105.00
<i>I</i>	McMaster-Carr	133.77
<i>J</i>	East Coast Emergency Lighting Inc.	133.68
<i>K</i>	Auto King Parts & Supplies	299.70
<i>L</i>	New Jersey Fire Equipment Co.	508.75
<i>M</i>	Air & Gas Technologies	1,490.06
<i>N</i>	Continental Fire & Safety	2,268.00
<i>O</i>	Continental Fire & Safety	331.00
<i>P</i>	Continental Fire & Safety	412.00
<i>Q</i>	Donald C. Rodner, Inc.	582.96
<i>R</i>	Donald C. Rodner, Inc.	1,718.59
<i>S</i>	Valley Distributors, Inc.	125.67
<i>T</i>	Scott Smith	280.21
<i>U</i>	Roth Bros., Inc.	1,880.64
<i>V</i>	Approved Fire Protection Company	136.60
<i>W</i>	Access Health Systems	345.00
<i>X</i>	South Brunswick Fire District No. 2	137,930.00
<i>Y</i>	Campbell Supply Company	228.35
<i>Z</i>	Monmouth Junction Volunteer Fire Department	10,000.00
<i>AA</i>	Monmouth Junction Volunteer Fire Department	88.74
<i>BB</i>	TSI	2,598.33

approved 9/18/17 JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 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. July 17, 2017 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the July 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 July 2017 activity report (see attached).

Chief Smith reported that the Fire Department participated in several events recently, including National Night Out on August 1st, a charity event at the Learning Experience on Route 1 on August 12th, and stood-by at the Middlesex County Fair on August 12th.

Chief Smith reported that the Fire Department has one new member, Malaika Jawed.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there have been five deposits since the last meeting. The first deposit was made on July 27th in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station for the primary election. The second deposit was made on July 31st in the amount of \$5,000.00 from South Brunswick Township Fire District #3 for the sale of the old Engine 204. The third deposit was made on August 8th in the amount of \$161.50 from South Brunswick Township for hazardous materials supplies reimbursement. The fourth deposit was made on August 16th in the amount of \$474.83 from Glatfelter Insurance Group for reimbursement of unexpired insurance coverage following the sale of the old Engine 204. The fifth deposit was made on August 17th in the amount of \$3,430.48 from Gallagher Bassett Services Inc. for reimbursement of expenses for the replacement of the bay door at Station 21.

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

Comm. Young reported that the Fire District's tax rate for 2017 came in at .045 versus the budgeted rate of .046 due to the ratable base being higher than estimated.

E. Legislative Report

Comm. Potts reported that the Governor signed the bill allowing fire districts to voluntarily move their elections to November. Comm. Potts further reported that he will be meeting with State Association of Fire Districts Attorney Richard Braslow to review the legislation to provide guidance to the fire districts. Comm. Potts reported that if a fire district decides to move their election to November, the election cannot be moved back to February.

7. OLD BUSINESS

A. Update on Sale of Old Engine 204

Coordinator Smith reported that he and Chairman Spahr delivered the old Engine 204 to Fire District #3 on August 31st. Coordinator Smith further reported that Chairman Spahr signed the title and District #3 Commissioner Norman Luck signed the Hold Harmless Agreement and issued the \$5,000.00 check.

B. Update on Status of New Engine 204

Chief Smith reported that the lettering of the truck was completed by Agin Signs on July 24th and the factory training was presented to the Department on July 27th. Chief Smith further reported that driver/operator training is nearing completion and the truck should be placed in service by the end of the week.

8. NEW BUSINESS

A. Discussion on Request for Purchase of Equipment for Station 20 Weight Room

Coordinator Smith reported that he obtained two quotes for the purchase and installation of a leg press station to the Apollo multi-station machine in the Station 20 weight room. Coordinator Smith reported that the lowest quote was from Ener-G Wellness Solutions LLC in the amount of \$2,796.64.

Comm. Smith made a motion to approve the purchase and installation of a leg press station for the Apollo multi-station machine by Ener-G Wellness Solutions LLC in the amount of \$2,796.64, seconded by Comm. Potts.

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

B. Discussion on Fire Station Parking Lot Sealing

Coordinator Smith reported that he has contacted five vendors to obtain quotes to seal the driveways at both stations. Coordinator Smith reported that he received a quote from Alizio Seal Coating in the amount of \$6,184.00, which is the same price as when this company sealed the driveways in 2010, 2013 and 2015. Coordinator Smith reported that he has not heard back from the other four vendors.

Comm. Smith made a motion to approve the seal coating of the driveways at Stations 20 & 21 at a cost not to exceed of \$6,500.00, seconded by Comm. Wolfe.

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

C. Discussion on Annual Hose Testing

Coordinator Smith requested permission to schedule the annual hose testing with Waterway, Inc. at a cost not to exceed \$2,600.00.

Comm. Young made a motion to approve the annual hose testing by Waterway, Inc. at a cost not to exceed \$2,600.00, seconded by Comm. Potts.

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

D. Discussion on Inter-local Agreement with South Brunswick Township for Deputy Fire Marshal Services

Chairman Spahr reported that the inter-local agreement with the Township regarding the funding of one Deputy Fire Marshal position expires at the end of this year. Chairman Spahr further reported that the District must notify the Township by October 1st of the desire to renew the agreement.

Comm. Young made a motion to authorize Comm. Potts & Comm. Smith to meet with the Township Manager to discuss renewal of the inter-local agreement, seconded by Comm. Smith.

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

E. Items Timely and Important

Comm. Young reported that the employment contract with Coordinator Smith expires at the end of this year. After a brief discussion, it was decided that Comm. Wolfe and Chairman Spahr will meet with Coordinator Smith.

Comm. Young inquired about the status of the annual Fire Department audit. Comm. Smith reported that he will follow-up with the Fire Department treasurer to determine the status of the audit.

9. VOUCHER LIST

Comm. Potts 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 7:41 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2017

INCIDENT RUNS

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

39 Total Runs for 213.54 Man-Hours

DEPARTMENT ACTIVITIES

1 Board of Fire Commissioners Meeting
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
1 Work Detail
2 Drills
5 Training Sessions
1 Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

274.53 Man-Hours

Total Man-Hours for the Month: 488.07

Fire Safety:

Referrals Sent – 13

Responded to Scene – 1

Fire District Coordinator's Report August 21, 2017

- Roth Bros. was at Station 20 on 7-24-2017 to perform the annual roof preventive maintenance.
- A mechanic from Fire & Safety Services was at Station 21 on 7-27-2017 to upgrade the headlights on Engine 206 from halogen to LED. He also installed a diamond plate protective cover over the reverse camera and re-located a 12-volt receptacle inside the cab.
- A mechanic from Fire & Safety Services was at Station 21 on 8-7-2017 to diagnose a problem with the Auto Tank Fill feature on Engine 206 and will be returning to complete the necessary repairs.
- Diversified Inspections/ITL was on site on 8-14-2017 to perform the UL/NFPA aerial and ground ladder testing. All ground ladders passed inspection; several require the replacement of labels which have been ordered. Tower 201 passed the aerial certification and 5-year non-destructive testing. Several minor repairs are required on 201 and will be addressed when the truck goes for its preventive maintenance service in September/October.
- A check was received on 8-16-2017 from Gallagher Bassett Services Inc. in the amount of \$3,430.48 for reimbursement of all costs to replace the bay door at Station 21 damaged by the First Aid Squad on 5-2-2017.

Insurance:

- VFIS was contacted on 8-1-2017 to remove the old Engine 204 (1988 3-D/Spartan) from the insurance coverage. The District received a check in the amount of \$474.83 for the credit remaining on the current policy, which has been deposited.