

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
September 18, 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. August 21, 2017 Regular Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Discussion on Inter-local Agreement with South Brunswick Township for Deputy Fire Marshal Services
8. ***New Business***
 - A. Discussion on Station Lawn Treatment
 - B. Discussion on Station Maintenance Projects
 - C. 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	256.96
<i>D</i>	Verizon	404.28
<i>E</i>	Ready Refresh	105.81
<i>F</i>	Alan Landscaping LLC	668.75
<i>G</i>	IEH Auto Parts LLC	43.18
<i>H</i>	Malouf Chevrolet	454.29
<i>I</i>	Diversified Inspections / ITL	1,628.45
<i>J</i>	Monmouth Junction Vol. Fire Department	212.61
<i>K</i>	Pro Poly of America, Inc.	686.20
<i>L</i>	Continental Fire & Safety	52.00
<i>M</i>	Preferred Batteries	95.31
<i>N</i>	First Battalion Firefighting-Equipment, LLC	74.73
<i>O</i>	Commerce Bank	103,344.71
<i>P</i>	Fire & Safety Services, LTD.	2,699.72
<i>Q</i>	VFIS	591.00
<i>R</i>	OK Enterprises, LLC	1,750.00
<i>S</i>	OK Enterprises, LLC	1,500.00
<i>T</i>	South Brunswick Township Water & Sewer Revenue	1,444.01
<i>U</i>	VFIS	1,858.43
<i>V</i>	TruGreen Limited Partnership	500.00
<i>W</i>	CMF Business Supplies, Inc.	373.72

Approved 12/16/17 JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 18, 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. August 21, 2017 Regular Meeting

Comm. Smith made a motion to approve the minutes of the August 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

Chief Smith reported that the Fire Department placed the new Engine 204 in service on August 25th. Chief Smith further reported that there are several new driver/pump operators who are currently training on this and other apparatus. Chief Smith reported that the new engine went to Fire & Safety Services today to address an issue with the deck gun valve with the repairs expected to be completed before the end of the week.

Chief Smith reported that Docks Corner Road was closed the weekend of September 9th & 10th for repair of the railroad crossing and during that time Engine 208 was staged at IFF in the event of an incident past the intersection, which there were none.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that two checks were mailed to TD Bank for deposit into the capital account. The checks were for interest on the trust account for the lease of the new fire truck in the amounts of \$90.34 and \$73.99 and were mailed for deposit on September 19th. Comm. Young further reported that the trust account that was created to hold funds prior to disbursement for the new fire truck has been closed.

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

Comm. Young reported that the forms for the 2018 budget have not yet been released.

Comm. Young further reported that he will have a first cut of the 2018 budget next month.

E. Legislative Report

Comm. Potts reported that the State Association of Fire Districts presented an award to Assemblyman Dancer at the annual meeting this past weekend in appreciation of his efforts for the legislation allowing fire districts to move their elections to November.

7. OLD BUSINESS

A. Discussion on Inter-Local Agreement with South Brunswick Township for Deputy Fire Marshal Services.

Comm. Smith reported that he and Comm. Potts met with the Township Manager following last month's meeting to discuss the agreement and left a copy of the current agreement for the Township's attorney to review.

Comm. Potts reported that the Township Council passed a resolution at their meeting earlier this month authorizing the Mayor and Clerk to sign a renewal of the inter-local agreement. Comm. Potts further reported that signed copies of the agreement have been received.

Comm. Potts reported that he spoke with Division of Fire Safety Director Lou Kilmer and was informed that the State's Life Hazard Use registration fees were increased by 19%. Comm. Potts commented that based on the increase in fees, the question should be raised if the increase in revenue should result in a lower payment to the Township by the Fire District.

Coordinator Smith reported that he was informed by the Fire Official that the Fire Safety Bureau will not be participating in the public education at the schools and day cares due to the vacancies this year created by the retirement of two inspectors.

Comm. Smith reported that he and Comm. Potts were informed by the Manager that the two new inspectors will be taking a certification class in Tennessee later this year and that the Township will be posting the position of Fire Official in-house in October as Alan Laird is expected to retire at the end of the year. Comm. Smith further reported that he brought up two concerns expressed by the Fire Chief to determine whether they are being addressed by

the Fire Official. Comm. Smith stated that the Board does not have to sign the agreement until the end of the year and expressed his opinion that the Board wait until next month to sign the agreement.

8. NEW BUSINESS

A. Discussion on Station Lawn Treatment

Coordinator Smith reported that he obtained a quote from Tru Green to perform a lime treatment, aeration and seeding of the lawns at both stations in the amount of \$1,158.00.

Comm. Smith made a motion to approve the lawn treatment at both stations by Tru Green in the amount of \$1,158.00, seconded by Comm. Wolfe.

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

B. Discussion on Station Maintenance Projects

Coordinator Smith reported that he received a quote from Fire Security Technologies in the amount of \$2,750.00 to replace all 6 duct smoke detectors following the fire alarm activation earlier this month.

Comm. Smith made a motion to approve the replacement of the duct smoke detectors by Fire Security Technologies in the amount of \$2,750.00, seconded by Comm. Young.

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

Coordinator Smith reported that he received a quote from White Brothers Masonry to repair the expansion joints in the curbing in the main parking lot islands at Station 20 in the amount of \$1,300.00.

Comm. Potts made a motion to approve the curbing repair by White Brothers Masonry in the amount of \$1,300.00, seconded by Comm. Smith.

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

Coordinator Smith reported that he received a quote in the amount of \$1,600.00 from Alan Landscaping to trim along the fence line at Station 21 to remove the overgrowth of trees from Liberty Mall. Coordinator Smith further reported that he will work to obtain at least one additional quote.

Comm. Wolfe made a motion to approve the trimming along the fence line at Station 21 at a cost not to exceed \$1,600.00, seconded by Comm. Smith.

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

C. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2016 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Chairman Spahr reported that there was some discussion prior to the Fireman's Convention in Wildwood concerning available manpower. Chairman Spahr questioned whether the fire district can reimburse another fire district to provide the coverage, and if doing so would be in conflict with the fire protection contract with the fire department. Chairman Spahr expressed his opinion that the board may want to speak with the attorney before the end of the year for future reference.

Comm. Young reported that during the planning phase of the 2017 budget last year, the question was raised about increasing the money allocated to the neighboring fire companies under the mutual aid contracts, which is currently \$500.00. Chief Smith reported that the last time the contract was signed was in 2006 and there have been no increases in the amount since. Comm. Young asked that the Commissioners consider the amount of money allocated in preparation for the planning of the 2018 budget.

Chairman Spahr reported that he issued copies to the Commissioners of the current employment contract with the Fire District Coordinator and asked all to review before the evaluation to be completed in the next month.

Comm. Young reported that he received a letter from the auditor to enter in to an agreement to perform the financial audit for 2017. Comm. Young further reported that he will review the letter and report next month.

Chief Smith reported that the Fire Department will be having a picnic and dedication ceremony for the new fire engine on September 23rd. Chief Smith further reported that the necessary permits have been obtained and the insurance company contacted to confirm coverage for the event.

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Potts. 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:40 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2017

INCIDENT RUNS

2 Structure Fires
3 Vehicle Fires
1 Dumpster/Compactor/Trash/Refuse Fires
1 Trees, Brush, Grass, Mulch Fires
Fires, Other
Vehicle Extrications (Jaws)
Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
3 Haz-Mat Spill / Leak No Ignition
2 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
Stand-By / Cover Assignment
Dispatched & Cancelled En Route
3 Smoke Scare / Odor Removal / Problem
13 System Malfunctions
16 Unintentional System / Detector Operation
2 False Calls
Other

49 Total Runs for 413.88 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
1 Meetings, Committee Function, Other
Work Night
Work Detail
4 Drills
20 Training Sessions
Parade/Wetdown
2 Public Relations
1 Stand-by Assignment (Non-Incident)
1 Viewing/Funeral

338.56 Man-Hours

Total Man-Hours for the Month: 752.44

Fire Safety:

Referrals Sent – 16

Responded to Scene – 8

Fire District Coordinator's Report
September 18, 2017

- TruGreen performed a lawn treatment at both stations on 8-28-2017.
- Car 200 (2014 Chevrolet Tahoe) was taken to Malouf Chevrolet in North Brunswick on 8-28-2017 for service and several minor repairs. The car will be going back to Malouf when parts are available to address a recall.
- Fire Security Technologies was at Station 20 on 9-5-2017 to troubleshoot a fire alarm activation that occurred on 9-5-2017 for a duct smoke detector. The duct detectors were cleaned and the system was reset.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.
- There is an invoice on the voucher list to VFIS in the amount of \$1,858.43 for the fourth quarterly payment for the group term life policy.