

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**  
**October 16, 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. September 18, 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 Chief's Request for Equipment Purchases
  - B. Discussion on Mutual Aid Fire Company Agreements
  - C. Discussion on Station Maintenance Projects
  - D. Discussion on Station 20 HVAC Maintenance Contract
  - E. Discussion on Traffic Preemption Systems for Intersections
  - F. 2018 Budget Discussion
  - G. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Executive Session Resolution**
  - A. Resolution #17-19, Authorizing a Closed Session at the October 16, 2017 Regular Meeting
12. **Executive Session**
  - A. Personnel Matters
  - B. Contractual Negotiations
13. **Adjournment**

***Voucher List***

<b><i>A</i></b>	Republic Services #689	341.84
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	256.96
<b><i>D</i></b>	PSE&G Co.	3,251.81
<b><i>E</i></b>	Verizon	404.92
<b><i>F</i></b>	Ready Refresh	91.83
<b><i>G</i></b>	Alan Landscaping LLC	668.75
<b><i>H</i></b>	White Brothers Masonry	1,300.00
<b><i>I</i></b>	Matt Pinter Door Company	412.00
<b><i>J</i></b>	Monmouth Junction Vol. Fire Department	187.51
<b><i>K</i></b>	TASC Fire Apparatus Inc.	25.60
<b><i>L</i></b>	Fire Security Technologies, Inc.	594.50
<b><i>M</i></b>	Fire Security Technologies, Inc.	2,750.00
<b><i>N</i></b>	NFPA	623.95
<b><i>O</i></b>	Ener-G Wellness Solutions LLC	2,796.64
<b><i>P</i></b>	Gabrielli Kenworth of NJ, LLC	29.97
<b><i>Q</i></b>	Scott Smith	49.00
<b><i>R</i></b>	Active Imprints	770.61
<b><i>S</i></b>	Alizio Sealcoating & Maintenance Inc.	6,184.00
<b><i>T</i></b>	Empire Fitness Services, Inc.	254.15
<b><i>U</i></b>	Foremost Promotions	399.50
<b><i>V</i></b>	Township of South Brunswick	47,940.42

approved  
11/20/17

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 16, 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. September 18, 2017 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the September 18, 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 September 2017 activity report (see attached).

Chief Smith reported that the Fire Department held a picnic with dedication for the new Engine 204 on September 23<sup>rd</sup>.

Chief Smith reported that the Fire Department received several plush dolls from the Brunswick Moose Lodge to give to children in the event of a traumatic incident.

Chief Smith reported that the Township Fire Chiefs are finalizing several minor changes to the format of the box alarm plans to make use easier for dispatch. Chief Smith further reported that several changes have also been made to ensure the closest mutual aid fire companies respond to incidents in our district.

**B. District Coordinator's Report**

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

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

Coordinator Smith reported that there is nothing new to discuss at this time.

### **D. Treasurer's Report**

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on September 29<sup>th</sup> in the amount of \$235,118.75 from South Brunswick Township for third quarter taxation. The second deposit was made on October 13<sup>th</sup> in the amount of \$800.00 from South Brunswick Township for first half 2017 dedicated penalties.

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

Comm. Young reported that the 2018 budget forms have been released by the Department of Community Affairs and that he has been working on a preliminary draft, which will be reviewed under New Business.

### **E. Legislative Report**

Comm. Potts reported that he spoke with the Township Administrator last week and the position of Fire Official was posted for the retirement of Alan Laird at the end of the year.

## **7. OLD BUSINESS**

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

Comm. Potts reported that the State's Life Hazard Use registration fees were actually increased by 29%, not the 19% as mentioned last month. Comm. Potts further reported that the increase takes effect October 2<sup>nd</sup> with 65% of the fees going to the municipality and 35% going to the State.

Comm. Smith made a motion to table the approval of the inter-local agreement until the November District meeting, seconded by Comm. Wolfe.

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

## **8. NEW BUSINESS**

### **A. Discussion on Chief's Request for Equipment Purchases**

Chief Smith requested permission to spend up to \$12,000.00 for turnout gear and other personal protective equipment.

Comm. Wolfe made a motion to approve the chief's request for personal protective equipment at a cost not to exceed \$12,000.00, seconded by Comm. Smith.

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

### **B. Discussion on Mutual Aid Fire Company Agreements**

Comm. Young reported that the mutual aid agreements with the fire companies of Brookview, Cranbury, Jamesburg and North Brunswick #2 haven't been updated since 2007. Comm. Young further reported that when drafting the 2017 budget, there was discussion on increasing the dollar figure issued to those companies. Comm. Young expressed his opinion to have new contracts signed and the dollar figure increased for 2018.

Comm. Smith made a motion to execute revised mutual aid agreements with the donation increased to \$750.00 each, seconded by Comm. Potts.

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

### **C. Discussion on Station Maintenance Projects**

Comm. Smith reported that it was discussed last year to obtain quotes to install security cameras at Station 20 and perform concrete work at Station 21. Comm. Young reported that there is a capital appropriation in 2018 with \$90,000 available for building facilities and outside appurtenances that those projects would fall under.

Coordinator Smith reported that he has several year-end maintenance projects he requests to complete, to include replacement of a burglar alarm system keypad at Station 21 in the amount of \$785.00, a bay door opener motor at Station 21 in the amount of \$1,650.00, and painting at Station 20 in the amount of \$1,400.00.

Comm. Smith made a motion to approve the three station maintenance projects presented by the Coordinator at a cost not to exceed \$3,835.00, seconded by Comm. Young.

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

Comm. Smith stated that a quote was obtained from a vendor to replace the weed block and stone in the parking lot islands at Station 20 in the amount of \$3,100.00 and recommends completing that project this year if funds are available. Comm. Young reported that funds are available and that a second quote would need to be obtained.

Comm. Smith made a motion to approve the replacement of the weed block and stone in the Station 20 parking lot islands at a cost not to exceed \$3,100.00, seconded by Comm. Young.

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

### **D. Discussion on Station 20 HVAC Maintenance Contract**

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,450.00 paid in four quarterly installments of \$612.50 following service.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,450.00, seconded by Comm. Smith.

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

#### **E. Discussion on Traffic Preemption Systems for Intersections**

Chief Smith reported that he was contacted by an engineer working with the Middlesex County DOT on an improvement project for the Route 522/Georges Road intersection. As part of the project, the Fire Department was asked if they want a traffic preemption system installed that would give fire trucks control of the traffic signal to make responding to emergency calls faster and safer. Chief Smith reported that he met with the engineer and a salesman from Signal Control Products, Inc. to review features of the Opticom preemption system, which is the system the county installs. Chief Smith reported that there are no such systems installed at intersections within South Brunswick, but there are systems installed at intersections along Route 27 that form the border with Franklin Township. Chief Smith reported that these systems have been discussed at Township Fire Chief meetings with interest being shown by the Chiefs from Kingston & Kendall Park. Chief Smith reported that a push button system could be installed at Station 21, which is adjacent to the Route 522/Georges Road intersection, which would give firefighters control of the traffic signal to make exiting and returning to the station safer. Chief Smith reported that he is waiting on a quote from the salesman for the various options available and that additional discussion will be needed to see what options will be funded by the County DOT as part of the intersection improvement project.

#### **F. 2018 Budget Discussion**

Comm. Young reviewed the preliminary 2018 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

#### **G. Items Timely and Important**

There were no items timely and important to discuss.

### **9. VOUCHER LIST**

Comm. Potts made a motion to approve the voucher list as posted, seconded by Comm. Wolfe. 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. EXECUTIVE SESSION RESOLUTION**

#### **A. Resolution #17-19, Authorizing a Closed Session at the October 16, 2017 Regular Meeting**

Comm. Young made a motion to approve Resolution #17-19, seconded by Comm. Potts. Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Smith excused himself at 8:52 pm due to a personal conflict.

Executive session commenced at 8:53 pm.

**12. EXECUTIVE SESSION**

**A. Contractual Negotiations**

**B. Personnel Matters**

**13. ADJOURNMENT**

Comm. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 10:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

approved  
12/18/17

EXECUTIVE SESSION MINUTES  
OCTOBER 16, 2017

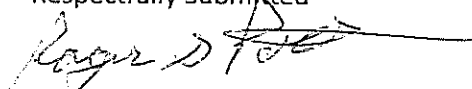
The session was called to order at 8:55 p.m. by Chairman Charles Spahr. Commissioner Charles Smith excused himself due to perceived conflict. Present were Commissioners- Potts – Young – Wolfe and Spahr.

The first item was to review the evaluation of Coordinator Smith. After discussion all agreed that Scott had performed as an outstanding employee over the course of the 2017 year.

The requests for contract and salary changes were reviewed and recommendations given to the negotiating team of Chairman Spahr and Commissioner Wolfe. Numerous date and word changes within the contract were recommended, all were agreed to. All-so requested were to add language to provide cellular phone with unlimited voice/ messaging / data, as well as provide new smart phone at a minimum every two years. All-so requested was to create sub-section "( I )" for uniform allowance ( Reimbursement) up to \$350.00 annually. After much discussion it was felt that those items did not belong in the contract and should be requested as needed. If approved the Board would authorize and pay actual costs. Scott also requested to be removed from the snowplowing responsibility, It was determined a plan needed to be developed on how we would accomplish the removal of the snow.

At 9:50 Scott was invited into the session. Scott reviewed his requests, and his justifications. Scott's request for a wage increase for 2018 was 3.5 %. Scott was then excused from the session. After much discussion on salary increases it was determined the negotiating team would meet with Scott and offer a three (3) % increase to his 2017 salary, for the calendar year 2018, also to be offered was an option for a three year contract with 3% for 2018, 2.5% for 2019 and 2.5% for 2020. The executive session ended at 10:27.

Respectfully Submitted

  
Roger S. Potts / Secretary



Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2017

**INCIDENT RUNS**

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

**31 Total Runs for 190.52 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**184.27 Man-Hours**

**Total Man-Hours for the Month: 374.79**

**Fire Safety:**

*Referrals Sent – 11*

*Responded to Scene – 4*

## Fire District Coordinator's Report October 16, 2017

- Approved Fire Protection was on site on 9-20-2017 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for hydrostatic testing and have been returned.
- Alizio Seal Coating was on site several days starting on 9-20-2017 to seal the driveways at both stations.
- Matt Pinter Door Company was at Station 20 on 9-22 & 9-23-2017 to repair a bay door that had a faulty micro switch.
- White Bros. Masonry was at Station 20 on 9-25-2017 to repair the expansion joints in the parking lot islands.
- Waterway, Inc. was at Station 20 on 10-2-2017 to perform the annual hose testing. One length of 1" hose and one length of 3" hose failed testing. Replacement hose has been ordered.
- Engine 208 was taken to Campbell Supply Company on 10-3-2017 for its annual preventive maintenance. Several minor repairs were also completed and the truck was back in service on 10-12-2017.
- Ener-G-Wellness Solutions was at Station 20 on 10-4-2017 to install the leg press on the multi-station weight machine.
- Donald C. Rodner, Inc. was at Station 20 on 10-6-2017 to perform the quarterly HVAC system maintenance.
- A mechanic from Fire & Safety Services was at Station 20 on 10-9-2017 to troubleshoot a leaking relief valve on the fire pump on Engine 204. Replacement parts have been ordered. I will also be scheduling repairs for a pump issue on Engine 206 where the truck will most likely have to go to their facility.
- Fire Security Technologies was at Station 20 on 10-10 & 10-12-2017 to replace the duct smoke detectors as approved last month.
- Quick Response Fire Protection performed the quarterly sprinkler system service at both stations on 10-11-2017.
- Empire Fitness Services was at Station 20 on 10-12-2017 to make repairs to several pieces of gym equipment following the preventive maintenance performed several months ago.

- Tru Green performed the aeration and seeding at both stations on 10-13-2017.
- As mentioned last month the Fire Safety Bureau will not be assisting with the fire safety presentations this year. We will be performing the presentations at the elementary schools starting this week and hope to go back to the day care centers next year with the help of Fire Safety.
- I have been in contact with Verizon to have the phone lines at both stations changed over to FIOS and hope to have completed before the end of the year.

**Insurance:**

- There is nothing new to report this month.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #17-19

Authorizing a Closed Session at the October 16, 2017 Regular Meeting

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WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Personnel Matters & Contractual Negotiations; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public; and

NOW, THEREFORE, BE IT RESOLVED, that the October 16, 2017 meeting of the Board of Fire Commissioners, Fire District No. 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on October 16, 2017.

  
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Roger S. Potts / Secretary