

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

November 20, 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. *Executive Session Resolution*

A. Resolution #17-20, Authorizing a Closed Session at the November 20, 2017 Regular Meeting

5. *Executive Session*

A. Personnel Matters
B. Contractual Negotiations

6. *Public Comment*

7. *Approval of Minutes*

A. October 16, 2017 Regular Meeting

8. *Professional Reports*

A. Fire Chief
B. District Coordinator
C. Insurance Chairman
D. Treasurer
E. Legislative

9. *Old Business*

A. Discussion on Traffic Preemption Systems for Intersections

10. *New Business*

A. Discussion on Station Lawn Treatment Contract Renewal
B. Resolution #17-21, Authorizing a Renewal of a Shared Services Agreement with the Township of South Brunswick
C. Resolution #17-22, Authorizing Cancellation of Capital Authorization for New Pumper
D. Resolution #17-23, Authorizing the Transfer of Funds Relative to the 2017 Budget
E. Resolution #17-24, Authorizing Contract and Annual Salary for the Fire District Coordinator
F. 2018 Budget Discussion
G. Items Timely and Important

11. *Voucher List*
(See Attached)
12. *Public Comment*
13. *Adjournment*

Voucher List

<i>A</i>	Republic Services #689	387.16
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.14
<i>D</i>	PSE&G Co.	1,166.90
<i>E</i>	Verizon	420.45
<i>F</i>	Ready Refresh	42.90
<i>G</i>	Alan Landscaping LLC	668.75
<i>H</i>	Richard M. Braslow, Esq.	35.00
<i>I</i>	Continental Fire & Safety	344.00
<i>J</i>	Matt Pinter Door Company	1,650.00
<i>K</i>	Monmouth Junction Vol. Fire Department	10,332.31
<i>L</i>	Approved Fire Protection Co.	227.50
<i>M</i>	Approved Fire Protection Co.	38.00
<i>N</i>	Approved Fire Protection Co.	170.20
<i>O</i>	Campbell Supply Company	4,263.77
<i>P</i>	Trugreen Limited Partnership	2,460.00
<i>Q</i>	Electronic Measurement Labs, Inc.	1,101.40
<i>R</i>	New Jersey Fire Equipment Co.	108.00
<i>S</i>	Vincze Home Improvement LLC	1,400.00
<i>T</i>	Foremost Promotions	614.63
<i>U</i>	Waterway New Jersey	2,227.92
<i>V</i>	Municipal Emergency Services Depository Account	328.36
<i>W</i>	Donald C. Rodner, Inc.	612.50
<i>X</i>	Access Health Systems	385.00
<i>Y</i>	Main Electric Supply Company, Inc.	294.00
<i>Z</i>	Olson's Air Conditioning & Heating Inc.	95.00
<i>AA</i>	Fire Security Technologies, Inc.	785.00
<i>BB</i>	Fire and Safety Services, LTD.	1,131.81
<i>CC</i>	Witmer Public Safety Group	140.00
<i>DD</i>	Witmer Public Safety Group	506.00
<i>EE</i>	Witmer Public Safety Group	124.00
<i>FF</i>	Q.R.F.P. Special Services	400.00
<i>GG</i>	Norcia Corporation	325.33

*approved
12/18/17*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 20, 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. EXECUTIVE SESSION RESOLUTION

A. Resolution #17-20, Authorizing a Closed Session at the November 20, 2017 Regular Meeting

Comm. Young made a motion to approve Resolution #17-20, 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 7:03 pm due to a personal conflict.

Executive session commenced at 7:04 pm.

5. EXECUTIVE SESSION

A. Personnel Matters

B. Contractual Negotiations

Regular meeting resumed at 7:54 pm.

6. PUBLIC COMMENT

No one from the floor desired to address the Board.

7. APPROVAL OF MINUTES

A. October 16, 2017 Regular Meeting

Comm. Young made a motion to approve the minutes of the October 16, 2017 regular meeting, seconded by Comm. Smith.

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

8. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

Chief Smith reported that the Fire Department set-up a fire prevention display at Von Thun's Farm Market on Ridge Road on October 21st.

Chief Smith reported that the Fire Department participated in a Halloween event sponsored by the Township and Hugs for Brady at Rowland Park on October 28th.

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on November 2nd.

Chief Smith reported that the Fire Department has been contacted by an attorney representing the Ford Motor Company to give depositions regarding a fatal motor vehicle accident that occurred in October 2014 on Deans Rhode Hall Road.

B. District Coordinator's Report

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

Coordinator Smith reported that he has obtained signed mutual aid agreements with the fire companies of Brookview, Cranbury, Jamesburg and North Brunswick #2.

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 October 27th in the amount of \$5,380.00 from South Brunswick Township for the Supplemental Fire Services Grant. The second deposit was made on October 30th in the amount of \$220.00 from South Brunswick Township for reimbursement of supplies used at a hazardous materials incident.

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

Comm. Young reported that there is a resolution listed for discussion under New Business for the transfer of funds.

Comm. Young reported that he reviewed the 2017 audit engagement letter and will be contacting the auditor to discuss the increase in the cost.

E. Legislative Report

Comm. Potts reported that the State Association of Fire Districts will be having their meeting at Station 20 on December 2nd. Comm. Potts further reported that there will be a discussion at the meeting of the pros and cons of fire districts moving their elections to November. Comm. Potts expressed his opinion that the three Township fire districts should meet at some point to discuss moving elections to November.

9. OLD BUSINESS

A. Discussion on Traffic Preemption Systems for Intersections

Chief Smith reported that the Township Fire Chiefs met a couple days after last month's District meeting and discussed the Opticom Traffic Preemption System. As part of the discussion it was the opinion of the group to install infrared systems at any intersections we decide to equip with a preemption system. Chief Smith reported that he contacted the engineer working with the Middlesex County DOT for the improvement project at the Georges Road/Route 522 intersection and expressed to him the preference to have the infrared receivers installed at the intersection as well as the push button equipment installed inside Station 21. Chief Smith reported that he heard back from the engineer today and that it is the engineer's goal to complete the design phase of the project and submit the final plans to the County by the end of the year. Chief Smith reported that he made clear to the engineer that he is not committing the Fire Department or Fire District to paying for any portion of the project, and that additional information would be needed before a decision could be made.

10. NEW BUSINESS

A. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2018 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$410.00 each for Station 20 and \$102.50 each for Station 21, for a total cost of \$1,537.50.

Comm. Young made a motion to approve the 2018 renewal of the lawn treatment contract with TruGreen at a cost of \$1,537.50, seconded by Comm. Wolfe.

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

B. Resolution #17-21, Authorizing a Renewal of a Shared Services Agreement with the Township of South Brunswick

Comm. Young made a motion to approve Resolution #17-21, seconded by Comm. Smith.

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

Comm. Smith reported that John Funcheon has been appointed the Township's Fire Official effective January 1st.

C. Resolution #17-22, Authorizing Cancellation of Capital Authorization for New Pumper

Comm. Potts made a motion to approve Resolution #17-22, seconded by Comm. Wolfe.

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

D. Resolution #17-23, Authorizing the Transfer of Funds Relative to the 2017 Budget

Comm. Smith made a motion to approve Resolution #17-23, seconded by Comm. Potts.

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

E. Resolution #17-24, Authorizing Contract and Annual Salary for the Fire District Coordinator

Comm. Young made a motion to approve Resolution #17-24, seconded by Comm. Wolfe.

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

F. 2018 Budget Discussion

Comm. Young reported that he received an estimated ratable base for 2018 from the Deputy Tax Collector. Comm. Young reviewed the 2018 preliminary budget status and a long-term capital expense projection. Comm. Young expressed his opinion to approve a .045 per hundred tax rate in the 2018 budget, which is lower than the .046 per hundred tax rate budgeted in 2017 and is the same rate as realized in 2017.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special meeting in two weeks.

G. Items Timely and Important

There were no items timely and important to discuss.

11. 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.

12. PUBLIC COMMENT

No one from the floor desired to address the Board.

13. ADJOURNMENT

Comm. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 9:03 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

approved 12/18/17
BS

EXECUTIVE SESSION MINUTES
NOVEMBER 20, 2017

The session was called to order by Chairman Spahr at 7:05. Commissioner Charles Smith excused himself from the session due to a perceived conflict. Present were Commissioners- Potts – Young – Wolfe and Chairman Spahr.

Commissioners Young and Potts reviewed their meeting with Coordinator Smith. Chairman Spahr and Commissioner Wolfe, the negotiating team, reviewed their numerous meetings with coordinator Smith. After some discussion it was determined the remaining issues to be decided were, should we go with a one year or three year contract and what should the monetary offer be. After sufficient debate a motion was made to go with an offer of a three year contract, and a monetary offer of \$75,000.00 for 2018, 78,000.00 for 2019 and 81,120.00 for 2019. A vote was taken, the results being three commissioners in favor and one commissioner abstaining. Coordinator Smith was informed of the offer and accepted. Executive session ended at 7:50 p.m.

Respectfully Submitted



Roger S Potts/ Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2017

INCIDENT RUNS

1	Structure Fires
1	Vehicle Fires
	Dumpster/Compactor/Trash/Refuse Fires
3	Trees, Brush, Grass, Mulch Fires
3	Fires, Other
1	Vehicle Extrications (Jaws)
	Motor Vehicle Accident (No Extrication)
2	Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
5	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.)
2	Assist Police / EMS / Landing Zone
1	Stand-By / Cover Assignment
2	Dispatched & Cancelled En Route
5	Smoke Scare / Odor Removal / Problem
9	System Malfunctions
15	Unintentional System / Detector Operation
2	False Calls
	Other

55 Total Runs for 300.30 Man-Hours

DEPARTMENT ACTIVITIES

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

234.73 Man-Hours

Total Man-Hours for the Month: 535.03

Fire Safety:

Referrals Sent – 12

Responded to Scene – 8

Fire District Coordinator's Report November 20, 2017

- Tru Green performed the lime application at Station 21 on 10-18-2017 and at Station 20 on 10-19-2017.
- Matt Pinter Door Company was at Station 21 on 10-20-2017 to replace the motor on the bay door used by the First Aid Squad, as approved last month.
- Tower 201 was taken to Fire & Safety Services on 10-24-2017 for its annual preventive maintenance.
- Olson's Heating & Air Conditioning was at Station 21 on 10-24-2017 to service the heating system. The system is in proper working order at this time.
- We finished the fire safety presentations to the Kindergarten classes at the elementary schools on 10-26-2017.
- Vincze Home Improvement was at Station 20 on 10-30-2017 to paint the walls in the member's room, conference room and general office, as approved last month.
- Approved Fire Protection was at Station 20 on 10-31-2017 to perform the 6-month inspection of the kitchen hood fire suppression system. The system is in proper working order at this time.
- Car 200 (2014 Tahoe) was taken to Malouf Chevrolet in North Brunswick on 11-1-2017 to address a recall and was back the same day.
- Air & Gas Technologies was at Station 21 on 11-3-2017 to perform the 6-month preventive maintenance on the Bauer breathing air compressor. The unit is in proper working order at this time.
- Alan Landscaping was at Station 20 on 11-6-2017 to replace weed block and stone in the parking lot islands, as approved last month.
- Station 20 was used as a polling place for the general election on 11-7-2017.
- Alan Landscaping was at Station 21 on 11-13-2017 to prune along the fence line adjacent to Liberty Mall, as approved back in September. They also trimmed the bushes in front of and on the side of the building.
- Fire Security Technologies was at Station 21 on 11-15-2017 to replace a keypad for the burglar alarm system, as approved last month.

- A mechanic from Fire & Safety Services was at Station 20 on 11-15-2017 to re-build a relief valve on the fire pump on Engine 204.
- As reported last month, Engine 208 went to Campbell Supply Company for its annual preventive maintenance service in early October. There are several items that need to be repaired and the truck has been scheduled to go back to Campbell on December 5th.
- Engine 206 has been scheduled to go to Fire & Safety Services on December 11th to have repairs made for an issue with the fire pump and foam system.

Insurance:

- There is nothing new to report this month
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THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #17-20

Authorizing a Closed Session at the November, 20, 2017 Regular Meeting

WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts; 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 November 20, 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 November 20, 2017.



Roger S. Potts / Secretary

Resolution #17- 21

Authorizing a Renewal of a Shared Services Agreement with
The Township of South Brunswick

WHEREAS, the Township of South Brunswick, and the Board of Fire Commissioners, Fire District #2 entered into an agreement, whereby the Township agreed to provide four (4) fire Fire marshals the Township and the District agreed to reimburse the Township for a portion Of such services; and

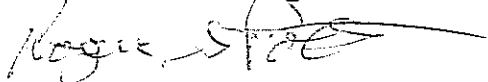
WHEREAS, the Township and the District wish to provide these services, the terms of which are set forth in a shared service agreement between the Township, and the Board of Fire District #2, a copy of which is on file with the Clerk of the Board of Fire Commissioners;

NOW THEREFORE BE IT RESOLVED on this 20 th day of November, 2017 by the Board of Fire Commissioners Fire District No. 2 South Brunswick Township, County of Middlesex, state of New Jersey, that:

1. The District Board hereby authorizes the Chairman and the District Clerk to execute a Renewal of the shared services agreement with the Township Council for fire marshal services.
2. The term of the agreement shall be for the period January 1, 2018 through December 31, 2020 .
3. A copy of the agreement shall be kept on file with the District Clerk and available for public inspection.

RESULTS	AYES	NAYES
Roger Potts	✓	
Charles Smith	✓	
Thomas Young	✓	
Douglas Wolfe	✓	
Charles Spahr	✓	

This is to certify that the foregoing is a true copy of a resolution adopted at the Board of Fire Commissioners meeting held on November 20, 2017.



Roger Potts / District Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY

RESOLUTION 17-22

Authorizing Cancellation of Capital Authorization

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously received voter approval for \$850,000.00 for the purchase of a New Pumper Firetruck on 12/07/15; and

WHEREAS, \$664,751.53 of the monies approved relative to this project were committed and financed via a lease purchase agreement with Capital Asset Management Inc.; and

WHEREAS, \$52,395.70 of monies were expended for a down payment and other capital equipment from restricted capital funds; and

WHEREAS, \$132,852.77 of the monies approved relative to this project remain and need not be expended; and

WHEREAS, the Commissioners are desirous of canceling this authorization;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

(1) The capital authorization relative to the capital project for the purchase of a New Pumper Firetruck is hereby cancelled.

(2) The \$132,852.77 of the monies remaining from the project approval shall be placed in the undesignated capital account.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on November 20, 2017.



Roger S. Potts, Clerk

Resolution 17-23

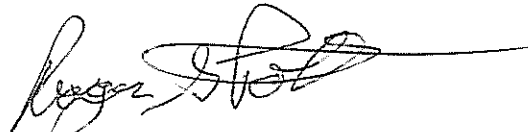
A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2017.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 20th day of November, 2017 by the Board of Fire Commissioners of the Township of South Brunswick, that the following transfers be made as follows:

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-1	Adm. Salaries & Wages	\$126,370.00	\$121,370.00
A-2	Adm. Fringe Benefits	\$63,051.00	\$68,051.00

The reason for the requested change is to accommodate higher than anticipated rate increases for health care benefits.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 20th day of November, 2017.



Roger S. Potts
District Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE
TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF
MIDDLESEX
RESOLUTION 17- 24

AUTHORIZING A CONTRACT AND ANNUAL SALARY FOR THE
FIRE DISTRICT COORDINATOR

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2018 budget concerning this position; and

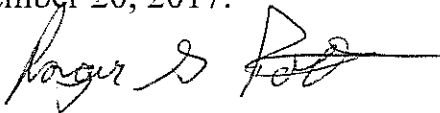
WHEREAS, the Commissioners of Fire District N0 2 in the Township of South Brunswick, County of Middlesex, are desirous of increasing the annual salary of the Fire District Coordinator: and

WHEREAS, The Commissioners and the District Coordinator have negotiated and agreed to a three year contract for the years 2018 - 2019 and-2020.

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) The Fire District Coordinator Scott Smith shall receive an annual salary of \$75,000.00 for the year 2018, \$78,000.00 for 2019 and \$81,120.00 for the calendar year 2020.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to 2018 2019 and 2020 budgets.
- (4) The contract between the Commissioner's and the District Coordinator shall be deemed approved upon adoption of this resolution.

The above is a true copy of a resolution passed by the Board of Fire Commissioners at a meeting held on November 20, 2017.


Roger S. Potts /Clerk