

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
December 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. October 16, 2017 Executive Session
 - B. November 20, 2017 Regular Meeting
 - C. November 20, 2017 Executive Session
 - D. December 4, 2017 Special Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A.
8. ***New Business***
 - A. Discussion on Chief's Request for Equipment Purchases
 - B. Discussion on Motor Vehicle Commission Online Records Access
 - C. Discussion on VFIS Group Term Life Insurance Policy Renewal
 - D. Discussion on Process for Moving Annual Election to November
 - E. 2018 Budget Status
 - F. Resolution #17-26, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Replacement of Chief's Vehicle
 - G. Resolution #17-27, Adoption of Temporary Budget for 2018
 - H. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	386.92
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.14
<i>D</i>	PSE&G Co.	1,899.76
<i>E</i>	Verizon	318.98
<i>F</i>	Ready Refresh	33.91
<i>G</i>	Alan Landscaping, LLC	1,153.75
<i>H</i>	Alan Landscaping, LLC	1,575.00
<i>I</i>	Alan Landscaping, LLC	2,175.00
<i>J</i>	Roger Potts	4,500.00
<i>K</i>	Charles Smith	3,500.00
<i>L</i>	Charles Spahr	4,000.00
<i>M</i>	Douglas Wolfe	3,500.00
<i>N</i>	Thomas Young, Jr.	9,000.00
<i>O</i>	Brookview Volunteer Fire Company	500.00
<i>P</i>	Cranbury Volunteer Fire Company	500.00
<i>Q</i>	Jamesburg Fire Department	500.00
<i>R</i>	North Brunswick Volunteer Fire Company #2	500.00
<i>S</i>	Monmouth Junction First Aid Squad	11,200.00
<i>T</i>	Richard M. Braslow, Esq.	17.50
<i>U</i>	Scott Smith	193.27
<i>V</i>	Preferred Batteries	267.32
<i>W</i>	Monmouth County Treasury	50.00
<i>X</i>	Allegra	35.00
<i>Y</i>	Valley Distributors	259.30
<i>Z</i>	Rajkumar Chandrasekaran	350.00
<i>AA</i>	Matthew Doktor	350.00
<i>BB</i>	David Furch	350.00
<i>CC</i>	Tyler Goldin	350.00
<i>DD</i>	Michael Grennen	350.00
<i>EE</i>	Mohammed Junaid	350.00
<i>FF</i>	Joseph Malkiewicz	350.00
<i>GG</i>	Daniel Murphy	350.00
<i>HH</i>	Timothy Murphy	350.00
<i>II</i>	Ronald Neville	350.00
<i>JJ</i>	Mark Ragnoli	350.00
<i>KK</i>	Justin Rogers	350.00
<i>LL</i>	Jim Shearer	350.00
<i>MM</i>	Scott Smith	350.00
<i>NN</i>	Brian Spahr	350.00
<i>OO</i>	Charles Spahr	350.00
<i>PP</i>	Sean Wert	350.00
<i>QQ</i>	Douglas Wolfe	350.00
<i>RR</i>	CMF Business Supplies, Inc.	582.80
<i>SS</i>	Continental Fire & Safety	755.82
<i>TT</i>	South Brunswick Water & Sewer Revenue	1,483.77
<i>UU</i>	Somerset County Emergency Services Training Academy	200.00

<i>VV</i>	Witmer Public Safety Group, Inc.	445.75
<i>WW</i>	Witmer Public Safety Group, Inc.	28.00
<i>XX</i>	Campbell Supply Company	44.80
<i>YY</i>	Campbell Supply Company	2,614.00
<i>ZZ</i>	WTH Technology, Inc.	619.09
<i>AAA</i>	Cummins Sales and Service	49.44
<i>BBB</i>	Cummins Sales and Service	1,686.00
<i>CCC</i>	OK Enterprises, LLC	1,500.00
<i>DDD</i>	New Jersey Fire Equipment Co.	327.40
<i>EEE</i>	Mid-State Mobile Radio	96.60
<i>FFF</i>	SAFE-T	444.00
<i>GGG</i>	New Jersey Motor Vehicle Commission	150.00

HHH CSB

1,874.32

*approved
1-16-18
JS*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 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. October 16, 2017 Executive Session

Comm. Wolfe made a motion to approve the minutes of the October 16, 2017 executive session, seconded by Comm. Young.

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

B. November 20, 2017 Regular Meeting

Comm. Smith made a motion to approve the minutes of the November 20, 2017 regular meeting, seconded by Comm. Wolfe.

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

C. November 20, 2017 Executive Session

Comm. Potts made a motion to approve the minutes of the November 20, 2017 executive session, seconded by Comm. Wolfe.

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

D. December 4, 2017 Special Meeting

Comm. Smith made a motion to approve the minutes of the December 4, 2017 special 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 November 2017 activity report (see attached).

Chief Smith reported that the Fire Department performed a Santa Cade event around the district on Saturday December 9th.

Chief Smith reported that as mentioned under last month's Chief's report, the Fire Department was contacted to give depositions regarding a fatal motor vehicle accident that occurred in October 2014 on Deans Rhode Hall Road. Chief Smith reported that all firefighters who responded to that incident have given depositions.

Chief Smith thanked the Board for their support of the operation in 2017 and is looking forward to 2018.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 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 December 15th in the amount of \$235,118.75 from South Brunswick Township for fourth quarter taxation.

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

Comm. Young reported that he compiled information to complete a survey from the United States Department of Commerce, which Coordinator Smith submitted online on December 15th.

Comm. Young reported that he will provide an update on the 2018 budget under New Business.

E. Legislative Report

Comm. Potts reported that there is nothing to discuss at this time.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Chief's Request for Equipment Purchases

Chief Smith submitted a list of equipment and supplies the line officers request to purchase before the end of the year.

Comm. Young made a motion to approve the purchase of the equipment and supplies requested by the line officers, seconded by Comm. Wolfe.

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

B. Discussion on Motor Vehicle Commission Online Records Access

Coordinator Smith reported that he first brought up in October 2016 registering the Fire District in a program offered by the State Motor Vehicle Commission to give access to motor vehicle driving records. Coordinator Smith further reported that this was approved by the Board to meet the recommendation from VFIS as part of a risk control survey to check driver's records every 3 years. Coordinator Smith reported that the initial registration is about to expire and a renewal was received with an invoice in the amount of \$150.00. Coordinator Smith expressed his opinion to authorize renewal of the enrollment in the records access program.

After a brief discussion, all Board members were in favor of renewing the registration and paying the \$150.00 fee, which falls under the Coordinator's authorized spending limit.

C. Discussion on VFIS Group Term Life Insurance Policy Renewal

Coordinator Smith reported he received the 2018 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,834.97, which is an increase of \$401.25 from the 2017 cost of \$7,433.72. Coordinator Smith further reported that VFIS has offered three enhancement riders for the policy. The first is an Accidental Burn & Disfigurement benefit which is included at no additional cost. The other riders are a Burial & Cremation benefit in the amount of \$5,000.00 available for \$72.00 and a Rehabilitation Benefit with a maximum benefit of \$50,000.00 which is available for \$84.00. Coordinator Smith recommended renewing the Group Term Life Insurance policy from VFIS with the addition of the two optional riders.

There was a discussion if the Board is allowed to provide a group term life insurance benefit that exceeds \$25,000.00, which would be the case if the optional riders were approved. After discussion, the Board will contact the attorney to discuss.

Comm. Smith made a motion to approve the renewal of the Group Term Life Insurance policy through VFIS with the two optional enhancements at a total cost of \$7,990.97, pending attorney approval, seconded by Comm. Wolfe.

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

D. Discussion on Process for Moving Annual Election to November

Comm. Young expressed his opinion that the Board should start to discuss the possibility of moving the annual election to November. Comm. Young reported that there are numerous benefits of moving the election, primarily making the budget planning and capital

expenditure process easier. Comm. Young reported the Board could reach out to the other fire districts in town to discuss moving the elections, but a move would not need to be unanimous by all three districts. Comm. Potts reported that there are two voting districts in town that do not coincide with the boundaries of Fire Districts 2 & 3.

After a brief discussion, it was decided that Comm. Potts and Comm. Young will begin to compile information on the process to move the election with the goal of making a decision in early 2018.

E. 2018 Budget Status

Comm. Young reported that at the special meeting two weeks ago the Board approved the District's 2018 budget. Comm. Young reported that the DCA reviewed the budget and came back with 3 findings. Comm. Young further reported that one finding deals with the budgeted replacement of a chief's vehicle under non-bondable assets. Comm. Young reported that the purchase must be made as a capital expenditure with voter approval. Comm. Young reported that several vehicles have been purchased over the years under non-bondable assets, after discussion with the fire district's attorney. Comm. Young reported that he will address the other two findings, which deal with a question about the increase in health care costs and a question about the PERS contribution. Comm. Young reported that he will remove the \$60,000.00 budgeted for the replacement chief's vehicle and reduce the amount of fund balance utilized by the same \$60,000.00, which will keep the dollar figure to be raised by taxation the same. Comm. Young will answer the two questions, inform the DCA of the changes to the budget, and inform them that the Board will seek voter approval for the replacement chief's vehicle at the regular election to be included as a capital expenditure in the 2019 budget.

Comm. Young reported that the board will have a public hearing on the budget at the January 2018 meeting, and will need to have a second public hearing a week later as a budget line item is being amended by more than 10% with the removal of the replacement chief's vehicle.

F. Resolution #17-26, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Replacement of Chief's Vehicle

Comm. Smith made a motion to approve Resolution #17-26, seconded by Comm. Potts.

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

G. Resolution #17-27, Adoption of Temporary Budget for 2018

Comm. Smith made a motion to approve Resolution #17-27, seconded by Comm. Wolfe.

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

H. Items Timely and Important

Coordinator Smith reported that the upgrade of the telephone lines at Station 21 from copper to fiber-optic has caused an issue with the monitoring of the fire alarm system in the building. Coordinator Smith further reported that the alarm company recommends either

replacing the fire alarm control panel to allow proper monitoring of the system or changing the dialer to a cellular/IP communicator. Coordinator Smith reported that he received a quote to replace the fire alarm control panel in the amount of \$5,500.00. Coordinator Smith reported that he received a separate quote to change the communicator to cellular/IP in the amount of \$2,100.00, but would also include a much higher annual monitoring fee. Coordinator Smith expressed his opinion to replace the fire alarm control panel.

Comm. Wolfe made a motion to replace the fire alarm control panel, seconded by Comm. Smith.

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

Comm. Wolfe reported that he received a request from the District Coordinator to carry-over 7 vacation days into 2018. Comm. Wolfe further reported that the Coordinator's contract allows the carry-over of up to 5 vacation days without approval. All Commissioners were in favor of allowing the carry-over of 7 vacation days.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item HHH to GSB in the amount of \$1,874.32.

Comm. Smith made a motion to approve the voucher list as amended, 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. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:06 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2017

INCIDENT RUNS

- 2 Structure Fires
- 2 Vehicle Fires
- 1 Dumpster/Compactor/Trash/Refuse Fires
Trees, Brush, Grass, Mulch Fires
Fires, Other
Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
Haz-Mat Spill / Leak No Ignition
- 3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
Hazardous Condition
- 1 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
- 10 System Malfunctions
- 13 Unintentional System / Detector Operation
- 1 False Calls
Other

35 Total Runs for 148.60 Man-Hours

DEPARTMENT ACTIVITIES

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

161.00 Man-Hours

Total Man-Hours for the Month: 309.60

Fire Safety:

Referrals Sent – 12

Responded to Scene – 2

Fire District Coordinator's Report December 18, 2017

- Cummins Power Systems performed the 6-month preventive maintenance on the standby generators at both stations on 11-21-2017.
- Verizon was at Station 20 on 12-1-2017 and Station 21 on 12-12-2017 to switch the telephone lines to FIOS fiber-optic service.
- Engine 208 (1991 Spartan) was taken to Campbell Supply Co. on 12-5-2017 to address several minor items found during its preventive maintenance in October. The repairs were made and the truck was back in service on 12-7-2017.
- Engine 204 (2017 Pierce Velocity) was taken to Fire & Safety Services on 12-11-2017 to address a pump shift issue. A pressure switch was replaced and the truck was back in service on 12-15-2017.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-13-2017. No violations were noted during the inspection.
- Engine 206 (2010 Pierce Velocity) was taken to Fire & Safety Services on 12-14-2017 to address an issue with the foam system.

Insurance:

- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.
- An insurance claim was submitted to VFIS on 12-13-2017 for a member who damaged their personal cell phone on a fire call. The claim was approved and a check will be issued in the amount of \$99.00 to cover the deductible under the member's phone contract.

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

RESOLUTION #17-26

**Resolution Providing for the Consideration of a Ballot Question at the Annual
Election to be Held on Saturday, February 17, 2018**

WHEREAS, the annual election of the legal voters of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, New Jersey ('Fire District') is to be held on Saturday, February 17, 2018 in the Fire District;

AND WHEREAS, in addition to the items to be considered at the annual election the following proposal shall be submitted;

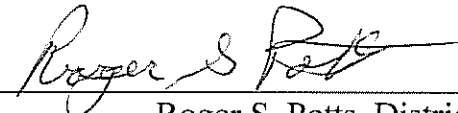
PROPOSAL

Shall the Board of Commissioners of Fire District No. 2 be given the authority to expend monies, in an amount not to exceed \$70,000, for the purchase of a Chief's Vehicle to replace an existing 2005 Ford Expedition Vehicle and which will be paid for from funds held by the Fire District with no financing involved?

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 hereby approves and adopts the proposal set forth above and, subject to the approval of legal voters of the Fire District, hereby determines to carry out same.
- 2.) Each member of the Board are hereby authorized to determine all matters and execute all documents and instruments in connection with the consideration of the proposal at said annual election, and the signatures of any member of the Board on such documents or instruments shall be conclusive as to such determinations.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on December 18, 2017.



Roger S. Potts, District Clerk

12/18/17

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

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

RESOLUTION 17-27

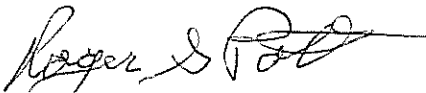
Adoption of Temporary Budget for 2018

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2018, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 17, 2018;

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

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 December 18, 2017.



Reger S. Potts, Clerk