

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

January 16, 2018

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. December 18, 2017 Regular 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. LOSAP Certification for 2017
 - B. Discussion on Chief's Request for Training Class
 - C. Discussion on Renewal of Photo Copier Maintenance Contract
 - D. Discussion on Renewal of VFIS Accident & Sickness Policy
 - E. Discussion on Renewal of VFIS Portfolio Policy
 - F. Discussion on Renewal of Travelers Workers Compensation Coverage
 - G. Public Hearing on 2018 Budget
 - H. Resolution #18-01, Amending the 2018 Approved Budget
 - I. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	389.89
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.14
<i>D</i>	PSE&G Co.	3,038.11
<i>E</i>	Verizon	334.37
<i>F</i>	Ready Refresh	33.91
<i>G</i>	Fire & Safety Services, LTD.	11,743.33
<i>H</i>	Agin Signs and Designs	35.00
<i>I</i>	Allied 100 LLC	1,487.00
<i>J</i>	Monmouth Junction Vol. Fire Department	1,002.70
<i>K</i>	Monmouth Junction Vol. Fire Department	293.47
<i>L</i>	Scott Smith	205.54
<i>M</i>	VFIS	4,231.00
<i>N</i>	Travelers – RMD	8,068.00
<i>O</i>	Image Systems	486.00
<i>P</i>	VFIS	17,334.51
<i>Q</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>R</i>	IEH Auto Parts LLC	269.06
<i>S</i>	South Brunswick Township	53,748.48
<i>T</i>	Access Health Systems	295.00
<i>U</i>	Witmer Public Safety Group, Inc.	310.00
<i>V</i>	Home News Tribune	123.68
<i>W</i>	Atra Maintenance Repair Co., Inc.	597.34

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 16, 2018

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. December 18, 2017 Regular Meeting

Comm. Smith made a motion to approve the minutes of the December 18, 2017 regular meeting, seconded by Comm. Young.

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 December 2017 and Year End 2017 activity reports (see attached).

Chief Smith reported that the Fire Department will be starting the annual mandatory drills this week, which should be completed by the end of the month.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2018 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2018 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on December 15th in the amount of \$235,118.75 from South Brunswick Township

for fourth quarter taxation. The second deposit was made on December 20th for two checks received; the first check was in the amount of \$219.00 from South Brunswick Township for reimbursement of supplies used at a hazardous materials incident; the second check was in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station as a polling place for the general election.

Comm. Young reported that he did not issue a formal financial report this month as there are several invoices still outstanding for 2017 expenditures.

Comm. Young reported that he has been working on amendments to the 2018 budget, which will be discussed further under New Business.

E. Legislative Report

Comm. Potts reported that the legislative session ended today with several bills of interest to the fire service. One new bill addresses use of emergency vehicles by a private citizen, which would be considered a felony.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. LOSAP Certification for 2017

Comm. Potts reported that he received a letter from the Fire Chief certifying 19 members who qualified for the LOSAP program in 2017. Comm. Potts further reported that the District Coordinator can post the letter, and that any members who did not qualify have 30 days to file a grievance.

B. Discussion on Chief's Request for Training Class

Chief Smith reported that the line officers would like to have Fire Service Performance Concepts present a class on fire behavior and thermal imaging at a cost not to exceed \$1,500.00.

Comm. Smith made a motion to approve the training class by Fire Service Performance Concepts at a cost not to exceed \$1,500.00, seconded by Comm. Young.

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

C. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the renewal of the annual maintenance contract for the photo copier from Image Systems in the amount of \$486.00, which is the same amount as the previous contract. Coordinator Smith recommended renewing the maintenance contract with Image Systems.

Comm. Young made a motion to renew the photo copier maintenance contract with Image Systems at a cost of \$486.00, seconded by Comm. Wolfe.

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

D. Discussion on Renewal of VFIS Accident & Sickness Policy

Coordinator Smith reported that he received the renewal of the Accident & Sickness policy from VFIS in the amount of \$4,231.00 for the period February 1, 2018 to February 1, 2019. Coordinator Smith further reported that the amount of the policy is \$94.00 less than the previous policy period. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Wolfe made a motion to renew the Accident & Sickness policy with VFIS in the amount of \$4,231.00, seconded by Comm. Smith.

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

E. Discussion on Renewal of VFIS Portfolio Policy

Coordinator Smith reported that he received the renewal of the Portfolio policy from VFIS in the amount of \$34,455.51 for the period February 1, 2018 to February 1, 2019. Coordinator Smith further reported that the amount is \$1,182.05 more than the previous policy period, and that the policy is paid in two installments with the first installment in the amount of \$17,334.51. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Potts made a motion to renew the Portfolio policy with VFIS in the amount of \$34,455.51, seconded by Comm. Smith.

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

F. Discussion on Renewal of Travelers Workers Compensation Coverage

Coordinator Smith reported that he received the renewal of the Workers Compensation policy from Travelers for the period February 1, 2018 to February 1, 2019, which included an invoice in the amount of \$8,068.00. Coordinator Smith further reported that this amount is for the first installment, with the second installment coming due following the annual audit. Coordinator Smith recommended renewing the Workers Compensation policy with Travelers.

Comm. Young made a motion to renew the Workers Compensation policy with Travelers in the amount of \$8,068.00, seconded by Comm. Wolfe.

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

G. Public Hearing on 2018 Budget

Comm. Young reported that as discussed last meeting, DCA came back with several questions regarding the 2018 adopted budget, one being that the District cannot purchase a chief's vehicle using non-bondable assets and must do so via a capital expenditure. Comm. Young reported that the \$60,000 budgeted for the replacement chief's vehicle will be removed from this year's budget and there will be a question as part of this year's election to

authorize capital funding in 2019. Comm. Young reported that tonight's hearing on the 2018 budget will be for the figures approved in December, which includes the funding for the chief's vehicle. Comm. Young further reported that following the public hearing, the Board will pass a resolution to amend the budget and hold a special meeting next Tuesday night, January 23rd, for a public hearing on the amended budget. Comm. Young reported that these steps are required per state statute when a budget is amended to increase or decrease an operating appropriation by more than 10%.

Comm. Young presented a summary of the 2018 budget. Total appropriations amount to \$1,326,152, which is an increase of \$85,000 over 2017. The amount to be raised by taxation is \$968,391, which is an increase of \$28,000 from 2017 and is Cap compliant. The 2018 ratable base is projected at \$2.170 billion, with a tax rate of 0.45 per hundred that is the same as the 2017 realized tax rate and lower than the 2017 budgeted tax rate of 0.46 per hundred.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2018 budget, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

As there were no questions from the public, Comm. Smith made a motion to close the public portion, seconded by Comm. Young. By a voice vote all voted in affirmative.

H. Resolution #18-01, Amending the 2018 Approved Budget

Comm. Young reported that he sent a draft resolution to the State and that he also submitted new budget sheets. Comm. Young stated that he received approval from the State to proceed with the budget amendment and following passage of the resolution tonight, a signed copy of the resolution will be sent electronically to DCA.

Per the requirements of N.J.S.A. 40A:14-78.3, Comm. Young read aloud Resolution #18-01.

Comm. Young reported that notice of the public hearing for the amended budget will be published in the Home News with a copy of the resolution on Friday January 19th.

Comm. Potts made a motion to approve Resolution #18-01, seconded by Comm. Smith.

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

I. Items Timely and Important

Comm. Potts reported that the maximum allowable annual LOSAP contribution has been increased based on the cost of living increase for the year 2017 of 0.3%. Comm. Potts read aloud Resolution #18-02, which increases the 2017 LOSAP award to \$1,674.00.

Comm. Smith made a motion to approve Resolution #18-02, seconded by Comm. Wolfe.

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

9. VOUCHER LIST

Comm. Smith 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. 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
December 2017

INCIDENT RUNS

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

56 Total Runs for 318.99 Man-Hours

DEPARTMENT ACTIVITIES

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

169.21 Man-Hours

Total Man-Hours for the Month: 488.20

Fire Safety:

Referrals Sent – 11

Responded to Scene – 11

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year End 2017

INCIDENT RUNS

17 Structure Fires
19 Vehicle Fires
5 Dumpster/Compactor/Trash/Refuse Fires
15 Trees, Brush, Grass, Mulch Fires
20 Fires, Other
5 Vehicle Extrications (Jaws)
12 Motor Vehicle Accident (No Extrication)
6 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
31 Haz-Mat Spill / Leak No Ignition
27 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
11 Hazardous Condition
14 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
5 Assist Police / EMS / Landing Zone / Missing Person
4 Stand-By / Cover Assignment
8 Dispatched & Cancelled En Route
14 Smoke Scare / Odor Removal / Problem
146 System Malfunctions
141 Unintentional System / Detector Operation
29 False Calls / Good Intent
Other

529 Total Runs for 3,073.73 Man-Hours

DEPARTMENT ACTIVITIES

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

2,772.13 Man-Hours

Total Man-Hours for the Year: 5,845.86

Fire Safety:

Referrals Sent – 142

Responded to Scene – 49

Fire District Coordinator's Report January 16, 2018

- As discussed earlier in the year, Data Processing was on site on 12-22-2017 to change the mobile radio in Car 200 to a dual head radio, meaning the radio can now be operated from the driver's seat or from the rear command cabinet.
- Engine 206 was taken to Fire & Safety Services on 12-14-2017 to address an issue with the foam system and returned on 12-22-2017. A mechanic was on site on 1-9-2018 to replace a part that was on back-order to complete the repair.
- The replacement fire alarm panel for Station 21 that was approved last meeting was ordered and should be in sometime in the next week or two.
- The outgoing Fire Dept. Deputy Chief asked if he could keep his cell phone number, as he had it for 15+ years. As such, I contacted our rep at Verizon Wireless and the phone number was transferred to his family's personal account. I have also submitted the paperwork to Verizon to have the new Deputy Chief's cell phone number transferred from his personal account to the District's government account.

Insurance:

- There are items for discussion under New Business for renewal of the Accident & Sickness policy, Portfolio policy, and Workers Compensation policy.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX
RESOLUTION 18-01**

**RESOLUTION TO AMEND THE 2018 BUDGET
PURSUANT TO N.J.S.A. 40A:14-78.3
FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 2018**

WHEREAS, the Fire District Budget for the Fiscal Year beginning on January 1, 2018 and ending on December 31, 2018 was approved on the 4th day of December, 2017; and

WHEREAS, a public hearing on the 2018 Fire District budget has been held on the 16th day of January, 2018 as publicly advertised; and

WHEREAS, the Board desires to amend certain line items in the 2018 Budget;

NOW, THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of the Fire District No. 2 that the following amendments to the approved 2018 Fire District Budget be made:

ANTICIPATED REVENUES (Page F-2)

	<u>From</u>	<u>To</u>	<u>Change</u>
Unrestricted Fund Balance	\$ 200,281	\$ 140,281	\$ (60,000)
Total Fund Balance Utilized	\$ 350,281	\$ 290,281	\$ (60,000)
Total Revenues and Fund Balance Utilized	\$ 357,761	\$ 297,761	\$ (60,000)

APPROPRIATIONS (Page F-3)

	<u>From</u>	<u>To</u>	<u>Change</u>
Other Assets, Non-Bondable Fire Operations Equip.	\$ 85,000	\$ 25,000	\$ (60,000)
Total Operations & Maintenance - Other	\$ 450,530	\$ 390,530	\$ (60,000)
Total Operations & Maintenance	\$ 500,530	\$ 440,530	\$ (60,000)
Total Appropriations	\$ 1,326,152	\$ 1,266,152	\$ (60,000)

BUDGET SUMMARY (Page F-1)

Total Fund Balance Utilized	\$ 350,281	\$ 290,281	\$ (60,000)
Total Revenues and Fund Balance Utilized	\$ 357,761	\$ 297,761	\$ (60,000)
Total Anticipated Revenues	\$ 1,326,152	\$ 1,266,152	\$ (60,000)
Total Cost of Operations & Maintenance	\$ 500,530	\$ 440,530	\$ (60,000)
Total Appropriations	\$ 1,326,152	\$ 1,266,152	\$ (60,000)

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

Resolution #18-02

Authorizing an Increase in the 2017 Length of Services Award

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2017 at a maximum of 0.3 % and;

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments, and

WHEREAS the Commissioners of Fire District # 2 of South Brunswick Township desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase, and

WHEREAS, funds are available in the 2017 budget for this purpose.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District #2 Township of South Brunswick, County of Middlesex as follows:

- (1) The year 2016 LOSAP award of \$1,669.00 shall be increased by the addition of a Cost of Living Increase of 0.3 % equal to \$5.00 for a 2017 award of \$1,674.00, this being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District #2 Township of South Brunswick at a meeting duly held on the 16th day of January 2018.



Roger S. Potts / Clerk

Vote	YEA	NAY	ABSENT	ABSTAIN
Comm. Potts	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			