

# 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*** ***February 20, 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. January 16, 2018 Regular Meeting
  - B. January 23, 2018 Special Meeting
6. ***Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
7. ***Old Business***
  - A. Discussion on Traffic Preemption Systems for Intersections
8. ***New Business***
  - A. Discussion on Renewal of the Lawn Maintenance Contract
  - B. Election Results
  - C. Items Timely and Important
9. ***Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	390.14
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	245.68
<b><i>D</i></b>	PSE&G Co.	3,605.99
<b><i>E</i></b>	Verizon	329.24
<b><i>F</i></b>	Ready Refresh	33.91
<b><i>G</i></b>	New Jersey State Association of Fire Districts	300.00
<b><i>H</i></b>	Scott Smith	606.52
<b><i>I</i></b>	Richard M. Braslow, Esq.	35.00
<b><i>J</i></b>	Home News Tribune	216.08
<b><i>K</i></b>	Travelers – RMD	18.00
<b><i>L</i></b>	Q.R.F.P. Special Services	400.00
<b><i>M</i></b>	K.C. Service	82.00
<b><i>N</i></b>	Mercer County Community College	325.00
<b><i>O</i></b>	Fire & Safety Services, LTD.	3,218.72
<b><i>P</i></b>	Witmer Public Safety Group, Inc.	648.00
<b><i>Q</i></b>	Lincoln Financial Advisors	31,806.00
<b><i>R</i></b>	Donald C. Rodner, Inc.	612.50
<b><i>S</i></b>	Donald C. Rodner, Inc.	164.65
<b><i>T</i></b>	Patricia Wolfe	110.00
<b><i>U</i></b>	Kimberly Municci	110.00
<b><i>V</i></b>	IEH Auto Parts LLC	12.33
<b><i>W</i></b>	Municipal Emergency Services Depository Account	754.97
<b><i>X</i></b>	EnerG Wellness Solutions, LLC	115.00
<b><i>Y</i></b>	New Jersey Fire Equipment Co.	468.00
<b><i>Z</i></b>	Continental Fire & Safety	169.75
<b><i>AA</i></b>	Continental Fire & Safety	95.00
<b><i>BB</i></b>	Somerset County Emergency Services Training Academy	300.00
<b><i>CC</i></b>	Monmouth Junction Vol. Fire Department	194.89
<b><i>DD</i></b>	Fire Service Performance Concepts	1,200.00
<b><i>EE</i></b>	Fire Security Technologies, Inc.	5,500.00

Approved 3/19/18 RD

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 20, 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. January 16, 2018 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the January 16, 2018 regular meeting, seconded by Comm. Potts.

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

**B. January 23, 2018 Special Meeting**

Comm. Potts made a motion to approve the minutes of the January 23, 2018 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 January 2018 activity report (see attached).

Chief Smith reported that the Fire Department completed the annual mandatory training on SCBA's, blood borne pathogens and hazardous materials, and also completed the annual facemask fit-testing.

Chief Smith reported that Fire Service Performance Concepts presented the training program on fire behavior and thermal imaging on February 15<sup>th</sup>. Chief Smith further reported that

several thermal imaging cameras were demoed during the training and that the class was well received by the firefighters in attendance.

Chief Smith reported that junior firefighter Kyle Grennen turned 18 years of age and started Firefighter I at the Mercer County Fire Academy last month. Chief Smith further reported that new member Malaika Jawed started Firefighter I at the Somerset County Fire Academy last month.

Chief Smith reported that Fire Official John Funcheon attended the Township Fire Chief's meeting last month and reviewed various procedures regarding the Fire Safety Bureau. Chief Smith further reported that during the meeting, the Chiefs asked to be involved in plan review and that since that meeting he has met with the Fire Official to review several construction projects. Chief Smith reported that he spoke with the Fire Official regarding the street width of the Cambridge Crossing development that was discussed last year, and that the street should be widened once the weather breaks.

Chief Smith reported that a number of items were purchased at the end of last year to create training props, including Knox Company access system products and parts to practice standpipe operations. Chief Smith thanked Commissioner Smith for his efforts to create these props.

#### **B. District Coordinator's Report**

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

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

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

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

Comm. Young reported that he distributed two reports this month. The first report covers the status of the 2017 budget. Comm. Young reported there is one order outstanding from last year, and one encumbrance for the audit. The second report is the initial 2018 financials through tonight's meeting.

Comm. Young report that the audit has been scheduled for Thursday March 8<sup>th</sup>.

#### **E. Legislative Report**

Comm. Potts reported that he received a list from the State Fireman's Association of approximately 200 bills of interest to the fire service that were reintroduced on January 1<sup>st</sup>.

### **7. OLD BUSINESS**

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

Chief Smith reported that he was informed by the engineer working on the County DOT's intersection project for Route 522 & Georges Road that they plan to go out to bid by the summer. Chief Smith stated that he was informed that the County will pay for the traffic signal pre-emption system at the intersection, as well as the wireless push button system to be installed at Station 21. Chief Smith stated that he received a copy of an agreement between

the County and East Brunswick Township for a similar installation, and that an agreement will be needed for this project as well. Chief Smith stated that the District would be responsible for the maintenance of the system once installed, and that he is working on getting details on what that will include. Chief Smith stated that he contacted our insurance company and that the current policies would cover the equipment at the intersection as well as liability coverage in the event of a claim. Chief Smith stated that he met with Plainsboro Fire District Commissioner Ted Wagner to discuss their experience with the pre-emption systems installed in their town. Commissioner Wagner stated that their experience with these systems has been very positive and highly recommends their installation. Chief Smith expressed his opinion that the installation of this system would make emergency response through that intersection much safer, in particular for the vehicles as they exit Station 21. Chief Smith stated that he hopes to hear back from the engineer as to when the agreement will be needed by, but recommends trying to finalize that agreement by the April regular meeting. Chief Smith stated that the only expense this year for the District would be the installation of the infrared emitters in the fire trucks, which needs to be researched further.

Following a lengthy discussion on the details of the installation and possible expense to the District, all Commissioners were in agreement that a traffic signal preemption system would increase the safety of emergency vehicles and the public and that the Board should contact the County to include the system as part of the re-engineering project.

Comm. Wolfe made a motion to enter in to a formal written agreement with Middlesex County DOT for the installation of a traffic signal preemption system at the Route 522 & Georges Road intersection, seconded by Comm. Potts.

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

## **8. NEW BUSINESS**

### **A. Discussion on Renewal of the Lawn Maintenance Contract**

Coordinator Smith reported that he received the 2018 renewal of the lawn maintenance contract from Alan Landscaping. Coordinator Smith reported that the total cost is \$5,350.00 for the two fire stations, which is the same cost dating back to 2013. Coordinator Smith clarified that the contract is for the weekly lawn maintenance and does not include a spring or fall cleanup at the stations. Coordinator Smith recommended renewing the lawn maintenance contract with Alan Landscaping.

Comm. Smith made a motion to approve the renewal of the lawn maintenance contract with Alan Landscaping in the amount of \$5,350.00, seconded by Comm. Wolfe.

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

### **B. Election Results**

Comm. Potts reported that a total of 30 votes were cast for the Fire District elections on February 17<sup>th</sup>; 29 voters at the polls and 1 by absentee ballot.

Comm. Potts reported that there were 29 votes cast for Charles Spahr and 30 votes cast for Douglas Wolfe.

Comm. Potts reported there were 29 votes cast in favor of the budget with 1 opposed; and there were 30 votes cast in favor of the question for the replacement of the chief's vehicle with none opposed.

Comm. Potts reported that the results have been forwarded to the Department of Community Affairs and the South Brunswick Township Tax Assessor.

**C. Items Timely and Important**

Comm. Potts reminded the group that the re-organization meeting will be on Tuesday March 6<sup>th</sup> at 7:00 pm.

**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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2018

**INCIDENT RUNS**

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

**53 Total Runs for 287.64 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**132.00 Man-Hours**

**Total Man-Hours for the Month: 419.64**

**Fire Safety:**

*Referrals Sent – 18*

*Responded to Scene – 10*

## Fire District Coordinator's Report February 20, 2018

- Quick Response Fire Protection was on site on 1-22-2018 to perform the quarterly sprinkler system inspection at both stations. All systems are in proper working order at this time.
- Fire Security Technologies was at Station 21 on 1-24 & 1-26-2018 to install the replacement fire alarm control panel. A tech from Quick Response Fire Protection was also on site on 1-26-2018 to ensure proper communication between the alarm system and pre-action sprinkler system. All points in the alarm system were checked and confirmed to be working properly with the panel, and it was also confirmed that the system is functioning and reporting properly with the fiber-optic telephone lines. I will be working with Fire Security Technologies to complete the required permit paperwork and inspection with the Township Building Dept.
- Donald C. Rodner, Inc. was at Station 20 on 1-30-2018 to perform the quarterly maintenance on the HVAC systems. All systems are in proper working order at this time.
- A tech from Verizon was at Station 21 on 2-9-2018 to troubleshoot an issue with the FIOS telephone lines; it was determined that the service coming into the building was working properly. Twp. Data Processing was at the station on 2-16-2018 and they made several repairs to the equipment inside the building. All phones lines are working properly at this time.
- Ready Refresh was on site on 2-14-2018 to clean and service the water coolers at both stations.
- I purchased and installed carbon monoxide alarms for both stations due to a change in the State's Fire Code that now requires them in all buildings that have fuel-fired equipment. Previously, the requirement was only to have the alarms in residential buildings. I have also updated the Fire Safety & Evacuation Plans for both stations to include CO alarms.
- We received a recall notice from Pierce that affects the new Engine 204. The recall is for the replacement of a relief valve assembly for the Hale pump. We will be contacted to schedule the replacement once parts are in, which should be performed at our station.

### **Insurance:**

- As first conducted last year, I performed the driver's license status check on all active members on 2-2-2018 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years but we will be performing this check annually going forward.



- The Board approved at last month's meeting renewal of the workers compensation policy with Travelers with a deposit of \$8,068.00. Travelers made a mistake with the deposit invoice, which should have been in the amount of \$8,086.00. As such, there is a voucher on the list for this meeting to pay the \$18.00 balance remaining on the deposit. We will still receive another invoice for the policy following the annual audit, which is scheduled for next week.