

# 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*** ***March 19, 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. February 20, 2018 Regular Meeting
  - B. March 6, 2018 Re-Organization 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
  - B. Discussion on Moving Fire District Election to November General Election
8. ***New Business***
  - A. Discussion on Apparatus Preventive Maintenance Service
  - B. Discussion on Apparatus Fire Pump Testing
  - C. Discussion on Hurst Rescue Equipment Preventive Maintenance
  - D. Discussion on Air Pack Preventive Maintenance
  - E. Discussion on Fire Station Spring Cleaning
  - F. Discussion on Renewal of Station Alarm Monitoring Contract
  - G. Items Timely and Important
9. ***Voucher List***

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

*Voucher List*

<i>A</i>	Republic Services #689	392.42
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.30
<i>D</i>	PSE&G Co.	2,707.32
<i>E</i>	Verizon	331.04
<i>F</i>	Ready Refresh	247.79
<i>G</i>	Alan Landscaping, LLC	325.00
<i>H</i>	GSB	2,039.00
<i>I</i>	Scott Smith	50.00
<i>J</i>	Main Electric Supply Company, Inc.	20.35
<i>K</i>	Postmaster	82.00
<i>L</i>	McMaster-Carr	234.43
<i>M</i>	South Brunswick Township Water & Sewer Revenue	1,482.55
<i>N</i>	Fire Security Technologies, Inc.	1,068.00
<i>O</i>	Access Health Systems	385.00
<i>P</i>	Monmouth Junction Volunteer Fire Department	404.73
<i>Q</i>	Preferred Batteries	437.89
<i>R</i>	Atra Janitorial Supply Co., Inc.	49.70
<i>S</i>	IEH Auto Parts LLC	37.75
<i>T</i>	Treasurer, State of New Jersey	512.00
<i>U</i>	Witmer Public Safety Group, Inc.	293.00
<i>V</i>	Witmer Public Safety Group, Inc.	450.00
<i>W</i>	Richard M. Braslow, Esq.	52.50
<i>X</i>	Middlesex County Treasurer	36.80
<i>Y</i>	NJ Fire Equipment Co.	540.00
<i>Z</i>	<i>HOME NEWS TRIBUNE</i>	<i>163.28</i>

*approved*  
*4/16/18* *RP*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 19, 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. February 20, 2018 Regular Meeting**

Comm. Potts made a motion to approve the minutes of the February 20, 2018 regular meeting, seconded by Comm. Smith.

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

**B. March 6, 2018 Re-organization Meeting**

Comm. Smith made a motion to approve the minutes of the March 6, 2018 re-organization 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 February 2018 activity report (see attached).

Chief Smith reported that the Fire Department had crews on standby in both stations during the snow storm on March 7<sup>th</sup>. Chief Smith further reported that despite the storm's severity there were only a few incidents.

**B. District Coordinator's Report**

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

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

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

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

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

Comm. Young reported that the audit has been re-scheduled for this Thursday, March 22<sup>nd</sup>.

### **E. Legislative Report**

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

## **7. OLD BUSINESS**

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

Chief Smith reported that following last month's meeting he contacted the County DOT and the engineer working on the Route 522/Georges Road intersection improvement project and informed them of the Board's decision to move forward with an agreement on installation of the traffic preemption system. Chief Smith further reported that he put together a draft agreement between the County and the Fire District covering installation and maintenance of the system using several sample agreements provided by the County. Chief Smith reported that he sent the agreement to the Fire District's attorney for review, and that the only suggestion was to have the insurance company review the language concerning liability. Chief Smith reported that the document was forwarded to VFIS for review and that he anticipates hearing back within a week.

Chief Smith reported that he met with a representative from Signal Control Products to discuss the Opticom traffic signal preemption system and that he will report back to the Board regarding the installation of signal emitters for the trucks. Chief Smith advised that he spoke with the director of the Township's Planning Dept. and that they have no concerns regarding the project as the intersection is maintained by the County. Chief Smith further reported that he will be meeting with a representative from the Township Police Dept. to discuss the system as well.

### **B. Discussion on Moving Fire District Election to November General Election**

Comm. Potts reported that the State Association of Fire Districts will be meeting at some point with the Assistant Director of the Department of Community Affairs to discuss the law allowing the move of fire district elections, and that all commissioners have received copies of the Local Finance Notice that reviews the new law.

Comm. Young expressed his opinion in favor of moving the election to November and summarized several items concerning the change; the budget cycle would remain the same; once the Board adopts the budget in January it would be considered approved without the need for a public vote; terms of the Commissioners would be extended for the first three years until December; approval of capital projects would only require approval of two-thirds of the Commissioners and would not need public approval unless financing. Comm. Young

reported that if the move was made the County would have to align the voting districts to the fire district lines in the township.

Comm. Smith reported that he has read the Local Finance Notice and sees the benefits of moving the election, but has concerns about the potential political impact that could follow. Comm. Smith expressed his opinion that the current commissioners have a thorough knowledge of the fire service but is concerned about having commissioners elected with no such knowledge or experience. Comm. Smith also expressed his desire to hear from Coordinator Smith and his opinion on the move.

After further discussion, it was decided to discuss the topic further at the next meeting with the goal to come to a consensus before approaching the other two fire districts in the township to discuss the move.

## **8. NEW BUSINESS**

### **A. Discussion on Apparatus Preventive Maintenance Service**

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$4,275.00 for Tower 201, \$2,075.00 for Engines 204 & 208, and \$2,875.00 for Engine 206.

Comm. Smith made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, seconded by Comm. Wolfe.

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

### **B. Discussion on Apparatus Fire Pump Testing**

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the NFPA fire pump testing on four fire trucks in the amount of \$1,000.00.

Comm. Wolfe made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,000.00, seconded by Comm. Potts.

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

### **C. Discussion on Hurst Rescue Equipment Preventive Maintenance**

Coordinator Smith reported that he received the renewal of the preventive maintenance contract for the Hurst rescue equipment by TASC in the amount of \$1,650.00.

Comm. Smith made a motion to approve the renewal of the Hurst rescue equipment preventive maintenance contract with TASC in the amount of \$1,650.00, seconded by Comm. Young.

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

**D. Discussion on Air Pack Preventive Maintenance**

Coordinator Smith reported that quotes were obtained for the annual air pack preventive maintenance from Municipal Emergency Services and NJ Fire Equipment Company, with the low quote from MES at \$32.00 per air pack for a total cost of \$864.00 for the 27 air packs.

Comm. Smith made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$864.00, seconded by Comm. Wolfe.

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

**E. Discussion on Fire Station Spring Cleaning**

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to clean the carpets at both stations at a cost of \$689.00, which is the same price as when the carpets were cleaned the last several years. Coordinator Smith further reported that he obtained a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,000.00.

Comm. Smith made a motion to approve the carpet cleaning by Antczak's Complete Service at a cost of \$689.00 and the window cleaning by Clearview Window Washing at a cost of \$1,000.00, seconded by Comm. Potts.

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

**F. Discussion on Renewal of Station Alarm Monitoring Contract**

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Young made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, seconded by Comm. Potts.

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

**G. Items Timely and Important**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$1,937.06 and recommended renewing the contract.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$1,937.06, seconded by Comm. Potts.

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

Comm. Smith reported that there was a legal classified ad in today's Home News Tribune stating that the second reading regarding changes to the Township ordinance on fire

protection fees has been tabled until the regular meeting of the Township Council on March 27, 2018.

**9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item; Item Z to the Home News Tribune in the amount of \$163.28.

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. Smith made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:45 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
February 2018

**INCIDENT RUNS**

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

**26 Total Runs for 89.25 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**156.54 Man-Hours**

**Total Man-Hours for the Month: 245.79**

**Fire Safety:**

*Referrals Sent – 2*

*Responded to Scene – 4*



Fire District Coordinator's Report  
March 19, 2018

- Fire Security Technologies was at Station 21 on 2-21-2018 to troubleshoot trouble alarms on the new fire alarm panel. The tech is in contact with the manufacturer regarding several programming issues. The construction permit for the new panel was approved by the Building Dept. and Fire Security Technologies will be notifying them to schedule fire and electrical sub-code inspections.
- Alan Landscaping was at Station 20 on 3-6-2018 to remove a tree next to the building that had fallen during the storm on 3-2-2018.
- Firefighter physicals by Access Health have been scheduled for Thursday April 5<sup>th</sup> starting at 4:30 PM at Station 20.

**Insurance:**

- A representative from Travelers was on site on 2-21-2018 to perform an audit for our Worker's Compensation policy. All requested records are in proper order.
- One of our firefighters reported a knee injury following training at the station on 3-3-2018. I contacted VFIS (Accident & Sickness Policy) and Travelers (Workers Comp. Policy) that evening to report the injury. The member went to Brunswick Urgent Care on 3-4-2018 and was diagnosed with a left knee MCL strain. There was no treatment needed and there was no lost work time from regular employment. The member will be going back for a follow-up visit to be released to return to duty.
- There is an invoice on the Voucher List to Glatfelter Specialty Benefits in the amount of \$2,039.00 for the second installment on the Group Term Life Insurance Policy.