

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***  
***April 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 2018.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. March 19, 2018 Regular Meeting
- 6. Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
- 7. Old Business***
  - A. Update on Traffic Preemption Systems for Intersections
  - B. Discussion on Moving Fire District Election to November General Election
- 8. New Business***
  - A. Discussion on Upgrade of Station 20 Door Lock System
  - B. Items Timely and Important
- 9. Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	393.75
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	257.30
<b><i>D</i></b>	PSE&G Co.	2,511.16
<b><i>E</i></b>	Verizon	330.28
<b><i>F</i></b>	Alan Landscaping, LLC	2,295.00
<b><i>G</i></b>	First Battalion Firefighting-Equipment, LLC	4,597.60
<b><i>H</i></b>	New Jersey Fire Equipment Co.	756.00
<b><i>I</i></b>	Edwards Tire Co., Inc.	1,758.60
<b><i>J</i></b>	Travelers	16,909.00
<b><i>K</i></b>	OK Enterprises	1,500.00
<b><i>L</i></b>	Continental Fire & Safety	78.00
<b><i>M</i></b>	Konecranes, Inc.	182.98
<b><i>N</i></b>	Monmouth Junction Vol. Fire Department	10,250.00
<b><i>O</i></b>	Clearview Washing, LLC	1,000.00
<b><i>P</i></b>	Allegra	161.04
<b><i>Q</i></b>	Scott Smith	47.88
<b><i>R</i></b>	South Brunswick Township	45,693.69
<b><i>S</i></b>	Fire & Safety Services, LTD.	506.74
<b><i>T</i></b>	Holman Frenia Allison, P.C.	46.00
<b><i>U</i></b>	Minerva Cleaners	597.00
<b><i>V</i></b>	United Communications Corp.	767.89
<b><i>W</i></b>	Antczak's Complete Service Co., Inc.	689.00

approved 5/21/18 JSD

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

Comm. Smith made a motion to approve the minutes of the March 19, 2018 regular 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 March 2018 activity report (see attached).

Chief Smith reported that the Fire Department has one new member, Tyler DeGross.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the April 2018 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 March 31<sup>st</sup> in the amount of \$242,097.75 from South Brunswick Township for first quarter taxation.

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

Comm. Young reported that the auditor completed the review of the 2017 financial records at the station on March 22<sup>nd</sup>, which was re-scheduled several times due to inclement weather or other conflicts. Comm. Young further reported that there have been no requests for additional information and anticipates receiving a draft audit report in the next week or two.

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

Comm. Potts reported that a bill has passed the State Assembly which eliminates the 180-day waiting period for an individual who retires from a position in one local government unit before they can volunteer in another unit.

### **7. OLD BUSINESS**

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

Chief Smith reported that since the last meeting he met with representatives from the Police Department Traffic Bureau to discuss the installation of the traffic signal preemption system at the Georges Road & Route 522 intersection. Chief Smith also reported that the underwriters from VFIS reviewed the draft agreement between the County and the Fire District for the installation and maintenance of the system. Chief Smith stated that the agreement was modified to clarify legal responsibility for the system in the event of negligence either on the part of the County or the Fire District, and that the language was subsequently approved by Attorney Richard Braslow. Chief Smith reported that the agreement was approved by County Counsel and that signed copies have been sent to the County Engineer. Chief Smith stated that he touched base with the engineer for the project and that they are in the process of finalizing the specs with no timeframe at this point to go out to bid.

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

Comm. Potts reported that the State Association of Fire Districts will be meeting with representatives from the Department of Community Affairs on Wednesday to discuss the law allowing the move of fire district elections. Comm. Potts reported that he obtained a copy of all rules and regulations that the DCA has with regard to oversight of fire districts.

Comm. Smith reported that he has spoken with several individuals from fire companies outside of South Brunswick, with some reporting a concern about the politics involved with no plans to move at this time.

Coordinator Smith expressed his opinion that moving the election to November provides several key benefits, specifically making the budget approval and capital appropriation process easier for the Commissioners to complete. Coordinator Smith stated that it will also get more of the public informed about the existence of fire districts and the elected position of fire commissioner. Coordinator Smith further expressed his opinion that moving the election will increase the likelihood of having commissioners elected with no experience, which would also be a concern for him as far as employee supervision.

After additional discussion, the topic will be placed on the agenda for continued discussion at next month's meeting.

## **8. NEW BUSINESS**

### **A. Discussion on Upgrade of Station 20 Door Lock System**

Chief Smith reported that he has been looking for a door lock for the station that could be unlocked remotely, such as via a smartphone, in order to give access to mutual aid cover companies or even contractors and delivery people. Chief Smith reported that he has obtained a quote for a system that is on the lower end regarding price compared to other systems on the market, but still has other options that can be expanded in the future.

Chairman Spahr stated that he found products available that can be connected to bay doors to give that same remote access. After a discussion, Chief Smith will further research other options and report back next month.

### **B. Items Timely and Important**

Comm. Young asked to place on the agenda for next month's meeting a discussion on future capital projects and the funding that is available this year.

## **9. VOUCHER LIST**

Comm. Potts made a motion to approve the voucher list as posted, seconded by Comm. Smith.  
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 7:57 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
March 2018

**INCIDENT RUNS**

- 4 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.)
- 4 Haz-Mat Spill / Leak No Ignition
- 9 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
  - Hazardous Condition
  - Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
  - Assist Police / EMS / Landing Zone / Missing Person
- 1 Stand-By / Cover Assignment
- 1 Dispatched & Cancelled En Route
- 4 Smoke Scare / Odor Removal / Problem
- 7 System Malfunctions
- 16 Unintentional System / Detector Operation
- 1 False Calls / Good Intent
- Other

**50 Total Runs for 268.30 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**339.00 Man-Hours**

**Total Man-Hours for the Month: 607.30**

**Fire Safety:**

*Referrals Sent – 7*

*Responded to Scene – 10*

## Fire District Coordinator's Report April 16, 2018

- Edwards Tire Co. replaced both front tires on Engine 206 on 3-27-2018 after one tire suffered a cut and went flat.
- Alan Landscaping was at Station 20 on 3-29-2018 to replace the decorative shrubs next to the natural gas meter that were blown over during the snow storm on 3-21-2018.
- A mechanic from Fire & Safety Services made repairs to the ladder rack and coolant system on Engine 206 on 3-29-2018. He also adjusted the relief valve on the pump on Engine 204. The truck will need to go to their shop later in the year to address a recall on the relief valve.
- Alan Landscaping performed the spring clean-up at both stations over several days starting on 3-31-2018.
- Access Health Systems was at Station 20 on 4-5-2018 to perform the annual firefighter physicals. A total of 23 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the doctor's office in North Brunswick.
- We held an orientation on the use of the weight room at Station 20 on 4-5-2018. 7 new users attended the training and several members also attended as a refresher.
- Clearview Washing was at Station 20 on 4-6-2018 to clean the windows inside and out as well as the window blinds.
- The Township Electrical & Fire Sub-Code Inspectors performed the permit inspection on the new fire alarm control panel at Station 21 on 4-9-2018. The panel passed inspection and the permits have been closed.
- Municipal Emergency Services was on site on 4-12-2018 to perform the annual flow-testing of all air packs. Several minor repairs were completed and all packs are in service.
- Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 4-13-2018.

### **Insurance:**

- There is an invoice on the voucher list to Travelers in the amount of \$16,909.00 for the balance of the 2018 worker's compensation coverage. This represents a total cost of \$24,995.00 for the year, which is an increase of \$128.00 from 2017.

- One of our member's personal vehicles suffered a cracked bumper after backing into a parking space and into a pile of snow during a snow storm stand-by at Station 20 on 3-21-2018. I was notified of the damage on 3-23-2018 and submitted the claim to VFIS that day. The member obtained a repair estimate in the amount of \$976.31 from a local repair facility. As the cost of the repair was under the deductible on the member's insurance, VFIS issued a check in that amount which was received on 3-28-2018.