

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
May 21, 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. April 16, 2018 Regular Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Discussion on Moving Fire District Election to November General Election
 - B. Discussion on Upgrade of Station 20 Door Lock System
8. ***New Business***
 - A. Capital Projects Fund Update
 - B. Discussion on Capital Project for Station 21 Patio
 - C. Discussion on 2017 Audit Report
 - D. Resolution #18-17, Acceptance of Audit Report for the Year 2017
 - E. 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	257.16
<i>D</i>	PSE&G Co.	1,735.72
<i>E</i>	Verizon	335.03
<i>F</i>	Ready Refresh	33.91
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Richard M. Braslow, Esq.	216.00
<i>I</i>	Municipal Emergency Services Depository Account	1,169.10
<i>J</i>	New Jersey Fire Equipment Co.	180.00
<i>K</i>	Mercer County Community College	910.00
<i>L</i>	Access Health Systems	6,055.00
<i>M</i>	Monmouth Junction Vol. Fire Department	100.46
<i>N</i>	Direct Machinery NJ Inc.	290.00
<i>O</i>	IEH Auto Parts LLC	9.52
<i>P</i>	Preferred Batteries	443.20
<i>Q</i>	Fire Security Technologies	2,898.00
<i>R</i>	Donald C. Rodner, Inc.	612.50
<i>S</i>	Approved Fire Protection Company	182.82
<i>T</i>	Q.R.F.P. Special Services	400.00
<i>U</i>	CMF Business Supplies, Inc.	130.49
<i>V</i>	TruGreen Limited Partnership	512.50
<i>W</i>	Malouf Ford-Lincoln-Mercury	4,021.55
<i>X</i>	Thomson Reuters – West	104.00
<i>Y</i>	Skylands Area Fire Equipment & Training LLC	400.00
<i>Z</i>	T & J Rescue Enterprises, LLC	670.00
<i>AA</i>	Witmer Public Safety Group, Inc.	650.00
<i>BB</i>	Valley Distributors, Inc.	201.30
<i>CC</i>	South Brunswick Fire District No. 2	194,362.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 21, 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. April 16, 2018 Regular Meeting

Comm. Young made a motion to approve the minutes of the April 16, 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 April 2018 activity report (see attached).

Chief Smith reported that member Reilly Wade has completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on April 19th.

Chief Smith reported that as discussed several times last year, the contractors at the new Cambridge Crossing Development have increased the width of the entranceway into the site off Route 522. Chief Smith further reported that Fire Official John Funcheon had contacted the builders numerous times since the beginning of the year to ensure the roadway was widened to improve access for fire apparatus.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were no deposits since the last meeting.

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

Comm. Young reported that the draft audit report was received last week and will be discussed under New Business.

E. Legislative Report

Comm. Potts reported that the State Association of Fire Districts met with the DCA regarding the legislation allowing fire districts to move their elections to November. Comm. Potts further reported that the DCA has yet to draft a sample resolution for fire districts to utilize if they wish to move their election. Comm. Potts reported that the Election Commission has not issued a response to the legislation as of yet.

Comm. Potts reported that the State Senate and Assembly have each passed a bill allowing the trustees of PERS and PFRS to take over management of their respective pension systems. Comm. Potts further reported that the Governor has issued a conditional veto of the legislation, with several conditions to be met before he will sign it.

7. OLD BUSINESS

A. Discussion on Moving Fire District Election to November General Election

There was no discussion on the topic at this time.

B. Discussion on Upgrade of Station 20 Door Lock System

Coordinator Smith reported that he has done further research based on last month's discussion. Coordinator Smith reported that smart door technology cannot be installed to control the bay doors at Station 20 due to their age. Coordinator Smith reported that he met with the salesman and an installer from The Flying Locksmiths in Pennington to review their proposal. A revised estimate was received where the existing electronic door lock can be tied-in to the control system, resulting in a savings of approximately \$500 from the previous estimate. Coordinator Smith recommended approving the installation of the door lock system by The Flying Locksmiths in the amount of \$2,083.50.

Comm. Wolfe made a motion to approve the installation of the door lock system by The Flying Locksmiths in the amount of \$2,083.50, seconded by Comm. Smith.

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

8. NEW BUSINESS

A. Capital Projects Fund Update

Comm. Young issued to the Commissioners an updated capital equipment inventory which documents original costs and estimated replacement costs. Comm. Young also issued copies of capital account funding plans for the future.

B. Discussion on Capital Project for Station 21 Patio

Comm. Smith reported that he obtained two quotes for a 16' x 32' concrete slab to be created for a patio area at Station 21. Comm. Smith reported that the first quote was from White Brothers Masonry in the amount of \$5,600.00; the second quote was from Hub City Construction, LLC in the amount of \$6,200.00. Comm. Smith reported that he spoke with the Township Construction Official and was informed that no permits are needed and that the project complies with the setback requirements.

Comm. Young made a motion to approve the installation of the patio area at Station 21 by White Brothers Masonry at a cost not to exceed \$5,600.00, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Young reported that the patio project is funded under the Building Facilities & Outside Appurtenances \$90,000 capital appropriation. Comm. Young further reported that the Board will need to review possible projects for the future under this appropriation prior to next year's budget planning season.

Comm. Smith reported that he has obtained one quote for the installation of a security camera system at both fire stations and will work to obtain a second quote.

C. Discussion on 2017 Audit Report

Comm. Young reported that the draft audit report was received last week and was reviewed by all members of the Board. Comm. Young further reported that he spoke with the auditor and discussed several questions, all of which were approved. Comm. Young reported that there were no findings identified, that he received an electronic copy of the final audit report, and that hard copies will be mailed. Comm. Young and Chairman Spahr have signed the Audit Representation Letter.

D. Resolution #18-17, Acceptance of Audit Report for the Year 2017

Comm. Potts made a motion to approve Resolution #18-17, seconded by Comm. Smith.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

E. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young reported that there is an item on the Voucher List to transfer monies from the operating account to the capital account. Comm. Young will analyze the cash flow for the

balance of the year before the next meeting and may do a transfer next month from the checking account to the cash management account.

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 7:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2018

INCIDENT RUNS

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

51 Total Runs for 293.65 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
1	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
2	Drills
4	Training Sessions
	Parade/Wetdown
	Public Relations
1	Stand-by Assignment (Non-Incident)
1	Viewing/Funeral

267.07 Man-Hours

Total Man-Hours for the Month: 560.72

Fire Safety:

Referrals Sent – 5

Responded to Scene – 11

Fire District Coordinator's Report
May 21, 2018

- TruGreen performed a lawn treatment at Station 21 on 4-19-2018 and Station 20 on 5-1-2018.
- A tech from Direct Machinery Service Corp. was at Station 20 on 4-26-2018 to perform maintenance on the turnout gear washer/extractor. Several minor repairs were also performed. The last time any work was done on the machine was back in mid-2010.
- Car 210 (2005 Ford Expedition) was taken to Malouf Ford on 4-30-2018 to diagnose an issue with the transmission. It was determined the vehicle had lost third & fourth gears. As such, the transmission was replaced as well as the radiator assembly. The car was back on 5-9-2018.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 4-30-2018.
- Approved Fire Protection performed the 6-month inspection on the kitchen hood fire suppression system at Station 20 on 4-30-2018.
- We were informed by Fire Official John Funcheon that the vacant Deputy Fire Official position was filled effective 4-30-2018. This position had been vacant since January 1st following the retirement of Fire Official Alan Laird and subsequent promotion of John Funcheon. The Fire Safety Bureau is at full staffing at this time.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 5-8-2018.
- Fire Flow Services performed the NFPA fire pump testing on Tower 201 and Engines 204, 206 & 208 on 5-10-2018.
- TASC Fire Apparatus was at Station 20 on 5-11-2018 to perform the annual Hurst rescue equipment preventive maintenance.
- Cummins Power Systems performed the 6-month service of the emergency generators at both stations on 5-14-2018.
- Air & Gas Technologies performed the 6-month service on the Bauer breathing air compressor at Station 21 on 5-17-2018.

Insurance:

- There is nothing new to report this month.

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

RESOLUTION #18-17

Acceptance of Audit Report for Year 2017

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2017 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

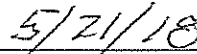
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2017, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON MAY 21, 2018.



Roger S. Potts, District Clerk



(Date)