

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
June 18, 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. May 21, 2018 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. Discussion on Capital Equipment Items for Operations
 - B. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	392.61
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.16
<i>D</i>	PSE&G Co.	1,227.85
<i>E</i>	Verizon	332.16
<i>F</i>	Ready Refresh	106.77 72.86
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Electronic Measurement Labs, Inc.	734.00
<i>I</i>	Tasc Fire Apparatus Inc.	1,775.00
<i>J</i>	Monmouth Junction Vol. Fire Department	10,882.88
<i>K</i>	ESO Solutions, Inc.	910.00
<i>L</i>	Scott Smith	192.20
<i>M</i>	Cummins Sales and Service	1,050.00
<i>N</i>	New Jersey Fire Equipment Co.	144.00
<i>O</i>	White Brothers Masonry	5,600.00
<i>P</i>	Norcia Corporation	50.76
<i>Q</i>	Richard M. Braslow, Esq.	36.00
<i>R</i>	Access Health Systems	1,230.00
<i>S</i>	South Brunswick Township Water & Sewer Revenue	1,465.08
<i>T</i>	OK Enterprises, LLC	1,750.00
<i>U</i>	GSB	2,039.00
<i>V</i>	Continental Fire & Safety	527.16
<i>W</i>	East Coast Emergency Lighting	78.00
<i>X</i>	Able Mechanical Inc.	240.00
<i>Y</i>	Fire Flow Services, LLC	1,000.00
<i>Z</i>		

*approved
6-16-18 JS*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 18, 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. May 21, 2018 Regular Meeting

Comm. Smith made a motion to approve the minutes of the May 21, 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 May 2018 activity report (see attached).

Chief Smith reported that member Kyle Grennen has completed Firefighter I at the Mercer County Fire Academy.

Chief Smith reported that the Fire Department has one new member, Thomas Boylan.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

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 final copies of the audit have been received and the website has been updated.

E. Legislative Report

Comm. Potts reported that he and Attorney Richard Braslow, representing the State Association of Fire Districts, met with the Deputy Commissioner of the DCA to discuss current statutory requirements that fire districts must follow regarding capital projects. Comm. Potts further reported that other government entities, including State, County, Local and Boards of Education, do not have to follow the same requirements. Comm. Potts reported that Mr. Braslow drafted a memorandum outlining the issues, which has been sent to the DCA with the goal to seek legislation that changes the statutory requirements that fire districts must adhere to.

Comm. Potts reported on two other bills of interest to the fire service that have been signed into law by the Governor. One bill deals with employee relations and union representation. The second bill requires every employee that works for a government agency to be eligible for sick time.

7. OLD BUSINESS

Comm. Smith reported that as approved last month, the concrete slab for the patio area at Station 21 has been installed.

8. NEW BUSINESS

A. Discussion on Capital Equipment Items for Operations

Chief Smith reported that Deputy Chief Wert, Commissioner Wolfe and he went to Campbell Supply Company earlier this month to look at a demo truck for a possible replacement of Support Unit 207. Chief Smith reported that it is his opinion to form a truck committee next year to start the specification writing process, and will be looking to the commissioners for guidance on a time frame and dollar figure for that replacement.

Chief Smith also submitted a list of possible capital equipment items to purchase this year using the appropriation that was previously approved. Chief Smith reported that he will be compiling quotes and information on the equipment and will be forwarding them to the Board for consideration later in the year.

B. Items Timely and Important

Comm. Smith reported that Coordinator Smith is working to schedule meetings with vendors to obtain quotes for the installation of security cameras at the stations.

9. VOUCHER LIST

Comm. Young reported that there is one change to the Voucher List. Item F to Ready Refresh has been changed to \$72.86.

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. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:55 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2018

INCIDENT RUNS

- 1 Structure Fires
- Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 2 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.)
- 5 Haz-Mat Spill / Leak No Ignition
- 3 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
- Stand-By / Cover Assignment
- 2 Dispatched & Cancelled En Route
- Smoke Scare / Odor Removal / Problem
- 12 System Malfunctions
- 17 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

45 Total Runs for 179.76 Man-Hours

DEPARTMENT ACTIVITIES

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

236.92 Man-Hours

Total Man-Hours for the Month: 416.68

Fire Safety:

Referrals Sent – 8

Responded to Scene – 11

Fire District Coordinator's Report June 18, 2018

- A tech from Fire Security Technologies was at Station 21 on 5-29-2018 to install a software update on the new fire alarm control panel to address the trouble alarms that we have been experiencing since it was installed.
- A mechanic from Fire & Safety Services was at Station 20 on 5-29-2018 to troubleshoot a problem with the pump primer on Engine 204 that was discovered during flow testing earlier in the month. The motor for the primer was replaced (under warranty) and the primer is working properly at this time.
- Station 20 was used as a polling location for the primary election on 6-5-2018.
- TruGreen performed a lawn treatment at Station 21 on 6-5-2018 and Station 20 on 6-8-2018.
- Roth Bros. was at Station 20 on 6-8-2018 to perform the annual roof preventive maintenance.
- Able Mechanical was at Station 20 on 6-11-2018 to address an issue with the condensation lines on the refrigerator/freezer.
- Donald C. Rodner, Inc. was at Station 20 on 6-14-2018 to perform the quarterly maintenance on the HVAC systems. All systems are in proper working order at this time.
- Update on Traffic Preemption Systems for Georges Road & Route 522 Intersection:
 - We mailed to the County Engineer on 4-6-2018 the agreement between the Fire District & the County which was signed by Commissioner Potts & Chairman Spahr. The County Board of Chosen Freeholders met on 5-17-2018 and approved the agreement. We received copies of the resolution and agreement signed by the County and will keep them on file for our records.
 - I reached out to the engineer working on the intersection improvement project for an update on 5-31-2018. The County is just waiting on approvals from the State DOT and I believe they will be ready to go out to bid for the project.

Insurance:

- There is an invoice on the Voucher List to Glatfelter Specialty Benefits in the amount of \$2,039.00 for the third installment on the Group Term Life Insurance Policy.