

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 ***July 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. June 18, 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 Security Camera Installation for Stations

B. Discussion on Purchase of Capital Equipment for Operations

C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	397.17
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.18
<i>D</i>	PSE&G Co.	1,505.00
<i>E</i>	Verizon	328.82
<i>F</i>	Ready Refresh	85.84
<i>G</i>	Alan Landscaping, LLC	1,163.75
<i>H</i>	Empire Fitness Services, Inc.	210.00
<i>I</i>	Richard M. Braslow, Esq.	198.00
<i>J</i>	Fire Service Performance Concepts	75.00
<i>K</i>	South Brunswick Township	51,010.48
<i>L</i>	Sodexo, Inc. & Affiliates	1,937.06
<i>M</i>	Home News Tribune	126.72
<i>N</i>	United Communications Corp.	337.60
<i>O</i>	Access Health Systems	1,440.00
<i>P</i>	Trugreen Processing Center	512.50
<i>Q</i>	IEH Auto Parts LLC	30.02
<i>R</i>	VFIS	17,121.00
<i>S</i>	Monmouth Junction Vol. Fire Department	309.00
<i>T</i>	Scott Smith	19.00
<i>U</i>	Holman Frenia Allison, P.C.	6,200.00
<i>V</i>	The Flying Locksmiths	2,288.50
<i>W</i>	South Brunswick Fire District No. 2	205,000.00

approved 8-20-18
AS

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

Comm. Wolfe made a motion to approve the minutes of the June 18, 2018 regular meeting, seconded by Comm. Smith.

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 June 2018 activity report (see attached).

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 6th.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 13th.

Chief Smith reported that the Fire Department has one new member, Gaurav Chowdhry.

Chief Smith reported that the Township Fire Chiefs have modified the format of the box plans regarding the stations the mutual aid companies stand-by at during an incident. Chief Smith further reported that the order in which some of the mutual aid companies are used were changed in order to utilize the closest companies first.

Chief Smith reported that the fire department hosted two drills last month involving all three township fire companies. Chief Smith reported that one drill was on standpipe operations and the other was an elevator emergencies class presented by an instructor from the Middlesex County Fire Academy.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on June 29th from South Brunswick Township in the amount of \$242,097.75 for second quarter taxation. The second deposit was made on July 5th from the South Brunswick Township Election Account in the amount of \$250.00 for use of the fire station as a polling place for the primary election.

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

Comm. Young reported that there is an item on the Voucher List to transfer \$205,000 to the state-sponsored cash management fund. Comm. Young reported that he performed a cash flow analysis through the end of the year and that is the amount that can be moved without needing to transfer funds back. Comm. Young further reported that the fund earns more interest than in years past.

Comm. Young reported that a request was received from PNC Bank to make updates to the operating checking account due to new banking laws. Comm. Young further reported that he will meet with PNC and provide an update next month.

Comm. Young reported that he has asked Coordinator Smith to obtain a quote to increase the amount of the bonding insurance coverage with VFIS.

E. Legislative Report

Comm. Potts reported that the Governor conditionally vetoed a bill that would eliminate 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. Comm. Potts reported the bill went back to committee and the 180-day waiting period had been changed to 30 days. Comm. Potts reported that the bill also has a condition that a career firefighter who retires cannot become a volunteer in the same organization they retired from.

Comm. Smith asked if there was an update on the bill that requires every employee that works for a government agency to be eligible for sick time. Comm. Potts will obtain more information and report back.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Security Camera Installation for Stations

Coordinator Smith reported that he met with two vendors to discuss the installation of security cameras at both fire stations. Coordinator Smith reported that the system at Station 20 would include two cameras installed on the exterior of the building and one inside the lobby. Coordinator Smith reported that quotes were received from RHA Communications in the amount of \$3,139.00 and Fire Security Technologies in the amount of \$5,200.00.

Coordinator Smith reported that the system at Station 21 would include two cameras installed on the exterior to the building. Coordinator Smith reported that quotes were received from RHA Communications in the amount of \$2,689.00 and Fire Security Technologies in the amount of \$4,900.00.

Comm. Smith made a motion to approve the installation of a security camera system at Station 20 by RHA Communications in the amount of \$3,139.00, seconded by Comm. Wolfe.

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

Comm. Smith made a motion to approve the installation of a security camera system at Station 21 by RHA Communications in the amount of \$2,689.00, seconded by Comm. Wolfe.

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

B. Discussion on Purchase of Capital Equipment for Operations

Chief Smith reported that the line officers request the purchase of a turnout gear dryer for Station 20. Chief Smith reported that he has researched the different models that are available and recommends the purchase of the "Chief" model dryer manufactured by Williams Direct Dryers. Chief Smith reported that he received a quote from regional distributor Dry Gear Solutions in the amount of \$7,558.98. Chief Smith reported that he received a quote from another vendor for a similar dryer which has a cost of over \$9,500.00.

Comm. Potts made a motion to approve the purchase of a turnout gear dryer from Dry Gear Solutions in the amount of \$7,558.98, seconded by Comm. Smith.

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

Chief Smith reported that the line officers request the purchase of a new computer and docking station for Engine 206 to replace the current computer that is over 8 years old and is not running properly. Chief Smith reported that he received two quotes for the purchase and installation of the computer and docking station, with the lowest quote from Computer Systems and Methods in the amount of \$4,657.00.

Comm. Smith made a motion to approve the purchase and installation of a new computer and docking station in Engine 206 by Computer Systems and Methods at a cost not to exceed \$4,900.00, seconded by Comm. Wolfe.

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

C. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2017 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Comm. Potts provided an updated list to the Board of all fire department members who have an active LOSAP account.

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Potts.

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 7:45 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2018

INCIDENT RUNS

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

39 Total Runs for 164.08 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
2 Training Sessions
1 Parade/Wetdown
1 Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

303.97 Man-Hours

Total Man-Hours for the Month: 468.05

Fire Safety:

Referrals Sent – 11

Responded to Scene – 8

Fire District Coordinator's Report
July 16, 2018

- An installer from The Flying Locksmiths was at Station 20 on 6-19 & 7-10-2018 to install the electronic lock system on one of the man doors that was approved in May. I will be working with our computer tech to install the computer software to control the system.
- Empire Fitness Services was at Station 20 on 6-20-2018 to perform the maintenance on the equipment in the weight room. Several small replacement parts have been ordered and will be installed in-house.
- Alan Landscaping trimmed the bushes at Station 20 on 7-3-2018.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$17,121.00 for the second and final installment for the insurance coverage under the Portfolio policy.