

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 ***August 20, 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. July 16, 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 Breathing Air Compressor Preventive Maintenance Contract
 - B. Discussion on Annual Hose Testing
 - C. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	398.30
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.98
<i>D</i>	PSE&G Co.	1,777.63
<i>E</i>	Verizon	330.11
<i>F</i>	Ready Refresh	85.84
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	CMF Business Supplies, Inc.	691.13
<i>I</i>	New Jersey Fire Equipment Co.	485.60
<i>J</i>	VFIS	62.37
<i>K</i>	Witmer Public Safety Group, Inc.	625.00
<i>L</i>	Access Health Systems	435.00
<i>M</i>	Scott Smith	64.33
<i>N</i>	Dry Gear Solutions, Inc.	7,558.98
<i>O</i>	VFIS	591.00
<i>P</i>	Paramount Exterminating Co.	75.00
<i>Q</i>	K.C. Service	165.18
<i>R</i>	Empire Fitness Services, Inc.	33.70
<i>S</i>	Donald C. Rodner, Inc.	188.00
<i>T</i>	Donald C. Rodner, Inc.	612.50
<i>U</i>	Monmouth Junction Vol. Fire Department	10,250.00
<i>V</i>	Continental Fire & Safety	710.50
<i>W</i>	Continental Fire & Safety	488.96
<i>X</i>	Fire & Safety Services, LTD.	3,034.62
<i>Y</i>	Donald C. Rodner, Inc.	6,489.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 20, 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. July 16, 2018 Regular Meeting

Comm. Smith made a motion to approve the minutes of the July 16, 2018 regular 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

Deputy Chief Sean Wert reviewed the Fire Department's July 2018 activity report (see attached).

Chief Wert reported that member Malika Jawed completed Firefighter I at the Somerset County Fire Academy last month.

Chief Wert reported that the Fire Department has one new member, Sudhendu Das.

Chief Wert reported that the Fire Department participated in several community relations events over the last month, including the Township's National Night Out event on August 7th, Middlesex County fair on August 11th, and a fund-raising event at The Learning Experience on Route 1 on August 18th.

Chief Wert reported that the Fire Department participated in a county large diameter hose strike team drill on August 12th and hosted a training presentation on emergency response to

railroad incidents by New Jersey Transit on August 15th that was attended by all township emergency services.

Chief Wert reported that the township fire chiefs met with Fire Official John Funcheon last week. The Fire Official reported that following an audit of the Bureau, conducted by the State Division of Fire Safety, the township was informed that they have not been following proper procedures regarding the disbursement of dedicated penalty funds to the fire districts. Per the State Fire Code, the funds must be utilized for firefighter training or new firefighting equipment. Funds will be maintained in dedicated accounts and the districts can submit invoices for training or equipment and the township will in turn issue a check for reimbursement.

Chief Wert reported that also discussed with the Fire Official was the use of fire inspectors on emergency calls. The Fire Official informed the Chiefs that all life hazard and local inspections are being completed and that the inspectors can be utilized on fire calls as needed. The Fire Official further advised the Chiefs that the Township Manager informed him that the inspectors will be covered under the township's insurance policy if they are injured on a scene. Chief Wert reported that the Chiefs will be issuing copies of the standard operating guidelines and be working to invite the inspectors to training drills throughout the year.

Chief Wert reported that the Fire Department has loaned two self-contained breathing apparatus cylinders to the Fire Safety Bureau to temporarily replace cylinders that have reached their end of service life. Chief Wert reported that the other fire departments have loaned cylinders to the bureau as well.

B. District Coordinator's Report

Comm. Smith read the August 2018 Coordinator's Report in the absence of Coordinator Smith (see attached).

C. Insurance Chairman's Report

Comm. Smith read the August 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 he met with PNC Bank last week to make updates to the operating checking account due to new banking laws.

Comm. Young reported that discussions on the 2019 fire district budget will start next month. Comm. Young further reported that the new fire district budget will be filed completely online.

E. Legislative Report

Comm. Potts reported that the revised bill requiring a 30-day waiting period for an individual who retires from a position in one jurisdiction before they can volunteer in the same jurisdiction has been signed by the Governor.

Comm. Potts reported that the director of the Division of Local Government Services has retired. Comm. Potts reported that the State Association of Fire Districts is attempting to get the acting director and an assemblywoman to attend meetings in Wildwood.

Comm. Potts reported that he distributed copies of several health bills that are in the works which the State Association of Fire Districts opposes. Comm. Potts further reported that one bill would put cancer treatment under worker's compensation coverage.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Breathing Air Compressor Preventive Maintenance Contract

Comm. Smith reported that Coordinator Smith received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,501.00. It was Coordinator Smith's recommendation to renew the maintenance contract with Air & Gas Technologies.

Comm. Smith made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,501.00, seconded by Comm. Potts.

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

B. Discussion on Annual Hose Testing

Comm. Smith reported that Coordinator Smith received two quotes to perform the annual hose testing. The quotes were received from Waterway, Inc. and Fire Flow Services, LLC both at a cost of \$0.21 per foot of hose. It was Coordinator Smith's recommendation to utilize Waterway, Inc. as they have performed the annual hose testing for over 10 years.

Comm. Wolfe made a motion to approve the annual hose testing by Waterway, Inc. at a cost not to exceed \$2,700.00, seconded by Comm. Smith.

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

C. Items Timely and Important

There were no items timely and important to discuss.

9. VOUCHER LIST

Comm. Smith 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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:25 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2018

INCIDENT RUNS

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

48 Total Runs for 178.72 Man-Hours

DEPARTMENT ACTIVITIES

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

149.19 Man-Hours

Total Man-Hours for the Month: 327.91

Fire Safety:

Referrals Sent – 12

Responded to Scene – 16

Fire District Coordinator's Report August 20, 2018

- A mechanic from Fire & Safety Services performed the annual preventive maintenance on site for our three engines over the last month as follows: Engine 206 on 7-17 & 7-18-2018, Engine 208 on 8-1 & 8-6-2018, & Engine 204 on 8-7 & 8-8-2018. The mechanic will be returning to address several minor items in need of repair. The annual PM for Tower 201 has been scheduled for early October.
- A tech from Donald C. Rodner, Inc. was on site on 7-24-2018 to troubleshoot an issue with the office AC system at Station 20, which was making a loud noise. It was determined the motor for the condenser had a rod knock. All other parts of the system checked okay. I was informed the compressor could fail at any time due to this issue and it apparently did later that afternoon. The tech returned on 7-26-2018 and confirmed the unit failed and is in need of replacement. I obtained (2) written quotes for the replacement. The first quote was from Donald C. Rodner, Inc. in the amount of \$6,489.00. The second quote was from Carrano Air Contracting, Inc. in the amount of \$8,635.00. After speaking with several Commissioners, I authorized the repair by Donald C. Rodner, Inc. Techs from Rodner attempted the repair on 8-7-2018 but the new compressor did not work properly. A second new compressor was installed on 8-15-2018.
- The salesman from Dry Gear Solutions was at Station 20 on 7-24-2018 to deliver and assemble the turnout gear dryer that was approved for purchase last month. We have washed several sets of gear and the dryer has worked well.
- Paramount Exterminating was at Station 20 on 7-31-2018 to perform a preventative treatment of the engine bays. The last time a treatment was performed was June 2013.
- Commissioners Smith & Wolfe and I met with the Township Mayor, the director of Public Works and the Road Dept. Supervisor on 8-7-2018 to discuss repairs to the parking lot at Station 20. There are several sections that are deteriorating and in need of repair. In order to extend the life of the parking lot, we inquired as to if the DPW Road Dept. could mill and re-pave these sections. The DPW has performed repairs or paving of the parking lots of several township fire stations in the past. All parties from the township were in agreement to make the repairs, and are targeting September once other road projects in the township are complete. Once the repairs are completed I will schedule parking lot crack sealing (complete seal coating was performed in 2017).

Insurance:

- Following last meeting at Comm. Young's request, I contacted VFIS to obtain a quote to increase the bond coverage for the District and the Treasurer from the current \$1 million to either \$1.5 million or \$2 million. Following discussion with Comm. Young, the coverage was increased to \$1.5 million effective 8-1-2018. Per Comm. Young the coverage for the Fire Department and the Ladies Auxiliary was also

increased from \$200,000 to \$250,000. There is an invoice on the Voucher List in the amount of \$62.37 for these increases in coverage.

- There is a second invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.