

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***  
***September 17, 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. August 20, 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 Purchase of Equipment for Operations
  - B. Discussion on Fire Station Parking Lot Sealing
  - C. Preliminary Discussion on 2019 Budget Process
  - D. Items Timely and Important
9. ***Voucher List***

(See Attached)
10. ***Public Comment***
11. ***Executive Session Resolution***
  - A. Resolution #18-18, Authorizing a Closed Session at the September 17, 2018 Regular Meeting
12. ***Executive Session***
  - A. Personnel Matters
13. ***Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	397.17
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	256.98
<b><i>D</i></b>	PSE&G Co.	1,599.31
<b><i>E</i></b>	Verizon	329.74
<b><i>F</i></b>	Ready Refresh	95.83
<b><i>G</i></b>	Alan Landscaping, LLC	1,308.75
<b><i>H</i></b>	Donald C. Rodner, Inc.	1,262.58
<b><i>I</i></b>	Preferred Batteries	319.26
<b><i>J</i></b>	Main Electric Supply Company, Inc.	123.03
<b><i>K</i></b>	Continental Fire & Safety	168.90
<b><i>L</i></b>	GSB	2,038.65
<b><i>M</i></b>	Scott Smith	234.00
<b><i>N</i></b>	McMaster-Carr	122.93
<b><i>O</i></b>	Mercer County Community College	325.00
<b><i>P</i></b>	Monmouth Junction Vol. Fire Department	89.99
<b><i>Q</i></b>	New Pig Corporation	145.57
<b><i>R</i></b>	Somerset County Emergency Services Training Academy	700.00
<b><i>S</i></b>	Fire & Safety Services, LTD.	2,877.54
<b><i>T</i></b>	Fire & Safety Services, LTD.	3,376.77
<b><i>U</i></b>	IEH Auto Parts LLC	27.71
<b><i>V</i></b>	RHA Communications	3,139.00
<b><i>W</i></b>	RHA Communications	2,689.00
<b><i>X</i></b>	South Brunswick Township Water & Sewer Revenue	1,459.06
<b><i>Y</i></b>	Q.R.F.P. Special Services	675.00
<b><i>Z</i></b>	OK Enterprises, LLC	1,500.00
<b><i>AA</i></b>	Alizio Sealcoating & Maintenance Inc.	2,000.00
<b><i>BB</i></b>	Commerce Bank	103,344.71

APPROVED  
9-15-2018

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
September 17, 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 and a moment of silence for Comm. Roger Potts, who passed away on September 3<sup>rd</sup>.

**2. NOTICE OF COMPLIANCE**

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. ROLL CALL**

Present:     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. August 20, 2018 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the August 20, 2018 regular meeting, seconded by Comm. Wolfe.

Roll call: 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 August 2018 activity report (see attached).

Chief Smith reported that the Fire Department will be having an open house for fire prevention week in the afternoon of Saturday October 6<sup>th</sup>.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the September 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 August 29<sup>th</sup> from the United States Treasury in the amount of \$9.42 for withheld interest from 2017 from the PNC account.

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

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

There was no legislative information to discuss.

### **7. OLD BUSINESS**

Comm. Smith reported that after speaking with the other commissioners and obtaining verbal approval, an additional camera was installed by RHA Communications at both fire stations for the new security systems and will be invoiced separately.

### **8. NEW BUSINESS**

#### **A. Discussion on Purchase of Equipment for Operations**

Chief Smith reported that the line officers request the purchase of a hose cart to make the re-packing of 5-inch hose easier and safer on the engines. Chief Smith reported that he obtained a quote from Roll-N-Rack, LLC in the amount of \$3,074.00.

Comm. Wolfe made a motion to approve the purchase of a hose cart from Roll-N-Rack, LLC in the amount of \$3,074.00, seconded by Comm. Smith.

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

Chief Smith reported that the line officers request the purchase of (3) portable radios which will give the capability to operate on the township's current radio system, any system the township will be changing to in the future, as well as any radio system in use by mutual aid fire departments. Chief Smith reported that he obtained a quote from Tactical Public Safety of \$5,635.43 per radio under NJ State Contract, at a total cost of \$16,906.29.

Comm. Smith made a motion to approve the purchase of (3) portable radios from Tactical Public Safety in the amount of \$16,906.29, seconded by Comm. Wolfe.

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

#### **B. Discussion on Fire Station Parking Lot Sealing**

Coordinator Smith reported that he obtained an estimate of \$2,000.00 from Alizio Seal Coating & Maintenance, Inc. to seal the cracks in the parking lots at both fire stations.

Comm. Young made a motion to approve the sealing of the cracks in the parking lots by Alizio Seal Coating & Maintenance, Inc. at a cost of \$2,000.00, seconded by Comm. Wolfe.

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

#### **C. Preliminary Discussion on 2019 Budget Process**

Comm. Young reported that no instructions have been issued as of yet for the 2019 budget process. Comm. Young further reported that the DCA announced the budget submittal process will remain the same as in previous years with hard copies being mailed, rather than

the electronic process that was previously announced. Comm. Young asked the commissioners to submit any preliminary requests for 2019 in the coming weeks, with the intent to have a discussion next month and a line item review in November. Comm. Young further reported that he spoke with the President of the Fire Department and asked for any requests they may have for next year.

#### **D. 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. Wolfe.

Roll call: 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. EXECUTIVE SESSION RESOLUTION**

#### **A. Resolution #18-18, Authorizing a Closed Session at the September 17, 2018 Regular Meeting**

Comm. Young made a motion to approve Resolution #18-18 and go into executive session, seconded by Comm. Smith

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

Executive Session commenced at 7:30 pm.

### **12. EXECUTIVE SESSION**

#### **A. Personnel Matters**

Comm. Wolfe made a motion to end the executive session seconded by Comm. Young and by a voice vote all voted in affirmative. Public meeting re-commenced at 8:12 pm.

Comm. Young made a motion to elect Comm. Wolfe as Fire District Clerk seconded by Comm. Smith and by a voice vote all voted in affirmative.

Comm. Young made a motion to appoint Comm. Smith as the LOSAP program administrator seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

Comm. Young made a motion to resume the executive session seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

The executive session re-commenced at 8:16 pm at which time Comm. Smith excused himself due to a personal conflict.

### **13. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:48 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

MINUTES OF EXECUTIVE SESSION  
September 17, 2018

APPROVED  
11-19-18

Executive Session commenced at 7:30 pm.

**12. EXECUTIVE SESSION**

**A. Personnel Matters**

Comm. Young reported that with the passing of Comm. Potts, who served as the Clerk for the Fire District for many years, he compiled a list of the duties of the position and broke them down into categories including administrative, election, LOSAP and legislative. During the discussion on the duties, it was decided that the meeting will go back into regular session and Comm. Wolfe will be elected to serve as Clerk. Comm. Wolfe and Coordinator Smith will work on the various administrative duties, Comm. Wolfe and Chairman Spahr will work on election duties, Comm. Smith and Chairman Spahr will work on LOSAP, and Chairman Spahr will work on legislative activities.

During the discussion it was decided that Comm. Young will work on calculating the prorated salary owed to Comm. Potts for his service in 2018 and will report at a future meeting.

Comm. Wolfe made a motion to end the executive session seconded by Comm. Young and by a voice vote all voted in affirmative. Public meeting re-commenced at 8:12 PM.

Following several motions in regular session, Comm. Young made a motion to go back into executive session seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

The executive session re-commenced at 8:16 PM at which time Comm. Smith excused himself due to a personal conflict.

Commissioners Wolfe, Young & Spahr discussed what impacts the realignment of the District Clerk's duties may have on the District Coordinator's workload. While it was generally thought that the ongoing impacts would be minimal, there probably will be some upfront special efforts required over the next several months to go through the existing files and to reorganize them. The Board will give consideration to a one-time stipend prior to year's end.

The executive session was adjourned at 8:48 PM.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
August 2018

**INCIDENT RUNS**

- 2 Structure Fires
- Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 2 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 2 Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- 2 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 3 Haz-Mat Spill / Leak No Ignition
- 3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 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
- Smoke Scare / Odor Removal / Problem
- 20 System Malfunctions
- 11 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

**49 Total Runs for 232.41 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**292.11 Man-Hours**

**Total Man-Hours for the Month: 524.52**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 19*



## Fire District Coordinator's Report September 17, 2018

- Car 210 was towed by Deans Garage to the Public Works garage due to brake issues on 8-16-2018. A rear brake line was replaced and the car was back in service on 8-17-2018.
- Donald C. Rodner was at Station 20 on 8-21-2018 to continue replacement of the compressor for the office air conditioning system and a new unloader was installed. While on site the tech also made repairs to a motor mount bracket for the office system. Another tech was on site on 8-28-2018 to run the air conditioning to confirm proper operation.
- Quick Response Fire Protection performed the annual inspection of the sprinkler systems at both stations on 8-28-2018. All systems are in proper working order at this time.
- Installers from RHA Communications installed the security camera system at Station 20 on 8-28-2018. The installers were at Station 21 on 9-6-2018.
- A tech from Mid-State Mobile Radio was at Station 21 on 9-4-2018 to troubleshoot a low audio issue with the headsets on Engine 206. The tech made several adjustments and we will monitor the situation.
- Trugreen was at Station 20 on 9-6-2018 to perform a lawn treatment.
- An installer for Computer Systems and Methods was at Station 21 on 9-12-2018 to install the new docking station and computer in Engine 206.
- The DPW Road Dept. milled and paved several sections of the main parking lot at Station 20 on 9-14-2018.

### **Insurance:**

- I contacted VFIS on 9-4-2018 to inform them of the passing of Comm. Potts on 9-3-2018. I have been completing the required paperwork regarding the Group Term Life Insurance coverage and will be submitting to VFIS once documents are received from the family.

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

Resolution #18-18

Authorizing a Closed Session at the September 17, 2018 Regular Meeting

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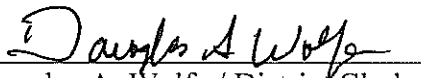
WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Personnel Matters & Contractual Negotiations; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public; and

NOW, THEREFORE, BE IT RESOLVED, that the September 17, 2018 meeting of the Board of Fire Commissioners, Fire District No. 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on September 17, 2018.

  
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Douglas A. Wolfe / District Clerk