

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 20, 2019
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, The Princeton Packet, and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2019.
- 3. *Roll Call***
- 4. *Public Comment***
- 5. *Approval of Minutes***
 - A. April 15, 2019 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 Ground & Aerial Ladder Testing
 - C. Discussion on 2018 Audit Report
 - D. Resolution #19-17, Acceptance of Audit Report for the Year 2018
 - E. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

A	Republic Services #689	393.54
B	Kleen-Tec Maintenance, LLC	415.00
C	Verizon Wireless	257.24
D	PSE&G Co.	1,488.55
E	Verizon	331.42
F	Ready Refresh	32.92
G	Alan Landscaping LLC	668.75
H	Excel Painting and Construction	1,425.00
I	Witmer Public Safety Group, Inc.	107.50
J	Tactical Public Safety LLC	524.40
K	ESO Solutions, Inc.	910.00
L	TruGreen Limited Partnership	527.87
M	Stewart & Stevenson Power Products LLC	687.85
N	Municipal Emergency Services Depository Account	60.80
O	Monmouth Junction Vol. Fire Department	465.18
P	CMF Business Supplies, Inc.	194.72
Q	New Jersey Fire Equipment Co.	290.70
R	Donald C. Rodner, Inc.	612.50
S	Fire Security Technologies, Inc.	3,042.00
T	Richard M. Braslow, Esq.	37.00
U	Mercer County Community College	650.00
V	Continental Fire & Safety	20.00
W	Scott Smith	145.00
X	Q.R.F.P. Special Services	400.00
Y	OK Enterprises, LLC	1,500.00
Z	Rescue Products International, Inc.	940.00
AA	Minerva Cleaners	986.00
BB	Holman Frenia Allison, P.C.	1,300.00
CC	Thomson Reuters - West	114.00
DD	Valley Distributors, Inc.	154.20
EE	Allied 100 LLC	149.00
FF	Access Health Systems	6,569.00
GG	Spike's Trophies Limited	449.00

HH FIRE & SAFETY SERVICES, LTD. 2,350.00
II AIR & GAS TECHNOLOGIES 940.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 20, 2019

APPROVED

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. Kazanski
 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 15, 2019 Regular Meeting

Comm. Smith made a motion to approve the minutes of the April 15, 2019 regular meeting, seconded by Comm. Wolfe.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's April 2019 activity report (see attached).

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on April 25th.

Chief Smith reported that the Fire Department participated in a fire safety event with the Kendall Park Fire Company at the Central Jersey Islamic Society on April 28th.

Chief Smith reported that he has put together a truck committee to draft specs for a new support unit.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the May 2019 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith read the May 2019 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on April 22nd in the amount of \$336.00 from Fire Apparatus Repair, Inc. for reimbursement of a replacement valve on the fire pump on the brush truck which was still under warranty.

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

Comm. Young reported that final copies of the audit have been received and will be discussed further under New Business.

E. Legislative Report

Chairman Spahr reported that the minutes of the last State Association of Fire Districts meeting are available for review, which contains several legislative bills of interest for the fire service.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Purchase of Equipment for Operations

Chief Smith requested permission to purchase two smooth bore nozzles to be used for standpipe operations. Chief Smith reported that he obtained a quote from Municipal Emergency Services in the amount of \$1,080.00.

Comm. Young made a motion to approve the purchase of two nozzles from Municipal Emergency Services in the amount of \$1,080.00, seconded by Comm. Wolfe.

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

B. Discussion on Ground & Aerial Ladder Testing

Coordinator Smith reported that he received a quote from Diversified Inspections to perform the aerial and ground ladder testing in the amount of \$1,726.85.

Comm. Smith made a motion to approve the aerial and ground ladder testing by Diversified Inspections at a cost not to exceed \$1,800.00, seconded by Comm. Kazanski.

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

C. Discussion on 2018 Audit Report

Comm. Young reported that the final audit report was received and that there were no findings identified. Comm. Young further reported that all members of the Board will sign an affidavit that will be sent to the Local Finance Board, certifying that all members have

reviewed the audit, along with a copy of the resolution accepting the audit. Comm. Young reported that the audit will be posted on the fire district website and a synopsis will be published in the newspaper.

Comm. Young reviewed a balance sheet which shows the district's funds position through the end of 2018.

D. Resolution #19-17, Acceptance of Audit Report for the Year 2018

Comm. Smith made a motion to approve Resolution #19-17, seconded by Comm. Wolfe.

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

E. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item HH to Fire & Safety Services, LTD. in the amount of \$2,350.00 and Item II to Air & Gas Technologies in the amount of \$941.00.

Comm. Smith made a motion to approve the voucher list as amended, seconded by Comm. Young.

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

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 7:34 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2019

INCIDENT RUNS

2 Structure Fires
Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
6 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.)
1 Haz-Mat Spill / Leak No Ignition
1 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
Hazardous Condition
2 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
1 Assist Police / EMS / Landing Zone / Missing Person
Stand-By / Cover Assignment
2 Dispatched & Cancelled En Route
3 Smoke Scare / Odor Removal / Problem
11 System Malfunctions
9 Unintentional System / Detector Operation
4 False Calls / Good Intent
Other

43 Total Runs for 190.49 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
6 Training Sessions
Parade/Wetdown
2 Public Relations
1 Stand-by Assignment (Non-Incident)
Viewing/Funeral

247.19 Man-Hours

Total Man-Hours for the Month: 437.68

Fire Safety:

Referrals Sent – 6

Responded to Scene – 14

Fire District Coordinator's Report May 20, 2019

- Access Health Systems was at Station 20 on 4-18-2019 to perform the annual firefighter physicals. A total of 21 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the doctor's office in North Brunswick.
- Following last month's meeting, I obtained additional estimates for the construction and delivery of a 10' x 18' "high-wall" shed with vinyl siding. Received a total of 6 estimates with the lowest estimate from Glick Woodworks in Mount Joy, PA at a cost of \$3,875.00. The shed was ordered on 4-23-2019 and are looking at delivery sometime mid- June. White Bros. Masonry has been contacted and we will be scheduling the construction of the concrete pad as soon as possible.
- Engine 206 was back from Fire & Safety Services on 4-25-2019, where a receptacle and custom shelf were installed for the mounting of the Hurst Strong Arm tool ordered earlier this year.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 5-1-2019. They will be returning to replace several heat detectors at both stations.
- Roth Bros. was at Station 20 on 5-2-2019 to perform the annual roof preventive maintenance.
- A mechanic from Fire & Safety Services was on site on 5-8-2019. The clutch on the mechanical siren on Engine 204 was found to be seized and was replaced. A flow switch on the pump and a tire pressure sensor on Engine 206 were replaced. He also determined the amplifier on the siren on 201 was not working and in need of replacement. I obtained two quotes for the replacement of the siren, with the low quote from Fire & Safety Services in the amount of \$2,150.00. The siren will be replaced as soon as the parts are in.
- Approved Fire Protection was at Station 20 on 5-9-2019 to perform the 6-month inspection of the kitchen hood fire suppression system.
- Air & Gas Technologies was at Station 21 on 5-10-2019 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- Matt Pinter Door Company was at Station 20 on 5-10-2019 to troubleshoot a problem with a bay door. A breaker on the opener motor tripped and has been checked and reset. They will be returning to perform the annual service on all bay doors at both stations in the coming weeks.

- Cummins Power Systems performed the 6-month service of the emergency generators at both stations on 5-14-2019.
- Engine 208 was taken to Campbell Supply Co. on 5-20-2019 to have several pump items addressed, as well as replace the cab lift cylinders which have been leaking.
- I attended an administrative CEU class towards my Fire Official certification on 5-10-2019 entitled 'Harassment, Discrimination and Social Media: Issues for the Emergency Services.' The class was very interesting and informative. Following the class I reviewed the Board's current harassment and discrimination policy and feel that it is very comprehensive. I am working on several proposed changes to the policy and will be giving the Board a draft revision in the next month or two for consideration for adoption.

Insurance:

- One of our members was involved in an accident in his personal vehicle on 5-18-2019 while returning from training at the Somerset County Fire Academy. He went to Brunswick Urgent Care in Franklin Park due to ringing in his ears apparently caused by the air bag, and was diagnosed with tinnitus. There is no treatment necessary and the condition should go away on its own. I submitted the paperwork to Travelers for workers compensation coverage regarding the injury and to VFIS for the damaged property.

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

RESOLUTION #19-17

Acceptance of Audit Report for Year 2018

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, 2018 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,

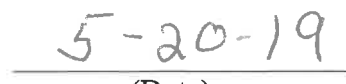
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2018, 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 20, 2019.



Douglas Wolfe, District Clerk



(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2018, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Spahr

Charles Spahr

Charles Smith

Charles M. Smith

Thomas A. Young, Jr.

Thomas A. Young, Jr.

Douglas Wolfe

Douglas Wolfe

Thomas Kazanski

Thomas Kazanski

Sworn to and subscribed before me this
20th day of MAY, 2019

Scott D. Smith
Notary Public of New Jersey

