

# 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*** ***June 17, 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. May 20, 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. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	394.44
<b>B</b>	Kleen-Tec Maintenance, LLC	415.00
<b>C</b>	Verizon Wireless	257.24
<b>D</b>	PSE&G Co.	1,379.27
<b>E</b>	Verizon	325.18
<b>F</b>	Ready Refresh	48.89
<b>G</b>	Alan Landscaping LLC	668.75
<b>H</b>	Cummins Sales and Service	1,050.00
<b>I</b>	Electronic Measurement Labs, Inc.	658.00
<b>J</b>	Sodexo, Inc. & Affiliates	1,995.17
<b>K</b>	Approved Fire Protection Company	196.45
<b>L</b>	McMaster-Carr	194.61
<b>M</b>	OK Enterprises, LLC	1,950.00
<b>N</b>	Monmouth Junction Vol. Fire Department	10,864.00
<b>O</b>	South Brunswick Township Water & Sewer Revenue	1,456.05
<b>P</b>	K.C. Service	5.18
<b>Q</b>	Paramount Exterminating Co.	100.00
<b>R</b>	Home News Tribune	108.92
<b>S</b>	Access Health Systems	1,104.00
<b>T</b>	Continental Fire & Safety	148.25
<b>U</b>	Minerva Cleaners	878.25
<b>V</b>	GSB	1,439.00
<b>W</b>	IEH Auto Parts LLC	26.00
<b>X</b>	White Brothers Masonry	2,590.00
<b>Y</b>	East Coast Emergency Lighting, Inc.	450.00
<b>Z</b>	Preferred Batteries	175.00
<b>AA</b>	Trugreen Limited Partnership	105.57
<b>BB</b>	Campbell Supply Company	6,478.49
<b>CC</b>	Hicks Communications Inc.	149.00
<b>DD</b>	Glick Woodworks LLC	3,875.00
<b>EE</b>	Hertrich Fleet Services Inc.	34,677.20

*FF KARL'S TIRE SERVICE, INC.*

*131.45*

*GG MUNICIPAL EMERGENCY SERVICES  
DEPOSITORY ACCT*

*5688.00*

APPROVED

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
June 17, 2019

**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. Smith  
               Comm. Wolfe  
               Comm. Young  
               Chairman Spahr

Not Present: Comm. Kazanski

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. May 20, 2019 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the May 20, 2019 regular meeting, seconded by Comm. Young.

Roll call: 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 May 2019 activity report (see attached).

Chief Smith reported that there were recent failures of the Township's radio system, with the Data Processing office working on correcting the problem. Chief Smith further reported that the fire departments obtained radios from the County Fire Marshal's office to operate on the county radio system in the event of another failure. Chief Smith reported that Data Processing has been working on putting together options to replace the current radio system, which is no longer supported by the manufacturer, and that they are working on funding for replacement radios.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

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

#### **D. Treasurer's Report**

Comm. Young reported that there have been no deposits since the last meeting.

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

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

There was no legislative information to discuss.

### **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 a turnout gear dryer for Station 21 from Dry Gear Solutions in the amount of \$7,383.98.

Comm. Smith made a motion to approve the purchase of a turnout gear dryer from Dry Gear Solutions in the amount of \$7,383.98, seconded by Comm. Wolfe.

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

Chief Smith requested permission to purchase (4) sets of turnout gear; (2) sets of Globe turnout gear from Continental Fire & Safety at a cost of \$2,918.00 each for a total of \$5,836.00; (2) sets of Quaker Safety turnout gear from First Battalion Firefighting-Equipment, LLC at a cost of \$2,517.20 each for a total of \$5,034.40.

Comm. Smith made a motion to approve the purchase of (4) sets of turnout gear at a cost not to exceed \$11,000.00, seconded by Comm. Wolfe.

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

#### **B. Items Timely and Important**

Comm. Smith reported that the Fire Department's auditor submitted the required tax paperwork to the IRS and that the audit of the 2018 financials should be completed by next month's Fire District meeting, in accordance with the fire protection contract.

Comm. Young reported that he spoke with the President of the Fire Department and recommended the formation of a committee to negotiate a new fire protection contract, as the current 3-year contract expires at the end of this year.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include two additional items; Item FF to Karl's Tire Service, Inc. in the amount of \$131.45 and Item GG to Municipal Emergency Services Depository Account in the amount of \$5,688.00.

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

Roll call: 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 7:32 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
May 2019

**INCIDENT RUNS**

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

**39 Total Runs for 115.84 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**194.96 Man-Hours**

**Total Man-Hours for the Month: 310.80**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 9*

## Fire District Coordinator's Report June 17, 2019

- Donald C. Rodner, Inc. was at Station 20 on 5-23-2019 to perform the quarterly preventive maintenance on the HVAC systems.
- TruGreen performed a lawn treatment at Station 21 on 5-24-2019.
- White Brothers Masonry was at Station 20 for several days starting on 6-2-2019 to pour the concrete pad for the storage shed. Prior to that we contacted NJ One Call to obtain the proper mark-outs for the excavation. The shed is scheduled to be delivered on 6-18-2019.
- Paramount Exterminating Co. was at Station 20 on 6-3-2019 to perform a treatment of the kitchen and engine bays.
- Station 20 was used as a polling location for the primary election on 6-4-2019.
- As reported last month, Engine 208 was taken to Campbell Supply Co. on 5-20-2019. The truck was back on 6-4-2019 after having several pump items addressed, as well as the replacement of the cab lift cylinders.
- Fire Security Technologies performed the sensitivity testing of the smoke detectors at both fire stations on 6-6-2019. They also replaced the heat detectors at both stations due to their age as well as the back-up batteries in the alarm system at Station 20.
- Car 210 (2005 Ford Expedition) was taken to East Coast Emergency Lighting on 6-10-2019 to have the computer and mount removed. This computer will replace the computer installed in Car 200 (2014 Chevy Tahoe), with that car's current computer moved to the new chief's vehicle. The new chief's car was delivered today, and I completed the registration paperwork and obtained the license plates from the MVC. I am in the process of compiling information on the 2005 Expedition and will come back to the Board with disposal options next month.
- Tasc Fire Apparatus was at Station 20 on 6-12-2019 to perform the annual preventive maintenance of the Hurst rescue tools.
- Hicks Communications was at Station 20 on 6-13-2019 to troubleshoot a problem with one of the phone lines. After checking the equipment, it is believed the problem is either with the Verizon service or the building's alarm system that uses that one phone line. A tech from Verizon was on site on 6-14-2019 and determined that there was a short with the one phone line, which has been repaired. While on site, the tech from Hicks stated that the building's phone system is in good condition and does not recommend changing any equipment at this time.

- Karl's Tire Service was at Station 20 on 6-14-2019 to replace a tire valve stem on Engine 208.

**Insurance:**

- There is an invoice on the Voucher List to Glatfelter Specialty Benefits in the amount of \$1,439.00 for the third installment on the Group Term Life Insurance Policy.
- As an update to our member who was involved in an accident in his personal vehicle when returning from the fire academy on 5-18-2019, the invoice to Brunswick Urgent Care will be paid by VFIS under the Accident & Sickness policy. VFIS will also pay the tow company fees. We are waiting on a determination as to whether the member's personal vehicle will be repaired.
- I contacted VFIS and the new Chief's vehicle was added to our coverage effective today. We received the insurance card and will be receiving the invoice shortly. I also contacted VFIS about adding the new storage shed and we will likewise be receiving an invoice shortly.