

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting
Third Monday at 7:30 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

AGENDA

July 21, 2014

7:30 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 South Brunswick Post, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2014.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. June 16, 2014 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
- 7. Old Business***
 - A. Update on Station 20 Weight Room Renovation
 - B. Update on Station 21 Floor Re-Surfacing
 - C. Update on New Firefighter Bail-Out System
 - D. Discussion on Station 20 HVAC Engineering Study Report
 - E. Discussion/Approval on Station 21 Emergency Generator Repairs
- 8. New Business***
 - A. Resolution #14-18 – Declaration of Surplus Equipment
 - B. Discussion/Approval on Floor Scrubber for Station 21
 - C. Discussion/Approval on Chief's Request – Pump Operator Training
- 9. Voucher List***

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

Voucher List

A	Kleen-Tec Maintenance, LLC	415.00
B	Midco Waste #689	260.57
C	Verizon Wireless	303.52
D	PSE&G Co.	1,822.57
E	Verizon	325.34
F	Alan Landscaping, LLC	1,163.75
G	Poland Spring Water Co.	75.06
H	McMaster-Carr	779.47
I	Agin Signs and Designs	87.50
J	Computer Systems & Methods	153.97
K	Campbell Supply Company	13,733.64
L	Continental Fire & Safety, Inc.	1,365.20
M	Monmouth Junction Vol. Fire Department	785.49
N	Minerva Cleaners	2,602.25
O	Battery Zone	43.16
P	Fire Security Technologies, Inc.	2,500.00
Q	Max Finkelstein, Inc.	6.95
R	Scott Smith	79.78
S	Access Health	225.00
T	Township of South Brunswick	22,722.75
U	Township of South Brunswick	20,000.00
V	Township of South Brunswick	3,075.81
W	VFIS	15,803.00
X	Witmer Public Safety Group, Inc.	198.50
Y	Fire & Safety Services, LTD.	13,412.18
Z	Main Electric Supply Company, Inc.	63.23
AA	Capital One Public Funding	184,187.43
BB	All Hands Fire Equipment	6,855.00
CC	Air & Gas Technologies, Inc.	1,450.00
DD	Air & Gas Technologies, Inc.	315.00
EE	Scrubber Repair Tech	456.00
FF	Cranbury Sheetmetal Fab., Inc.	500.00
GG	<i>TASC FIRE APPARATUS INC</i>	<i>2150.00</i>

approved 8-18-14

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 21, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:30 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. Young
 Chairman Spahr

Not Present: Comm. Bellizio

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Smith to approve the minutes of the June 16, 2014 regular meeting. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the June 2014 Activity Report (see attached).

Chief Smith reported that the Fire Department attended a skateboarding event in Reichler Park on June 29th, provided fire protection at the Township's Independence Day fireworks event on July 4th, and conducted an extrication demonstration for the Police Department's Youth Academy on July 18th.

Chief Smith reported that he met with the regional manager for Quaker Safety Products last month to discuss issues with the purchase of turnout gear from vendor Absolute Fire Protection. Chief Smith further reported that the line officers will meet with the rep in the coming months to review new options for the turnout gear and anticipates requesting permission to order several sets of turnout gear towards the end of the year.

Chief Smith reported that he ordered new cell phones for the chief officers after speaking with Comm. Young. Chief Smith reported that the cost for the new phones and cases should not exceed \$300.00.

Chief Smith reported that Ron Hoffman from the Township's Data Processing office attended the Township Fire Chief's meeting last week. Mr. Hoffman informed the chiefs that he is researching options for replacement of the current paging and radio systems in the coming years and that he will be looking for participation from the chiefs in the planning process.

Chief Smith reported that the Township Fire Chief's would like to schedule a pump operator course to be taught by a fire academy instructor. Chief Smith reported that two prices were obtained, with the lowest price provided by the Middletown Township Fire Academy. Chief Smith reported that there are 6 members interested in taking the course and requested permission to spend up to \$800.00. The Chief's request will be discussed further under New Business.

Chief Smith reported that the Township Fire Chief's would like to have the fit test machine utilized by the three Fire Departments to perform annual face mask fit testing calibrated by the manufacturer. Chief Smith further reported that the cost for calibration and repair is \$745.00, which would be split between the three departments. Chief Smith reported that he would like to target sending the machine for calibration in early November.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the July 2014 Coordinator's Report (see attached).

During the report on the preventive maintenance and repairs to Trucks 201 & 208, Coordinator Smith reported that he drafted memos that will be attached to the vouchers detailing the timeline and conversations regarding the authorization of the repairs to both vehicles.

Coordinator Smith reported that a mechanic from Fire and Safety Services, Inc. was at Station 21 this afternoon to diagnose a problem with the air conditioning on Engine 206. The mechanic determined that the compressor unit seized and will need to be replaced. Coordinator Smith requested an estimate for the parts and labor and will report back.

C. Insurance Chairman's Report

Coordinator Scott Smith reviewed the July 2014 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 July 14th from South Brunswick Township in the amount of \$213,400.50 for second quarter taxation.

Comm. Young reported that there is significant pressure on the Maintenance & Repair line item due to the large expenses to repair Trucks 201 & 208. Comm. Young further reported that the Board also needs to keep an eye on the Supplies Expense line item.

Comm. Young reported that Coordinator Smith drafted a list of known expenses for the rest of the year that will be charged to the Maintenance & Repair line item and where possible maintenance items will be pushed back to later in the year. Comm. Young further reported that he spoke with Chairman Spahr after reviewing the financial reports through this meeting as there is approximately \$6,600.00 left in the Maintenance & Repair account. Comm. Young reported

that while there is a chance the Board will not exceed the remaining funds in the line item until November when budget transfers can be made, it is his opinion to pursue an emergency appropriation to ensure there are sufficient funds in the account for the rest of the year. Comm. Young recommended that the Board pass a resolution tonight for the emergency appropriation and meet with the Township Council before their August 26th meeting to discuss the situation. This topic will be discussed further under New Business.

E. Legislative Report

Comm. Potts reported that the Assembly passed the sprinkler bill that the Governor conditionally vetoed last year. The Governor had requested last year that the Director of the Division of Fire Safety perform a study on the conditions of the veto. The Director reported back and agreed with the condition exempting new one- and two-family homes from the sprinkler requirement if they are on well water.

7. OLD BUSINESS

A. Update on Station 20 Weight Room Renovation

Coordinator Smith reported that the new flooring was installed on July 17th, but the vendor failed to provide enough flooring to finish the room. Coordinator Smith further reported that the vendor was advised and will be ordering materials. Coordinator Smith also reported that the new gym equipment is scheduled to be installed on July 23rd.

B. Update on Station 21 Floor Re-Surfacing

Coordinator Smith reported that Armor-Tuff Floors was at Station 21 on June 24th to install the tiles with the Fire Department logo as well as pick-up the boxes of extra tiles that were not used.

Coordinator Smith further reported that Armor-Tuff issued a check to Chairman Spahr for reimbursement of the caulking that he purchased. Coordinator Smith further reported that he will contact the flooring company to obtain a check for reimbursement of unused materials.

Coordinator Smith reported that Comm. Smith ordered two stainless steel drip trays from Cranbury Sheet Metal for underneath the vehicles at Station 21 to keep the new floors clean.

C. Update on New Firefighter Bail-Out System

Coordinator Smith reported that the retrofitting of the turnout pants was completed at the end of June. Coordinator Smith further reported that he ordered the Class II harnesses for the members, as well as two of the chest harnesses.

Coordinator Smith reported that the total amount expended on the project, including the training scheduled for September, is \$12,982.03. Coordinator Smith further reported that he will be ordering 6 more of the chest harnesses to complete the project and will come in under the approved amount of \$14,000.00.

D. Discussion on Station 20 HVAC Engineering Study Report

Chairman Spahr reported that he has attempted to contact Don Rodner twice to obtain pricing to lock the dampers open and eliminate two of the three thermostats on the office system but as of yet has not received a return phone call. This topic will be discussed further next month.

E. Discussion/Approval on Station 21 Emergency Generator Repairs

Coordinator Smith reported that during the service in April of the emergency generator at Station 21, it was determined that the block heater, temperature gauge and muffler needed to be replaced. Coordinator Smith further reported that after several phone calls to Cummins Power Systems, he finally received a quote of \$4,910.18 to make the necessary repairs. Coordinator Smith recommended authorizing the repairs, which he would look to schedule in November when Cummins returns for the next 6-month preventive maintenance service.

Comm. Young asked if there was a need to secure a second quote for the repair. Comm. Smith stated that Cummins Power Systems is the authorized dealer for the Onan generator brand and no additional quote would be needed.

A motion made by Comm. Smith seconded by Comm. Potts to approve the repairs of the Station 21 emergency generator by Cummins Power Systems at a cost of \$4,910.18. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

8. NEW BUSINESS

A. Resolution #14-18, Declaration of Surplus Equipment

Comm. Potts reported that a resolution was drafted to declare the Vectra Weight Machine and a computer as surplus equipment. Comm. Potts further reported that he spoke with District Attorney Richard Braslow and it was his recommendation to utilize the website www.Govdeals.com to dispose of equipment determined to be surplus.

A motion made by Comm. Smith seconded by Comm. Potts to approve Resolution #14-18. During discussion, Comm. Smith recommended listing the Vectra Weight Machine at a starting price of \$50.00 and the computer at a starting price of \$25.00. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

B. Discussion/Approval on Floor Scrubber for Station 21

Coordinator Smith reported that he and Chairman Spahr and Comm. Smith met with a salesman on July 18th to demo two models of floor scrubbers. Coordinator Smith recommended purchasing a Clark floor scrubber due to its similarity to the Clark scrubber at Station 20 and ease of use. Coordinator Smith further reported that he obtained a quote from Atra Janitorial Supply Co. in the amount of \$5,755.59.

Comm. Young reported that the cost of the floor scrubber would classify the machine as a capital expenditure and as such would have to wait until next year. This topic will be discussed further next month.

C. Discussion/Approval on Chief's Request – Pump Operator Training

A motion made by Comm. Smith seconded by Comm. Young to approve the pump operator training by the Middletown Township Fire Academy at a cost not to exceed \$800.00. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

D. Items Timely and Important

Comm. Young reported that he reviewed the maintenance and repair expenses for August to November for the last 5 years. Comm. Young further reported that in each year the Board spent more than \$6,600.00. Comm. Young expressed his opinion that the Board will exceed the remaining funds in the account even if certain expenses for the rest of the year can be delayed. Comm. Young recommended passing at this meeting a resolution for an emergency appropriation which will be forwarded to the Township Council for approval at their August 26th meeting.

Comm. Young reported that the emergency appropriation cannot exceed 3% of the total operation expenditures, which does not include debt or capital expenditures.

A motion made by Comm. Smith seconded by Comm. Potts to approve Resolution #14-19, Authorizing an Emergency Supplementary Appropriation for Maintenance and Repair Expenses. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Chairman Spahr reported that the Inter-Local Agreement with South Brunswick Township for the Deputy Fire Official position expires at the end of this year. This topic will be discussed further next month.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item #GG to Tasc Fire Apparatus Inc. was added in the amount of \$2,150.00.

Comm. Smith made a motion seconded by Comm. Young to approve the voucher list as amended. Roll Call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

A motion to adjourn was made by Comm. Young seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:51 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2014

INCIDENT RUNS

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

48 Total Runs for 259.38 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
1	Chief's Meeting
1	Line Officer's Meeting
1	Regular Fire Department Monthly Meeting
	Relief Association Meeting
1	OEM Meeting
1	Work Night
	Work Detail
2	Drills
	Training Session
	Parade/Wetdown
1	Public Relations
	Stand-by Assignment
	Viewing/Funeral

170.25 Man-Hours

Total Man-Hours for Month: 429.63

Fire Safety:

Referrals Sent – 14

Responded to Scene – 2

Fire District Coordinator's Report July 21, 2014

- Tasc Fire Apparatus was at Station 20 on 6-17-2014 to perform the annual preventive maintenance on the Hurst rescue tools. All equipment is in proper working order at this time. I also spoke with the tech about obtaining pricing for next year to continue the upgrade to the high pressure systems.
- Engine 208 went to Campbell Supply Co. on 6-17-2014 to address two minor issues with the pump that were found when the truck came back from its preventive maintenance. The repairs were made and the truck was back in service the same day.
- A rep from ThinkGIS was on site 6-26 & 7-1-2014 to install updates on the computers for the mapping system used by the Police Dept. and all 3 Fire Depts. I borrowed a GPS unit from dispatch and plotted almost 90 fire hydrants in our district on 7-4-2014 that were not in the system. The rep returned on 7-8-2014 and uploaded the hydrants into the system. I have since found several additional streets around our district that do not have the hydrants plotted. I will look to plot these hydrants in the coming months.
- Tower 201 was taken to Fire & Safety Services on 6-2-2014 for its scheduled preventive maintenance and returned on 6-27-2014. Larger repair items include: replacing boom waterway hose, replacing all torque box bolts, replacing hydraulic hoses for cobra cutter, replacing breathing air filter, replacing aerial relief valve, & replacing steering box. A mechanic from Fire & Safety was on site on 7-15 to diagnose several items found when the truck returned from service. We will be monitoring the issues to see if they return. A mechanic will return in the near future to replace indicator lights for the breathing air & hydraulic systems that were found to be inoperable during the service (parts & labor already charged).
- Mid-Atlantic Fire & Air was at Station 20 on 7-2-2014 and installed 4 of the 5 new SCBA brackets in the jump seats on Engine 208. One bracket was missing a part when shipped from the manufacturer and could not be installed. The installer will be returning to install the last bracket once the parts are received.
- Air & Gas Technologies was at Station 21 on 7-8-2014 to troubleshoot two problems with the Bauer breathing air compressor. The unit was found twice to have the ground fault circuit tripped; the compressor was also starting more frequently than normal. The technician believes the pressure switch is leaking thereby causing the unit to start more frequently, which could be causing the GFC to trip. They provided a quote of \$611.00 to replace the pressure switch. After speaking with Comm. Young, I contacted Air & Gas to approve the repair and they will be returning once the parts are received.
- Comm. Smith, Doug Wolfe and I trimmed one of the trees with low hanging limbs behind Station 21 on 7-11-2014. Public Works disposed of the limbs.

- Replacement brake parts for Brush Truck 202 have been purchased and the truck should be in service in the coming week or two. Parts cost is less than \$75.00.
- I completed a total of 3 pre-plans in June for a total of 33 in 2014.
- I also visited a total of 20 sewer station sites and 11 water dept. sites owned by the Township to pre-plan for a confined space rescue incident. It took just under 2 days to visit the sites.

Insurance:

- Invoice on the voucher list to VFIS in the amount of \$15,803.00 for the second installment for the portfolio policy.

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

Resolution 14-18

Authorizing Disposal of Surplus Property

WHEREAS, the Fire District is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Commissioners are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Commissioners of the Fire District.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of the surplus property to be sold is as follows:

Vectra On-Line 3800 Multi-Station Gym

Itronix Go-Book III Model IX260 Computer – SN ZZGEG5174ZZ9234

(5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Fire District reserves the right to accept or reject any bid submitted.

Roger S. Potts District Clerk

NOTICE OF SALE OF PROPERTY

Please be advised that the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, shall conduct a sale of surplus property online. The address of the auction site is govdeals.com. The surplus property is being sold in an “as-is” condition without express or implied warranties.

The surplus property being sold is *Vectra On-Line 3800 Multi-Station Gym; and Itronix Go-Book III Model IX260 Computer.*

All bidders must pre-register with GovDeals at govdeals.com.

The successful bidder shall be required to execute a hold harmless and indemnification agreement.

The Fire District reserves the right to accept or reject any bid submitted.

The Commissioners of Fire District No. 2
Township of South Brunswick, County of Middlesex

RESOLUTION 14-19

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY
AUTHORIZING AN EMERGENCY SUPPLEMENTARY APPROPRIATION
FOR MAINTENANCE & REPAIR EXPENSES
PURSUANT TO N.J.S. 40A:14-78.11 THRU 40A:14-78.14**

WHEREAS, Fire District No. 2 has incurred extraordinary expenses thus far in 2014 for the repair and maintenance of fire apparatus operated by the Monmouth Junction Volunteer Fire Department for emergency response activities and, WHEREAS there remains a need for additional maintenance work to ensure the operational integrity of the equipment and safety of the fire responders and N.J.S. 40A:14-78 provides for the creation of an emergency appropriation to meet a pressing need to protect the public safety and health for the purpose mentioned above, and

WHEREAS, the total amount of emergency appropriations created, including the appropriation to be created by this resolution, is \$20,000 and does not exceed 3% of the total operating appropriations in the current year 2014 budget,

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Fire District No. 2 in accordance with N.J.S. 40A:14-78.11 THRU 40A:14-78.14 at a public meeting held on the 21st day of July, 2014 as follows:

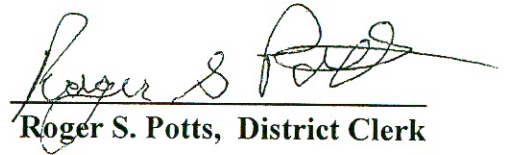
1. An emergency appropriation is hereby made in the amount of \$20,000 to provide for the ongoing maintenance of emergency response equipment and apparatus.
2. The emergency appropriation set forth in Section 1 hereof shall be expended from available surplus funds.
3. The emergency appropriation will be provided in full by the fire district as a deferred charge in the 2015 budget.
4. A copy of the resolution shall be filed immediately with the local governing body of the Township of South Brunswick.

5. This resolution shall not take effect until the local governing body of the Township of South Brunswick shall by a vote of not less than 2/3 of its full membership approve the emergency appropriation and certify its approval to the fire district.

It is hereby certified that this is a true copy of a resolution adopted by the Board of Fire Commissioners at a regular meeting held on July 21, 2014.

Recorded Vote:

K. Bellizio	ABSENT
R. Potts	YES
C. Smith	YES
T. Young	YES
C. Spahr	YES


Roger S. Potts, District Clerk