

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 ***August 18, 2014*** ***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 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. Executive Session Resolution***
 - A. Resolution #14-19, Authorizing a Closed Session at the August 18, 2014 Regular Meeting
- 5. Executive Session***
 - A. Contract Discussions
- 6. Public Comment***
- 7. Approval of Minutes***
 - A. July 21, 2014 Regular Meeting
- 8. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
- 9. Old Business***
 - A. Update on Station 20 Weight Room Renovation
 - B. Update on Auction of Surplus Equipment
 - C. Discussion on Station 20 HVAC Engineering Study Report
 - D. Discussion/Approval on Floor Scrubber for Station 21
- 10. New Business***
 - A. Discussion on Maintenance & Repair Budget Line Item
 - B. Items Timely and Important
- 11. Voucher List***

(See Attached)
- 12. Public Comment***
- 13. Adjournment***

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Republic Services #689	260.01
<i>C</i>	Verizon Wireless	327.12
<i>D</i>	PSE&G Co.	2,162.88
<i>E</i>	Verizon	336.94
<i>F</i>	Alan Landscaping, LLC	668.75
<i>G</i>	Poland Spring Water Co.	146.95
<i>H</i>	Home News Tribune	49.56
<i>I</i>	Continental Fire & Safety, Inc.	247.30
<i>J</i>	Monmouth Junction Vol. Fire Department	8,500.00
<i>K</i>	Scott Smith	219.96
<i>L</i>	Donald C. Rodner, Inc.	582.96
<i>M</i>	Uni-Select USA, Inc.	55.49
<i>N</i>	Richard M. Braslow, Esq.	96.00
<i>O</i>	<i>AIR & GAS TECHNOLOGIES, INC.</i>	<i>611.00</i>
<i>P</i>	<i>EMPIRE FITNESS SERVICES INC.</i>	<i>35.95</i>
<i>Q</i>	<i>NAT ALEXANDER COMPANY</i>	<i>2,638.89</i>
<i>R</i>		
<i>S</i>		
<i>T</i>		
<i>U</i>		
<i>V</i>		
<i>W</i>		
<i>X</i>		
<i>Y</i>		
<i>Z</i>		

approved 9-15-14 

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 18, 2014

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. Bellizio
 Comm. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

4. EXECUTIVE SESSION RESOLUTION

A motion made by Comm. Smith seconded by Comm. Young to approve Resolution #14-19, Authorizing a Closed Session at the August 18, 2014 Regular Meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

5. EXECUTIVE SESSION

Executive session commenced at 7:03 pm.

Regular meeting reconvened at 7:30 pm.

6. PUBLIC COMMENT

No one from the floor desired to address the Board.

7. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Potts to approve the minutes of the July 21, 2014 regular meeting. Roll call Comm. Bellizio-abstain, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

8. PROFESSIONAL REPORTS

A. Chief's Report

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

Chief Smith reported that the Fire Department attended the Police Department's National Night Out event on August 5th.

Chief Smith reported that member Jarreau Flatts has returned from military leave and has completed his physical and made-up the necessary drills and is back as an active firefighter.

Chief Smith further reported that member Tanim Awwal has returned from his service in the Peace Corps. and is in the process of obtaining his physical and making up drills.

Chief Smith reported that members Andrew Dahl and Mark Iudice have both successfully completed Firefighter I.

Chief Smith reported that Julia Wilderman has joined the Fire Department and starts Firefighter I this week.

Chief Smith reported that the Fire Department responded to a structure fire at a warehouse on Georges Road this past Saturday, August 16th. Chief Smith reported that the fire went to two alarms and required extensive overhaul and ventilation. Chief Smith further reported that while responding to the incident, he witnessed a three vehicle accident at the intersection of New Road and Route 522, presumably caused by the reaction of one of the drivers to seeing the Chief's vehicle with lights and siren activated. Chief Smith reported that he has notified VFIS to make them aware of the incident.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Scott Smith reported that there is nothing new to report at this time.

D. Treasurer's Report

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on August 15th from the South Brunswick Township Election Account in the amount of \$250.00 for use of the fire house for the primary election.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes earlier this afternoon.

Comm. Young reported that he is continuing to monitor several line items, specifically Maintenance & Repair.

E. Legislative Report

Comm. Potts reported that there is nothing new to report at this time.

9. OLD BUSINESS

A. Update on Station 20 Weight Room Renovation

Coordinator Smith reported that Ener-G Wellness was on site on July 23rd to install the new gym equipment. Coordinator Smith further reported that following the installation, it was noted that two of the machines were slightly damaged. The salesman has been notified and replacement parts will be installed.

Coordinator Smith reported that we are still waiting on the final sections of new flooring to be installed, which should be completed sometime in the next two weeks.

Coordinator Smith reported that he has been in contact with the salesman from Ener-G Wellness to express his disappointment with the weight room project, specifically a lack of communication and poor customer service. Coordinator Smith further reported that he advised the salesman that no payment will be issued until the project is completed to the Board's satisfaction.

Coordinator Smith reported that Chairman Spahr replaced the electrical cord for the cross-country machine after it was found to be slightly damaged and too short to reach a receptacle after being moved to its new location in the weight room.

B. Update on Auction of Surplus Equipment

Coordinator Smith reported that he created an account for the Fire District with the GovDeals.com website. Coordinator Smith further reported that the Vectra machine and Itronix computer that were declared surplus last month were listed for auction on the website from August 1st to August 15th. Coordinator Smith reported that a legal classified ad was published in The Home News Tribune on August 1st advertising the auction.

Coordinator Smith reported that the Vectra machine sold for a final bid of \$226.55, with an additional 7.5% buyer's premium of \$16.99. The District is responsible for a 5% seller's premium. Coordinator Smith reported that the buyer picked up the Vectra machine earlier today and the District will receive a check in the amount of \$215.22 in the coming weeks.

Coordinator Smith reported that no bids were placed for the Itronix computer and that the unit will be disposed of at the next electronics drop-off day at the recycling center.

C. Discussion on Station 20 HVAC Engineering Study Report

Coordinator Smith reported that he spoke with the tech from Donald C. Rodner when he was on site last week to perform the quarterly service in regards to modifying the office HVAC system in response to the engineering study. It was the opinion of the tech that the modifications could be made and that he will speak with Mr. Rodner to obtain pricing and additional information.

D. Discussion/Approval of Floor Scrubber for Station 21

Coordinator Smith reported that he obtained pricing from two vendors for a Clarke floor scrubber following the discussion last month. Coordinator Smith reported that he obtained a quote of \$4,999.00 from Atra Janitorial Supply in Pompton Plains, New Jersey. Coordinator Smith further reported that he obtained a second quote from Polished Concrete Solutions in Sanford, Maine for the same Clarke machine in the amount of \$5,824.00, plus an additional \$326.00 for shipping. Coordinator Smith recommended purchasing the Clarke floor scrubber from Atra Janitorial Supply.

Chairman Spahr expressed his opinion that the Board should postpone purchasing the machine until later in the year as there may be a need to transfer funds in the budget. Comm. Young reported that there is sufficient funds in the budget should there be a need to transfer funds later in the year and can authorize the purchase of the floor scrubber at this time.

A motion made by Comm. Smith seconded by Comm. Potts to approve the purchase of a Clarke floor scrubber from Atra Janitorial Supply in the amount of \$4,999.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-no.

Coordinator Smith reported that he received a check from Armor-Poxy in the amount of \$840.00 for reimbursement of materials not used in the flooring project for Station 21. Coordinator Smith further reported that the check was addressed to the Fire Department and not the Fire District. After speaking with Comm. Young, Coordinator Smith reported that the check will be turned over to the Fire Department Treasurer who will then issue a check to the Fire District.

Coordinator Smith reported that he purchased an electric leaf blower and extension cord for Station 21 to aid in floor cleaning.

10. NEW BUSINESS

A. Discussion on Maintenance & Repair Budget Line Item

Comm. Young reported that Coordinator Smith has revised a list of outstanding and remaining expenses for 2014 that will be charged to the maintenance and repair line item.

Comm. Young reported that the emergency appropriation was not on the agenda for the Township Council work session. Comm. Young further reported that he spoke with Township Finance Officer Joseph Monzo, who stated that the appropriation will be on the agenda for the August 26th council meeting. Comm. Young stated that he will check the agenda on Friday to ensure that it will be discussed. Following approval of the appropriation, there will be approximately \$25,000 in the maintenance and repair line item.

Coordinator Smith reported that there should be no problem delaying the majority of the maintenance items until later in the year. Coordinator Smith expressed his opinion that the issue with the auto fill feature on Engine 206 should be repaired as soon as possible, as this directly affects the function of the compressed air foam system. Coordinator Smith further reported that there is a fluid leak from the hydraulic generator which needs to be addressed. Coordinator Smith reported that the truck will need to go to Fire & Safety for repair of the auto fill, as well as the repair of the air conditioning system. Coordinator Smith expressed his opinion that provided the emergency appropriation is passed by the Township Council, the truck should go to Fire & Safety to address all issues to reduce downtime of the vehicle.

Comm. Smith expressed his opinion that Fire & Safety should be contacted to send a mechanic to troubleshoot the problem with the generator before the trucks goes to their facility to address the other issues. After additional discussion, Coordinator Smith will contact Fire & Safety to send a mechanic to diagnose the generator issue and order parts to repair the air conditioning system and auto fill feature.

B. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2013 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

11. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item #O to Air & Gas Technologies, Inc. in the amount of \$611.00, Item #P to Empire Fitness Services, Inc. in the amount of \$35.95, & Item #Q to Nat Alexander Company in the amount of \$2,638.89.

Comm. Bellizio made a motion seconded by Comm. Smith to approve the voucher list as amended. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

12. PUBLIC COMMENT

No one from the floor desired to address the Board.

13. ADJOURNMENT

A motion to adjourn was made by Comm. Young seconded by Comm. Bellizio and by a voice vote all voted in affirmative. Meeting adjourned at 8:38 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

approved
10-20-14
PP

Executive Session 8-18-2014

MINUTES

Chairman Spahr called the executive session to order at 7:00 p.m...

ROLL CALL. Comm. Bellizio- present, Comm. Potts- present Comm. Smith- present, Comm. Young- present, Chairman- Spahr- present.

Chairman Spahr announced the session had been called to discuss the pending Inter Local Services Agreement with South Brunswick Township and the Fire Safety Bureau. The existing agreement is for three years at a cost of \$80,000.00 per year to the District. The agreement provides protection against a reduction in the work force of the Department.

After substantial discussion on the agreement and the performance of Fire Safety Enforcement Bureau. The feeling of the commissioners was that the Bureau was performing at a very good level. Completed inspection for 2013 was in the high 90% levels. It was agreed the Board should request the same three year agreement, should not agree to an increase in the cost to the district. It was also agreed we should request some documentation showing the cost to operate the bureau and the revenues derived from the inspection programs. There was also some feeling that the paragraph describing the time frame of the agreement needed to be reworded.

Chairman Spahr appointed commissioner's Smith and Potts to meet with the Mayor and the Township Manager and work out the issues, so as the agreement could be signed in a timely manner.

Executive Session adjourned at 7:30 p.m.

Respectfully Submitted



Roger S. Potts/ Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2014

INCIDENT RUNS

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

53 Total Runs for 262.64 Man-Hours

DEPARTMENT ACTIVITIES

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

207.50 Man-Hours

Total Man-Hours for Month: 470.14

Fire Safety:

Referrals Sent – 22

Responded to Scene – 3

Fire District Coordinator's Report

August 18, 2014

- Quick Response Fire Protection was on site on 7-24-2014 to perform the annual sprinkler inspection at both stations. All systems are in proper working order at this time with no repairs needed.
- I borrowed a pole saw from Public Works and trimmed several of the trees on 7-29-2014 at Station 20 along Ridge Road between the main driveway and the Route 522 intersection to improve visibility for vehicles exiting the site.
- Fire & Safety Services was at Station 21 on 8-1-2014 to diagnose a problem with a feature of the compressed air foam system on Engine 206, which was found the night before during training. The mechanic determined that an actuator motor for the tank fill needed to be replaced. A quote of \$2,185.00 was provided. It is unclear if the repair is covered under warranty at this time.
- Mid-Atlantic Fire & Air was at Station 20 on 8-7-2014 to install the final new SCBA bracket in Engine 208.
- The repairs to Brush Truck #202 were completed in-house on 8-7-2014 and the unit was placed back in service. The front brake shoes and wheel cylinders were replaced.
- Donald C. Rodner was on site on 8-12-2014 to perform the quarterly maintenance on the HVAC units at Station 20. All of the units were found to be in proper working order. The tech found that the exhaust flue pipe for the member's room system was badly rusted and in need of replacement. The tech returned on 8-13-2014 and replaced the pipe.
- Air & Gas Technologies was at Station 21 on 8-13-2014 to replace the pressure switch on the Bauer breathing air compressor which was believed to be causing a leak that would force the unit to cycle on frequently resulting in the tripping of a ground fault breaker. I will continue to monitor the status of the compressor to ensure proper operation.
- I completed a total of 18 pre-plans in July for a total of 51 in 2014.

Insurance:

- There is nothing new to report at this time.

RESOLUTION 14-19

-A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE
AUGUST 18, 2014 MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Legal Matters and Contracts

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

NOW, THEREFORE, BE IT RESOLVED, that the August 18, 2014, 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 matter 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 August 18, 2014.



ROGER S. POTTS/ CLERK