

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

April 20, 2015

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 2015.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. March 16, 2015 Regular Meeting

6. Professional Reports

A. Fire Chief

B. District Coordinator

C. Insurance Chairman

D. Treasurer

E. Legislative Report

7. Old Business

A.

8. New Business

A. Discussion/Approval on Station 21 Maintenance Projects

B. Discussion/Approval on Truck #207 Maintenance & Striping

C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	249.81
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	320.78
<i>D</i>	PSE&G Co.	2,519.68
<i>E</i>	Verizon	335.14
<i>F</i>	Poland Spring Water Co.	50.39
<i>G</i>	Alan Landscaping, LLC	1,310.00
<i>H</i>	Georgia Steel & Chemical Co., Inc.	143.32
<i>I</i>	Preferred Batteries	66.20
<i>J</i>	Scott Smith	243.99
<i>K</i>	Middlesex County Treasurer's Office	17.85
<i>L</i>	Monmouth Junction Volunteer Fire Department	90.40
<i>M</i>	Home News Tribune	92.20
<i>N</i>	The Princeton Packet	57.78
<i>O</i>	Clearview Window Washing, LLC	1,000.00
<i>P</i>	Township of South Brunswick	27,562.73
<i>Q</i>	Township of South Brunswick	20,000.00
<i>R</i>	Township of South Brunswick	3,075.81
<i>S</i>	New Jersey Fire Equipment Co.	10.15
<i>T</i>	Trugreen Processing Center	500.00
<i>U</i>	Jamestown Soap & Solvent, Inc.	89.98
<i>V</i>	Travelers	17,834.00
<i>W</i>	Witmer Public Safety Group, Inc.	181.65
<i>X</i>	Antczak's Complete Service Co., LLC	689.00

approved
5-18-15 JPD

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 20, 2015

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. Potts
 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

Comm. Young made a motion to approve the minutes of the March 16, 2015 regular meeting, seconded by Comm. Wolfe.

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

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the March 2015 Activity Report (see attached).

Chief Smith reported that the South Brunswick Township Fire Chiefs have joined the Suburban Chief's Association, which is comprised of Chief Officers from Middlesex, Mercer and Monmouth Counties.

Chief Smith reported that the Fire Department is in the process of adopting qualifications for each of the line officer positions.

Chief Smith reported that the Fire Department started the training on the new bail-out systems by All Hands Fire Equipment on April 19th. Chief Smith reported that those members that did not attend the training will attend the second class on April 26th.

Chief Smith reported that the Fire Department received a check from the Fire Safety Bureau for reimbursement of costs to extinguish the large brush fire at Reliable Wood Products back on February 16th. The Fire Department in turn mailed checks to the mutual aid fire departments that responded for their costs, which was based on the FEMA schedule of equipment rates.

Chief Smith reported that the Fire Department provided an engine and crew at Ashley Furniture on Route 1 for several hours on April 16th and 17th, after the water service into the site broke leaving the property without fire protection. Chief Smith further reported that the business will be reimbursing the Fire District for the time the fire apparatus was on site based on the FEMA schedule of equipment rates.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the April 2015 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the April 2015 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on March 18th in the amount of \$1,179.00 from Travelers for overpayment reimbursement from the 2014 Workers Compensation policy following the audit. The second deposit was made on March 27th in the amount of \$225,179.50 from South Brunswick Township for first quarter taxation. The third deposit was made on April 10th in the amount of \$1,980.00 from the South Brunswick Township Fire Safety Bureau through the Fire Department for the operating hours on the apparatus to extinguish the brush fire at Reliable Wood Products on February 16th.

Comm. Young reported that he filed the IRS 990T form on April 17th to recover the withheld interest on the checking account in the amount of \$8.00.

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

Comm. Young reported that he has not yet heard from the auditor to deliver the 2014 financial documents.

Comm. Young reported that he received notification on March 23rd that the cash management fund account was transferred to State Street Bank in Boston.

E. Legislative Report

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

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion/Approval on Station 21 Maintenance Projects

Comm. Smith reported that he obtained two quotes to replace the water heater at Station 21, which is original to the building and is a 1980 model. Comm. Smith further reported the quotes

received were from Olson Heating & Air Conditioning in the amount of \$1,150.00 and Donald C. Rodner, Inc. in the amount of \$2,355.00.

Comm. Young made a motion to approve the replacement of the water heater at Station 21 by Olson Heating & Air Conditioning in the amount of \$1,150.00, seconded by Comm. Wolfe.

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

B. Discussion/Approval on Truck #207 Maintenance & Striping.

Coordinator Smith reported that he obtained a quote from Campbell Supply Company to perform a complete service on Truck #207, which is the 1989 GMC support truck, in the amount of \$2,240.00. Coordinator Smith further reported that the quote does not include any repairs that may be required.

Comm. Smith made a motion to approve the apparatus preventive maintenance on Truck #207 by Campbell Supply Company in the amount of \$2,240.00, seconded by Comm. Wolfe.

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

Coordinator Smith reported that the line officers would like to add reflective striping to the sides and rear of Truck #207 to increase the visibility when on an emergency scene. Coordinator Smith reported that he obtained a quote from Agin Signs & Designs to add the striping in the amount of \$900.00.

Comm. Wolfe made a motion to add the reflective striping to Truck #207 by Agin Signs & Designs at a cost of \$900.00, seconded by Comm. Young.

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

C. Items Timely and Important

Coordinator Smith reported that he obtained the renewal of the preventive maintenance contract for the Station 20 & 21 back-up generators from Cummins Power Systems. Coordinator Smith reported that the contract is for three years, for two inspections per generator, per year, at a cost of \$2,700.00 per year and a total cost of \$8,100.00.

After discussion, Coordinator Smith will obtain a second quote for the generator preventive maintenance as the cost is over the quote threshold and will report back next month.

Comm. Young questioned if there will be a need to issue another resolution for the designation of official newspapers for the Fire District with the cancellation of the South Brunswick Post by Princeton Packet Publications. Comm. Potts reported that there is no need to specify a second newspaper and all ads will be published in The Home News Tribune only.

9. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, seconded by Comm. Potts.

Roll call: Comm. Potts - yes, 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. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2015

INCIDENT RUNS

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

50 Total Runs for 314.49 Man-Hours

DEPARTMENT ACTIVITIES

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

261.41 Man-Hours

Total Man-Hours for the Month: 575.90

Fire Safety:

Referrals Sent – 11

Responded to Scene – 4

Fire District Coordinator's Report April 20, 2015

- Donald C. Rodner, Inc. was on site on 3-16-2015 to perform the quarterly service on the HVAC systems. All items are in working order at this time. The tech will be returning to replace the vent cap on the meeting room heater.
- Access Health Systems was at Station 20 on 3-19-2015 to perform the annual firefighter physicals. A total of 27 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the Access Health office in North Brunswick
- I met with the government account rep from Verizon Wireless on 3-24-2015 to review our cell phone and computer air card plans, which haven't been changed in several years. Based on the updates to the plan, we should see a savings of about \$104.00 per month.
- TruGreen was on site on 3-30-2015 to perform the lawn treatment at both stations.
- Fire & Safety Services was on site on 4-1-2015 to repair a pump discharge valve on Engine 206, which would not operate properly during training. They had to order a part and will be returning to complete the repair.
- Clearview Window Washing was at Station 20 on 4-6-2015 to perform blind and window cleaning. Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 4-14-2015.
- 1-888-USA-Lock was at Station 21 on 4-13-2015 to repair a door lock set.
- Public Works replaced two radiator coolant lines on Car 210 (2005 Expedition) on 4-15-2015. While the vehicle was on the lift, several other items were noted that will need to be addressed going forward, including a tear along a seam in the muffler/exhaust pipe and a badly rusted lower radiator support. We should also replace all 4 (original) tires at some point later this year.
- I obtained a second quote for the driveway sealing as discussed last month. The lowest quote was from Alizio Seal Coating in the amount of \$6,184.00. The second quote was from Wiley's Paving in the amount of \$7,500.00. I have contacted Alizio and they will be coming in the June/July timeframe. For future reference, I asked Wiley's Paving to give an estimate to mill and pave the parking lot, and obtained a price of \$87,500.00.
- We received notification from Princeton Packet Publications that they are stopping publication of The South Brunswick Post on May 1st.

Insurance:

- We received a check from Travelers on 3-18-2015 in the amount of \$1,179.00 for overpayment reimbursement from the 2014 Workers Compensation policy following the audit that was performed on 2-17-2015.
- There is an invoice to Travelers on the voucher list for the balance of the 2015 Workers Compensation policy in the amount of \$17,834.00