

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 ***February 19, 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 and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2018.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. January 22, 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. Election Results
- B. Discussion on Air Pack Preventive Maintenance
- C. Discussion on Capital Purchase of Replacement Chief's Vehicle
- D. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	398.09
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.46
<i>D</i>	PSE&G Co.	3,345.68
<i>E</i>	Verizon	334.90
<i>F</i>	Ready Refresh	51.90
<i>G</i>	Fire Security Technologies, Inc.	235.00
<i>H</i>	Continental Fire & Safety	140.00
<i>I</i>	Allegra	1,426.27
<i>J</i>	Scott Smith	173.10
<i>K</i>	Lincoln Financial Services	32,471.00
<i>L</i>	The Language Center	500.00
<i>M</i>	Haworth, Inc.	1,331.69
<i>N</i>	Access Health Systems	385.00
<i>O</i>	Richard M. Braslow, Esq.	54.00
<i>P</i>	Witmer Public Safety Group	68.00
<i>Q</i>	Witmer Public Safety Group	42.00
<i>R</i>	Home News Tribune	81.64
<i>S</i>	IEH Auto Parts LLC	75.67
<i>T</i>	Donald C. Rodner, Inc.	612.50
<i>U</i>	Tactical Public Safety LLC	529.50
<i>V</i>	Holman Frenia Allison P.C.	160.00
<i>W</i>	Image Systems	4,924.47
<i>X</i>	New Jersey State Association of Fire Districts	300.00
<i>Y</i>	Patricia Wolfe	110.00
<i>Z</i>	Anne Chibbaro	110.00

AA *FIRE & SAFETY SERVICES, LTD*

3,241.31

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 19, 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. January 22, 2019 Regular Meeting

Comm. Smith made a motion to approve the minutes of the January 22, 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 January 2019 activity report (see attached).

Chief Smith reported that the Fire Department completed the annual mandatory training earlier this month and has started facemask fit-testing.

Chief Smith reported that several changes have been made to the box plans, specifically the order in which several mutual aid fire companies are utilized. Chief Smith further reported that the department has been added to several of the box plans for Monroe Township Fire District #2 after discussion with their Chief.

Chief Smith reported that junior firefighter Pedro Sanchez has turned 18 and is now a probationary firefighter and will be starting Firefighter I this week.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith read the February 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 January 23rd from South Brunswick Township Fire District #1 in the amount of \$72.42 for their share of the purchase of ID card maker printer ribbon.

Comm. Young reported that the 1099-MISC and the 1096 forms were received from the auditor and have been distributed.

Comm. Young reported that following the January meeting, the adopted budget was forwarded to the DCA both electronically and via regular mail. Comm. Young further reported that the budget was also posted on the fire district website.

Comm. Young reported that he distributed two financial reports this month. The first report covers the status of the 2018 budget and the second report covers the 2019 expenditures through tonight's meeting.

Comm. Young reported that he will discuss a proposed resolution regarding a budget transfer under Items Timely and Important.

Comm. Young reported that he received the 2018 audit engagement letter and will request approval to authorize under Items Timely and Important.

Comm. Young reported that he plans to finalize the 2018 financials and forward the preliminary files to the auditor next week. Comm. Young further reported that the on-site visit by the auditor is scheduled for March 6th.

E. Legislative Report

Comm. Young reported that he read that the Hamilton Township Council passed a resolution to consolidate the 8 fire districts into a single district effective January 1st. Comm. Young further reported that there were several conditions in the resolution that were not approved by the State and that the consolidation is on hold.

Comm. Smith reported that he received a Local Finance Notice from the DCA listing the LOSAP cost of living increase for the 2019 award at 0.49%, which equates to an \$8.00 increase to \$1,717.00.

7. OLD BUSINESS

Comm. Smith reported that the 2018 LOSAP certification letter from the Chief was posted following last month's meeting. Comm. Smith further reported that the applications for the 3 new recipients have been submitted to Lincoln Financial Services and the paperwork should be received shortly to issue the check for the 2018 LOSAP award.

8. NEW BUSINESS

A. Election Results

Comm. Wolfe reported that the fire district election was held this past Saturday, February 16th and a total of 36 votes were cast at the poll. Comm. Wolfe further reported that the final results for the mail-in ballots were received from the County Clerk this evening and a total of 236 mail-in ballots were cast.

Comm. Wolfe reported that Thomas Kazanski received 34 votes at the poll and 197 votes via mail-in ballot for a total of 231 votes and has been re-elected to the Board of Fire Commissioners.

Comm. Wolfe reported that Thomas Young, Jr. received 33 votes at the poll and 200 votes via mail-in ballot for a total of 233 votes and has been re-elected to the Board of Fire Commissioners.

Comm. Wolfe reported that for Public Question #1 regarding the 2019 budget, 34 'yes' votes were cast at the poll and 141 'yes' votes were cast via mail-in ballot for a total of 175 'yes' votes. There was 1 'no' vote cast at the poll and 91 'no' votes via mail-in ballot for a total of 92 'no' votes. Public Question #1 passed.

Comm. Wolfe reported that for Public Question #2 regarding the authorization of \$60,000 in capital funds for firefighting equipment, 36 'yes' votes were cast at the poll and 207 'yes' votes were cast via mail-in ballot for a total of 243 'yes' votes. There were zero 'no' votes cast at the poll and 27 'no' votes via mail-in ballot for a total of 27 'no' votes. Public Question #2 passed.

Comm. Wolfe reported that for Public Question #3 regarding the authorization of \$30,000 in capital funds for office equipment, 36 'yes' votes were cast at the poll and 199 'yes' votes were cast via mail-in ballot for a total of 235 'yes' votes. There were zero 'no' votes cast at the poll and 37 'no' votes via mail-in ballot for a total of 37 'no' votes. Public Question #3 passed.

Comm. Wolfe thanked Coordinator Smith for all of his efforts regarding the election.

Following a discussion of the election, specifically regarding the new requirements concerning mail-in ballots and the moving of elections to November, the topic will be placed on next month's meeting agenda for further discussion.

B. Discussion on Air Pack Preventive Maintenance

Coordinator Smith reported that quotes were obtained for the annual air pack preventive maintenance from Municipal Emergency Services and NJ Fire Equipment Company, with the low quote from MES at a total cost of \$1,034.00 not including the cost of any needed repairs.

Comm. Smith made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$1,034.00, seconded by Comm. Wolfe.

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

C. Discussion on Capital Purchase of Replacement Chief's Vehicle

Chief Smith reported that he drafted specifications and received quotes for the purchase of a new chief's vehicle to replace the 2005 Ford Expedition assigned to the Deputy Chief. Chief Smith submitted to the Commissioners a breakdown of the costs, and requested authorization to order the vehicle at a cost not to exceed \$55,000.00.

Comm. Young made a motion to authorize the purchase of a replacement chief's vehicle at a cost not to exceed \$55,000.00, seconded by Comm. Wolfe.

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

D. Items Timely and Important

Comm. Young reported that there is a state statute that gives fire districts the ability to make budget transfers in the months of January and February for the previous year. Comm. Young further reported that with the higher than anticipated costs for the mailing and processing of the mail-in ballots by the County Clerk's office for the fire district election, a budget transfer is needed.

Comm. Smith made a motion to approve Resolution #19-02, seconded by Comm. Wolfe.

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

Comm. Young reported that he received the 2018 audit engagement letter from the auditor at a cost of \$6,500.00.

Comm. Smith made a motion to authorize the Treasurer and Chairman to sign the 2018 audit engagement letter at a cost of \$6,500.00, seconded by Comm. Kazanski.

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

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item AA to Fire and Safety Services, LTD. in the amount of \$3,241.31.

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

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 7:49 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2019

INCIDENT RUNS

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

56 Total Runs for 383.50 Man-Hours

DEPARTMENT ACTIVITIES

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

201.80 Man-Hours

Total Man-Hours for the Month: 585.30

Fire Safety:

Referrals Sent – 5

Responded to Scene – 23

Fire District Coordinator's Report

February 19, 2019

- Engine 206 was taken to Fire & Safety Services on 1-23-2019 to address several pump issues. The shop also installed a foot pedal siren control for the officer's seat, a thermal imaging camera charger and a USB charger. The truck was back in service on 2-4-2019.

Insurance:

- As an update to the member who was injured in November while attending Firefighter I, he should be completing physical therapy this week and will have a follow-up doctor visit before the end of the month to hopefully be cleared to return to full duty.
- As first performed in 2017, I performed the driver's license status check on all active members on 2-6-2019 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years but have been performing the checks annually.
- A representative from Travelers was on site on 2-13-2019 to perform an audit for our Worker's Compensation policy. All requested records are in proper order.

Resolution 19-02

Authorizing the Transfer of Funds Relative to 2018 Budget

In accordance with N.J.S. 40A:14-78.10, be it resolved on this 19th day of February, 2019 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers relative to the 2018 Budget be made as follows:

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-4	Shared Services	\$3,000.00	
A-3	Election		\$3,000.00

The reason for the requested change is to accommodate higher than anticipated costs for the mailing and subsequent processing of absentee ballots for the annual Fire District election by the Middlesex County Clerk's Office.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 19th day of February, 2019.

Comm. KAZANSKI YES
Comm. SMITH YES
Comm. WOLFE YES
Comm. YOUNG YES
Comm. SPATIR YES



Douglas Wolfe
District Clerk