

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 ***July 15, 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. June 17, 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. Reading of Proposed Changes to BOFC Policy #006,
Workplace Harassment/Discrimination Policy
- B. Discussion on Modifications to Tower #201
- C. Discussion on Fire Station Parking Lot Sealing
- D. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	395.58
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.24
<i>D</i>	PSE&G Co.	1,552.14
<i>E</i>	Verizon	327.75
<i>F</i>	Ready Refresh	51.85
<i>G</i>	Alan Landscaping LLC	668.75
<i>H</i>	East Coast Emergency Lighting, Inc.	450.00
<i>I</i>	Evan Avots	332.31
<i>J</i>	Empire Fitness Services, Inc.	270.00
<i>K</i>	Witmer Public Safety Group, Inc.	196.00
<i>L</i>	Municipal Emergency Services Depository Account	1,080.00
<i>M</i>	Fire Security Technologies, Inc.	2,295.00
<i>N</i>	Scott Smith	60.00
<i>O</i>	Tasc Fire Apparatus Inc.	1,650.00
<i>P</i>	VFIS	404.41
<i>Q</i>	Access Compliance, LLC	385.00
<i>R</i>	Monmouth Junction Volunteer Fire Department	152.58
<i>S</i>	Agin Signs & Designs	1,900.00
<i>T</i>	IEH Auto Parts LLC	31.14
<i>U</i>	TruGreen Limited Partnership	422.30
<i>V</i>	Dry Gear Solutions	7,383.98
<i>W</i>	VFIS	17,546.00
<i>X</i>	Malouf Chevrolet	2,435.27
<i>Y</i>	<i>MATT PINTER DOOR COMPANY</i>	<i>899.00</i>
<i>Z</i>	<i>SOUTH BRUNSWICK TOWNSHIP</i>	<i>55,464.13</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 15, 2019

17 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. June 17, 2019 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the June 17, 2019 regular meeting, seconded by Comm. Smith.

Roll call: Comm. Kazanski - abstain, 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 June 2019 activity report (see attached).

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 3rd.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 12th.

Chief Smith reported that three members completed Firefighter I at the Somerset County Fire Academy during the spring semester, Evan Avots, Gaurav Chowdhry, and Pedro Sanchez.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on June 28th from South Brunswick Township in the amount of \$249,305.25 for second quarter taxation. The second deposit was made on July 8th from the South Brunswick Township Election Account in the amount of \$250.00 for use of the fire station as a polling place for the primary election.

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. Reading of Proposed Changes to BOFC Policy #006, Workplace Harassment / Discrimination Policy

Comm. Smith made a motion to approve the revised Policy #006, seconded by Comm. Wolfe.

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

B. Discussion on Modifications to Tower #201

Chief Smith reported that the line officers would like to have the ground ladder storage locations on Tower #201 modified to allow the storage of a 35' ladder. Chief Smith reported that the officers would like to move the 35' ladder currently on Engine #206 to Tower #201, and purchase a new 24' ladder for Engine #206. Chief Smith reported he received an estimate from Fire & Safety Services to modify Tower #201 in the amount of \$950.00. Chief Smith further reported that he received a quote from Continental Fire & Safety for a new 24' ladder in the amount of \$1,110.50.

Comm. Wolfe made a motion to approve the modifications to Tower #201 by Fire & Safety Services in the amount of \$950.00, seconded by Comm. Smith.

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

Comm. Smith made a motion to purchase a 24' ground ladder from Continental Fire & Safety in the amount of \$1,110.50, seconded by Comm. Kazanski.

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

Chief Smith reported that the line officers would also like to modify the platform on Tower #201 to allow the fabrication and installation of a hose tray to carry additional attack hose. Chief Smith reported he received a verbal estimate from Fire & Safety Services to modify the platform of approximately \$1,000.00. Chief Smith requested permission to authorize the modification to the platform at a cost not to exceed \$2,000.00, in the event additional work is required.

Comm. Wolfe made a motion to approve the modifications to the platform on Tower #201 by Fire & Safety Services at a cost not to exceed \$2,000.00, seconded by Comm. Smith.

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

C. Discussion on Fire Station Parking Lot Sealing

Coordinator Smith reported that he contacted four vendors to obtain quotes to seal the driveways at both stations. Coordinator Smith reported that he received two quotes with the low quote from Alizio Seal Coating in the amount of \$6,184.00. Coordinator Smith reported that he did not hear back from the other two vendors.

Comm. Smith made a motion to approve the seal coating of the driveways at Stations 20 & 21 by Alizio Seal Coating in the amount of \$6,184.00, seconded by Comm. Kazanski.

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. Smith reported that he received the 2019 second quarter summary for LOSAP from Lincoln Financial Services, which lists a total account balance of over \$1 million.

Chairman Spahr reported that he has asked Comm. Wolfe and Comm. Young to meet with representatives from the Fire Department to negotiate the new fire protection contract, as the current 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 Y to Matt Pinter Door Company in the amount of \$899.00 and Item Z to South Brunswick Township in the amount of \$55,464.13.

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

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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2019

INCIDENT RUNS

3	Structure Fires
1	Vehicle Fires
1	Dumpster/Compactor/Trash/Refuse Fires
1	Trees, Brush, Grass, Mulch Fires
	Fires, Other
2	Vehicle Extrications (Jaws)
2	Motor Vehicle Accident (No Extrication)
	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
1	Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
1	Assist Police / EMS / Landing Zone / Missing Person
	Stand-By / Cover Assignment
1	Dispatched & Cancelled En Route
2	Smoke Scare / Odor Removal / Problem
13	System Malfunctions
19	Unintentional System / Detector Operation
3	False Calls / Good Intent
	Other

55 Total Runs for 277.98 Man-Hours

DEPARTMENT ACTIVITIES

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

330.22 Man-Hours

Total Man-Hours for the Month: 608.20

Fire Safety:

Referrals Sent – 10

Responded to Scene – 20

Fire District Coordinator's Report

July 15, 2019

- The storage shed was delivered to Station 20 by Glick Woodworks on 6-18-2019. We have started moving all of the training materials out of the station and into the shed.
- I gave Fire Official John Funcheon copies of the invoices on 6-18-2019 for the purchase of the Hurst Strong Arm tool to be reimbursed out of the penalty account. One invoice was to Municipal Emergency Services in the amount of \$5,688.00 for the tool and accessories. The second invoice was to Fire & Safety Services for the fabrication of the bracket and installation of the receptacle to power the charger in the amount of \$2,350.00. Total cost was \$8,038.00.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-24-2019.
- Empire Fitness Services was at Station 20 on 6-26-2019 to perform the maintenance of the equipment in the weight room.
- TruGreen performed a lawn treatment at Station 20 on 6-27-2019.
- Car #200 was taken to East Coast Emergency Lighting on 6-27-2019. The existing computer was removed and the computer that was removed from Car #210 last month was installed. They also provided power to flashlight and thermal imaging camera chargers that we installed. The new chief's car will be going to the paint, lettering and equipment installation vendors starting next week.
- Olson's Heating & AC was at Station 21 on 6-30-2019 to troubleshoot a problem with the member's room air conditioner. Necessary replacement parts have been ordered and will be installed.
- Alan Landscaping trimmed the bushes at Station 20 & Station 21 on 7-8-2019.
- Car #200 went to Malouf Chevrolet on 7-10-2019 for service and several repairs and was back in service on 7-12-2019.
- Matt Pinter Door Company performed the preventive maintenance of the bay doors and motors at both stations on 7-12-2019.
- Able Mechanical was at Station 20 on 7-12-2019 to check the refrigerator in the kitchen as it was running louder than usual. The appliance was checked and the refrigerant was re-charged. The tech recommended replacing the compressor on the appliance due to its age. A quote will be provided for consideration.

Insurance:

- 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, payment was made by VFIS under the Accident & Sickness policy for the visit to the urgent care facility. The member took his car to a garage on 7-6-2019 and it was their recommendation to make the car a total loss as the estimated cost for repair exceeds its value. The member spoke with VFIS today and they are going to make the car a total loss, issue a check for the estimated value, then retrieve the car and auction it.
- There is an invoice on the voucher list to VFIS in the amount of \$404.41 for the addition of the 2019 Chevrolet Tahoe chief's vehicle to the Portfolio Policy effective 6-17-2019.
- There is a second invoice on the voucher list to VFIS in the amount of \$17,546.00 for the second and final installment for the insurance coverage under the Portfolio policy