

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 ***September 16, 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. August 19, 2019 Regular Meeting

6. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative

7. Old Business

A. Update on Online Auction of Surplus Equipment

8. New Business

- A. Discussion on Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services
- B. Resolution #19-19, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services
- C. Discussion on Breathing Air Compressor Preventive Maintenance Contract
- D. Discussion on Purchase of Equipment for Operations
- E. Preliminary Discussion on 2020 Budget Process
- F. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	398.45
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	258.26
<i>D</i>	PSE&G Co.	1,879.74
<i>E</i>	Verizon	333.93
<i>F</i>	Ready Refresh	102.82
<i>G</i>	Alan Landscaping LLC	1,018.75
<i>H</i>	Preferred Batteries	41.85
<i>I</i>	McMaster-Carr	1,020.29
<i>J</i>	Scott Smith	317.97
<i>K</i>	South Brunswick Township Water & Sewer Revenue	1,465.58
<i>L</i>	Electronic Measurements Labs, Inc.	250.00
<i>M</i>	Continental Fire & Safety	5,836.00
<i>N</i>	GSB	1,437.45
<i>O</i>	Matt Pinter Door Company	2,060.00
<i>P</i>	Trugreen Limited Partnership	527.87
<i>Q</i>	East Coast Emergency Lighting Inc.	14,755.78
<i>R</i>	Home News Tribune	54.36
<i>S</i>	United Communications Corp.	95.00
<i>T</i>	Municipal Emergency Services Depository Account	921.74
<i>U</i>	Mid-State Mobile Radio	460.25
<i>V</i>	Monmouth Junction Volunteer Fire Department	792.86
<i>W</i>	Monmouth Junction Volunteer Fire Department	1,024.29
<i>X</i>	Somerset County Emergency Services Training Academy	350.00
<i>Y</i>	OK Enterprises, LLC	1,500.00
<i>Z</i>	Fire & Safety Services, LTD.	3,250.00
<i>AA</i>	Fire & Safety Services, LTD.	3,250.00
<i>BB</i>	Fire & Safety Services, LTD.	2,250.00
<i>CC</i>	IEH Auto Parts LLC	108.84
<i>DD</i>	Commerce Bank	103,344.71

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 16, 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. August 19, 2019 Regular Meeting

Comm. Smith made a motion to approve the minutes of the August 19, 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 August 2019 activity report (see attached).

Chief Smith reported that the Fire Department participated in a car show sponsored by the Monmouth Junction First Aid Squad on September 7th at Woodlot Park.

Chief Smith reported that the Township's Data Processing department is approximately half-way through the replacement of the mobile and portable radios.

Chief Smith reported that the Fire Department has one new member, Walter Pomalaza, who has already started Firefighter I.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there have been no deposits since the last meeting.

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

E. Legislative Report

Comm. Young reported that there was supposed to be a meeting of the State Association of Fire Districts during the Wildwood convention this past week.

7. OLD BUSINESS

A. Update on Online Auction of Surplus Equipment

Coordinator Smith reported that the online auction of the 2005 Ford Expedition ran on the Gov Deals website from August 30th to September 13th with a starting price of \$3,000.00. A legal classified ad was published in the Home News Tribune on August 28th. Coordinator Smith further reported that there were a total of 29 bids and the vehicle sold for \$4,620.01. The buyer made payment the day the auction ended and the car was picked up on September 15th. Coordinator Smith reported the Board will receive a check in the amount of \$4,389.01 after auction fees are removed.

8. NEW BUSINESS

A. Discussion on Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services

Chairman Spahr reported that a letter and draft agreement was received on August 30th from the Township for renewal of the inter-local agreement where the Township processes the payroll and provides health benefits for the Fire District's current and retired employees. Chairman Spahr further reported that the most recent agreement was approved in April 2002.

Comm. Smith reported that he and Comm. Wolfe met with Township Attorney Don Sears on September 13th to review the draft agreement and several changes were made to the document. Comm. Smith further reported that the Board has a resolution that if passed, allows the Chairman and Clerk to sign the agreement.

B. Resolution #19-19, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services

Comm. Wolfe made a motion to approve Resolution #19-19, 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 Breathing Air Compressor Preventive Maintenance Contract

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,551.00. It was Coordinator Smith's recommendation to renew the maintenance contract with Air & Gas Technologies.

Comm. Smith made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,551.00, seconded by Comm. Young.

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

D. Discussion on Purchase of Equipment for Operations

Chief Smith requested permission to purchase a replacement 24' extension ladder for Engine 208 from Continental Fire & Safety in the amount of \$1,110.50.

Comm. Smith made a motion to approve the purchase of a 24' extension 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.

E. Preliminary Discussion on 2020 Budget Process

Comm. Young reported that he does not anticipate any changes to the budget process for 2020, specifically there has been no information on the electronic submittal process that had been previously announced by the DCA. Comm. Young further reported that he and Comm. Wolfe will be meeting with representatives from the Fire Department to discuss renewal of the fire protection contract in the coming weeks.

Comm. Young asked the commissioners to submit any preliminary budget requests for 2020 in the coming weeks, with the intent to have a discussion next month and a line item review in November.

F. Items Timely and Important

Comm. Smith reported that two members of the Fire Department have withdrawn funds from their respective LOSAP accounts, with one member withdrawing their full amount and the other member a partial amount.

9. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, 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. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:28 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Fire District Coordinator's Report September 16, 2019

- Fire & Safety Services completed the annual preventive maintenance service on all three engines: Engine 208 on 8-20-2019, Engine 204 on 8-27-2019 & Engine 206 on 8-30-2019. Several minor repairs are required and will be completed shortly.
- The new chief's car was taken to East Coast Emergency Lighting on 8-23-2019 to perform the installation of the emergency warning equipment, console, command cabinet, and equipment chargers. The work was completed on 9-13-2019 with the only remaining install being the mobile radio by the Township's Data Processing office. The car will be placed in service at some point this week.
- A mechanic from Fire & Safety Services was at Station 20 on 8-23-2019 to troubleshoot a problem with the hydraulic system on Tower 201.
- Matt Pinter Door Company was at Station 21 on 8-26-2019 to replace the opener motor on one of the bay doors as approved last month.
- Diversified Inspections/ITL was on site on 9-4-2019 to perform the UL/NFPA aerial and ground ladder testing. Tower 201 passed the aerial certification. Several minor repairs are required on 201 and will be addressed when the truck goes for its annual preventive maintenance service in October. All ground ladders passed inspection with the exception of the fiberglass roof and extension ground ladders off Engine 208. With the Board's approval in July to move the 35' ladder from Engine 206 to Tower 201, a roof ladder will be removed from 201 to make space. This roof ladder will be used to replace the failed roof ladder on 208. I will be asking for approval under New Business to purchase a new extension ladder.
- TruGreen performed a lawn treatment at both stations on 9-4-2019.
- A mechanic from Campbell Supply Company was at Station 21 on 9-11-2019 to perform an inspection and service on the Fire Safety Trailer. Several minor items were identified. The fire chiefs will be discussing whether or not there is a desire to keep the trailer before any repairs are performed.
- Approved Fire Protection was on site on 9-16-2019 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging and hydrostatic testing and will be back in the next week or so.

Insurance:

- I contacted VFIS today to remove the 2005 Ford Expedition from coverage.
- There is an invoice on the Voucher List to Glatfelter Specialty Benefits in the amount of \$1,437.45 for the fourth and final installment on the Group Term Life Insurance Policy.

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2019

INCIDENT RUNS

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

66 Total Runs for 308.57 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
2	Work Night
	Work Detail
2	Drills
6	Training Sessions
	Parade/Wetdown
2	Public Relations
1	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

332.39 Man-Hours

Total Man-Hours for the Month: 640.96

Fire Safety:

Referrals Sent – 15

Responded to Scene – 25

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

Resolution #19-19

Authorizing Renewal of an Inter-Local Agreement
with the Township of South Brunswick for Payroll Services

WHEREAS, the Board of Fire Commissioners of Fire District No. 2 is desirous to have the Township of South Brunswick process the payroll of the Board of Fire Commissioners of Fire District No. 2 for the Fire District's full-time and/or part-time and/or retired employees; and

WHEREAS, the Township has provided these services in the past pursuant to a written Inter-Local Services Agreement between the Board of Fire Commissioners and the Township; and

WHEREAS, the Board of Fire Commissioners desire to continue those services pursuant to an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which is on file with the Clerk of the Board of Fire Commissioners.

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 Board of Fire Commissioners hereby authorize the Chairman and the Clerk to execute an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which will be kept on file with the Clerk of the Board of Fire Commissioners.
- (2) This contract shall take effect upon the adoption of the appropriate resolutions by both parties to the agreement.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 16th day of September 2019.


Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			