

Board of Fire Commissioners

Fire District #2
Township of South Brunswick

Regular Meeting
Third Monday at 8 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

AGENDA *April 19, 2010*

1. ***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 20~~09~~¹⁰.
2. ***Roll Call***
3. ***Address From the Floor***
4. ***Approval of Minutes Special Meeting March 3, 2010, Closed Session March 3, 2010, March 15, 2010 Meeting***
5. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Joint Code Enforcement Board Representatives
 - F. Legislative Report
6. ***Order of Business***
 - A. Items Timely and Important
7. ***Voucher List (see attached)***
8. ***Address from Floor***
9. ***Adjournment***

Voucher List

A	Travelers	\$2,161.00 *
B	Kleen-Tec Maintenance LLC	415.00
C	Idearc Media LLC <i>SUPERMEDIA LLC</i>	19.95
D	Midco Waste #689	149.29
E	NJ Divison of Fire Safety	397.00
F	Verizon Wireless	341.84
G	Verizon	330.95
H	Battery Zone, Inc.	23.15 <i>233.15</i>
I	Auto-Plus	17.38
J	Richard M. Braslow, Esq.	15.00
K	Mc Master-Carr Supply Company	76.58
L	Mc Master-Carr Supply Company	98.27
M	Cranbury Sheet Metal Fab., Inc.	290.00
N	Alan Landscaping LLC	1,060.00
O	Absolute Fire Protection Co.	505.40
P	Absolute Fire Protection Co.	1,096.00
Q	Absolute Fire Protection Co.	1,948.02
R	Absolute Fire Protection Co.	156.14
S	Shanahan's Office Solutions	33.99 <i>MOVED TO LL BELOW</i>
T	Main Electric	26.85
U	Fire Security Technologies, Inc.	1,068.00
V	Township of South Brunswick	21,201.94
W	Township of South Brunswick	2,482.06
X	Middlesex County Treasure's	14.15
Y	Quest Diagnostic Incorporated	205.90
Z	Auto King Parts & Supplies	700.88
AA	VFIS	725.47
BB	James B. Hunt MFG Co.	139.76
CC	Agin Signs and Designs	425.95
DD	Agin Signs and Designs	2,900.00
EE	Witmer Public Safety Group	427.40
FF	TASC Fire Apparatus, Inc.	194.43
GG	TASC Fire Apparatus, Inc.	741.18
HH	Melanie Flagg	80.00
II	Doug Wolfe	88.70
JJ	TruGreen	500.00
KK	PSE&G	568.48 <i>2,133.46</i>

LL SHANAHAN'S OFFICE SOLUTIONS

33.99

** CHECK WRITTEN & DISBURSED IN MARCH.*

41240.09

approved 5-17-08 JP

**REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – FIRE DISTRICT #2
April 19, 2010**

CALL TO ORDER

The meeting of the Board of Fire Commissioners was called to order by Chairman Spahr at 7:30 p.m. Followed by the flag salute.

NOTICE OF COMPLIANCE

Chairman Spahr read the Public Law Meeting Notice of the Public Laws of 1975.

ROLL CALL

Present: Mr. Bellizio
Mr. Potts
Mr. Smith
Mr. Young
Mr. Spahr

Absent:

ADDRESS FROM THE FLOOR

No persons present came forward.

APPROVAL OF MINUTES:

Commissioner Smith made a motion to accept the Special Meeting Minutes for March 3, 2010, seconded by Commissioner Young. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

Commissioner Young made a motion to accept the Closed Session Meeting Minutes for March 3, 2010, seconded by Commissioner Smith. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

Commissioner Smith made a motion to accept the Regular Meeting Minutes and to include the Reorganization Meeting Minutes for March, 15, 2010, seconded by Commissioner Young. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

PROFESSIONAL REPORTS:

Chief's Report: (See Attached)

Chief Brian Spahr gave his March 2010 months end report. The Chief stated that progress is being made with new Engine 206. To recap, the department held an all day strategy and tactics class for the new CAFS system taught by the Colletti's, in addition to a delivery session, both classroom and practical once the truck was delivered. Fire & Safety taught a delivery training class to go over all the components and operations of the apparatus. As approved last month, the truck went back to Fire & Safety to address equipment mounting and any issues the department had found and felt needed attention. In the mean time, the Chief has worked closely with Engineer Ed Lidy and Firefighter Ron Neville who have been installing DryDecking and mounting tools. Engineer Lidy has begun training drivers, along with Pump Operations training with the driver/operators and is making very good progress. The next training class that the department is planning will be an all day hands on live burn training class at the Somerset County Emergency Services Training Center and there are two costs accompanied with that day. Costs for that day include the use of the academy itself with the use of their Phase 5 training simulator is \$1,000.00 and for the CAFS Institute for three of their instructors to attend and spend the day to go over the hands on components for the CAFS system for \$2,500.00. Making the total cost for the all day training class, \$3,500.00 which the department had budgeted for in their training budget. The Chief also reminded the Board that as part of the original cell phone plan, as discussed with the Board previously, was to place in service a new wireless card for the new Engine 206 laptop when the engine was ready to be placed in service and the Chief foresees that happening between tonight's meeting and the next regular meeting whereas he plans to move forward with the install. The cost, as presented previously and approved, will be a \$39.00 per month. The Chief will also discuss under timely and important some equipment quotes that are as follows: The Chief explained the reasoning behind the purchase of new smooth bore nozzles and the combination smooth bore and detachable fog nozzle and how they have been proven to work with the department's new CAFS engine during the recent training sessions. The projected purchase if approved, for all four nozzles, would be \$1,763.00. An additional projected purchase would be that of a SuperVac high velocity exhaust fan, for \$2,135.00.

District Coordinator Report: (See Attached)

Mr. Wolfe gave his monthly report for April 2010. The report included that the pump maintenance and one additional piece of work that had been reported on in February has been completed on Engine 204, Engine 208 and Tower 201 and done by TASC Fire Apparatus. He also reported that in the beginning of the month he sent an oil sample to a lab from Tower 201 because he felt as though the oil level in the crank case was getting higher, over the full line, possibly due to fuel or water. The lab has reported back and stated that the oil was sound and their recommendation is that nothing is to be done. Mr. Wolfe stated that possibly in another three or four months he will send another sample to the lab to ensure the sample was true. Mr. Wolfe reported that the roof maintenance was completed by the Roth Brothers and they were on site multiple times to fix the problems throughout the building. The contractor who worked on the building was very knowledgeable and put in many hours both on the initial visit and after the first rain. Mr. Wolfe stated that the roof is a W.P. Hickman roof and it has a 20 year warranty, however we do not have a copy of the warranty and has requested one be provided by the

Roth Brothers. The contractor who came stated that the roof itself is sound and in good shape and his feeling is that if we enter an annual maintenance contract through the Roth Brothers that he believes that we shouldn't need more than six hours of maintenance a year to maintain the current integrity of the roof, flashing and pitch pockets. Mr. Wolfe stated he will follow up with the company to see what it would take to enter into a maintenance contract and will report on that next month. Mr. Wolfe reported that Commissioner Young is now using QuickBooks, along with the fire department and that the IT Technician feels as though it is important not only to have our data backed up on site, but off site as well. This will be done through QuickBooks, which is recommended. In addition, the lawn treatment was done by TruGreen, TASC Fire apparatus completed the Hurst Tool Maintenance and no problems were found, and Quick Response Fire Protection was on site to check both stations sprinkler systems.

During Quick Response's inspection, they found that the gauges at Station 21 were pinned to the highest point. The recommendation is to place either an expansion tank or relief valve to ensure that no head activates due to the high pressure. The technician also replaced the pressure gauges which by code are required to be calibrated or changed every 5 years. Diversified Inspections, the outfit who inspects the aerial and ground ladders for the department has submitted a quote for this year and his feeling is to conduct that this fall, which will place the inspection 18 months since the last. Lastly, the school board elections are tomorrow and Mr. Wolfe will be on site all day while the elections are ongoing from 6am to 9pm.

Following Mr. Wolfe's report there was some discussion about the back up of the computer system and QuickBooks. This back up will ensure QuickBooks is backed up, along with any other files that we so choose. This system does not only back up QuickBooks, but other files as well.

Furthermore, Commissioner Smith reported that after all the work was done to Engine 204, that the air is still leaking and feels as though it should be addressed.

Insurance Chairman:

Mr. Wolfe stated that prior to this meeting; the Board paid the workman's compensation because it had to be submitted by April 1st. There was an increase due to the new Engine 206 and the old Pumper/Tanker 206 has been taken off of insurance.

Treasurer:

Commissioner Young stated that all the financial records were delivered to our accountant at the end of March for the 2009 audit, along with that he signed and sent back the agreement/engagement letter. The estimated cost of the audit is \$4,700.00 and the conversion to GASB-34 is \$500.00 for the total of \$5,200.00. Commissioner Young also submitted to each Board member the final financial summaries, which had been presented last month with only a few changes being made. The following receipts since the last meeting were from South Brunswick Township, \$350.00 for dedicated penalty monies, from Auction Liquidation Services, \$19,278.00 for net sale proceeds for old Pumper/Tanker 206, and from South Brunswick Township, \$209,928,.75 for the first quarterly payment for this year, and lastly from the United States Treasury \$99.19 representing the 2009 withheld interest refund. Commissioner Young also stated that he received the financial disclosure forms from the auditor and they need to be filed by the

end of this month by each Board member and submitted to the Township Clerk's Office. As for the QuickBooks conversion of the financial records, Commissioner Young is nearing completion; however purchase orders not part of that status. The new laser printed checks were received and will be used in the coming months. Commissioner Young also submitted to each Board member the monthly financial reports, along with the QuickBooks generated report. Lastly, Commissioner Young stated that we must tighten up on the signatures for the vouchers and he is going to send a proposal letter to all the vendors and a copy of all the forms and possibly place a copy of our current voucher on the department website if possible. He asked when the bills come in that a voucher be sent immediately for the vendor to sign. Commissioner Young also posed the question and thought to see if a student from the high school will be participating in the Senior Society program with the fire department this year and Mr. Wolfe will look into it.

Joint Code Enforcement Board Representatives:

Commissioner Smith reported that both the regular meeting and reorganization meeting for the Joint Board will be held this Wednesday and the topic will most likely be that of the further discussion of the take over of the Fire Safety Bureau. The meeting will be held in the office conference room, due to an Office of Emergency Management meeting being scheduled at the same time. Chairman Spahr reported on information on the operations of a fire districts in Brick Town, and stated although there still are a lot of questions to be answered about their operations, they may be a resource for our board to use for research purposes.

Legislative Report:

Commissioner Potts reported that they are currently working on their budgets and then when July comes they will be on summer vacation so he does not foresee any action being taken in regards to the fire service currently. On May 19th, the Fire Safety Commission will be holding a meeting at our station and Commissioner Potts is going to set up a meeting with one of the representatives from a Toms River, who has a program comparable to what our district may be looking to do with our Fire Safety Bureau. He also stated that he may be interested in taking the attendees outside for a walkthrough of the Trench Rescue / Confined Space Training Facility and possibly a demonstration with the new Engine 206.

TIMELY AND IMPORTANT

Commissioner Smith reported that he had K&A Excavating drop off a load of top soil for the training center and that Doug and Alex spread and leveled it around the top of the trench box, in addition to planting grass seed. Furthermore, towards the end of May he would like to have the Sentinel and South Brunswick Post come out to do an article on the new training center and include persons and companies in which he would like to thank publicly for their involvement and donations.

Chairman Spahr stated that there was one request made by the Chief for the approval to spend \$3,500.00 for the use of the Fire Academy and CAFS Institute.

Commissioner Bellizio made a motion to approve the funding for training to be conducted at the academy, seconded by Commissioner Smith. Commissioner Young made a point of information that the budget for the CAFS live burn was \$2,500.00 and that the \$1,000.00 would have to come out of the \$5,000 training budget. No discussion.
Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

Chairman Spahr stated that the other request involving the purchase of four nozzles for the total of \$1,763.00 and the high velocity SuperVac exhaust fan for \$2,135.00 making the total 3,898.00. Commissioner Smith made a motion to accept the request as stated above, seconded by Commissioner Bellizio. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

Commissioner Young stated that due to the recent OPRA requests that we look into what the request involves to fully understand OPRA itself, in addition to possibly setting a fee schedule for those who request the information. Furthermore, Commissioner Smith recommended that we speak with Mr. Braslow to get ideas on a proper policy and fee schedule.

VOUCHER LIST

Commissioner Young stated that everyone should have a copy of the marked up Voucher List and that Item A - Travelers that the check was written and disbursed in March. In addition, Item C was a name change; Item H was that the amount was \$233.15 instead of \$23.15 and Item S was deleted and replaced as Item LL, and Public Service Electric and Gas was changed to include a bill.

Commissioner Smith made a motion to accept the Voucher List as amended, seconded by Commissioner Potts. No discussion

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

ADDRESS FROM THE FLOOR

No persons present came forward.

ADJOURNMENT

Commissioner Bellizio made a motion to adjourn, seconded by Commissioner Smith. Meeting adjourned.

Respectfully Submitted,

Alexander S. Broder, Secretary
BOFC – Dist. #2

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2010

FIRE RUNS

15 System Malfunctions
12 False Calls
4 Structure Fires
0 Vehicle Fires
- Refuse Fires
3 Spill / Leak No Ignition
6 Arcing / Shorted Electrical Equipment
0 Fires
0 Assist Police / EMS
5 Trees, Brush, Grass Fires
0 Extrications
4 Hazardous Condition
1 Smoke Scare
0 Rescue Call
2 Smoke / Odor Removal
5 Service Call
0 Stand-By / Cover Assignment
6 Other

63 Total Runs for 437.67 Man-Hours

DEPARTMENT ACTIVITIES

1 Regular Department Monthly Meeting
2 2 Work Night
? Training Sessions/Drills
? Office of Emergency Management Mtg
/ ? Board of Fire Commissioner's Monthly mtg
/ ? Line Officer's Meeting
? Joint Uniform Fire Code Enforcement Board
2 ? ~~Committee Function~~ OTHER MEETINGS
/ ? Chief's meeting
/ ? Truck Committee Meeting

217.82 Man-Hours

Total Man-Hours for March 2010: 655.49

Referrals To Fire Safety - 13

On Scene Called - 4

Coordinators Report April 19, 2010

- I reported in February that additional work had to be done on an air leak on Engine 204 as well as the packing adjustments on Engine 208 and Tower 201. TASC Fire Apparatus was at the station and completed the work.
- The beginning of the month I sent a sample of motor oil to a lab to check for fuel in the oil in Tower 201. I felt the oil level was a little high in the crank case and that fuel may be getting in it. The sample came back from the lab with no problems found, no action required.
- Roth Bros. Inc. the contractor the board entered into an agreement to inspect the roof on Station 20 was on site the end of last month. The technician confirmed that the roof is a WP Hickman roof with a warranty of 20 years. Keith Taylor the Maintenance Technician spent a total of about 12 hours over two days to inspect and repair a number of areas that were giving us a problem. A report will be sent with some suggestions for the future care. Keith estimates about 6 hours of maintenance a year should take of the roof. I have looked, but unable to fine a written warranty for the roof by the contractor that installed it. A copy will be sent by Roth.
- With use of Quick Books for the accounting for both fire department and the district Mark from OK Enterprises felt it was important that we again have off site data backup. The program we were using has expired and our on site backup is very unreliable. We now have a contract with Quick Books for the off site backup for all our data at this time. The first month is free \$ 14.95 a month thereafter.
- TruGreen was at both stations last week for the first lawn treatment of herbicide and fertilizer on all the grass areas.
- TASC Fire Apparatus was at the station last week for the service on the Hurst tools as per the contract we have with them. No problems found.

- Quick Response Fire Protection Special Services was at both stations for the sprinkler test as per our contract. No problems were found. However, the system pressure gauges in Station 20 were pinned from high pressure in the system. We are looking into a pressure relief valve to prevent this problem.
- Diversified Inspections/ITL inspected the aerial truck and ground ladders February 2009. They sent a quote for an inspection this year, same cost as last year. In the past we had the Snorkel inspected every two years. I would recommend we look to have the aerial and ladders done in the fall. The quote, if they hold it to the fall will be about \$1,200.00.