

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 ***July 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 2010.

2. *Roll Call*

3. *Address From the Floor*

4. *Approval of Minutes June 21, 2010 Meeting, June 21, 2010 Closed Session*

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. Discussion on Audit for 2009
- B. Resolution # 10-22 Acceptance of Audit Report for the Year 2009
- C. Resolution # 10-23 Corrective Action Plan for 2009 Audit
- D. Resolution # 10-24 Closed Session for personnel & contract discussions
- E. Energy Audit Report
- F. Items Timely and Important

7. *Voucher List (see attached)*

8. *Address from Floor*

9. *Adjournment*

Voucher List

A	PSE&G	\$2,223.22
B	Kleen-Tec Maintenance LLC	415.00
C	Supermedia LLC	19.95
D	Midco Waste #689	152.67
E	Verizon Wireless	304.24
F	Uni-Select USA	154.91
G	Home News Tribune	19.14
H	Alan Landscaping LLC	668.75
I	Direct Machinery Service Corp.	379.70
J	Laboratory Corporation of America Holdings	87.00
K	VFIS	17,123.00
L	BatteryZone, Inc.	358.16
M	Fire Security Technologies, Inc.	2,500.00
N	Fire Security Technologies, Inc.	337.50
O	Township of South Brunswick	20,000.00
P	Township of South Brunswick	20,986.68
Q	Township of South Brunswick	3,802.30
R	John J. Maley	5,250.00
S	Monmouth Junction Vol. Fire Department	181.69
T	TASC Fire Apparatus, Inc.	420.98
U	TASC Fire Apparatus, Inc.	840.00
V	Mc Master Carr Supply Co.	49.48
W	Deutsch Bank National Trust Company	168,717.13
X	Dr. Harvey Weingarten	2,445.00
Y	Dr. Harvey Weingarten	3,520.00
Z	Dr. Harvey Weingarten	3,655.00
AA	Dr. Harvey Weingarten	3,685.00
BB	Doug Wolfe	81.41
CC	Verizon	137.37
DD	Shanahan's Office Solutions	53.01
CC	Shanahan's Office Solutions	99.99
DD	Richard M. Braslow, ESQ.	15.00
ee	<i>Elough Harbor & Associates</i>	<i>1,188.00</i>

approved B-15-10

**REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – FIRE DISTRICT #2
July 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 Potts made a motion to accept the Regular Meeting Minutes for June 21, 2010, seconded by Commissioner Bellizio. No discussion.

Roll Call:

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

Commissioner Smith made a motion to accept the Executive Session Meeting Minutes for June 21, 2010, seconded by Commissioner Young. No discussion.

Roll Call:

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

PROFESSIONAL REPORTS:

Chief's Report: (See Attached)

Chief Brian Spahr gave his June 2010 monthly report. The Chief stated that the Township fireworks event was successful and occurred without incident. All three township fire departments attended the event, along with the State Forest Fire Service. The Chief continued to say that due to a brush fire earlier in the day and events such as this, the need for the department's brush unit still exists. The next event the department plans on attending will be National Night Out on August 3, 2010 at Rowland Park. At a recent Township Chief's meeting, they spoke of reprogramming the portable radios for ease of use within smoke filled environments and incidents in which members are wearing their gear. This discussion was started due to Kingston already reprogramming their radios and all three departments wanting to remain within the same operations. All three departments are evaluating these changes and bringing the idea back to the

membership. As of this date the feedback is positive. The Chief then went onto discuss a recent call at 700 Woods Lane, a senior living facility in the town where emergency situation policy/protocol issues were questioned. Issues were raised when the department responded to an incident in which careless cooking caused a smoke condition within the facility and the police department arrived prior to the fire department. The police department began to evacuate the building which is opposite of the fire department and facility's policy. The policy currently states that residents shall shelter in place and or evacuate upon direction or need. The Chief stated that the incident was discussed at the recent Chief's Meeting and discussions will follow with the police department and possibly dispatch. Overall, the incident ended well and the Chief stated that the response by all three township first aid squads was notable. The recently reported membership drive is still ongoing and has brought forth many interested persons, some of which have moved on to the background check portion of the process. The Chief also made a few requests that will be mentioned under timely and important. First, the Chief asked for authorization to purchase two new sets of firefighter turnout gear. The gear is to be purchased from Absolute Fire Protection, who is under state contract and carries the manufacturer in which the department uses. The gear costs \$1,926.00 per set, making it a total purchase of \$3,852.00. Secondly, the Chief requested to purchase six Class B 5-Gallon Foam containers at \$97.00 each. The Chief stated that all the Class B Foam has been used to date and is to be ordered through TASC at a total purchase of \$582.00. Lastly the Chief stated that the next three company drill is set for August 18th and the topic to be covered is electrical emergencies with a presentation by PSE&G.

District Coordinator Report: (See Attached)

Mr. Wolfe gave his monthly report for June 2010. The report included that Fire Security Technologies was on location at both station conducting sensitivity tests on all smoke detectors. There were many detectors that have failed and are in need of replacement. They provided a quote for \$2,220.00 to complete the work. Furthermore, the panel in Station 20 has been in fault mode due to a blown fuse and would need a new circuit board. However, since the panel is outdated, it would not be cost affective to replace the circuit board. The quote provided is for \$6,500.00 to replace the entire panel. As reported last month, high pressure builds in the sprinkler system and to alleviate the problem it was recommended to install an expansion tank however a quote from Quick Response Fire Protection has yet to be submitted. Truck 201 was scheduled to go to Absolute Fire Protection for the installation of the approved rear view camera and service/maintenance work, however will have to be rescheduled when parts become available. Engine 206 remains out of service for warranty work as well as the installation of the rear view camera. In addition, Engine 208 also has some maintenance work to be completed once Engine 206 returns to service. After looking into the issues at hand, it appears that the truck will be sent to Atlantic Detroit. The Chief's vehicle, Chief 200, needs to have the tailgate repainted in order to successfully replace the gold leaf that was damaged when rust repairs were done. The cost to have the tailgate repainted and gold leaf applied is \$360.00. The work is to be completed by Gino's Auto Body and Agin Sign. Lastly, two quotes were received to do the pump tests on Engine 204, Engine 208 and Truck 201. Technical Fire Services, Inc. provided a quote of \$225.00 for each pump. This testing is to be done once all maintenance work is completed on the apparatus.

Insurance Chairman:

Mr. Wolfe reported that the District received a notice of the closing of Robert Bello's workman's compensation claim, with an ending total of \$45,542.00. As of this date no other workman's compensation claims are open. A representative from VFIS is scheduled to make a presentation at the September fire company meeting.

Treasurer:

Commissioner Young reported the following receipt deposited since the last meeting: South Brunswick Township for \$209,928.75 for the second quarterly tax receipts. The Audit report was received and is on tonight's agenda for approval. Commissioner Young stated that he and the auditor reviewed each board members comments and concerns and they were addressed and added that they were all minor and not involving money. The financial reports were placed in each commissioner's mailbox which reflects all the bills through tonight's voucher list. All accounts look okay, however depending on future expenses surrounding the alarm systems at Station 20 and Station 21, the O-16 account may need to be looked at. Commissioner Young spoke of the projects that were projected to be completed and what may need to be put on hold depending on costs of the timely and important tasks, for instance the alarm system.

Joint Code Enforcement Board Representatives:

Commissioner Smith reported that there is no report for tonight's meeting and that the next meeting of the Joint Board is scheduled for August 18, 2010.

Legislative Report:

Commissioner Potts gave his monthly Legislative Report. He stated that the 2% Cap Bill has been signed by the governor and the 2.9% was vetoed. Mr. Potts stated that when he receives a copy of the bill he will provide each commissioner with one to see how it may affect the district. Commissioner Young stated that the 2% and actions of the governor will cause us to scrutinize our budget more carefully. Mr. Potts spoke of his recent Fire District Association's meeting with people from the Division of Elections, Department of Community Affairs, Legislative Services and someone representing the Attorney General's Office. The discussion surrounded the movement of the fire district elections to November, whereas most were against this because it wasn't in the State's or Fire Services' best interest and would not be cost saving due to the amount of pole sitters, machines, and a number of other issues at hand.

ORDER OF BUSINESS:**A. Discussion of Audit for 2009**

Commissioner Young introduced the discussion of the 2009 Audit and mentioned that he had consolidated all concerns and comments each board member had made and read through them with the accountant. A few minor corrections to verbiage were made and a final report was then submitted. The report is up for approval this evening.

B. Resolution #10-22 Acceptance of Audit Report for the Year 2009

Commissioner Spahr introduced Resolution 10-22 to accept the Audit Report for the Year 2009, whereas it was then read in its entirety. Commissioner Smith made a motion to accept the audit report for 2009, seconded by Commissioner Potts.

Roll Call:

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

C. Resolution #10-23 Corrective Action Plan for 2009 Audit

Commissioner Spahr introduced resolution 10-23 Corrective Action Plan for the 2009 Audit. Commissioner Young stated that the findings of the audit highlighted specific areas in need of improvement and signatures on vouchers and a stamp of approval for available funds on awarded contracts. Commissioner Young will look into verbiage and a stamp of approval to be made to address this issue. A motion was made by Commissioner Smith for the acceptance of the corrective action plan, seconded by Commissioner Bellizio.

Roll Call:

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

D. Resolution #10-24 Closed Session for Personnel & Contract Discussions

Commissioner Smith made a motion to accept the resolution authorizing a closed session, following tonight's regular meeting, for discussions on personnel and contracts, seconded by Commissioner Bellizio.

Roll Call:

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

E. Energy Audit Report

Mr. Wolfe stated that the Energy Audit Report is complete and has been accepted by the State. Furthermore, copies of each report were made and filed in the Commissioner's Office. Discussions began about what parts of the audit may be in the best interest of the district to address, however no decisions were made this evening. Further discussions are to follow about what parts of the audit the board may want to implement, which they must do so in the near future in order to get the remaining 25%.

F. Items Timely and Important

Commissioner Spahr introduced the first item of business which was the Chief's request to purchase two sets of gear at a total cost of \$3,852.00.

Commissioner Bellizio made a motion to purchase the two sets of firefighter turnout gear at a cost of \$1,926.00 per set at a total cost of \$3852.00 from Absolute Fire Protection, seconded by Commissioner Potts. The motion was then amended by Commissioner Bellizio to spend up to \$3,900.00. No discussion.

Roll Call:

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

Commissioner Potts made a motion to purchase six 5-Gallon containers of

Class B Foam at a cost of \$582.00 from TASC Fire Apparatus, seconded by Commissioner Young. No discussion.

Roll Call:

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

Commissioner Spahr stated that due to the Chief 200 vehicle work needed to be done is under Mr. Wolfe's authorized spending amount of \$500.00, the Board is authorizing Mr. Wolfe to oversee and make any decisions necessary to complete the job.

Commissioner Bellizio made a motion to spend up to \$675.00 to complete the pump tests on Engine 204, Engine 208, and Tower 201 by Technical Fire Services, once the maintenance work on each piece of apparatus is complete, seconded by Commissioner Smith. No discussion.

Roll Call:

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

Commissioner Spahr introduced the discussion on the work needed to be done on the alarm panel and alarm system at Station 20. Commissioner Spahr is concerned and wanted to discuss the idea of getting quotes from other outfits. However, after some lengthy discussion, it was decided that since the district is currently under contract with Fire Security Technologies and it would be in our best interest to have the work completed by them so we do not void the contract. Furthermore, it is understood that if an outside company were to come in, they may not do work on another companies panel and or system without having the district enter a contract with the new company. It was stated that since entering this contract with Fire Security Technologies, we have yet to have a bad experience with them. Outside of the work needed to be completed on the fire alarm panel, some detectors must also be replaced as well. Once again, after some lengthy discussion, it was decided to have the work done by Fire Security Technologies. That was due to Fire Security Technologies being the inspecting company who knows which heads need to be replaced and if the district were to get quotes for the work to be completed, an outside company would have to re-inspect and then replace the detectors. It was once again stated that we are in a contract with Fire Security Technologies to complete such inspections and work such as this. A motion was first made by Commissioner Bellizio to have the detectors replaced and tested at a cost of \$2,220.00 and for the work to be done by Fire Security Technologies, seconded by Commissioner Potts. No discussion.

Roll Call:

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

A motion was then made by Commissioner Smith to complete the needed work on the alarm panel at Station 20 at a total cost of \$6,500.00 to be completed by Fire Security Technologies, seconded by Commissioner Bellizio. In addition, Commissioner Young stated that the Board now must take into consideration projects that were planned for later this year may need to be rescheduled since ones such as the alarm panel take precedence.

Roll Call:

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

Lastly, Mr. Wolfe announced that he did purchase a new fax machine for Station 20 at a total cost of \$100.00 from Shanahan's. The new machine has been installed and is now in working order.

VOUCHER LIST

Commissioner Young stated that everyone should have a copy of the Voucher List and there is one addition to the list. That addition is EE, Clough Harbour & Associates at a total of \$1,188.00. Commissioner Bellizio made a motion to accept the Voucher List as amended, seconded by Commissioner Smith.

Roll Call:

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

ADDRESS FROM THE FLOOR

Chief Brian Spahr spoke of a few topics that were not mentioned in his report. He stated that the Middlesex County Fair is still scheduled for the beginning of August, however he has yet to hear from anyone about stand-by crews and that the department is still interested in attending. Secondly, due to recent brush fires and brush fire season primarily being in the summer months, the Chief and Assistant Chief have spoken about reaching out to the State Forest Fire Service or other agencies for brush fire coats. This was brought up so that members would not have to wear their heavy structural firefighting coats to fight forest fires.

ADJOURNMENT

Commissioner Smith made a motion to go into Executive Session, seconded by Commissioner Young. Meeting moved into closed session at 9:00pm. Executive Session ended at 9:50pm and returned to the Regular Meeting. A motion to adjourn was made by Commissioner Bellizio, seconded by Commissioner Young at 9:50pm.

Respectfully Submitted,

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

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2010

FIRE RUNS

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

30 Total Runs for 270.07 Man-Hours

50

DEPARTMENT ACTIVITIES

1 Regular Department Monthly Meeting
1 Work Night
2 Training Sessions/Drills
Office of Emergency Management Mtg
1 Board of Fire Commissioner's Monthly mtg
1 Line Officer's Meeting
Public Relations
? Committee Function
1 Chief's meeting
Training detail

234.61 Man-Hours

Total Man-Hours for June 2010: 504.68

Referrals To Fire Safety – 7

On Scene Called - 5

Coordinators Report

July 19, 2010

- Fire Security Technologies was at both stations to do sensitivity testing on the smoke detectors in both stations. There is one detector in Station 21 I reported last month and 27 in Station 20. It is reported that 12 failed the test and will have to be replaced. I have a quote of \$2,220.00 to replace the 12 detectors. The panel in Station 20 is in fault mode for a fuse blown and would need a circuit board. The panel is out dated and it is not cost affective to replace the circuit board. I have a quote for an upgrade or new panel of \$6,500.00.
- Last month I reported on the high pressure that develops in the fire sprinkler system. I contacted Quick Response Fire Protection for a quote on installing an expansion tank to relieve the high pressure in the system. As of this date I have not received the quote.
- Truck 201 was scheduled to go to Absolute Fire Protection for the installation of the rear view camera. While it is there some service work will be done on the Bronto unit as well as some minor maintenance work. The truck will have to be rescheduled.
- Pumper 206 is out of service for warranty work as well as the installation of the rear view camera.
- There are some problems with Pumper 208 that need to be addressed as soon as Pumper 206 returns. It looks like we should send it to Atlantic Detroit for the maintenance. I think Atlantic has the most qualified mechanics to work on it.
- The Chief's car 200 has to have the tailgate repainted again and new gold leaf put back on it. The cost \$360.00.
- I received another quote to do the pump test on the two pumpers and the pump on the aerial. I will have the tests done when we complete all the maintenance work on the trucks. Quote of \$225.00 for each pump.

RESOLUTION #10-22

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2009 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

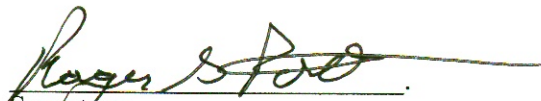
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2009, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON 7-19-2010.

7-19-2010
Date


Secretary

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

CORRECTIVE ACTION PLAN

RESOLUTION # 10-23

WHEREAS, in accordance with the Government Auditing Standards, it is necessary for the fire district to prepare a Corrective Action Plan as part of the annual audit process; and

WHEREAS, it is further required that all findings and recommendations contained in the audit report be addressed by the chief financial officer of the Fire District by means of a Corrective Action Plan, which will address the method of resolving any problems as set forth in the findings and recommendations of the audit report; and

WHEREAS, said Corrective Action Plan is to be submitted to the Division of Local Government Services and placed on file with the Clerk or Secretary of the Fire District within 60 days from the date the audit is received by the fire district.

NOW, THEREFORE, BE IT RESOLVED by the fire district, as follows:

1. The Corrective Action Plan as attached is hereby adopted by the fire district in accordance with applicable statutory law or regulations.
2. A copy of same shall be forwarded to all appropriate parties.

Certified by me
this 19th day of July, 2010

Roger S. Post
Secretary

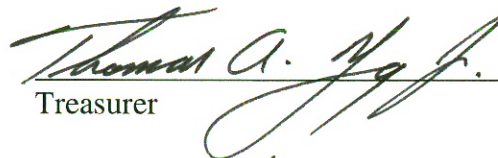
SOUTH BRUNSWICK TOWNSHIP FIRE DISTRICT NO. 2
CORRECTIVE ACTION PLAN
2009 AUDIT FINDINGS

Finding

1. Description:
Required signatures on vouchers are not followed.
2. Analysis:
Vouchers are required to have a claimant and receipt of goods certifications.
3. Corrective Action:
Required signatures on vouchers will be more closely followed.
4. Implementation Date:
Immediately.

Finding

1. Description:
Required certification of the availability of funds on contracts was not followed.
2. Analysis:
All contracts are required to have a certification of the availability of funds.
3. Corrective Action:
Treasurer's certificate of the availability of funds will be prepared for all contracts.
4. Implementation Date:
Immediately.



Treasurer

7/19/10

Date

RESOLUTION 10-24
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE JULY 19, 2010
MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public

NOW, THEREFORE, BE IT RESOLVED, that the July 19, 2010, meeting of the Board of Fire Commissioners, Fire District No 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matter discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on July 19 , 2010



ROGER S. POTTS/ CLERK