

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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Regular Meeting  
Third Monday at 7:30 P.M.  
Monmouth Junction Fire House

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

## ***AGENDA*** ***August 15, 2011***

**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 2011.

**2. *Roll Call***

**3. *Address From the Floor***

**4. *Approval of Minutes July 18, 2011***

**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 Proposed Change to Policy #004,  
Incentive Programs for Firefighters
- B. Initial Discussion on Changes to Policy #001,  
Implementation or Change to Board Policy
- C. Items Timely and Important

**7. *Voucher List***

(See Attached)

**8. *Address From Floor***

**9. *Adjournment***

***Voucher List***

<b><i>A</i></b>	Christine Smith	\$80.00
<b><i>B</i></b>	Supermedia LLC	19.95
<b><i>C</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>D</i></b>	Midco Waste # 689	169.75
<b><i>E</i></b>	Verizon Wireless	304.30
<b><i>F</i></b>	PSE&G Co.	2,064.18
<b><i>G</i></b>	Alan Landscaping, LLC	1,618.75
<b><i>H</i></b>	Verizon	331.39
<b><i>I</i></b>	Empire Fitness Services, Inc.	187.00
<b><i>J</i></b>	United Communications Corp.	65.85
<b><i>K</i></b>	Shanahan's Office Solutions	353.64
<b><i>L</i></b>	Home News Tribune	59.94
<b><i>M</i></b>	Valley Distributors	243.87
<b><i>N</i></b>	Donald C. Rodner, Inc.	206.85
<b><i>O</i></b>	Donald C. Rodner, Inc.	565.98
<b><i>P</i></b>	Harvey S. Weingarten, M.D., PA	3,580.00
<b><i>Q</i></b>	Harvey S. Weingarten, M.D., PA	3,607.00
<b><i>R</i></b>	Harvey S. Weingarten, M.D., PA	3,710.00
<b><i>S</i></b>	Harvey S. Weingarten, M.D., PA	3,175.00
<b><i>T</i></b>	Travelers	2,268.00
<b><i>U</i></b>	New Jersey Fire Equipment Co.	240.00
<b><i>V</i></b>	Monmouth Junction Vol. Fire Department	167.45
<b><i>W</i></b>	Monmouth Junction Vol. Fire Department	7,650.00
<b><i>X</i></b>	Quest Diagnostics	212.70
<b><i>Y</i></b>	The Princeton Packet	72.66
<b><i>Z</i></b>	Scott Smith	30.57
<b><i>AA</i></b>	Matt Pinter Door Company	450.00
<b><i>BB</i></b>	Gino's Auto Body Shop	287.00

approved 9/19/11  
JS

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
August 15, 2011

**1. CALL TO ORDER:**

The meeting was called to order by Chairman Spahr at 7:30 p.m. 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. Potts  
Comm. Young  
Comm. Spahr  
Comm. Bellizio

**4. ADDRESS FROM THE FLOOR**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the July 18, 2011 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

**6. PROFESSIONAL REPORTS**

**Chief's Report:**

Chief Brian Spahr reviewed the July 2011 Activity Report (see attached).

Chief Spahr reported that the three Township Fire Departments will be moving forward to change the title of Assistant Chief to Deputy Chief by the end of the year in order to keep in line with neighboring communities.

D.J. Pollard resigned as Lieutenant and requested a leave of absence from the department for personal reasons. We are currently operating down one officer and will look to fill that position at the September Fire Department meeting.

The Fire Department attended the National Night Out event at Rowland Park and the Middlesex County Fair in East Brunswick.

Chief Spahr made a request to purchase 8 flashlights at a total cost of \$663 through The Fire Store.

**District Coordinator's Report:**

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



Highlights of the report are:

The driver's side mirror and the hydraulic pump for the ladder rack on Engine 206 were repaired by Fire & Safety. Subsequent to the repair and following a call, the ladder rack would not raise when tested. Fire & Safety returned and the rack is working properly at this time.

The damage to the cab on Engine 208 was repaired by Gino's Auto Body on August 10<sup>th</sup> at a cost of \$287. The truck is back in service.

The technician from Carrier was on site on August 1<sup>st</sup> to replace the bypass sensor for the office HVAC. The technician returned on August 3<sup>rd</sup> to check the thermostat in the conference room as it was not working. The technician reset the thermostat and all systems are working.

A technician from Donald C. Rodner responded to the HVAC not working in the meeting room/front hallway. It was determined the compressor on the roof was experiencing a drop in voltage due to the extreme heat. He cleaned the coils and reset the breaker. The breaker tripped again the following weekend. The unit was reset and the system has been operating properly ever since. The cost for this repair is on the voucher list for \$206.85.

A second invoice for Rodner is on the voucher list for the final quarterly payment for the preventive maintenance contract from November 1, 2010 through October 31, 2011. We may want to discuss renewing with the company or looking for another vendor that can better service the entire system.

Donald Rodner was on site August 11<sup>th</sup> to perform quarterly maintenance on the HVAC units at Station 20. The only recommendation is to replace the hot water circulator pump in the loft which is leaking. Coordinator Smith received a quote of \$750 to replace the pump.

Empire Fitness Services was on site on July 20<sup>th</sup> to perform the preventive maintenance of the weight room equipment. All equipment is in good condition. No repairs were warranted. The cost was \$187.

Alan Landscaping was at Station 20 on August 2<sup>nd</sup> to perform the tree trimming.

Coordinator Smith took Car 200 (2005 Ford Expedition) to Malouf Ford to have a spare key made. The cost was \$114.50 and was charged to the Fire Department's credit card.

Coordinator Smith ordered two remote start key chain remotes for Car 210 (2003 Ford Explorer). The remotes were ordered directly from the manufacturer. One remote has been programmed and is working properly. The other remote will be kept as a spare and can be programmed at any time. The cost for the remotes came to \$57.50 and was charged to the Fire Department's credit card.

Rich Crawford from the Public Works Road Department inspected the deteriorating catch basins in the parking lot at Station 20. He indicated that DPW will make the repairs.



A personal protective equipment inspection protocol has been developed to inspect the firefighter's turnout gear at a minimum of every 6 months. The records will be kept in a binder on file in the Chief's office and will include a list of what to look for and a form to complete certifying that the gear was inspected.

On August 2<sup>nd</sup>, a technician from Matt Pinter Door Company performed preventive maintenance on the engine bay doors and openers at both stations. The air pressure safety sensors and switches on the bottom of the three bay doors at Station 20 needed to be replaced due to wear. The cost for the maintenance and repair came to \$450. At Station 21, all four bay doors have the air pressure sensors on the bottom of the door. However, only the First Aid Squad's bay door has the motion sensor. A quote will be provided to have the sensors installed on the other three doors at Station 21.

Coordinator Smith has updated the forms regarding the District's Line of Duty Death & Serious Injury policy. The forms are kept in folders in the apparatus and command vehicles. He also updated a power point presentation that is used to review the policy with the firefighters. He will work with Chief Spahr to have this scheduled in the future.

Coordinator Smith has been working on the pre-plan system and developed a list of new buildings in need of pre-plans along with existing buildings in need of updates. He completed 9 pre-plans in June and 12 in August. Going forward, his goal is to complete 10 pre-plans per month.

Based on a conversation with Comm. Young, Coordinator Smith will look to provide a report next month on the usage of Firehouse Software in order to give everyone a better understanding of how we use the program along with additional information on the status of the pre-plans.

**Insurance:**

We received a bill from Traveler's in the amount of \$2,268 for the balance of the 2011-2012 worker's compensation coverage following the 2010 final audit.

**Treasurer's Report:**

On August 10<sup>th</sup>, Comm. Young mailed back to the auditor the representation letter. The letter was signed by Chairman Spahr, Comm. Potts and Comm. Young.

Comm. Young reported that two checks were received from South Brunswick Township. The first check for \$250 was deposited on July 2<sup>nd</sup> for the Primary Election use of the building. The second check for \$1,200 was deposited on July 29<sup>th</sup> for the first half of the Dedicated Penalty Monies for 2011.

The financial reports were distributed to the Commissioners and no problems are noted at this point with the budget.

**Joint Code Enforcement Board Representation:**

Comm. Bellizio reported that the next regular meeting is Wednesday August 17<sup>th</sup>. Chairman Spahr asked if anyone wanted to go with Comm. Bellizio to personally contact the other two Fire



Districts regarding their lack of attendance in the past. Chairman Spahr stated he will be here on Wednesday evening.

### **Legislative Report:**

Comm. Potts reported that he has received multiple e-mails regarding a rumor that the State Division of Fire Safety will be eliminated. It appears that the Department of Community Affairs wants to relocate all of the bureaus within the Division of Fire Safety to other departments in order to obtain all money generated during fire inspections. There will be more to come on this topic.

## **7. ORDER OF BUSINESS**

### **Policy Change 004**

Coordinator Smith reviewed the change to Policy #004, Incentive Program for Firefighters. This policy change was proposed in July as part of Chief Spahr's recommendation. During the discussion, Comm. Young asked if this policy change will be passed next month. Comm. Bellizio said the final discussion will be at the next meeting on September 19<sup>th</sup>, with the effective date starting December 1, 2011.

### **Policy Change 001**

At Comm. Young's request, Coordinator Smith drafted a change to Policy #001, Implementation or Change to Board Policy. This was done in order to clarify the policy implementation or change process, which is confusing as it is currently written. According to the draft policy change, any new policy or change to an existing policy will be a three meeting process. During the discussion, Comm. Young asked that if we had an emergency and had to change something immediately, would we still have to wait three months or can we bypass this procedure. Comm. Bellizio stated that we can always do an emergency resolution. The proposed change to Policy #001 will be discussed again in September and October with possible implementation at the October meeting.

### **Timely and Important**

A motion was made by Comm. Bellizio to authorize the purchase of 8 flashlights at a price of \$663 from The Fire Store seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion was held concerning the hot water circulator pump in the loft that leaks when it runs. The cost for parts and labor comes to \$750. Chairman Spahr would like to see it fixed and a timer installed so it does not run constantly. Comm. Young stated that he would like to see it fixed as well. Chairman Spahr requested to put a hold on this item and defer it to the next meeting.

Chairman Spahr reported that the flag pole light at Station 21 has been out for some time. He further reported that the District is responsible for the care of the outside of the building under our contract and that this falls under that responsibility. The estimate to install a new flag pole light at Station 21 is \$350 (\$250 for the fixture and lamp and \$100 for cement, conduit and wire). After discussion, Chairman Spahr will work with Coordinator Smith to install a new light. No special approval is needed as the estimate falls under the \$500 authorized spending limit.

Comm. Potts commended Coordinator Smith on a very nice Coordinator's Report.

Chairman Spahr noted that nothing has changed since last meeting regarding the energy audit and that we are anticipating a mid-October start.

Comm. Young asked the Board to start thinking about our budget needs for next year. We will start discussions next month.

Comm. Young mentioned that the tax rate for 2011 came in at 4 cents. We budgeted at 3.9 cents and we do not have the advantage of knowing what our rateables are. He sent an email to the Assessor to get the final actual ratable base for all three districts. He anticipates the ratable base will go down again next year, which will put pressure on the 2012 budget.

#### **8. VOUCHER LIST**

Comm. Bellizio made a motion to approve the Voucher List as posted seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **9. ADDRESS FROM THE FLOOR**

No one from the floor desired to address the Board.

Motion made by Comm. Young seconded by Comm. Bellizio to adjourn the meeting. Meeting adjourned at 8:35 pm.

The next meeting of the Board will be September 19, 2011 at 7:30 pm.

Respectfully Submitted

Christine Smith, Recording Secretary



Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
July 2011

**FIRE RUNS**

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

**33 Total Runs for 202.18 Man-Hours**

**DEPARTMENT ACTIVITIES**

- 1 Regular Department Monthly Meeting
- 1 Work Detail
- 1 Work Night
- 2 Viewing
- 1 Line Officer's Meeting
- 1 Funeral
- 1 Public Relations
- 1 Board of Fire Commissioner's Meeting
- 1 Drill

**250.12 Man-Hours**

**Total Man-Hours for July 2011: 501.05 (Including Training)**

*Referrals To Fire Safety -13*

*On Scene Called - 3*

## Fire District Coordinator's Report August 15, 2011

- Fire & Safety was at Station 21 on July 21<sup>st</sup> to replace the driver's side mirror and the hydraulic pump for the ladder rack on Engine 206. Both items were replaced and were in proper working order at that time. After returning from a call on Sunday July 24<sup>th</sup>, the rack was lowered and would not raise. After several tries, the rack finally raised back into the storage position. The mechanic from Fire & Safety came back on July 25<sup>th</sup> and found the rack to be working properly after repeated deployment. We will have to keep an eye on this going forward.
- As discussed last month, I asked Rich Matticoli from Gino's Auto Body on Route 27 to stop by the station to look at the damage to the cab on Engine 208 and provide a quote for the repair. Total cost for the repair would be \$287.00. As the cost was below \$500, the repair was scheduled for August 10<sup>th</sup> with the work completed and the truck back in service the following day.
- The technician from Carrier was on location on August 1<sup>st</sup> to replace the bypass sensor for the office HVAC system. The system was down from June 30<sup>th</sup> to August 1<sup>st</sup>. While speaking with the technician, he provided guidance to Commissioner Spahr and myself on questions to ask when the systems are upgraded as part of the energy audit in order to have a better understanding of the systems in place as well as how to monitor the system and address any issues that arise. I had the tech from Carrier respond back on August 3<sup>rd</sup> as the thermostat in the conference room was not working, which was the thermostat the tech connected to when making the repairs earlier in the week. The thermostat was reset and all systems appear to be working properly.
- The HVAC for the meeting room/front hallway stopped working sometime in the early evening on July 21<sup>st</sup>. I contacted Donald C. Rodner on July 22<sup>nd</sup> and a technician was on site that afternoon. He determined that the compressor on the roof was experiencing a drop in voltage due to the high temperature outside. He cleaned the coils and reset the breaker inside the unit. He stated that until there was a drop in the ambient temperature of about 5-10 degrees, there was still the potential for the circuit breaker to trip, which occurred again that weekend. I reset the unit on July 25<sup>th</sup> and it appears to have been working properly since. The invoice for this emergency service is on the voucher list in the amount of \$206.85
- There is a second invoice for Rodner on the voucher list for the final quarterly payment of the preventive maintenance contract running from November 1, 2010 to October 31, 2011. We have not yet received a contract renewal from Rodner, but after the most recent issues with the HVAC units at Station 20 and speaking with Chairman Spahr, we may want to discuss renewing with this company or looking for another vendor that can better service the entire system.



- Donald C. Rodner was on site on August 11<sup>th</sup> to perform the quarterly maintenance on the HVAC units at Station 20. The only recommendation would be to replace a circulator pump in the loft which is leaking. I am waiting on a quote for the repair.
- Empire Fitness Services was on site on July 20<sup>th</sup> to perform the preventive maintenance of the weight room equipment. All of the machines were checked and found to be in good condition, with no repairs needed. Total cost came to \$187.00.
- Alan Landscaping was at Station 20 on August 2<sup>nd</sup> to perform the tree trimming around the site as approved last month.
- I took Car 200 (2005 Ford Expedition) to Malouf Ford in North Brunswick on July 22<sup>nd</sup> to have a spare key made. The car originally came with two keys; however, one of the keys was used for the remote starter and had to be mounted on the starter unit. The cost came to \$114.50 and was charged to the Fire Dept.'s credit card.
- I ordered two new remote start key chain remotes for Car 210 (2003 Ford Explorer), as both original remotes are broken. The remotes were ordered directly from the manufacturer, as the business that installed the remote starter has gone out of business and there are no vendors in the area. We received the new remotes and one was programmed and working properly. The other remote will be kept as a spare and can be programmed at any time. The cost came to \$57.50 and was charged to the Fire Dept.'s credit card.
- Rich Crawford from the Public Works Road Dept. was at Station 20 last month to inspect the deteriorating catch basins in the parking lot, as was discussed last month. He stated that the DPW will make the repairs, which will require cutting out around the basins and re-blacktopping. He did not give a timeline for the repair.
- In working with the Chief, I developed a personal protective equipment inspection protocol where we inspect the firefighter's turnout gear at a minimum of every 6 months. This includes a list of what to look for on each item, as well as a form to fill out certifying that the gear was inspected. These records will be kept in a binder on file in the Chief's office.
- I scheduled a tech from Matt Pinter Door Company to perform preventive maintenance on the engine bay doors and openers at both stations, which was completed on August 2<sup>nd</sup>. They found that the air pressure safety sensors and switches on the bottom of the three bay doors at Station 20 needed to be replaced due to wear. Total cost for maintenance and repair came to \$450. In speaking with the tech, he stated that he just installed beam sensors on the doors at one of the North Brunswick Fire Stations after they received a visit from PEOSHA. All of the bay doors at Station 20 are equipped with both air pressure sensors and beam sensors. At Station 21, all four bay doors have the air pressure sensors on the bottom of the door. However, only the First Aid Squad's bay door has the motion sensor. They will be providing a quote to have the sensors installed on the three doors at Station 21.



- I reviewed the District's policy on Line of Duty Death & Serious Injury, as well as the information folders Doug created when the policy was first adopted back in 2002 that contains all of the necessary forms. In reviewing the folders, I was able to obtain updated copies of all of the forms, additional information on the pension available through the State to firefighters killed in the line of duty, as well as information on the Public Safety Officers Benefit program offered through the Federal Government. These folders are kept in the apparatus and command vehicles, and have all been updated. I also updated a power point presentation we developed several years back to review the policy and folders with our firefighters, and will work with the Chief to get this scheduled sometime in the future.
- Over these several months I have been working on our pre-plan system. During this time I have developed a list of new buildings in need of a pre-plan or those existing buildings in need of an update. I was able to complete 9 pre-plans in June and 12 in August. Going forward, it is my goal to complete at least 10 pre-plans per month.
- After speaking with Commissioner Young, I will look to provide a report next month on our usage of Firehouse Software to give everyone a better understanding of how we use the program, as well as additional information on the status of our pre-plan system.

**Insurance:**

- We received a bill from Travelers in the amount of \$2,268.00 for the balance of the 2011-2012 workers compensation coverage following the 2010 final audit.