

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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

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

AGENDA ***October 17, 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 September 19, 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. Third Discussion on Proposed Change to Policy #001,
Implementation or Change to Board Policy
- B. Initial Discussion on Changes to Policy #009,
Restricted Duty for Firefighters
- C. Discussion on Station 20 HVAC System Repairs & Service Agreement
- D. Discussion on District Coordinator's Purchasing Limit
- E. Discussion on Firefighter Physicals
- F. 2012 Budget Discussion
- G. Resolution #11-25, Closed Session to Discuss Personnel & Deputy Fire
Official Interlocal Agreement
- H. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

A	Christine Smith	\$80.00
B	Supermedia LLC	19.95
C	Kleen-Tec Maintenance, LLC	415.00
D	Midco Waste # 689	169.62
E	Verizon Wireless	304.38
F	PSE&G	2,427.34
G	Alan Landscaping, LLC	668.75
H	Alan Landscaping, LLC	650.00
I	Verizon	334.48
J	K.C. Service	278.95
K	Main Electric Supply Company, Inc.	284.97
L	Preferred Batteries	93.10
M	McMaster Carr Supply Co.	375.00
N	B & K Service	475.00
O	VFIS	500.00
P	Pioneer Products, Inc.	224.82
Q	Scott Smith	133.15
R	Absolute Fire Protection Co.	176.00
S	Matt Pinter Door Company	1,420.00
T	Roth Bros., Inc.	765.54
U	Roadway Rescue, LLC	450.00
V	BatteryZone, Inc.	135.45
W	TASC Fire Apparatus, Inc.	315.39
X	Monmouth Junction Vol. Fire Department	380.18
Y	Monmouth Junction Vol. Fire Department	61.87
Z	Cummins Power Systems, LLC	1,590.00
AA	Township of South Brunswick	26,380.05
BB	Township of South Brunswick	7,636.22
CC	Township of South Brunswick	9,000.00
DD	Middlesex Welding Sales	40.00
EE	Uni Select USA	45.69
FF	Trugreen #4910	500.00
GG	Georgia Steel & Chemical Co., Inc.	180.14
HH	Q.R.F.P. Special Services	675.00
II	Cascade Subscription Service, Inc.	76.00
JJ	Atlantic Detroit Diesel-Allison, LLC	1,857.85
KK	Hights Electric Motor Service, Inc.	489.59
LL	Brian Spahr	427.69

Approved 11-21-11
RS

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 17, 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. Bellizio
Comm. Potts
Comm. Young
Chairman Spahr

4. ADDRESS FROM THE FLOOR

Fire Dept. Vice President Justin Rogers addressed the Board regarding the glass for the member's room. The design has been finalized and will take about 15-20 days to be delivered and installed by Image Glass. Chairman Spahr asked if the glass was safety glass and Justin confirmed that it is.

Justin also requested permission to hang pictures in the member's room. The idea was to hang one picture over each table, as well as a separate picture of each apparatus either by the windows or behind the TV. The consensus of the Board was to allow the hanging of the pictures over the tables, but that the 10 pictures of the apparatus would be too much. Chairman Spahr suggested a bigger picture of all the apparatus to be hung between the windows instead.

5. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Bellizio to approve the minutes of the September 19, 2011 regular meeting as posted. 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 September 2011 Activity Report (see attached).

The fire prevention week open house was held this past Saturday, October 15th. Approximately 250 people attended the event and a lot of positive feedback was received from the public.

The Township's Chiefs are working on revising their respective box plans. The revised plans will help the dispatchers by having the same format for all three Fire Departments.

The Fire Department has two new members. One new firefighter, Tim Bogus, is responding from Station 20 and will be attending Firefighter I in the January-February time frame. A new junior member, Michael Maher, will be responding from Station 21.

All 3 companies held a joint classroom drill on the topic of new vehicle technology, presented by Roadway Rescue. The cost of the program will be split between the 3 companies.

We are going to the Mercer County Fire Academy this Thursday for a live burn drill. We are looking to wrap up our drills in early November, and will end with 21 or 22 drills for the year.

District Coordinator's Report:

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

Coordinator Smith has received a quote from OK Enterprises to replace several desktop computers. Comm. Young stated that the current computers are old and need to be replaced. Comm. Bellizio indicated that if we do not buy monitors, we will save some money. Comm. Bellizio asked to see how old Coordinator Smith's computer is first. Chairman Spahr said to carry this to next month.

Insurance:

Coordinator Smith reviewed the Insurance Report (see attached).

Treasurer's Report:

Comm. Young reported that one check was received from South Brunswick Township for the 3rd Quarter Taxes in the amount of \$207,216.25.

The latest 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 attended District 3's regular board meeting last month. He passed along the message that he was disappointed in their lack of attendance at the Joint Board meetings. District 3 reported that their overall feeling is that the Joint Board does not hold any power and that they would like to see that Board dissolved unless it has some type of authority. Comm. Bellizio feels that we should not stop the quarterly Joint Board meetings until it is officially dissolved by the Township. Comm. Bellizio stated that he spoke with Larry Rosenberg from District 1 and that he will attend the next Joint Board meeting in November with one or two other representatives to discuss the future of the Joint Board. Larry stated that he would like to see the three boards get together at least two times a year. Comm. Potts stated that he would like to see some type of meeting between the Districts, especially with the push within the State regarding shared services.

Comm. Potts mentioned that a fire inspector was hired. He stated that he was concerned that the District was not involved with the interview process, as has been past practice. Mr.

Potts stated that we should be involved in the hiring process, even if the Joint Board is dissolved.

Legislative Report:

Comm. Potts met with Bill Caruso last month. Mr. Caruso contacted the lobbyist for the State Association of Fire Districts and was advised that the school board and general elections would be combined. Comm. Potts did some research at the DCA and found that an average of \$1,500 is spent per fire district election. It appears that the fire district elections will remain separate from the other elections.

7. ORDER OF BUSINESS

Third Discussion on Proposed Change to Policy #001, Implementation or Change to Board Policy

A motion made by Comm. Young seconded by Comm. Potts to adopt the proposed changes to Policy 001. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Initial Discussion on Changes to Policy #009, Restricted Duty for Firefighters

Chief Spahr brought this to the Board regarding members who become injured outside of the line of duty. The biggest issue is that there have been comments by the members about the overall stats and monetary benefit. Chief Spahr proposed that if a member is out for a 2 month period, the overall stats would be based on 10 months instead of 12 months. Comm. Potts said this cannot be done with LOSAP. Comm. Young said the incentive program is awarded by the Fire Department and does not come into play with District policy. Chairman Spahr stated that the intent of the incentive program is to keep people here as long as we can. Chairman Spahr inquired as to how many people have complained about the current policy. Chief Spahr said a handful of members have complained. Comm. Potts feels there will be a problem if someone is active for 10 months and qualifies, and someone active for 12 months misses out. Chairman Spahr said that this could turn into a record keeping nightmare. Comm. Potts stated we certainly do not want to penalize a good member who gets injured. Chairman Spahr's concern is there will be a way to abuse it. Chief Spahr said that a doctor's note is needed indicating that the member is out of service and a doctor's note is needed before returning to service. Chief Spahr said we do not need an answer tonight.

Discussion on Station 20 HVAC System Repairs & Service Agreement

Coordinator Smith indicated he has not received an update from Sterling on the repair to the office HVAC system. The only other option is a quote from Carrier for \$3,065 to make repairs, which is approximately \$200 more than Sterling. Chairman Spahr said that Sterling works for Tri-State, who has the contract to perform the work as part of the Energy Audit. Comm. Young suggested giving Sterling one week to call us back and if they do not respond, we get someone else to fix it. Coordinator Smith will call Sterling again. If there is no response, he will contact Carrier to make the repairs.

Coordinator Smith received a maintenance contract renewal from Donald C. Rodner for quarterly maintenance of the HVAC systems at Station 20 for \$2,263.91. This is the same amount for the last several years. Coordinator Smith stated that he received a quote from Carrier to provide the maintenance at a cost of \$5,200. The current contract with Rodner expires at the end of October. Coordinator Smith recommended renewing the contract with Rodner.

Discussion on District Coordinator's Purchasing Limit

Coordinator Smith requested clarification on his spending limit of \$500 without approval at a regular meeting. Comm. Potts stated that a policy should be drafted. Chairman Spahr asked Coordinator Smith to draft a policy for the next meeting.

Discussion on Firefighter Physicals

Coordinator Smith was asked by Chairman Spahr to research other doctors in the area that can conduct the annual firefighter physicals, as there have been complaints regarding the wait at Dr. Weingarten's office. Coordinator Smith put together a spreadsheet outlining the cost breakdown between Dr. Weingarten, Access Health, and Urgent Care. Access Health, based in North Brunswick, will come to the station to perform the physical, but needs a minimum of 15 people per appointment. Kendall Park used Access Health, but they switched to Urgent Care on Route 27 after having difficulty with follow-up appointments. Chairman Spahr said the hardest problem would be getting 15 guys to come in at a time. Chairman Spahr said if we are going to switch, we will need to do this by December. Coordinator Smith also recommended updating the current exam to one exam for all of the firefighters, regardless of age. It was decided to table this discussion until next month.

2012 Budget Discussion

Comm. Young reviewed the preliminary 2012 budget (see attached). There will be a line-by-line review of the budget at the next meeting.

Resolution #11-25, Closed Session to Discuss Personnel & Deputy Fire Official Interlocal Agreement

Comm. Young moved for a close session seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Timely and Important

Motion made by Comm. Bellizio authorizing Coordinator Smith to spend up to \$600 to replace the mirrors on Truck 209 seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith received a quote from TruGreen to do an overseeding and aeration of the lawns at both stations, as well as a lime treatment. It was decided that the overseeding is not necessary and that only the lime treatment should be done at a cost of \$440.

Motion made by Comm. Bellizio authorizing up to \$11,700 to Excel Painting and Construction to perform power washing, mortar crack repair and seal coating of the

exterior walls at both stations seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.
Comm. Potts made a motion authorizing Alizio Seal Coating to seal the cracks in the parking lots at both stations at a cost of \$1,500 seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

The purchase of new desktop computers has been tabled until the November meeting.

A motion made by Comm. Potts authorizing the renewal of the Station 20 HVAC systems maintenance contract with Donald C. Rodner in the amount of \$2,263.91 seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

8. VOUCHER LIST

Comm. Young indicated item LL for Brian Spahr in the amount of \$427.69 has been added to the Voucher List. A motion made by Comm. Bellizio to move the Voucher List as amended 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.

Comm. Young moved to go into Executive Session.

The meeting was adjourned at 10:00 pm.

The next meeting of the Board will be November 21, 2011 at 7:30 pm.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2011

FIRE RUNS

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

43 Total Runs for 333.92 Man-Hours

DEPARTMENT ACTIVITIES

1 Regular Department Monthly Meeting
1 Work Detail
1 Work Night
1 Line Officer's Meeting
1 Chief's meeting
2 Public Relations
1 Board of Fire Commissioner's Meeting
3 Drill

92.94 Man-Hours

Total Man-Hours for September 2011: 426.86 (Excluding Training)

Training Hours=162.00

Referrals To Fire Safety -14

On Scene Called - 5

Fire District Coordinator's Report October 17, 2011

- Doug and I made repairs to the two water closets in the men's room on September 22nd, which were both leaking.
- Ken Kersch installed the new hosebed cover on Engine 204 on September 23rd. The cover looks great and it should last us for some time.
- Alan Landscaping was on site on September 27th to remove the stump from the tree that came down during the hurricane. They put down top soil and grass seed, as well as trimmed the bushes and shrubs in front of the building.
- I have scheduled the hose testing to be done on Monday October 31st at Station 20 and am still trying to schedule the air pack testing.
- I ordered the replacement circulator pump from Pex Supply and the unit was installed on September 30th by one of the plumbers from the Board of Education. Commissioner Spahr installed a programmable timer on the unit and I have set it to run several times a day. We saved over \$500.00 by doing the work ourselves, compared to the quote from Donald C. Rodner.
- Atlantic Detroit Diesel Allison was at Station 21 on September 29th & 30th to look at the Jacobs engine brake on Engine 204. They had worked on the truck at their facility back in June and thought they fixed it. After running the truck several times, we found that the issue was still not corrected. The mechanic determined that two solenoids, one on each side of the V-8 engine, needed to be replaced. The parts were replaced and the truck is running properly at this time.
- Matt Pinter Door Company was at Station 20 on 9-27-11 to re-install a bracket on the center bay door, which was pulling out from the wall. They were at Station 21 on 9-28-11 to install the photo eyes on the three bay doors. Although they originally thought they would have to replace two of the openers, there were able to get the photo eyes to work when they returned on 9-30-11. Now, all bay doors in both stations have the pressure switches and photo eyes.
- I changed the oil in pick-up 209 on September 30th, as well as removed the running boards on each side as they were badly deteriorated. Dave Furch from Public Works inspected the undercarriage of the truck, as well as replaced the front brake pads, adjusted the rear brakes, and installed new front shocks. Both rear view mirrors on the truck need to be replaced, as one is cracked and both will not swivel outward, making hauling a trailer difficult. I have one price so far from Malouf Ford, at a total of \$560.47. I would like to get approval to spend up to that amount to replace the mirrors.

- TruGreen was at both stations on September 30th to do the fall lawn treatment. They have recommended doing a lime treatment as well as aeration & over-seeding at both stations. Cost is \$1,240.00 for Station 20 and \$380.00 for Station 21, for a total of \$1,620.00.
- I replaced the vinyl trim seal on one side of two of the bay doors at Station 20 on October 3rd, as the trim had become brittle and cracked. I used the remaining new seal that we had on hand, and ordered 100' of new seal from Ridge Door on New Road. When the seal came in, Ridge Door paid for the materials as a donation to the Dept., at a cost of \$82.50. I mailed a thank you letter from the District to owner Harold Switzgale the following day.
- Quick Response Fire Protection was at the stations on October 11th to perform the quarterly maintenance on the sprinkler systems. No issues were found.
- The electric motor on the air compressor at Station 20 had to be replaced as the unit shorted out on October 12th. A new unit was purchased from Hights Electric Motor Service in Hightstown and installed by Commissioner Spahr on October 13th.
- Working with Fire Safety, we started visiting the day cares & schools this week for public education.
- We received a letter that the General Election is on Tuesday November 8th. The firehouse will need to be opened at 5 AM. Polls close at 8 AM.
- Doug had obtained a quote from Excel Painting & Construction in Freehold to power wash, fix mortar cracks, and clear coat the exterior walls at both firehouses. The total cost was \$11,700 (\$6,500 for Station 20, \$5,200 for Station 21). I contacted them a few weeks ago and confirmed that the quote is the same for the rest of this year and will remain the same for next year.
- I received a quote from Alizio Seal Coating to seal the cracks in the parking lots at both stations at a cost of \$1,500.00. We will have to wait for a dry period before having the work completed. We will look to have the entire driveways sealed next year. I recommend that we authorize Alizio Seal Coating to perform the work.
- We received a quote from our computer tech, OK Enterprises, for replacement of several of our desktop computers. Quote for HP computer is \$819.00, or Dell is \$1,093.00. I asked Chief Spahr to look online for price to purchase computers directly through Dell, as he has done in the past.
- I completed a total of 18 occupancy pre-plans last month, with a total of 60 pre-plans so far this year (since June).

Insurance:

- There is one invoice on the voucher list from VFIS for the renewal of the Special Risk Policy in the amount of \$500.00, which is effective from September 30, 2011 to September 30, 2012.
- A vehicle driven by a High School student ran off the roadway in front of Station 20 around 7:30 am on October 13th while traveling Eastbound on Ridge Road. The vehicle ran into the retention basin, became air borne and flew over the driveway, and landed in the other retention basin. There were no injuries, but there were ruts created in both basins. I contacted VFIS to submit a claim, as well as Alan Landscaping to obtain a quote for the repairs to the basins. I took digital pictures of the damage, which I forwarded to VFIS. I will be contacting the Police Dept. to receive a copy of the incident report, which VFIS needs as well.
- Fire Dept. member Shane Raber struck a deer on New Road in front of Woodlot Park on October 13th while driving to the station for the monthly meeting. Shane is submitting the claim through his insurance company. I also contacted VFIS, and they will pay the deductible.
- We received a letter from the Alan W. Latanzio Insurance Agency in Somerset, NJ asking if we would like to switch to their insurance agency. The owner is apparently a member of the East Franklin Fire Dept. in Franklin Township. It is my recommendation that we stay with VFIS due to their outstanding service.

RESOLUTION 11-25
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE October 17, 2011
MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

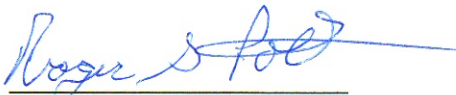
WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq wit: Legal Matters and Contracts

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 October 17, 2011, 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 October 17, 2011.



ROGER S. POTTS/ CLERK