

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
January 17, 2012

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*

A. December 19, 2011 Regular 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. Public Hearing on 2012 Budget

B. Resolution #12-01, Adoption of 2012 Budget

C. Third discussion on proposed changes to Policy #008, Use of Department Vehicles and Equipment

D. Discussion on changes to Policy #009, Restricted Duty for Firefighters

E. Discussion on Interlocal Services Agreement with South Brunswick Township for Deputy Fire Marshal Services

F. Items Timely and Important

7. *Voucher List*

(See Attached)

8. *Address From Floor*

9. *Adjournment*

Voucher List

<i>A</i>	Christine Smith	\$80.00
<i>B</i>	Supermedia LLC	19.95
<i>C</i>	Kleen-Tec Maintenance, LLC	415.00
<i>D</i>	Midco Waste # 689	187.94
<i>E</i>	Verizon Wireless	304.44
<i>F</i>	PSE&G	2,477.12
<i>G</i>	Verizon	336.18
<i>H</i>	Travelers – RMD	12,208.00
<i>I</i>	United Communications Corp.	100.85
<i>J</i>	Approved Fire Protection Co., Inc.	206.25
<i>K</i>	Valley Distributors	256.90
<i>L</i>	Monmouth Junction Vol. Fire Dept.	701.95
<i>M</i>	Witmer Public Safety Group, Inc.	292.60
<i>N</i>	Nat Alexander Company	373.38
<i>O</i>	Nat Alexander Company	198.50
<i>P</i>	Air & Gas Technologies, Inc.	190.00
<i>Q</i>	McMaster-Carr Supply Co.	332.20
<i>R</i>	Deutsche Bank National Trust Company	19,436.94
<i>S</i>	Scott Smith	20.00
<i>T</i>	1 st Responder Newspaper	30.00
<i>U</i>	Matt Pinter Door Company	1,200.00
<i>V</i>	Shanahan's Office Solutions	124.99
<i>W</i>	TASC Fire Apparatus Inc.	248.99
<i>X</i>	Home News Tribune	53.36
<i>Y</i>	Home News Tribune	57.68
<i>Z</i>	Uni Select USA	309.45
<i>AA</i>	Township of South Brunswick	14,000.00
<i>BB</i>	Township of South Brunswick	3,194.10
<i>CC</i>	Township of South Brunswick	22,226.70
<i>DD</i>	VFIS	3,797.00
<i>EE</i>	Fire Engineering	36.00
<i>FF</i>	Alizio Sealcoating & Maintenance, Inc.	1,500.00
<i>GG</i>	Agin Signs and Designs	300.00
<i>HH</i>	Emergency Equipment Sales, LLC	1,400.00
<i>II</i>	IMAGING SYSTEMS	425.00
<i>II</i>	CDW GOVERNMENT	7,280.80

approved
2-21-12 AS

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 17, 2012

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

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Potts to table the minutes of the December 19, 2011 regular meeting and by a voice vote all voted in affirmative.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the December 2011 and the 2011 Year End Activity Reports (see attached).

Chief Spahr submitted the LOSAP certification letter to the Commissioners for 2011.

The oil changes have been completed on the two command vehicles, as well as Rescue #205 & Support Unit #207.

The Fire Department is starting the mandatory drills this month. The SCBA refresher training will be held on January 19th. A three-company drill will be held on January 25th to review hazardous materials and blood borne pathogens.

District Coordinator's Report:

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

Insurance:

Coordinator Smith reviewed the Insurance Report (see attached).

Chairman Spahr requested that Coordinator Smith contact VFIS to obtain clarification regarding when coverage begins & ends for our members when responding to and returning from an incident.

Treasurer's Report:

Comm. Young reported that there have been two deposits since the last meeting.

The first deposit was on January 9th and totaled \$395.20. This was for two group life insurance premiums for Jarreau Flatts, \$53.64, and Robert Grennen, \$91.56. We also received a check from the South Brunswick Township Election account for the use of Station 20 for the general election, in the amount of \$250.00.

The second deposit was made on Jan. 13th and totaled \$723.99. This was for the group life insurance premium for five different members. The members were David Pollard for \$60.00, Steven Grennen for \$69.36, Nicole Korzeb for \$53.64, Charles Smith for \$81.15, and Charles Weber, Jr. for \$459.84. Commissioner Young clarified that the premium for Charles Smith was for the first quarter of 2012, pending his possible return to the Board as a Fire Commissioner at the up-coming election. Should Mr. Smith not be elected, he would have to pay the remaining 9 months of the premium for this coverage.

The latest financial reports were distributed to the Commissioners. Commissioner Young will be issuing a report each month updating the status of 2011 until all outstanding expenditures from last year are closed out.

Commissioner Young reported that he provided the information to the auditor for the 1099-Misc Forms. He received an e-mail that the forms have been completed. As soon as the forms are in he will distribute them to everyone, as well as the State and IRS.

Joint Code Enforcement Board Representation:

Comm. Young reported that the Joint Board was on the Township's meeting agenda for a work session discussion. It is believed that the Board will be formally dissolved at some point in January.

Comm. Bellizio stated that if the Joint Board is not dissolved that there will be a meeting in February.

Legislative Report:

Comm. Potts distributed copies of two bills that have been signed into law by the Governor. The first bill becomes effective immediately and allows fire districts to amend their budgets in the event a grant is received. The second bill requires fire districts to post budget, audit, and various other documents from the last three years on a website. Districts have the option to develop their own website, or utilize a municipal website. The bill requires this to be accomplished in 13 months.

Comm. Potts reported that two bills are up for a hearing on January 23rd. The first requires medical oxygen providers to notify the local Fire Department whenever they stop delivering

oxygen to a residence. There is currently a requirement that oxygen providers notify the Fire Department only when starting a delivery service.

The second bill authorizes payment of funeral expenses for certain public safety employees, including firefighters and EMT's, who are killed in the line of duty. The bill allows up to \$10,000.00 to be paid by the State.

Comm. Potts reported that due to personal reasons, he will be stepping down as Secretary of the Fire & Emergency Medical Services Institute, and as a member of the State Fire Safety Commission. Comm. Potts will be staying on as Vice President and legislative chairman of the State Association of Fire Districts.

7. ORDER OF BUSINESS

Public Hearing on 2012 Budget

Comm. Young received a memo from the State informing us that they are reviewing the proposed budget and requested clarification on certain items. Comm. Young answered the questions and re-submitted. Comm. Young further reported that he received an e-mail from the DCA advising us that the Division of Local Government Services approved the 2012 budget.

Comm. Bellizio made a motion to open the floor to the public for discussion on the 2012 budget seconded by Comm. Potts and by a voice vote all voted in affirmative. No one from the floor desired to speak. Comm. Bellizio made a motion to close the floor seconded by Comm. Potts and by a voice vote all voted in affirmative.

Resolution #12-01, Adoption of 2012 Budget

Comm. Potts made a motion to adopt Resolution #12-01, 2012 Fire District Budget seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Third Discussion on Proposed Changes to Policy 008 – Use of Department Vehicles and Equipment

Coordinator Smith gave the third and final reading of the proposed grammatical and punctuation changes to Policy #008, Use of Department Vehicles and Equipment. Comm. Potts made a motion to approve the proposed changes to Policy 008 seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion on Changes to Policy 009 – Restricted Duty for Firefighters

Chief Spahr commented that the intent of his proposed revision to the policy was to provide a member that is injured outside of the Fire Department with certain benefits for time they did volunteer, as is provided for those members that are injured at a Department activity.

Chairman Spahr commented that the policy should pertain to those firefighters that are injured at any outside employer, and not just their primary employer as the policy currently reads. Comm. Potts expressed his opinion that there should be a minimum time frame that the member is on restricted duty. Comm. Young commented that there should be clarification that the policy only

applies to incentive programs issued by the District, and does not apply to those programs issued by the Fire Department.

After further discussion, Coordinator Smith will examine this policy, Policy #002 Continuation of Benefits to an Injured Firefighter, and Policy #004 Incentive Program for Firefighters, and prepare a draft for discussion for next month.

Discussion on Interlocal Services Agreement with South Brunswick

Chairman Spahr reported that he received from the Township a renewal of the interlocal services agreement regarding the Deputy Fire Marshal's position, which expired at the end of 2011. Chairman Spahr further reported that he and Comm. Potts reviewed the document and returned signed copies to the Township. The new agreement expires at the end of 2014.

Timely and Important

Repair to the Bauer Breathing Air Compressor

Comm. Bellizio made a motion to approve the replacement of the carbon monoxide monitor on the Bauer breathing air compressor by Air & Gas Technology at a cost not to exceed \$2,800.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Photocopier Maintenance Contract Renewal

The copier maintenance contract renewal with Image Systems falls under the \$500 spending limit for the Coordinator and does not require a motion for approval.

8. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include Item #II for CDW Government for \$7,280.80, which replaces a check authorized at the December 2011 meeting for server hardware, and Item #JJ for Image Systems for \$425.00.

Comm. Bellizio made a motion to approve 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.

A motion to adjourn was made by Comm. Young seconded by Comm. Bellizio and by a voice vote all voted in affirmative. Meeting adjourned at 9:10 p.m.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2011

FIRE RUNS

System Malfunctions
22 False Calls
Structure Fires
Vehicle Fires
- Refuse Fires
Spill / Leak No Ignition
Arcing / Shorted Electrical Equipment/ Electrical problem
6 Fires
Assist Police / EMS
Trees, Brush, Grass Fires
Extrications
3 Hazardous Condition
Smoke Scare
1 Rescue Call
Smoke / Odor Removal / Problem
2 Service Call
Stand-By / Cover Assignment/ Cancelled en route
3 Other
37 Total Runs for 212.51 Man-Hours

DEPARTMENT ACTIVITIES

1 Regular Department Monthly Meeting
3 Work Night
1 Line Officer's Meeting
1 Public Relations

319.75 Man-Hours

Total Man-Hours for December 2011: 532.26

Referrals To Fire Safety - 8

On Scene Called - 1

Monmouth Junction Volunteer Fire Department
2011 Year End Activity Report

FIRE RUNS

System Malfunctions
 331 False Calls
 Structure Fires
 Vehicle Fires
 0 Refuse Fires
 4 Spill / Leak No Ignition
 Arcing / Shorted Electrical Equipment
 58 Fires
 Assist Police / EMS
 Brush Fires
 Extrications
 62 Hazard Condition
 13 Rescue Call
 Water Problem
 10 Severe Weather / Lightning Strike
 35 Good Intent Call
 Smoke/Odor Scare or Removal
 Stand-by
 19 Other

532 Total Runs in 2011 for 3,304.74 Man-Hours


DEPARTMENT ACTIVITIES

12	Meeting	1	Public Safety Education
15	Work Night	1	Parade/ Wet Down
3	Work Details	1	O.E.M Meeting
20	Drills	12	Line Officer's MTG
4	Training Sessions	1	Open House
3	Viewing/ Funeral	10	Chief's Meeting
14	Public Relation	12	B.O.F.C Meeting
2	Committee Meeting	21	Drills

1,928.30 Man Hours

Total Man-Hours for the Year 2011: 5,233.04

Total Training Hours 1,415.40


 6,648.44

Fire District Coordinator's Report January 17, 2011

- After returning from a call on 12-24-2011, it was found that the bay door opener for Engine 206 at Station 21 was still not working properly again. I contacted Matt Pinter Door Company and they installed a new opener on 12-30-2011. They also provided several new remote controls, which were programmed for doors at both stations.
- I received a quote from Air & Gas Technologies to either repair or replace the CO monitor on the Bauer breathing air compressor. They were on site back in December after I called them to repair a leaking air line to that sensor. The cost to install a new CO monitor is \$2,770.00. The cost to remove and repair (if possible) the existing monitor is \$1,520.00. The compressor will be out of service for up to 2 weeks if we elect to repair the existing monitor, and there is a chance that the monitor cannot be repaired. The monitor is still working properly at this time. However, they are unable to diagnose any problems. I recommend we have the CO monitor replaced.
- I found an oil leak under Tower 201 on 1-3-12. After speaking with Doug, it was determined that a loose fitting on the power steering pump was the cause of the leak. The fitting was tightened and the oil changed.
- An oil leak was found under Engine 206 on 1-5-2012. Fire & Safety was on site on 1-6-2012 and determined that the filter for the hydraulic generator on top of the truck worked its way loose, causing oil to leak. The filter was tightened back down, the oil level checked, and the spilled oil cleaned up.
- As required by PEOSHA, I posted the 2011 summary of injuries & illnesses on the bulletin board in the hallway. There were no recordable injuries per the PEOSHA/OSHA guidelines last year.
- I took Car 210 to Agin Signs on 1-5-2012 to seal the gold leaf. I took Car 200 on 1-10-2012 to repair and seal the gold leaf. Going forward, I will look to have the gold leaf sealed on the chief's vehicles each year.
- Following heavy rain in the evening from 1-11-2012 to 1-12, a roof leak caused a ceiling tile to collapse in the gym in the same location we have had problems in the past. With Tom's help I cleaned up the area and had to replace the tile. I will look to have Roth Bros. check the spot in the spring.
- I spoke with Dispatch Supervisor Jim Deery & Data Processing supervisor Ron Hoffman on 1-12-2012 regarding the use of Station 20 as a back-up dispatching station. They were able to transfer phone calls coming in to the 732-329-4646 phone number to our telephone lines. However, they felt that this was not the best option. They will be looking to obtain a quote to install the five non-911 phone lines they have in dispatch at Station 20. The jacks would be run to the communications room, and all that would be needed would be the emergency phones that they will keep at

HQ. They will also look to install one of their back-up paging radios at Station 20, which will replace our current unit. All of this will be done at no cost to us. More to come on this topic.

- We received the annual maintenance contract renewal for the photo copier from Image Systems in the amount of \$425.00, which is the same amount of 2011. I recommend we renew our maintenance contract with Image Systems.
- All of the new computers and server items have come in. Our computer tech has tentatively scheduled Wed. Jan. 18th & Fri. Jan. 20th to begin installation. I am however still holding on to the check as the amount we were billed is different than the total I originally received (and the amount of the check that was issued).
- Energy Audit & HVAC:
 - We have placed several calls to Sterling & Tri-State in order to determine when the final work to the HVAC system at Station 20 will be completed. They were scheduled to be on site on 12-21-2011, however no one showed and we never received a phone call.
 - We received an invoice from Tri-State for the electrical work that was completed at Station 20. After speaking with Chuck, we are holding on to the invoice for the time being until we hear back on when the HVAC work will be completed.
- At the end of December, I calculated the LOSAP stats for the members. A total of 27 firefighters qualified for LOSAP in 2011. This is up one from 2010 when 26 firefighters qualified. I gave a copy of the percentages to Commissioner Potts and placed another copy in the monthly folder.
- I completed a total of 10 occupancy pre-plans in December, with a total of 98 pre-plans in 2011 (since June). This comes out to just over 20% of all occupancies within our district, and puts me in line with my goal of visiting all occupancies at least once every 5 years.

Insurance:

- Ron Neville slipped and injured himself while leaving his residence shortly after 4 AM on 12-26-11 to respond to a car fire. Ron stated that he felt a tear in his left knee. He reported the injury to Chief Spahr at the incident, who then contacted me as I was out of town. I made notification to VFIS on 12-27-11, who in turn passed this along to Travelers for worker's compensation. Ron went to Brunswick Urgent Care in Franklin Park on 12-27-11, where it was determined that he suffered a knee sprain. He was not put on any restrictions, was given a knee immobilizing brace, and given 2 prescriptions (anti-inflammatory & pain). He had a follow-up visit on 1-5-2012 where he was confirmed to be at 100% duty with no further follow-ups or treatment necessary. I received a phone call from Travelers on 12-29-2011 informing us that our claim was denied due to the fact that, based on their interpretation of the worker's compensation statute, the injury did not occur while responding to an emergency. I

relayed this information to VFIS, who mailed us a claim acknowledgement letter. I have been in contact with our VFIS agent and am waiting for any further documentation.

- There is an invoice on the voucher list for VFIS for renewal of the Accident & Sickness Policy, which expires at the end of January. The new policy is effective from February 1, 2012 to February 1, 2013. Total amount is \$3,797.00. I recommend we renew the Accident & Sickness Policy with VFIS.
- There is an invoice on the voucher list for Traveler's for our worker's compensation coverage in the amount of \$12,208.00. This is actually less than our renewal for 2011, which was \$15,111.00. I recommend we renew our worker's compensation coverage through Travelers.

2012 ADOPTED BUDGET RESOLUTION NO. 12-01

SOUTH BRUNSWICK TOWNSHIP

Fire District No. 2

FISCAL YEAR: From January 1, 2012 to December 31, 2012

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 has been presented for adoption before the Board of Commissioners of the South Brunswick Fire District No. 2 at its open public meeting of January 17, 2012; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) and,


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$998,000, which includes amount to be raised by taxation of \$ 828,865 and Total Appropriations of \$ 998,000; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the South Brunswick Fire District No. 2, at an open public meeting held on January 17, 2012 that the Annual Budget of the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 998,000, which includes amount to be raised by taxation of \$828,865 and Total Appropriations of \$ 998,000; and,

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

1-17-12
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
K. Bellizio	✓			
R. Potts	✓			
T. Young	✓			
C. Spahr	✓			