

# 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*** ***February 21, 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
- B. January 17, 2012 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. Election Results
- B. Discussion on changes to Policy #009, Restricted Duty for Firefighters
- C. Discussion on proposed Policy #010, Fire District Coordinator's Authorized Spending Limits
- D. Items Timely and Important

**7. *Voucher List***

(See Attached)

**8. *Address From Floor***

**9. *Adjournment***

***Voucher List***

<b><i>A</i></b>	Supermedia LLC	19.95
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Midco Waste # 689	187.30
<b><i>D</i></b>	Verizon Wireless	305.04
<b><i>E</i></b>	PSE&G	3,135.62
<b><i>F</i></b>	Verizon	336.00
<b><i>G</i></b>	Richard M. Braslow, Esq.	15.00
<b><i>H</i></b>	Richard M. Braslow, Esq.	15.00
<b><i>I</i></b>	Scott Smith	126.94
<b><i>J</i></b>	Lincoln Financial Advisors	42,066.00
<b><i>K</i></b>	Dell Marketing L.P.	479.99
<b><i>L</i></b>	VFIS	15,920.50
<b><i>M</i></b>	Norcia Corporation	123.20
<b><i>N</i></b>	Uni Select USA	151.27
<b><i>O</i></b>	Absolute Fire Protection Co., Inc.	7,704.00
<b><i>P</i></b>	Absolute Fire Protection Co., Inc.	875.00
<b><i>Q</i></b>	Q.R.F.P. Special Services	400.00
<b><i>R</i></b>	Home News Tribune	59.94
<b><i>S</i></b>	Donald C. Rodner, Inc.	565.98
<b><i>T</i></b>	Fire Security Technologies, Inc.	1,068.00
<b><i>U</i></b>	Travelers	5,894.00
<b><i>V</i></b>	Witmer Public Safety Group, Inc.	260.00
<b><i>W</i></b>	Witmer Public Safety Group, Inc.	135.00
<b><i>X</i></b>	Atlantic Detroit Diesel-Allison, LLC	1,195.50
<b><i>Y</i></b>	Cranbury Sheetmetal Fabricators, Inc.	70.00
<b><i>Z</i></b>	Tri-State Light & Energy, Inc.	1,861.79
<b><i>AA</i></b>	Kingston Volunteer Fire Company No. 1	307.58
<b><i>BB</i></b>	Shanahan's Office Solutions	78.47
<b><i>CC</i></b>	ANNE CHIBBARD	90.00
<b><i>DD</i></b>	PATRICIA WOLFE	90.00
<b><i>EE</i></b>	OK. ENTERPRISES LLC	4,100.00

approved 3-19-12  
JP

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 21, 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. Bellizio to approve the minutes of the December 19, 2011 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Bellizio seconded by Comm. Potts to approve the minutes of the January 17, 2012 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 January 2012 Activity Report (see attached).

Chief Spahr reported that he was contacted by the Plainsboro Fire Company to provide mutual aid on their box plan for the new hospital complex. All three Township Fire Companies are listed on the plan for the hospital. After some discussion, the Chiefs of the three companies all feel that they can provide this mutual aid without stripping the Township. There will probably be a site visit prior to the opening of the hospital.

The installation of the new Township-wide tone reeds in the pagers is near completion. The Chiefs are targeting March 1<sup>st</sup> to have all of the upgrades completed and the tones available for use.

Chief Spahr reported that Justin Rogers has returned to the Department after taking a leave of absence to pursue a career opportunity that did not turn out as planned. He has been asked to

provide a letter to return to service and has been informed of the drills he needs to make up. Chief Spahr requested to purchase one set of new turnout gear for Justin at a cost not to exceed \$2,000.00, which will be brought up under Timely & Important.

Chief Spahr reported that several people have been in contact with Coordinator Smith to obtain information on joining the Fire Department. Several have already obtained their background checks, and all will need to go to Firefighter I as they do not have previous experience.

**District Coordinator's Report:**

Coordinator Smith reviewed the February 2012 Coordinator's Report (see attached).

Coordinator Smith also reported that he has scheduled a salesman from Nat Alexander to meet with the line officers on February 28<sup>th</sup> to review the latest models and options on the Scott Air Packs, in preparation for applying for a Federal grant.

**Insurance:**

Coordinator Smith reviewed the February 2012 Insurance Report (see attached).

**Treasurer's Report:**

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

The first deposit was on January 26<sup>th</sup> in the amount of \$110.28. This was for the group life insurance premiums for Mark Ragnoli, \$53.64, and Eric Schipmann, \$56.64.

The second deposit was on February 3<sup>rd</sup> in the amount of \$198.60 for the group life insurance premium for Don Weber.

Comm. Young reported that the 1099-MISC forms were distributed to the necessary payees and that the appropriate transmittal documentation was forwarded to both the IRS and State of New Jersey.

Comm. Young signed and mailed back the audit engagement letter for 2011 on January 26<sup>th</sup>. The price is \$100 more than the previous year.

The 2012 adopted budget was certified by the DCA on February 7<sup>th</sup> and returned to us prior to the election.

Comm. Young has been checking online to see if the IRS has posted the 990T form for tax year 2011. This form is used to recover the interest withholding that is taken out of the checking account. As soon as it is available he will file the form.

The latest financial reports were distributed to the Commissioners for 2011 and 2012 earlier this afternoon. Comm. Young is hoping to finalize the 2011 numbers no later than the March meeting so the reports can be sent to the auditor.

**Joint Code Enforcement Board Representation:**

Comm. Bellizio reported that as of February 13, 2012, the Joint Board was formally dissolved by Township resolution.

### **Legislative Report:**

Comm. Potts reviewed the February 2012 legislative report (see attached).

## **7. ORDER OF BUSINESS**

### **Election Results**

Comm. Potts reported that a total of 38 people voted during the District election on Saturday February 18<sup>th</sup>. 35 people voted in favor of the budget, with 3 opposed.

Comm. Potts further reported that 38 people voted for Charles Smith, 37 people voted for Charles Spahr, and 34 people voted for Kevin Bellizio.

### **Discussion on Changes to Policy 009 – Restricted Duty for Firefighters**

The proposed changes to the policy were discussed, with the intent of the revisions being to award a certain percentage of the clothing allowance incentive to a member who is placed on restricted duty due to injury sustained outside of an official Fire Department activity.

Comm. Young expressed his opinion that to be eligible to receive a percentage of the incentive, the member should have qualified for the incentive plan for the full year prior to the injury.

Comm. Potts also recommended that the member should have met the percentages for the incentive for a minimum of 3 months in the current year in order to be eligible.

Coordinator Smith will make the changes to the policy and present them at the March meeting, which will be the first official reading of three prior to adoption.

### **Discussion on Proposed Policy 010 – Fire District Coordinator’s Authorized Spending Limits**

Comm. Young stated that this policy was drafted in order to put in writing the spending limits for the District Coordinator, which has been \$500.00 for quite a few years.

During the discussion of the proposed policy, it was decided to set the authorized spending limit of the District Coordinator at \$1,000.00. It was further decided to set the spending limit for the emergency repair of equipment and apparatus at \$2,500.00. Any expenditure above these limits would require approval from the Commissioners.

Coordinator Smith will make the changes to the policy and present them at the March meeting, which will be the first official reading of three prior to adoption.

### **Timely and Important Turnout Gear Purchase**

Comm. Young made a motion to approve Chief Spahr’s request to purchase one set of turnout gear from Absolute Fire Protection at a cost not to exceed \$2,000.00, seconded by Comm.

Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **Lawn Maintenance Contract Renewal**

Comm. Bellizio made a motion to approve the lawn maintenance contract for the two stations with Alan Landscaping at a total cost of \$6,890.00, seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **Alarm System Monitoring Contract Renewal**

Comm. Bellizio made a motion to approve the alarm system monitoring contract renewal for the two stations with Fire Security Technology at a total cost of \$1,068.00, seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **Fire Apparatus Service – Engine 204 & Engine 208**

Comm. Potts made a motion to approve the annual preventive maintenance service on Engines 204 & Engine 208 with Absolute Fire Protection at a total cost of \$2,020.00, seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **Fire Apparatus Service – Engine 206**

Comm. Young made a motion to approve the annual preventive maintenance service on Engine 206 with Fire & Safety Services at a cost of \$2,180.00, seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

#### **Medical Expense Maximum Amount Increase**

Comm. Bellizio made a motion to increase the medical expense maximum amount under the Accident & Sickness Policy with VFIS to \$50,000.00, at an additional yearly cost of \$180.00, seconded by Comm. Young. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

### **8. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include Item #CC for Anne Chibbaro for \$90.00, Item #DD for Patricia Wolfe for \$90.00, and Item #EE for OK Enterprises, LLC for \$4,100.00.

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 9:05 p.m.

Respectfully Submitted

Scott Smith, Fire District Coordinator

## Fire District Coordinator's Report February 21, 2011

- Quick Response Fire Protection was at both stations on 1-19-2012 to perform the first quarter inspection on the sprinkler systems. Both systems are in good condition with no follow-up work required.
- Fire & Safety Services was at Station 21 on 1-19-2012 to look at Engine 206. While responding to an incident, the "water in fuel filter" warning light came on, and the engine appeared to hesitate going down the road. The mechanic did not notice any water in the fuel after taking a sample. However, he did find 2 errors codes when the truck was connected to his laptop. Under his recommendation, I took the truck to Atlantic-Detroit Diesel in Piscataway to have the truck looked at and repaired. While en route to the shop, the "check engine" light went on and off several times. It was determined that a wiring issue was the cause of the problem. The repair was made and the truck was brought back and placed in service on 1-20-2012.
- I received a phone call on 1-25-2012 from FD trustee Mike Grennen, who received a phone call from MJFAS Captain Ed Kinder, informing us that an ambulance backed into the bay door at Station 21 the night before. I took pictures and examined the door. The door is bowed-in slightly on the bottom panel, but appears to be operating properly. No action is necessary at this time in my opinion; however, we may want to consider replacing the panels on all of the doors in the next couple years as they are showing their age with various dents and discoloration.
- Engine 208 experienced engine hesitation while driving to a call on 1-27-2012. I called Atlantic-Detroit Diesel and a mechanic was on site on 1-30. While troubleshooting the problem, it was noticed that 2 of the aluminum pipes for the turbo had holes worn in them due to rubbing contact with other items in the engine compartment. The pipes were removed and repaired by mechanics at Public Works; however, this was not the cause of the hesitation. The mechanic from Atlantic was unable to continue troubleshooting as the pipes were removed. He returned on 2-2, re-installed the repaired pipes, and determined the cause of the hesitation was that the throttle pressure system was out of adjustment. He made the proper adjustments to the throttle system, and the truck has been run several times with no problems.
- Donald C. Rodner was on site on 2-2-2012 to perform the quarterly preventative maintenance on the HVAC units. All units were serviced and are in proper working order with no repairs needed.
- I put up posters in both stations showing the state & Federal labor laws.
- We received a letter from the Township informing us that the school board election will now be held during the general election in November, so there will be no need to use the fire house as a polling place in April.



- Our computer tech has been on site numerous times, starting on 1-26-2012, to install the new server and desktop computers. By my notes, he has put in over 65 hours doing the installation. All systems are up and running at this time. One recommendation he has is to change the off-site server back-up provider from Intuit Quickbooks to a company called MozyPro. This is necessary as the current provider does not offer off-site back-up for the upgraded server. The cost will increase from \$14.95 to \$16.95 per month, or \$230.40 per year. I recommend we have our tech set-up the service with MozyPro.
- I checked with Air & Gas Technologies on 2-16-2012 regarding the replacement CO monitor for the Bauer breathing air compressor. I was informed that the part was ordered at the end of January and it should be in before the end of the month.
- We received a lawn maintenance contract proposal from Alan Landscaping for 2012. The cost for Station 20 for the year is \$5,590.00. The cost for Station 21 for the year is \$1,300.00. The total cost is \$6,890.00. This is the same cost as 2010 & 2011. I recommend we renew the lawn maintenance contract with Alan Landscaping. One item to note on their proposal is that there may be a fuel surcharge of \$5.00 per month added if fuel exceeds \$3.75. Also, this does not include a spring clean-up or a pruning of the bushes as Station 21, which I would like to do at some point in the spring.
- We received an invoice from Fire Security Technology for the monitoring of the fire and security systems at Stations 20 & 21. Cost for Station 20 is \$396.00 (fire & burglar). Cost for Station 21 is \$672.00 (separate panels). Total cost is \$1,068.00. This is the same price as 2011. I recommend we renew the monitoring of the fire and burglar alarm systems at both stations with Fire Security Technology.
- 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. I left a message for Gene Brandt on 2-10-2012 and have yet not received a call back.
  - Tri-State was on site on 2-2-2012 to re-locate several of the motion sensors in the engine bays as the lights were apparently coming on with no one in the room. After the sensors were moved, the lights would not go out. Tri-State returned on 2-7-2012 and re-located two of the sensors that were in the area of the ceiling radiant heaters, as it was believed that they may be the cause. Tri-State returned on 2-10-2012 as the lights still would not go out. One bad sensor was replaced, and the sensors were put on two separate “loops,” as they have seen issues when this many sensors were connected together. At this point, the lights & sensors appear to be working properly.
  - We received new light bulbs for the engine bays at Station 21, as it appeared that the bulbs Tri-State first installed did not have the same

light output. Chuck installed the bulbs on 2-15-2012 on the original side of the building and the compressor room and it does appear that the room is brighter. The other bulbs will be kept for spares for the newer section of the building, which is not use as frequently.

- I obtained quotes from Absolute and Fire & Safety Services to perform the annual preventive maintenance on the three pumpers. The cost to service 204 & 208 through Absolute is \$1,010.00 per truck (\$2,020.00 total), compared to \$1,885.00 per truck through Fire & Safety (\$3,770.00 total). The cost to service Engine 206 is \$2,180.00 through Fire & Safety (cost is higher due to the CAFS foam system). As such, I will have Absolute service 204 & 208, and Fire & Safety service 206 (Pierce). I am targeting the April/May timeframe to have the PM work performed on the pumpers. I asked Fire & Safety if they heard anything back from Bronto regarding the training of their mechanics. At this point, they are unsure if they are having a class here, and/or having the class in Florida. If they have the class in Florida, they will send a couple mechanics to that class and then train the rest here using our truck. Either way, they will still look to use our truck and give us a break on the price. The truck is not due for service until June.
- I completed a total of 27 occupancy pre-plans in January.

#### **Insurance:**

- I spoke with our rep from VFIS following last month's District meeting and was informed that the injury to Ron Neville was investigated by their claims dept. and approved for coverage. We received a letter on 1/23/12 stating that VFIS issued a check to Brunswick Urgent Care on 1/20/12 in the amount of \$400.00 for Ron's initial and follow-up visits. At this point, the claim should be completed and we should be getting documentation once it is closed out by VFIS.
- At Chairman Spahr's request, I spoke with our rep from VFIS to obtain clarification on when coverage begins & ends for our members when responding to/returning from an incident. I was informed that per their definition, "travel directly to and from such an activity" starts from when the tones go out and the member is actually going to answer the alarm. It is important to keep in mind that all claims are investigated to confirm that the activity falls within the scope of our coverage. Members are covered to the point when they return home or take other action (i.e. return to work, go shopping, etc.).
- We received the policy renewal information from VFIS for the package & umbrella policies. With the renewal we also received the new insurance cards for the vehicles. There is an invoice on the voucher list in the amount of \$15,920.50 for the two policies (Package: \$14,170.56 & Umbrella: \$1,749.94). I recommend we renew the two policies with VFIS.
- There is an invoice on the voucher list for Travelers for our worker's compensation coverage for the balance of the 2012 premium in the amount of \$5,894.00. We had

paid \$12,208.00 in January, which was billed in December and was based on the 2011 rates. According to our rep, the rates for volunteer fireman changed this year, hence the additional charge. There is a chance that the total premium for the year will change again following the required yearly audit, which I completed online on 2-10-2012.

- While talking to the rep from VFIS, they provided a quote to increase the Medical Expense Maximum Amount under the Accident & Sickness Policy, which is currently \$10,000.00. To increase the amount to \$50,000, it is an additional \$180 per year. To increase the amount to \$100,000, it is an additional \$405 per year. The Accident & Sickness Policy provides additional coverage for our members in the event of an injury, and also provides coverage in situations where worker's compensation does not apply or is incomplete, such as the case involving Ron Neville. It is the opinion of our rep that we may want to increase this coverage, as she feels that our current limit may be insufficient should a member suffer an injury that is not covered under worker's comp.
- All of the individuals that wanted to purchase the Group Life Insurance coverage have paid. A total of 13 members paid and all money has been deposited into PNC.

LEGISLATIVE REPORT FIRE DISTRICT #2 FEBUARY 21,2012

A789-S199 Prohibits First Responders from disseminating photographs of accident victims and patients to the public without consent of the victim or patient.

A789 Introduced 1-10-12 referred to Health and Senior Services Committee

S199 2-16-12 Had hearing in Senate Law Public Safety was amended passed from committee 5 to 0

S503 A2291 Requires medical oxygen providers to notify Fire Department when they stop providing oxygen to a local residence. Passed in the Senate Law and Public Safety Committee 5 to 0 Passed in the senate 40 to 0 S503 sent to Assembly assigned to Law and Public Safety.

S512 A 1399 Authorizes payment of Funeral Expenses for certain Public Employees killed in the line of duty. Heard in Senate Law and Public Safety Committee, passed out of committee 5 to 0. Referred to Budget and Appropriations.

A1399 introduced 1-10-12 referred to Assembly Law and Public Safety.

ACR 99 S99 Assembly and Senate Concurrent Resolutions. Proposes Constitutional amendment concerning imposition of new or expanded unfunded mandates on FIRE DISTRICTS.

In the Assembly referred to HOUSING and LOCAL GOVERNMENT. In the Senate referred to LAW and PUBLIC SAFETY

A1503 Requires Fire Districts, School Districts, County Governments, to share in the burden of property tax appeal refunds. Introduced 1-10-12 referred to Assembly Housing and Local Government Committee.

S2 A1171 Bill deals with Shared Services and Consolidations. Sponsor of this bill is Senate President Sweeny. The bill gives broad powers to the LURAC Commission., punishes those that do not implement Shared Services recommended by LURAC. Hearing set for this bill on Monday February 27t at 11:00 AM.

A-3908 This is a bill passed and signed by the governor in Dec, 2011. The bill requires all Local Government boards, and Commissions to establish an Internet website and post information related to each entities, mission, Finances, meetings, and employees. The bill was passed in December and gives thirteen months for you to comply.

Respectfully Submitted

Roger S. Potts

PS> IF YOU DESIRE TO PRINT OUT ANY OF THESE BILLS GO TO  
[www. njleg.state.nj.us](http://www.njleg.state.nj.us)

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2012

**FIRE RUNS**

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

**52 Total Runs for 305.21 Man-Hours**

**DEPARTMENT ACTIVITIES**

1 Board of Fire Commissioners Monthly Meeting  
1 Chief's Meeting  
1 Line Officer's Meeting  
1 Regular Department Monthly Meeting  
1 Worknights  
1 Work Details  
2 Drills  
1 Public Relations

**254.66 Man-Hours**

**Total Man-Hours for January 2012: 559.87**

*Referrals to Fire Safety – 15*

*Responded on Scene - 2*