

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 ***April 16, 2012*** ***7:30 PM***

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. March 19, 2012 Regular Meeting
5. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
6. ***Order of Business***
 - A. Second discussion on changes to Policy #009, Restricted Duty for Firefighters
 - B. Second discussion on proposed Policy #010, Fire District Coordinator's Authorized Spending Limits
 - C. Items Timely and Important
7. ***Voucher List***
(See Attached)
8. ***Address From Floor***
9. ***Adjournment***

Voucher List

<i>A</i>	Supermedia LLC	19.95
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Midco Waste # 689	188.26
<i>D</i>	Verizon Wireless	305.04
<i>E</i>	PSE&G	1,801.85
<i>F</i>	Verizon	337.12
<i>G</i>	K.C. Service	145.75
<i>H</i>	Somerset County Emergency Services Training Academy	300.00
<i>I</i>	Witmer Public Safety Group, Inc.	590.00
<i>J</i>	Home News Tribune	6.38
<i>K</i>	Nat Alexander Company	1,278.00
<i>L</i>	Monmouth Junction Vol. Fire Department	62.92
<i>M</i>	Scott Smith	61.70
<i>N</i>	Uni Select USA	109.42
<i>O</i>	Battery Zone	16.95
<i>P</i>	The Princeton Packet	101.30
<i>Q</i>	Travelers	926.00
<i>R</i>	Absolute Fire Protection Co.	1,015.00
<i>S</i>	OK Enterprises, LLC	1,500.00
<i>T</i>	NJ Division of Fire Safety	397.00
<i>U</i>	Township of South Brunswick	14,000.00
<i>V</i>	Township of South Brunswick	3,194.10
<i>W</i>	Township of South Brunswick	25,026.47
<i>X</i>	<i>ABLE Mechanical</i>	<i>229.00</i>
<i>Y</i>	<i>CUMMINS Power Systems</i>	<i>290.00</i>
<i>Z</i>	<i>Affiliated Computer Services</i>	<i>800.00</i>

*approved
5-21-12 JS*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 16, 2012

1. CALL TO ORDER:

The meeting was called to order by Chairman Spahr at 7:30 pm 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. Smith
 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. Potts seconded by Comm. Bellizio to approve the minutes of the March 19, 2012 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the March 2012 Activity Report (filed in monthly folder).

Chief Spahr reported that the Fire Department is planning to attend an upcoming drill at the new Princeton Hospital in Plainsboro on April 24th. The drill will consist of a review of the box plan for the hospital, as well as a tour of the facility.

Chief Spahr reported that the firefighter physicals are on-going with a target completion date of May 1st.

Chief Spahr reported that Eric George is currently on medical leave due to a shoulder injury he sustained outside of the Fire Department. He provided a doctor's note stating that he cannot participate in Department activities, and will provide a note when he is cleared.

The Chief reported that Jarreau Flatts has been placed on military leave as he is entering the Air Force for a 6-year enlistment.

Chief Spahr further reported that Ron Neville has requested a 3-month leave of absence for personal reasons.

Chief Spahr reported that Nicole Korzeb successfully completed Firefighter I at the Middlesex County Fire Academy.

Chief Spahr reported that the Middlesex County Office of Emergency Management sent the Fire Department a voucher for reimbursement of costs for the helicopter crash last year behind Indian Fields School in the amount of \$1,000.00. Chief Spahr signed the voucher and returned it to the County. As there were no costs for the incident, the check will be given to the Fire Department for deposit.

District Coordinator's Report:

Coordinator Smith reviewed the April 2012 Coordinator's Report (filed in monthly folder).

Coordinator Smith reported that there is an invoice on the voucher list for Affiliated Computer Services in the amount of \$800.00 for the renewal of the Firehouse Software service contract.

Insurance Chairman's Report:

Coordinator Smith reviewed the April 2012 Insurance Report (filed in monthly folder).

Treasurer's Report:

Comm. Young reported that there have been two receipts since the last meeting. The first was from South Brunswick Township for the first quarter taxation in the amount of \$207,216.25, which was deposited on March 30, 2012. The second receipt was from the Monmouth Junction Fireman's Relief Association for reimbursement of a new desktop computer in the amount of \$1,535.25.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes earlier this afternoon.

Comm. Young sent Township Tax Assessor Keith Fasanella an e-mail to request the final 2012 ratable base figures. The final ratable base went up approximately \$15 million from the preliminary estimate obtained back in late October. The resultant tax rate of .041 is .001 lower than the current year budget and represents a 2.5% increase versus the budgeted increase of 5%.

Comm. Young signed and completed the 990T form to recover \$46.00 in withheld interest, which will be mailed to the IRS tomorrow.

Comm. Young reported that we are still waiting on the auditor to request delivery of the monthly financial records for the last year.

Legislative Report:

Comm. Potts reported there is nothing new as the legislatures are in the middle of budget hearings.

Comm. Potts reported that the Fire Safety Commission will be meeting here on May 16th.

7. ORDER OF BUSINESS

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

A motion made by Comm. Young seconded by Comm. Bellizio to approve the second reading of the changes to Policy #009 – Restricted Duty for Firefighters. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

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

A motion made by Comm. Young seconded by Comm. Bellizio to approve the second reading of proposed Policy #010 – Fire District Coordinator’s Authorized Spending Limits. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Timely and Important

Firehouse Software Service Contract

A motion made by Comm. Bellizio seconded by Comm. Young to renew the annual Firehouse Software service contract with Affiliated Computer Services in the amount of \$800.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young reported that we need completed financial disclosure forms from Comm. Bellizio and Comm. Potts so that they can be forwarded to the Township prior to April 30th.

Comm. Young started a discussion on the need to hire someone to establish a website to include the information required in a bill recently signed into law by the Governor. Comm. Potts reported that he spoke briefly with Justin Rogers, who currently maintains the Fire Department’s website. Comm. Young reported that there are funds available in salary and wages to hire someone. More research will be needed to determine what information needs to be included on the site, as well as what other job functions should be a part of the position. After discussion, it was decided to offer Justin the position at a rate of \$12 an hour, not to exceed 1,000 hours. Comm. Potts will discuss the position with Justin, with the goal of having a resolution prepared for the next meeting.

Chairman Spahr recommended that the District look to hire an engineer towards the end of the year to review the existing HVAC systems. Due to the age of the systems and the difficulty in locating replacement parts, Chairman Spahr felt that we should start planning for the possibility of having to replace the system in the event of another breakdown.

8. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item #X for Able Mechanical for \$229.00, Item #Y for Cummins Power Systems for \$290.00, and Item #Z for Affiliated Computer Systems for \$800.00.

Comm. Bellizio made a motion seconded by Comm. Smith to approve the voucher list as amended. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

9. ADDRESS FROM THE FLOOR

Coordinator Smith provided an update that the Fire Department received the two plaques recognizing the past chiefs and presidents, and that the Department approved ordering a third and final plaque to recognize the charter members. Once the third plaque is in, Coordinator Smith will work with the Commissioners to locate the plaques in the main hallway.

A motion to adjourn was made by Comm. Smith seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:18 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2012

INCIDENT RUNS

- 9 System Malfunctions
- 15 False Calls
- 1 Structure Fires
- Vehicle Fires
- 1 Dumpster/Trash/Refuse Fires
- 4 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 2 Extrications
- 2 Rescue Call (Elevator, Trench, Confined Space, etc.)
- Arcing / Shorted Electrical Equipment/ Electrical problem
- 3 Spill / Leak No Ignition
- 1 Assist Police / EMS
- 2 Hazardous Condition
- 1 Smoke Scare
- 1 Smoke / Odor Removal / Problem
- 1 Service Call
- Stand-By / Cover Assignment/ Cancelled en route
- 2 Other

45 Total Runs for 276.60 Man-Hours

DEPARTMENT ACTIVITIES

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

265.09 Man-Hours

Total Man-Hours for March 2012: 541.69

Fire Safety:

Referrals Sent – 11

Responded to Scene - 0

Fire District Coordinator's Report April 16, 2011

- The Fire Department has two new members; Paul Baek & Adrian McGlynn. Both will be going to fire school in the fall. Two members are going on military leave: Jarreau Flatts is going in to the Air Force, and Tanim Awwal is going into the Peace Corps. Ron Neville has taken a 3-month leave of absence.
- Image Systems was on site on 3-29-2012 to set-up the scan feature on the copier. We had been unable to use that feature ever since switching to the new server, despite the efforts of our computer tech and Chief Spahr. The unit is scanning properly at this time.
- Our computer tech was on site several times to troubleshoot a problem with my computer, which started on 4-2-2012. The unit was apparently infected with several new viruses which the virus software could not detect. The tech was finally able to restore the computer after many hours.
- The freezer in the kitchen at Station 20 stopped working on 4-3-2012. After calls to the manufacturer and several unsuccessful attempts to locate a repair company, I contacted Able Mechanical out of Belford, NJ, who was on site on 4-4-2012. They inspected the unit, re-charged the refrigerant level which was slightly low, and found that the two evaporator fan motors needed to be replaced. They provided a quote of \$348.23 to replace the motors, which does not include the cost of the first visit. The repairman was on site on 4-13-2012 and completed the repair.
- Sterling Heating & AC was on site on 4-5, 4-10 and 4-12 to complete the repairs to the office HVAC system. They replaced the thermostats and were able to get the exhaust fans in the hallway and bathrooms to run on schedule after reprogramming the timers. The unit is working properly at this time.
- Following the weekly automatic cycle of the emergency generator at Station 20 on 4-9-2012, I heard an alarm ringing and found the high temperature light lit. Upon further investigation, I found a large puddle of anti-freeze on the ground. I contacted Cummins Power Systems and a technician was on site that afternoon. He determined that the water pump needed to be replaced. The cost of the visit, without repairs, was \$594.50. They provided a quote of \$2,036.63 to replace the water pump, belts, and hoses, as well as the oil pressure switch, which was recommended following the regular service on 2-28-2012. After speaking with Commissioners Spahr, Smith & Young, I signed and returned the quote. Commissioner Smith was going to attempt to contact Cummins to discuss the high labor cost of the work.
- Doug and I took Engine 208 to Absolute in South Plainfield on 4-10-2012 for its preventive maintenance. I received a phone call on 4-13 and was advised of the items that were found during the service, including several issues with the pump. They will be correcting some of the items and we will take care of others in-house when the

truck gets back, which should be sometime this week. Going forward, I will be looking to have Engine 206 completed this month at Fire & Safety, and Engine 204 next month at Absolute.

- Commissioner Smith replaced the battery in the stand-by generator at Station 21 on 4-10-12, which was recommended following the regular service on the unit last year.
- The Township Recycling Dept. picked up the electronic equipment that was declared surplus last month. The only item remaining is the old computer currently in the communications room, which is being replaced with the old computer from my office. Once the computer is replaced, I will drop off the old unit at one of the Township's monthly drop-off days.
- I completed a total of 20 occupancy pre-plans in March, with a total of 65 pre-plans for the year so far.

Insurance:

- I have been in contact with our insurance rep from VFIS regarding the injury to Ed Lidy. We have submitted all of the required paperwork and invoices from the doctor's visits.
- There is an invoice on the voucher list for Traveler's in the amount of \$926.00. This covers the 2011 final audit of the worker's compensation policy in the amount of \$444.00, and the balance of the 2012 policy premium in the amount of \$482.00.