

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 19, 2013*** ***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 2012.

2. Roll Call

3. Address from the Floor

4. Approval of Minutes

A. January 22, 2013 Regular Meeting

5. Professional Reports

A. Fire Chief

B. District Coordinator

C. Insurance Chairman

D. Treasurer

E. Legislative Report

6. Order of Business

A. Update on Assistance to Firefighters Grant

B. Election Results

C. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Midco Waste #689	220.79
<i>C</i>	Verizon Wireless	303.02
<i>D</i>	PSE&G	3,029.34
<i>E</i>	Verizon	342.84
<i>F</i>	United Communications Corp.	310.45
<i>G</i>	Monmouth Junction Vol. Fire Department	107.06
<i>H</i>	Monmouth Junction Vol. Fire Department	355.27
<i>I</i>	Dell Marketing L.P.	394.15
<i>J</i>	Harvey S. Weingarten, M.D., PA	300.00
<i>K</i>	Quest Diagnostics Incorporated	228.62
<i>L</i>	Scott Smith	35.88
<i>M</i>	Mercer County Community College	300.00
<i>N</i>	Nat Alexander Company	67.50
<i>O</i>	Drive to Survive	70.00
<i>P</i>	Lincoln Financial Advisors	44,464.00
<i>Q</i>	Richard M. Braslow, Esq.	15.50
<i>R</i>	Home News Tribune	34.32
<i>S</i>	Fire Security Technologies, Inc.	204.50
<i>T</i>	Brenda R. Hoke	90.00
<i>U</i>	Anne Chibbaro	90.00
<i>V</i>	Donald C. Rodner, Inc.	914.34
<i>W</i>	Donald C. Rodner, Inc.	565.98
<i>X</i>	<i>The Princeton Pocket</i>	<i>63.36</i>

approved
3-18-13/10

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 19, 2013

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. Young seconded by Comm. Bellizio to approve the minutes of the January 22, 2013 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 Scott Smith reviewed the January 2013 Activity Report (see attached).

Chief Smith reported that the installation of the computers and monitors at both stations for the display of the I Am Responding program has been completed and thanked Chairman Spahr for all of his efforts.

Chief Smith reported that all of the portable radios have been re-programmed, as approved and standardized by the chiefs of the three Township Fire Departments. The re-programming was done primarily to make the changing of radio groups easier with the use of a gloved hand. The Fire Departments will look to have all mobile radios re-programmed in the future as well.

Chief Smith reported that the Fire Department's annual banquet is this coming Saturday, February 23rd. The Kingston Fire Company will provide stand-by coverage at their station and at Station 20 during the event.

Lastly, Chief Smith reported that one of the apparatus laptop computers has stopped working, and that he will begin gathering information for a replacement. Chief Smith further reported that another computer was not working and has since been repaired by Deputy Chief Spahr.

District Coordinator's Report

Coordinator Smith reviewed the February 2013 Coordinator's Report (see attached).

Coordinator Smith reported that he received the preventive maintenance service agreement from Cummins Power Systems for the emergency generators at Stations 20 & 21. Coordinator Smith reported that the two-year contract is for a total cost of \$5,160.00. Coordinator Smith recommends renewing the emergency generator preventive maintenance service agreement with Cummins Power Systems.

Coordinator Smith reported that he received the lawn maintenance renewal contract from Alan Landscaping for 2013 for a total cost of \$5,350.00. Coordinator Smith recommends renewing the lawn maintenance contract with Alan Landscaping.

Coordinator Smith reported that he received the 1-year renewal for the online computer server back-up from Mozy-Pro for a total cost of \$186.45. Coordinator Smith recommends renewing the online computer server back-up with Mozy-Pro.

Insurance Chairman's Report

Coordinator Smith reviewed the February 2013 Insurance Report (see attached).

Treasurer's Report

Comm. Young reported that there have been no deposits since the last meeting.

Comm. Young reported that he distributed the 1099-MISC. forms to the appropriate payees in January. Comm. Young reported that he forwarded the associated transmittal documentation to the IRS and State of New Jersey on February 5th.

Comm. Young signed and mailed last week the confirmation request to the banks for the three accounts in preparation for the 2012 audit.

Comm. Young filed and mailed the 990T form to the IRS in order to obtain the interest that was withheld by PNC Bank in 2012 in the amount of \$12.57.

Comm. Young distributed two financial status reports to the Commissioners, one for 2012 and the other is the first report for 2013. Comm. Young reported that there are still several outstanding invoices from 2012 and will wait to issue the final report for the year.

Comm. Young reported that he completed the Survey of Local Government Finances requested by the U.S. Census Bureau, which was submitted online on February 13th.

Legislative Report

Comm. Potts reviewed the February 2013 Legislative Report (see attached).

Comm. Potts reported that he came across a magazine article stating that fire trucks can be purchased from KME under state contract without having to go out to bid.

7. ORDER OF BUSINESS

Update on Assistance to Firefighters Grant

Coordinator Smith reported that he met with the salesman from Nat Alexander Company on January 28th to review the specs of the self-contained breathing apparatus and placed the order for the equipment at that time.

Coordinator Smith reported that the timeframe to receive the new equipment should be 6 to 8 weeks, and that the vendor will provide training on the equipment upon delivery.

Election Results

Comm. Potts reported that a total of 28 voters came out on February 16th for the Fire District Elections. Comm. Potts further reported that he is still waiting for the absentee ballots.

Comm. Potts reported that there were 27 votes cast in favor of the budget, with one opposed. Comm. Potts further reported that he and Comm. Young were both re-elected.

Timely and Important

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the renewal of the preventive maintenance service agreement for the emergency generators with Cummins Power Systems for two years at a cost of \$5,160.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the renewal of the lawn maintenance renewal contract from Alan Landscaping for 2013 at a total cost of \$5,350.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith will renew the online computer server back-up with Mozy-Pro, which is under the Coordinator's authorized spending limit.

Comm. Young reported that the agreement with the Township for the Deputy Fire Marshal position and the fire protection contract with the Fire Department both expire at the end of this year, and recommends appointing a committee by next month's District meeting.

Chairman Spahr reported that there will be a re-organization meeting on Tuesday March 5th at 7:30 PM.

8. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item #X for The Princeton Packet in the amount of \$63.36.

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

No one from the floor desired to address the Board.

10. ADJOURNMENT

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 8:06 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2013

FIRE RUNS

17	System Malfunctions
29	Unintentional system/ Detector operation
1	Wrong location/ No problem found
1	Water Problem
-	False Calls
1	Structure Fires
1	Vehicle Fires
-	Refuse Fires
1	Spill / Leak No Ignition
1	Arcing / Shorted Electrical Equipment
1	Fire in mobile property used as fixed
-	Assist Police / EMS
-	Trees, Brush, Grass Fires
-	Extrications/ Rescue
-	Hazardous Condition
3	Smoke Scare
-	Excessive Heat (Scorch Burns)
-	Smoke / Odor Removal
-	Service Call
-	Stand-By / Cover Assignment
1	Dispatched & cancelled in route

57 Total Runs for 306.21 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
1	Chiefs Meeting
1	Line Officer Meeting
1	BOFC Regular Monthly Meeting
1	Work Night
-	Work Detail
3	Training Sessions/Drills
-	Committee Functions
1	Viewing
-	Public Relations

172.25 Man-Hours

Total Man-Hours for January 2013: 587.46

Referrals To Fire Safety -22

Fire Safety Responded (On Scene) -4

Fire District Coordinator's Report February 19, 2013

- Justin Rogers launched the Fire District website on 1-24-2013.
- I met with a salesman from Accredited Lock Supply on 1-28-2013. I asked for a quote to replace the mechanical locks on the Station 20 member's entrance and engine bay doors with electronic locks. While attempting to change the combination to the locks at both stations, we were unable to enter the new combination in the lock on the engine bay door.
- Fire Security Technologies was at Station 21 on 2-4-2013. We had several burglar alarm activations at the building in the weeks prior, at varying times of day. I believe the alarms to have been caused by the accidental setting of the alarm when the First Aid Squad ambulance was out on a call. The way the system was programmed, an alarm for either the First Aid Squad entrance or the FD entrance would both report as "side door." I had the FD entrance re-programmed to report as "rear door." This way, we will hopefully be able to determine which agency caused the alarm in the future.
- I received a phone call from Fire & Safety on 2-5-2013, asking if they can use our Bronto for the training of their mechanics on April 29th, 30th, & May 1st. As we discussed last year, Pierce now has the exclusive rights for mounting of Bronto aerials on fire truck chassis. The full PM service was performed on the truck by Absolute last October. I informed Fire & Safety that they can use the Bronto, where they will also perform the complete PM service on the truck at no charge. Doug Wolfe and/or myself will participate in some of the training as well.
- On the topic of the firefighter physicals, I have reviewed the revised District policy with all members. I scheduled the physicals at Station 20 for Thursday April 4th & Thursday April 25th. I also sent a letter to Dr. Weingarten's office informing them of our switch to Access Health and requested any outstanding invoices. We received one invoice for a new member that joined at the end of last year.
- I contacted Cummins Power Systems in Newark regarding the maintenance contract for the two station emergency generators. Our previous contract expired March 2012 and we never received a renewal. Their facility suffered significant damage following the hurricane last year, which further delayed the renewal quote.
- I was informed by Fire Official Alan Laird that his office is looking into new software programs to replace the ESP program currently in use. I was invited to demo's he will be having later in the month with two different vendors.
- I completed a total of 10 pre-plans in January.

Insurance:

- I contacted our agent at VFIS following last month's meeting in regards to our Umbrella Policy. This policy is now covered under the Package policy, which was renewed last month. As such, we will no longer be receiving a separate invoice or renewal package for the Umbrella Policy.
- Engine 206 was in a minor fender bender while at a fire call on 1-30-2013. We were able to repair the rear running board on 206. The other vehicle involved suffered a dented rear bumper. A police report was filed at the time of the accident and all information has been submitted to VFIS.

FIRE DISTRICTS LEGISLATIVE REPORT

A-2593 Requires designated fire command structure in municipal emergency operations plans involving mutual aid response to fires.

Has passed both houses and sent to the governor.

A-2596 Would removes the requirement that one and two family residential structure be equipped with fire extinguishers. Conditional veto sent to Commissioner DCA, must perform a study and report back to the Governor within six months.

A-2399 Requires all State Fire Fighter training be accredited.

S-900 Passed both houses sent to the Governor.

A-2291 Requires Medical Oxygen providers notify the Fire Departments when deliveries are halted. Passed both houses sent to the Governor.

A-1570 requires all new one and two family residential units have sprinkler systems.

S-2273 had been conditionally vetoed by the Governor. Amendments as per the conditions have been made. Bill has passed the assembly 44-30

A-1551 makes numerous changes to the Public Meeting Act.

S-2273

S-1452 All three bills combined into one bill, Make multiple changes to the Open Public

S-465 Records Act.

S-546

STATEMENT OF THE RESULTS OF BUDGET AND COMMISSIONERS
 VACANCY ELECTION OF THE COMMISSIONERS OF FIRE DISTRICT NO.2
 SOUTH BRUNSWICK TOWNSHIP, MIDDLESEX COUNTY HELD ON
 FEBRUARY 16, 2013

We the undersigned, Roger S. Potts, Clerk of the Board of Fire Commissioners, and Brenda Hoke and Ann Chibbaro duly appointed tellers, hereby certify that a budget and vacancy election was held on February 16, 2013 for the commissioners of Fire District No.2 South Brunswick Township. Below listed are the true results of said election..

Attached hereto is a specimen of the ballot used at the polling place for this election.

Votes cast for the office of Commissioner

	AT THE POLL	ABSETEE BALLOT	TOTAL
Roger Potts	28	2	30
Thomas Young	27	2	29

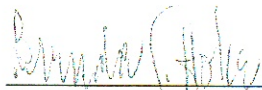
Write In _____


Votes cast for the budget amount to be raised by taxation \$828,865.00


	AT THE POLL	ABSENTEE BALLOT	TOTAL
Votes in favor	27	1	28
Votes opposed	1	1	2

Tax Rate Per Hundred .042

IN WITNESS WHEREOF, we hereto set our hands and seals on this 16th day of February 2013


 Brenda Hoke/ Teller


 Anne Chibbaro/ Teller

By: 
 Roger S. Potts / Clerk