

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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

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

## ***AGENDA*** ***October 21, 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 2013.

***2. Roll Call***

***3. Address from the Floor***

***4. Approval of Minutes***

- A. August 19, 2013 Executive Session
- B. September 16, 2013 Regular Meeting
- C. September 16, 2013 Executive Session

***5. Professional Reports***

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative Report

***6. Order of Business***

- A. Discussion on Assistance to Firefighters Grant Award
- B. Discussion on Replacement of Chief's Vehicle
- C. 2014 Budget Discussion
- D. Items Timely and Important

***7. Voucher List***

(See Attached)

***8. Address From Floor***

***9. Adjournment***

***Voucher List***

<b><i>A</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>B</i></b>	Midco Waste #689	254.79
<b><i>C</i></b>	Midco Waste #689	259.58
<b><i>D</i></b>	Verizon Wireless	304.82
<b><i>E</i></b>	PSE&G	1,802.49
<b><i>F</i></b>	Verizon	486.56
<b><i>G</i></b>	Alan Landscaping, LLC	1,043.75
<b><i>H</i></b>	McMaster-Carr	130.48
<b><i>I</i></b>	OK Enterprises, LLC	149.00
<b><i>J</i></b>	Witmer Public Safety Group, Inc.	107.50
<b><i>K</i></b>	Scott Smith	122.23
<b><i>L</i></b>	Alphagraphics	89.49
<b><i>M</i></b>	Central Jersey Signs	100.00
<b><i>N</i></b>	Matt Pinter Door Company	420.00
<b><i>O</i></b>	Continental Fire & Safety, Inc.	309.00
<b><i>P</i></b>	Shanahan's Office Solutions	55.84
<b><i>Q</i></b>	Township of South Brunswick	24,923.23
<b><i>R</i></b>	Township of South Brunswick	20,000.00
<b><i>S</i></b>	Township of South Brunswick	3,075.81
<b><i>T</i></b>	Trugreen Processing Center	500.00
<b><i>U</i></b>	Firehouse Magazine	49.95
<b><i>V</i></b>	TASC Fire Apparatus Inc.	15,322.25
<b><i>W</i></b>	ESI Equipment, Inc.	145.12
<b><i>X</i></b>	Uni Select USA	82.32
<b><i>Y</i></b>	Monmouth Junction Volunteer Fire Department	1,165.36
<b><i>Z</i></b>	Monmouth Junction Volunteer Fire Department	441.58
<b><i>AA</i></b>	Battery Zone	350.30
<b><i>AB</i></b>	Somerset County Emergency Svcs. Training Academy	300.00

approved 11-18-13 *AS*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 21, 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. Potts to approve the minutes of the September 16, 2013 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Potts reported that the minutes of the August 19, 2013 executive session and the September 16, 2013 executive session will be available for approval at the November Fire District meeting.

**6. PROFESSIONAL REPORTS**

**Chief's Report**

Chief Scott Smith reviewed the September 2013 Activity Report (see attached).

Chief Smith reported the Fire Department held their annual Fire Prevention Week Open House on Saturday October 5<sup>th</sup>.

Chief Smith reported that the Fire Department will be standing by at a bon-fire at the High School on Thursday October 24<sup>th</sup>.

Chief Smith reported that the Fire Department held a live burn drill at the Mercer County Fire Academy on Thursday October 17<sup>th</sup>.

Chief Smith reported that member Joe Malkiewicz successfully completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the line officers have developed an outline for a mentor program and will be looking for current senior members to volunteer as mentors for new members.

Chief Smith reported that the line officers would like to have a 6-inch white reflective stripe installed on the sides and front of Engine 208, in an effort to increase visibility of the truck in low-light conditions. Chief Smith further reported that the striping will match the striping on the three newest apparatuses. Chief Smith received a quote of \$975.00 from Agin Signs for the application of the reflective striping. The Chief's request will be brought up for discussion under Timely & Important.

### **District Coordinator's Report**

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

During discussion of the TruGreen lawn treatment under the Coordinator's report, Coordinator Smith also reported that he received the 2014 contract renewal for both stations at a total cost of \$1,500.00, which is the same as 2013. Coordinator Smith recommended renewing the lawn treatment for the stations with TruGreen.

Coordinator Smith reported that he received the Station 20 HVAC maintenance contract renewal from Donald C. Rodner, Inc. The contract runs from 11-1-2013 to 10-31-2014 and is billed quarterly following service at a cost of \$565.98 per quarter, for a total cost of \$2,331.84. This price represents a total increase of \$67.93 over the current contract. Coordinator Smith recommended renewing the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc.

Coordinator Smith reported that the Township Public Works road department made the repairs to the asphalt around the parking lot catch basins at Station 20 last week.

Coordinator Smith reported that the annual hose testing has been scheduled for Wednesday November 6<sup>th</sup>.

Coordinator Smith reported that he will be attending a seminar on Tuesday October 29<sup>th</sup> to maintain his fire official and fire instructor certifications and will be out of the office all day.

### **Insurance Chairman's Report**

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

### **Treasurer's Report**

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on September 27<sup>th</sup> for two separate checks from South Brunswick Township. The first check was for the 3<sup>rd</sup> quarter taxation in the amount of \$207,216.25. The second check was for the use of Station 20 as a polling place for the special primary election in the amount of \$250.00. The total amount deposited was \$207,466.25.

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

## **Legislative Report**

Comm. Potts reported that there is nothing new to report at this time.

### **7. ORDER OF BUSINESS**

#### **Discussion on Assistance to Firefighters Grant Award**

Coordinator Smith reported that he spoke with someone from Scott Health & Safety regarding the delay in shipment of the SCBA facemasks. The delay has been caused due to changes in the testing procedures of the facemasks under the new NFPA standard. Coordinator Smith reported that the new tests have been finalized and approved, and that Scott Health & Safety has started manufacture of the new masks. Coordinator Smith further reported that he received a tentative ship date of November 1<sup>st</sup>.

Coordinator Smith also reported that he spoke with the regional advisor from FEMA earlier this afternoon regarding some questions on the grant. Coordinator Smith reported that the grant was officially awarded on December 27, 2012, and that the grant is supposed to be closed out within 12 months. Coordinator Smith reported that the advisor recommended submitting a 90-day extension request to allow additional time due to the delay in manufacture of the facemasks. The extension request will also allow the purchase of equipment with remaining funds as approved by the Commissioners at the September Fire District meeting.

#### **Discussion on Replacement of Chief's Vehicle**

Coordinator Smith reported that he received the order confirmation from Municipal Equipment Enterprises for the new vehicle with an estimated delivery date of January 27, 2014. As such, Coordinator Smith reported that he has contacted Approved Fire Protection and Agin Signs and informed them of the delivery date, as they will be performing work on the vehicle upon delivery.

Coordinator Smith also reported that he has been gathering information in preparation for the sale of the current chief's vehicle. Coordinator Smith stated that he spoke with Mike Rakes from the Township Public Works vehicle maintenance division, and was informed that the next surplus equipment auction will be held in late spring/early summer 2014. Coordinator Smith also reported that he has been gathering information on the government auction website that was used to sell the former Engine 206.

#### **2014 Budget Discussion**

Comm. Young reviewed the preliminary 2014 budget. Comm. Young requested that the Board review the preliminary budget and forward any needed figures to him by November 4<sup>th</sup>.

#### **Timely and Important**

A motion by Comm. Smith seconded by Comm. Bellizio to approve the Chief's request to install reflective striping on Engine 208 by Agin Signs at a total cost of \$975.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Potts seconded by Comm. Bellizio to approve the renewal of the lawn treatment contract with TruGreen at a total cost of \$1,500.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Young seconded by Comm. Bellizio to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a cost not to exceed \$2,400.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Chairman Spahr reported that he and Comm. Smith met with representatives from Black Rock Consulting Group in order to obtain a quote to examine the HVAC systems at Station 20. The intent is to have an engineer make recommendations on the condition of the existing systems, due to the expenses incurred over the last several years on repairs. Chairman Spahr further reported that we should be receiving the quote sometime this week.

Coordinator Smith reported that he spoke with Donald Rodner and received the name of an engineering company he uses that can also examine the current HVAC systems.

Comm. Smith reported that he met with a representative from Patriot Roofing, Inc. to examine the problem roof areas that have been leaking at Station 20. Comm. Smith further reported that he received a quote of \$8,200.00 to cover the small trough along the workout room. Comm. Smith expressed his opinion that the quote was high and that he will be contacting at least one additional vendor to obtain another quote.

Comm. Potts reported that he and Chairman Spahr met with Coordinator Smith to discuss his employee evaluation. Comm. Potts further reported that the 2014 salary for the Coordinator was discussed, and a salary of \$65,000.00 was agreed upon by all parties. Comm. Potts further reported that the Board will issue a one-time \$800.00 stipend to Coordinator Smith for his efforts in securing the 2012 Assistance to Firefighters Grant. Comm. Potts reported that resolutions will be placed on next month's agenda for the approval of the 2014 salary and stipend. Comm. Smith stated that he excused himself from all discussions on the Coordinator's evaluation and salary, and will abstain from voting on all future personnel matters that would concern Coordinator Smith's salary, wages and benefits packages.

## **8. VOUCHER LIST**

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

Comm. Young reported that in preparing the vouchers this month, it was noted that the bill from Verizon for telephone service at the stations was found to be approximately \$200.00 over the normal amount. Comm. Young further reported that he was in contact with Verizon and that the fee increased due to the expiration of a contract item for the phone service. Comm. Young reported that Coordinator Smith will contact Verizon and request renewal of the contract at the current rates.

## **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 8:51 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2013

**FIRE RUNS**

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

**35 Total Runs 159.12 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**207.17 Man-Hours**

**Total Man-Hours for September 2013: 366.29**

*Referrals To Fire Safety -11*

*Fire Safety Responded (On Scene) -1*



## Fire District Coordinator's Report October 21, 2013

- The new high-pressure Hurst rescue equipment came in on 9-20-2013, and the equipment was placed in service on 10-4-2013. Thank you to Commissioner Smith for mounting the cutters.
- Cummins Power Systems was on site on 9-23-2013 to perform the 6-month preventive maintenance service on the stand-by generators at both stations. The block heater on Station 20's generator was found to be not working due to a bad element. They will be providing a quote for the repair. A coolant leak was found on Station 21's generator due to a cracked plug on the water pump. A new plug, clamp and hose were installed and the unit is running properly at this time.
- TruGreen was at both stations the week of 9-23-2013 to perform the fall lawn treatment. The first two lawn treatments at Station 20 were not performed this year due to an administrative error at TruGreen, despite repeated phone calls. The lawn maintenance contract should be straightened out at this time and we should be receiving the scheduled treatments going forward.
- Matt Pinter Door Company was on site on 9-27-2013 to perform preventive maintenance on the engine bay doors at both stations. All doors were inspected, adjusted and repaired as needed. They also installed an extended range antenna on the bay door for Engine 206 at Station 20.
- We started the fire safety presentations at the elementary schools and day care centers with John Funcheon from Fire Safety on 10-8-2013. We have 10 presentations scheduled so far, and are waiting on call backs from several other locations. Following the presentations last year, I developed a brochure which I will be giving copies of to the children to give to their parents. The brochure is intended to allow parents to review the information covered during the presentation to reinforce the lessons learned.
- The fire station was used as a polling place for the special election on 10-16-2013. The building will be used again on 11-5-2013 for the general election.
- I completed a total of 15 pre-plans in September for a total of 110 for the year.
- Thank you to the Commissioners for all of your help with appointments while I was on vacation.

### **Insurance:**

- We received a reimbursement check on 9-23-2013 in the amount of \$50.00 issued to the member who struck a deer on the way to the Middlesex County Fire Academy on 8-16-2013. The \$50.00 check covers the cost of the deductible on the member's insurance. The claim has now been closed out.