

# 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***

***November 18, 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 Executive Session
  - C. October 21, 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. Discussion on Assistance to Firefighters Grant Award
  - B. Presentation/Discussion on Proposed New Gym Equipment
  - C. 2014 Budget Discussion
  - D. Resolution #13-22, Authorizing Annual Salary for the Fire District Coordinator
  - E. Resolution #13-23, Authorizing an Increase in the 2013 Length of Services Award
  - F. Resolution # 13-24, Authorizing a One Time Stipend to District Coordinator Scott Smith
  - G. 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>	Verizon Wireless	304.92
<b><i>C</i></b>	PSE&G	1,337.00
<b><i>D</i></b>	Verizon	320.02
<b><i>E</i></b>	Alan Landscaping, LLC	668.75
<b><i>F</i></b>	Shanahan's Office Solutions	126.99
<b><i>G</i></b>	Battery Zone	48.00
<b><i>H</i></b>	Middlesex County Fire Academy	42.00
<b><i>I</i></b>	Georgia Steel & Chemical Co., Inc.	146.19
<b><i>J</i></b>	Quaker Safety Products Corporation	2,026.50
<b><i>K</i></b>	Monmouth Junction Vol. Fire Department	8,474.49
<b><i>L</i></b>	Witmer Public Safety Group, Inc.	300.00
<b><i>M</i></b>	Emergency Services Marketing Corp., Inc.	725.00
<b><i>N</i></b>	Scott Smith	36.51
<b><i>O</i></b>	Q.R.F.P. Special Service	400.00
<b><i>P</i></b>	Agin Signs and Designs	975.00
<b><i>Q</i></b>	Waterway – NJ	2,459.52
<b><i>R</i></b>	Approved Fire Protection Systems	137.50
<b><i>S</i></b>	Generator & Starter Exchange	190.00
<b><i>T</i></b>	Donald C. Rodner, Inc.	582.96
<b><i>U</i></b>	Electronic Measurement Labs, Inc.	521.00
<b><i>V</i></b>		
<b><i>W</i></b>		
<b><i>X</i></b>		
<b><i>Y</i></b>		
<b><i>Z</i></b>		

*approved 12-16-13*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
November 18, 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**

Fire Department Assistant Financial & Recording Secretary Adam Kinder gave a presentation to the Commissioners detailing the gym equipment the Fire Department is requesting the Board to purchase for the weight room at Station 20. Mr. Kinder distributed copies of a proposed room layout and quote supplied by Ener-G Wellness, which is the same company that designed the weight room when Station 20 was first constructed. The proposal includes the purchase of four pieces of equipment and new flooring for the entire room. The proposal also includes the removal of the existing multi-station “Vectra” machine and the stepper machine. The total cost of the project as quoted is \$14,738.00.

Comm. Young expressed his opinion that he would like to see the stepper machine stay, as he feels its workout is extremely beneficial for firefighters. Chairman Spahr questioned the need and pricing to install new flooring in the room, which was further discussed.

Comm. Young requested that the Fire Department obtain an updated layout of the room, as the sketch provided did not include the location of one of the treadmills currently in the room. Comm. Young further requested that the updated drawing and an updated quote be provided before the December 2, 2013 special meeting where the capital purchase will be presented to the public for approval.

**5. APPROVAL OF MINUTES**

A motion made by Comm. Young seconded by Comm. Potts to approve the minutes of the August 19, 2013 executive session and the September 16, 2013 executive session. Roll call Comm. Bellizio-abstain, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the October 21, 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 October 2013 Activity Report (see attached).

Chief Smith reported that the Fire Department stood-by at a High School football game on October 11<sup>th</sup> and a bon-fire for the High School Homecoming on October 24<sup>th</sup>.

Chief Smith reported that the Fire Department participated in a water supply drill on November 3<sup>rd</sup> with the Kingston, Kendall Park and Plainsboro Fire Companies. The drill started with a classroom presentation and concluded with a large practical scenario on Independence Way.

Chief Smith reported that all of the station and apparatus mobile radios have been re-programmed by Data Processing, as part of a collaborative effort between the three Township Fire Departments.

Chief Smith reported that the line officers have been compiling a list of equipment they wish to purchase at the end of the year, and requested permission to order turnout gear and miscellaneous personal protective equipment including gloves, nomex hoods, helmets, boots and safety vests at a total cost of \$10,070.86. The Chief's request will be discussed under Timely and Important. See attached list of equipment for details.

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

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

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

Coordinator Scott Smith reviewed the November 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 November 15<sup>th</sup> from South Brunswick Township in the amount of \$5,380.00 for the Supplemental Fire Services Grant.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes on November 15<sup>th</sup>.

### **Legislative Report**

Comm. Potts reported that there was a hearing today on a bill which would grant certification for trained volunteer firefighters who are in-turn hired as career firefighters.

Comm. Potts further reported that the legislators are in lame duck session, with the bills in hearings at this time being pushed by legislators to be passed.

## **7. ORDER OF BUSINESS**

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

Coordinator Smith reported that the facemasks were supposed to be shipped by Scott Health & Safety today. Coordinator Smith further reported that once the masks are received, he will issue the check that was approved back in September.

Coordinator Smith reported that he spoke with the salesman from Nat Alexander Company and inquired when the check would be received for the trade-in of the old air packs and cylinders. Coordinator Smith stated that he was informed the check would be issued when the facemasks are delivered.

Coordinator Smith reported that he submitted a 90-day extension of time request to FEMA on October 23<sup>rd</sup>, due to the delay in the shipment of the facemasks. Coordinator Smith further reported that the request was denied as there was still approximately 2 months left in the 1-year grant period. Should there be a delay in the shipment of the masks into December, Coordinator Smith will submit another extension of time request, which should be approved.

Coordinator Smith also reported that after speaking with one of the representatives from FEMA, an extension of time request could be submitted in order to purchase additional equipment using the remaining grant funds.

### **Presentation/Discussion on Proposed New Gym Equipment**

The presentation and discussion was held under the Address from the Floor at the beginning of the meeting.

### **2014 Budget Discussion**

Comm. Young reviewed the 2014 preliminary budget status.

Comm. Potts distributed to the Commissioners a copy of the notice for a special meeting to be held on Monday December 2<sup>nd</sup> to discuss and approve the budget.

A motion made by Comm. Young seconded by Comm. Bellizio to approve Resolution #13-22, Authorizing Annual Salary for the Fire District Coordinator. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve Resolution #13-23, Authorizing an Increase in the 2013 Length of Services Award. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-abstain.

A motion made by Comm. Young seconded by Comm. Potts to approve Resolution #13-24, Authorizing a One-Time Stipend to District Coordinator Scott Smith. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Bellizio seconded by Comm. Smith to approve Resolution #13-25, Authorizing the Transfer of Funds in the 2013 Budget. 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 Resolution #13-26, Authorizing Award of Contract Relative to Heating & A/C System. During the discussion, Comm. Potts reported that the lowest quote was from KSI Consulting Engineers, LLC in the amount of \$3,500.00, which may in fact be less depending on the amount of time it takes to complete the study. Chairman Spahr reported that the second quote was provided by The Rock Brook Consulting Group at a cost of \$5,400.00. Comm. Smith reported that both companies provided detailed quotes in a timely manner and both were qualified to perform the study. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

### **Timely and Important**

A motion by Comm. Bellizio seconded by Comm. Smith to approve the Chief's request to purchase turnout gear and additional personal protective equipment (see attached list) at a cost not to exceed \$10,100.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Bellizio to approve a three-year renewal of the I Am Responding service at a total cost of \$2,175.00, paid annually at a cost of \$725.00 per year commencing December 6, 2013 and terminating on December 5, 2016. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Bellizio to approve the purchase of fire hose from Absolute Fire Protection at a cost not to exceed \$4,000.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Bellizio to authorize White Brothers Masonry to perform sidewalk pressure-washing and repairs at Station 20 at a cost not to exceed \$6,650.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Bellizio seconded by Comm. Smith to renew the Group Term Life Insurance Policy with VFIS at a cost of \$8,716.22. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

### **8. VOUCHER LIST**

A motion made by Comm. Smith seconded by Comm. Potts to approve the voucher list as posted. 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. Bellizio seconded by Comm. Potts and by a voice vote all voted in affirmative. Meeting adjourned at 10:28 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
October 2013

**FIRE RUNS**

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

**38 Total Runs for 177.32 Man-Hours**

**DEPARTMENT ACTIVITIES**

1	Regular Department Monthly Meeting
1	Chiefs Meeting
1	Line Officer Meeting
1	BOFC Regular Monthly Meeting
3	Work Night
-	Work Detail
1	Training Sessions/Drills
1	Fire Prevention Open House
1	Public Relations

**457.82 Man-Hours**

**Total Man-Hours for October 2013: 635.14**

*Referrals To Fire Safety -11*

*Fire Safety Responded (On Scene) -0*





## Fire District Coordinator's Report November 18, 2013

- Quick Response Fire Protection was on site on 10-24-2013 to perform the quarterly fire sprinkler service at both stations. All systems are in proper working order at this time.
- Station 20 was used as a polling place on 11-5-2013 for the general election.
- Approved Fire Protection was on site on 11-5-2013 to perform the 6-month inspection of the kitchen hood fire suppression system, which is in proper working order at this time.
- Waterway Inc. was on site on 11-6-2013 to perform the annual hose testing. All hose that was tested passed and is in back service. We removed 10 lengths of 1-3/4" hose and 10 lengths of 2-1/2" from service prior to testing, as this hose was manufactured on or before 1987, which is the cut-off date per the NFPA standard. I obtained 2 quotes for replacement hose, with the lowest quote from Absolute Fire Protection at a total cost of \$3,750.00. I recommend purchasing the replacement hose from Absolute Fire Protection at a cost not to exceed \$4,000.00.
  - Per our records, we have 10 lengths of 1-3/4" hose remaining manufactured on or before 1987, which passed testing and we will look to replace next year. We also have 4 lengths of 4" supply hose manufactured prior to 1987 which also passed testing and we will replace when we replace the next engine.
- Agin Signs installed the reflective striping and numbering on Engine 208 on 11-8-2013.
- Air & Gas Technologies was at Station 21 on 11-12-2013 to perform the 6-month service and inspection on the Bauer breathing air compressor. The unit is in proper working order at this time.
- The alternator on Engine 208 was removed and taken to the Generator and Starter Exchange in Trenton for repair on 11-12-2013, after it was found to be not charging properly at an incident on 11-8-2013. The vehicle was placed back in service on 11-14-2013.
- All 9 gas meters were calibrated by Electronic Measurement Labs the week of 11-11-2013.
- We received the subscription renewal agreement for the I Am Responding program from Emergency Services Marketing Corp., Inc. Our current 1-year subscription expires on December 5, 2013. After speaking with Commissioner Young, it is my recommendation to agree to a 3-year subscription paid annually at a cost of \$725.00 per year, for a total cost of \$2,175.00.

- The fire safety presentations at the schools and day care centers are still in progress. We have four remaining days scheduled this week.
- I completed a total of 2 pre-plans in October for a total of 112 for the year.

**Insurance:**

- We received the 2014 renewal packet for the Group Term Life Plan with VFIS. The total cost is \$8,716.22, billed quarterly. The cost for 2013 was \$8,985.81, which represents a decrease for next year of \$269.59. I recommend we renew the Group Term Life Plan with VFIS.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE  
TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF  
MIDDLESEX

RESOLUTION 13- 22

AUTHORIZING ANNUAL SALARY FOR THE FIRE DISTRICT  
COORDINATOR

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2014 budget concerning this position; and

WHEREAS, the Commissioners of Fire District NO 2 in the Township of South Brunswick, County of Middlesex, are desirous of increasing the annual salary of the Fire District Coordinator,

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Fire District Coordinator Scott Smith shall receive an annual salary of \$65,000.00 for the year commencing January 1, 2014 and ending December 31, 2014.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to 2014 budget.

The above is a true copy of a resolution passed by the Board of Fire Commissioners at a meeting held on November 18, 2013.



Roger S. Potts /Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO.2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX

Resolution #13-23

Authorizing an Increase in the 2013 Length of Services Award

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2013 at a maximum of 2.2 % and;

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments, and

WHEREAS the Commissioners of Fire District # 2 South Brunswick Township desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase, and

WHEREAS, funds are available in the 2013 budget for this purpose.

NOW, THEREFORE, be it RESOLVED by the Commissioners Fire District #2 Township of South Brunswick, County of Middlesex as follows.

- (1) The year 2012 LOSAP award of \$1,588.00 shall be increased by the addition of a Cost of Living Increase of 2.2 % equal to \$35.00 for a 2013 award of \$1,623.00, this being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District #2 Township of South Brunswick at a meeting duly held on the 18<sup>th</sup> day of November 2013



ROGER S POTTS/CLERK

THE COMMISSIONERS OF FIRE DISTRICT NO.2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX

RESOLUTION # 13-24

A Resolution authorizing a one time stipend

WHEREAS, Fire District Coordinator Scott Smith has worked timelessly to obtain a grant through the Federal Government FEMA program and Scott has given beyond his normal duties to provide the firefighters with the equipment needed to perform their functions, while at the same time saving the tax payers of Fire District No. 2 significant monies. and

WHEREAS, Scott on behalf of the firefighters and the residents of Fire District # 2 has been successful in obtaining the grant through the FEMA ASSISTANCE TO FIREFIGHTERS program. An award of \$231,434.00 has been received, the equipment purchased, and placed into service, and

WHEREAS, the Board of Fire Commissioners Fire District No. 2 desire to express our sincere appreciation for Scott's outstanding work for the residents of the District, and

WHEREAS, Funds are available in the 2013 Fire District budget.

NOW, THEREFORE be it RESOLVED by the Commissioners of Fire District #2 in the Township of South Brunswick, County of Middlesex as follows.

( 1 ) Scott Smith shall receive a one time stipend of \$800.00 for his outstanding contribution in obtaining a FEMA grant in the amount of \$ 231,434.00.

I do hereby certify that the foregoing is a copy of a resolution passed by the Board of Fire Commissioners Fire District #2 Township of South Brunswick at a meeting duly held on the 18<sup>th</sup> day of November 2013.



Roger S. Potts/ Secretary

## Resolution 13-25

A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2013.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 18th day of November, 2013 by the Board of Fire Commissioners of the Township of South Brunswick, that the following transfers be made as follows:

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-1	Adm. Salaries & Wages	\$172,995.00	\$166,995.00
O-6	Supplies Expense	\$7,000.00	\$10,000.00
O-8	Uniforms (Turnout Gear)	\$16,200.00	\$19,200.00

The reason for the requested change is to accommodate the purchase of replacement hose under Account O-6 Supplies Expense and additional turnout gear under Account O-8 - Uniforms.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 18th day of November, 2013.



Roger S. Potts  
District Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO.2 IN THE TOWNSHIP OF SOUTH  
BRUNSWICK, COUNTY OF MIDDLESEX

RESOLUTION 13-26

Authorizing Award of Contract Relative to Heating & A/C System

WHEREAS, the existing HVAC system at the Monmouth Junction Fire Station 573 Ridge Road has failed on numerous occasions, and

WHEREAS, repairs have been difficult to complete due to the availability of existing controls within the system, and

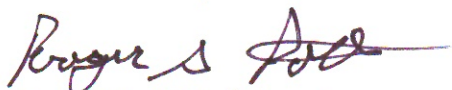
WHEREAS, the structure has been without heat or A/C for prolonged periods of time, and

WHEREAS, the Commissioners have obtained quotes from two engineering firms, The Rock Brook Consulting Group and the KSI Consulting Engineers Group to evaluate the existing system, and to estimate the remaining useful life of the system. To have a discussion and a review of the survey of the HVAC and the issues involved. To put forth a phased path forward to rectifying the issues. Also to provide a budgetary costs to implement the changes and to the provide fees that would be charged to develop biddable documents to have the solutions implemented,

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.2 South Brunswick Township, County of Middlesex, as follows.

- (1) An award of contract is hereby made to KSI Consulting Engineers Group to provide the above listed services on a Time and Material Basis at a cost not to exceed \$3500.00. Not included in the Bid price is a pass through cost of \$92.00 per hour for the existing HVAC service man to do a walk through with the engineers and locate the existing controls, dampers and other factors above the ceilings.

I do hereby certify that the foregoing is a copy of a resolution passed by the commissioners of Fire District No. 2 at a public meeting duly held on November 18, 2013



Roger S. Potts/ Secretary

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