

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 18, 2014

7:30 PM

1. *Call to Order and Pledge of Allegiance*
2. *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.
3. *Roll Call*
4. *Public Comment*
5. *Approval of Minutes*
 - A. January 21, 2014 Regular Meeting
6. *Professional Reports*
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. *Old Business*
 - A. Update on Assistance to Firefighters Grant Award
 - B. Discussion on Station 20 HVAC Engineering Study Draft Report
8. *New Business*
 - A. Election Results
 - B. Discussion on Disposal of 2003 Explorer Chief's Vehicle
 - C. Discussion/Approval on Chief's Request – Motorola Pagers
 - D. Discussion/Approval on Chief's Request – Confined Space Training
9. *Voucher List*

(See Attached)
10. *Public Comment*
11. *Adjournment*

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Midco Waste #689	254.67
<i>C</i>	Verizon Wireless	305.12
<i>D</i>	PSE&G	4,105.16
<i>E</i>	Verizon	329.72
<i>F</i>	Poland Spring Water Co.	39.07
<i>G</i>	Lincoln Financial Advisors	42,198.00
<i>H</i>	Day Chevrolet, Inc.	28,965.13
<i>I</i>	Fire Security Technologies, Inc.	880.00
<i>J</i>	Q.R.F.P. Special Services	400.00
<i>K</i>	Richard M. Braslow, Esq.	80.00
<i>L</i>	Fire & Safety Services, Ltd.	237.60
<i>M</i>	Fire & Safety Services, Ltd.	630.96
<i>N</i>	John J. Maley, Jr.	150.00
<i>O</i>	Home News Tribune	71.66
<i>P</i>	United Communications Corp.	85.35
<i>Q</i>	Scott Smith	226.19
<i>R</i>	Donald C. Rodner, Inc.	273.00
<i>S</i>	Campbell Supply Company	1,658.59
<i>T</i>	Valley Distributors, Inc.	92.97
<i>U</i>	Battery Zone	44.71
<i>V</i>	McMaster Carr	48.40
<i>W</i>	Main Electric Supply Company, Inc.	228.19
<i>X</i>	Continental Fire & Safety, Inc.	473.38
<i>Y</i>	Witmer Public Safety Group, Inc.	193.50
<i>Z</i>	Witmer Public Safety Group, Inc.	1,705.00
<i>AA</i>	Witmer Public Safety Group, Inc.	1,149.00
<i>BB</i>	<i>PATRICIA WOLFE</i>	<i>100.00</i>
<i>CC</i>	<i>ANNE CHIARANO</i>	<i>100.00</i>
<i>DD</i>	<i>QUAKER SAFETY PRODUCTS CORP.</i>	<i>6,079.50</i>

approved 3/17/14 pp

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 18, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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. PUBLIC COMMENT

Fire Department Treasurer Justin Rogers submitted to the Board two quotes and an updated floor plan for the proposed renovations to the workout room at Station 20. Coordinator Smith will meet with Mr. Rogers to review the details of the quotes and provide information for a discussion at the March District meeting.

5. APPROVAL OF MINUTES

A motion made by Comm. Potts seconded by Comm. Smith to approve the minutes of the January 21, 2014 regular meeting. Roll call Comm. Bellizio-abstain, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the January 2014 Activity Report (see attached).

Chief Smith reported that the Fire Department's annual installation dinner is this coming Saturday, February 22nd. Chief Smith further reported that the Kendall Park Fire Company will be covering fire calls during the dinner.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the February 2014 Coordinator's Report (see attached).

Coordinator Smith reported that he contacted Access Health Systems and received an updated price list for the firefighter physicals for 2014. Coordinator Smith further reported that the costs for all tests remained the same from 2013.

Coordinator Smith reported that Air & Gas Technologies was on site earlier today to diagnose a problem with the Bauer breathing air compressor when it was found that the low oil pressure

warning light would activate when the unit was running. The technician inspected the unit and was unable to find a problem with the compressor. Coordinator Smith will continue to monitor the status of the unit going forward.

Coordinator Smith reported that he performed research to replace the laser jet printer in the office at Station 20, due to deteriorating print quality. Coordinator Smith further reported that the price for the new printer is approximately \$500.00, and that he will be speaking with the computer tech to confirm the printer will work with our server and computers before making the purchase.

C. Insurance Chairman's Report

Coordinator Scott Smith reviewed the February 2014 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there have been six deposits since the last meeting. Four of the deposits were from the Department of Homeland Security as part of the Assistance to Firefighters Grant, as follows: January 10th in the amount of \$5,130.00; January 29th in the amount of \$426.00; January 30th in the amount of \$1,534.00; and February 7th in the amount of \$1,034.00.

Another deposit was made on January 31st in the amount of \$462.96 for the life insurance premium reimbursements for four members. The final deposit was made on January 18th in the amount of \$2,300.00 from South Brunswick Township for dedicated penalty monies for the second-half of 2013.

Comm. Young reported that the 2014 adopted budget was mailed back to the State on January 27th, and was approved by DCA with no changes on February 4th.

Comm. Young distributed two financial reports to the Commissioners earlier in the day. The first is for 2013 expenses through this meeting. Comm. Young reported that he plans to close out 2013 in advance of the March meeting. The second financial report is for 2014.

Comm. Young reported that he distributed the 1099-MISC. forms to the appropriate payees prior to the January 31st deadline. Comm. Young further reported that he forwarded the associated transmittal documentation to the IRS and State of New Jersey earlier today.

Comm. Young completed and will mail tomorrow the 990T form to the IRS in order to obtain the interest that was withheld by PNC Bank in 2013 in the amount of \$8.58.

E. Legislative Report

Comm. Potts reviewed the February 2014 Legislative Report (see attached).

7. OLD BUSINESS

A. Update on Assistance to Firefighters Grant Award

Coordinator Smith reported that all equipment that was ordered with remaining grant funds has been received. Coordinator Smith further reported that the corresponding invoices have been

received from the vendors, and that payment requests were submitted to FEMA and have been subsequently approved.

Coordinator Smith reported that he will be completing the grant close-out process online in the coming week and will prepare a final report for the March District meeting.

Commissioner Smith thanked Coordinator Smith for his hard work throughout the grant process.

B. Discussion on Station 20 HVAC Engineering Study Draft Report

Chairman Spahr reported that he has read through the draft report, and has compiled a list of questions to pose to the engineer. Chairman Spahr expressed his opinion that the report does not provide a definitive course of action regarding the HVAC systems going forward.

Chairman Spahr and Coordinator Smith will compile a list of questions from the Commissioners regarding the draft report and will be contacting KSI Engineering to set-up a meeting.

8. NEW BUSINESS

A. Election Results

Comm. Potts reported that a total of 35 votes were cast for the Fire District elections on February 15th; 33 voters at the polls plus 2 absentee ballots.

Comm. Potts reported that Comm. Smith was re-elected after receiving 35 votes.

Comm. Potts reported that a total of 33 votes were cast in favor of the budget with one opposed.

Comm. Potts reported that he filed the paperwork certifying the budget with the Department of Community Affairs. Comm. Potts further reported that he filed a letter with the Township Tax Assessor stating that the election has been closed out.

B. Discussion on Disposal of 2003 Explorer Chief's Vehicle

Coordinator Smith reported that he has compiled a vehicle description of the 2003 Ford Explorer and all equipment to be included with its sale. Coordinator Smith further reported that options for disposal of the vehicle include advertising in newspapers or fire service trade magazines, listing in the Township surplus equipment auction, selling in an online government auction website, or donating the vehicle to the Township. Coordinator Smith further reported that the Kelley Blue Book value for the vehicle is between \$3,800 and \$4,200, not including additional equipment.

Coordinator Smith reported that he spoke with Public Works Vehicle Maintenance Division Supervisor Mike Rakes, who stated that the Township could utilize the vehicle if it were donated. After discussion, all Commissioners were in favor of donating the vehicle to the Township considering the frequent assistance given to the District. Comm. Potts will draft a resolution for the next meeting for the donation of the vehicle.

C. Discussion/Approval on Chief's Request – Motorola Pagers

Chief Smith reported that Motorola is discontinuing manufacture of the Minitor V model of pager, and will be issuing the new Minitor VI model. Chief Smith further reported that the new

model of pager will not be compatible with the current dispatching frequency, and that orders will be taken for the Minitor V model until February 27th. Chief Smith stated that he obtained two quotes for pagers, and requested permission to spend up to \$3,800 for a total of 10 Minitor V pagers with standard charger, extended warranty, and 2 additional standard chargers to be purchased from Leavitt Communications.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the Chief's request to purchase 10 Motorola Minitor V pagers with chargers and accessories from Leavitt Communications at a cost not to exceed of \$3,800.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

D. Discussion/Approval on Chief's Request – Confined Space Training

Chief Smith reported that the Fire Department would like to bring in an instructor from the Middlesex County Fire Academy to teach a Confined Space Awareness class for all members. Chief Smith reported that the cost of the class is \$125.00 plus \$42.00 for each student. Chief Smith requested permission to have the Confined Space Awareness class taught at a cost not to exceed \$1,500.00.

A motion made by Comm. Bellizio seconded by Comm. Potts to approve the Chief's request to schedule the Confined Space Awareness class by the Middlesex County Fire Academy at a cost not to exceed of \$1,500.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item #BB to Patricia Wolfe and Item #CC to Anne Chibbaro, both in the amount of \$100.00, for poll work for the Fire District election on February 15th. Item #DD to Quaker Safety Products Corp. was added in the amount of \$6,079.50.

A motion by Comm. Bellizio 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.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. 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 8:31 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2014

INCIDENT RUNS

Structure Fires
Vehicle Fires
Dumpster/Trash/Refuse Fires
2 Trees, Brush, Grass, Mulch Fires
1 Fires, Other
Vehicle Extrications (Jaws)
1 Motor Vehicle Accident (No Extrication)
1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
3 Haz-Mat Spill / Leak No Ignition
3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
2 Hazardous Condition
3 Service Call (Unauthorized Burning, Water Problem/Leak, etc.)
1 Assist Police / EMS / Landing Zone
2 Stand-By / Cover Assignment
1 Dispatched & Cancelled En Route
1 Smoke Scare / Odor Removal / Problem
30 System Malfunctions
21 Unintentional System / Detector Operation
1 False Calls
Other

73 Total Runs for 527.31 Man-Hours

DEPARTMENT ACTIVITIES

1 Board of Fire Commissioners Meeting
1 Chief's Meeting
1 Line Officer's Meeting
1 Regular Department Monthly Meeting
1 Relief Association Meeting
OEM Meeting
2 Work Night
Work Detail
2 Drills
Training Session
Parade/Wetdown
Public Relations
1 Stand-by Assignment
Viewing/Funeral

323.98 Man-Hours

Total Man-Hours for Month: 851.29

Fire Safety:

Referrals Sent – 29

Responded to Scene – 5

Fire District Coordinator's Report February 18, 2014

- Fire Security Technologies was on site 1-22-2014 to complete the replacement of a heat detector in the Station 20 mezzanine with a smoke detector.
- Upon returning to the fire station from a fire call on 1-26-2014, Engine 208 suffered an electrical fire which was quickly extinguished. VFIS was contacted the day of the incident and informed of the situation. A mechanic from Campbell Supply was on site on 1-27 and determined the battery cable to the isolator case shorted. A quote of \$2,129.19 was given and the replacement parts were ordered. An appraiser assigned by VFIS was on site on 1-30 to inspect the damage. The mechanic returned on 2-3-2014 and replaced the isolator and repaired the damaged wiring. The total charge for the repair was \$1,534.59, which is less than quoted as repairs were completed in fewer man-hours than anticipated. Per VFIS, the entire cost of the repairs will be covered under our insurance with no deductible. Also note on the invoice on the voucher list an additional charge as the mechanic worked on the truck's cab heater to make repairs not related to the electrical fire.
- We took delivery of the 2014 Chevrolet Tahoe chief's vehicle from Municipal Equipment Enterprises/Day Chevrolet on 2-3-2014. I completed vehicle registration and obtained Municipal Government plates, and it was added to our insurance coverage on 2-4. The vehicle was taken to Agin Signs on 2-13 for lettering. I will be scheduling the installation of the warning lights, siren, console and command cabinet by Absolute in the coming weeks.
- I completed a total of 8 pre-plans in January.
- Due to weather, I had to re-schedule my vacation to Phoenix. I will be off from Tuesday March 18th to Tuesday March 25th.

Insurance:

- The member injured in the slip and fall at Station 20 on 1-4-2014 is still out of service from the shoulder separation. He has been back to the doctor for follow-up visits and has been going to physical therapy. The doctor anticipates clearing him to return to service at the beginning of March.
- See Coordinator's Report for details on claim involving Engine 208.
- A member was involved in a minor motor vehicle accident involving his personal vehicle while conducting Fire Department business on 2-4-2014, which was the fault of the other driver involved. The member decided to submit the claim to his insurance company, who will in turn be going after the other driver. VFIS was informed on the accident the day of the incident.

FIRE DISTRICT NO. 2 LEGISLATIVE REPORT

FEBRUARY 18, 2014

There were six bills passed on the final day of the Legislative Session and sent to the Governor. The Governor had seven days to either sign those bills into law, or pocket veto them. On 1-17-14 the Governor invoked the following.

A-266 Requires for roof mounted solar photovoltaic system identifying emblem on certain structures, and Fire Department notification for all structures.

Signed into law.

A329 Authorizes prescribed burning in certain circumstances

S318 Pocket Veto

A-1570 Requires fire suppression systems in new one and two family homes

Pocket Veto

A-2873 Removes statutory reference to 911 Commission which was renamed statewide Public Safety Communications Commission. Signed into law

S-2702 Sets forth certain standards to be followed by law enforcement agencies and Fire Departments when utilizing Drones. Pocket Veto

A-1110 Affords Emergency Services peer counselors confidentiality privileges.

Signed into law.

Respectfully Submitted



Roger Potts

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 15, 2014

We the undersigned, Roger S. Potts, Clerk of the Board of Fire Commissioners, and Patricia Wolfe and Ann Chibbaro duly appointed tellers, hereby certify that a budget and vacancy election was held on February 15, 2014 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
Charles Smith	33	2	35
Write In-----	0		

VOTES CAST FOR THE BUDGETED AMOUNT TO BE RAISED BY TAXATION
 OF \$853,602.00

	AT THE POLL	ABSENTEE BALLOT	TOTAL
Votes in favor	32	1	33
Votes opposed	1	0	1

Tax Rate Per Hundred .042

IN WITNESS WHEREOF, we hereto set our hands and seals on this 15th day of
 February 2014


 Patricia Wolfe / Teller

By: 
 Roger S. Potts / Clerk


 Anne Chibbaro / Teller

2014 FIRE DISTRICT BUDGET ELECTION RESULTS CERTIFICATION

Municipality:	SOUTH BRUNSWICK TOWNSHIP	Fire District #:	2
County:	MIDDLESEX		

2014 ADOPTED BUDGET	
Amount to be Raised by Taxation	\$ 853,602.00
Tax Rate Per Hundred	\$.042
Total Yes Votes	# 33
Total No Votes	# 1

OTHER REFERENDUM QUESTIONS

	Levy Cap Referendum (N.J.S.A. 40A:45-45.1 et seq.)	Initial LOSAP N.J.S.A. 40A:14-183 et seq.)	CAPITAL PROJECTS (N.J.S.A. 40A:14-84 AND 85)		
			Capital #1 Description of Project:	Capital #2 Description of Project:	Capital #3 Description of Project:
Amount	\$	\$	\$	\$	\$
Total Votes	#	#	#	#	#
Total "Yes" Votes	#	#	#	#	#
Total "No" Votes	#	#	#	#	#
% of Yes Votes	%	%	%	%	%

It is hereby certified that the above information complies with the requirements of law and regulation pursuant to N.J.A.C. 5:31-2.4(b),(c) and (d).

Signed Certification:	<i>Roger S. Potts</i>	Date:	2-18-14
Printed Name:	Roger S. Potts		
Telephone #:	732-329-6046	Fax #:	
Cell Phone #:	908-812-6743		
E-mail:	rfishing6@verizon.net		

Please include a copy of the Fire District Election Ballot with the Election Results submission. We appreciate your timely assistance in providing these results.

Please return the results to the Division by February 23, 2012, by fax to 609-984-7388, or e-mail to digs@dca.state.nj.us, or by mail to:

Bureau of Authority Regulation
P.O. Box 803
Trenton NJ 08625

TO BE TORN OFF BY THE CLERK

NO.

ELECTION BALLOT

FIRE DISTRICT NO. 2 SOUTH BRUNSWICK TOWNSHIP

FEBRUARY 15, 201~~4~~

To vote for any person whose name appears, mark a cross (x) or a check (✓) with ink or a lead pencil in the square to the left of the name of such person.

VOTE FOR ONE PERSON< FOR A THREE YEAR TERM

35

CHARLES SMITH

WRITE IN CANDIDATE _____

APPROPRIATIONS

VOTE YES OR NO ON THE FOLLOWING

If you favor the appropriation printed below make a cross (x) or a check (✓) to the left of the word YES. If you oppose the appropriation printed below mark a cross (x) or a check (✓) in the square opposite the word NO

33 YES

SHALL THE BOARD OPERATE FOR THE YEAR 2014
WITH THE AMOUNT TO BE RAISED BY TAXATION
OF \$ 853,602. 00

1 NO

Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Regular Meeting
Third Monday at 8 P.M.
Monmouth Junction Fire House

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

FEBRUARY 20, 2014

TAX ASSESSOR SOUTH BRUNSWICK TWP.

I, Roger S. Potts Clerk of the Board of Fire Commissioners Fire District # 2 South Brunswick Twp do hereby certify that the amount to be raised by taxation to support the Fire District budget for the year 201 is \$853,602.00. At the Fire District election held on Saturday February 15, 2014 the electors voted in the following manner. There were 32 votes casts to approve the budget and there were 1 votes cast to reject the budget as submitted. There were 2 absentee votes recorded, 1 were in favor of the budget 0 was opposed to the budget. The total vote was 33 in favor and 1 opposed to the budget as submitted.



Roger S. Potts/ Clerk