

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 ***September 15, 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 2014.
3. ***Roll Call***
4. ***Public Comment***
5. ***Approval of Minutes***
 - A. August 18, 2014 Regular Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. ***Old Business***
 - A. Discussion on Station 20 HVAC Engineering Study Report
 - B. Discussion on Maintenance & Repair Budget Line Item
 - C. Discussion/Approval on Station 20 Maintenance Projects
 - D. Discussion/Approval on Inter-local Services Agreement with South Brunswick Township for Deputy Fire Marshal Services
8. ***New Business***
 - A. Preliminary Discussion on 2015 Budget Process
 - B. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Republic Services #689	259.86
<i>C</i>	Verizon Wireless	526.98
<i>D</i>	PSE&G Co.	2,143.58
<i>E</i>	Verizon	325.12
<i>F</i>	Alan Landscaping, LLC	668.75
<i>G</i>	Poland Spring Water Co.	81.04
<i>H</i>	Donald C. Rodner, Inc.	204.61
<i>I</i>	Scott Smith	996.86
<i>J</i>	VFIS	591.00
<i>K</i>	Monmouth Junction Vol. Fire Department	68.16
<i>L</i>	Middlesex County Fire Academy	236.00
<i>M</i>	VFIS	2,192.04
<i>N</i>	Atra Janitorial Supply Co., Inc.	4,999.00
<i>O</i>	McMaster-Carr	275.20
<i>P</i>	Main Electric Supply Company, Inc.	53.02
<i>Q</i>	OK Enterprises, LLC	1,500.00
<i>R</i>	CMF Business Supplies, Inc.	237.97
<i>S</i>	Valley Distributors	94.50
<i>T</i>	Access Health	900.00
<i>U</i>	South Brunswick Water/Sewer Revenue	1,413.91
<i>V</i>	Fire Security Technologies, Inc.	240.00
<i>W</i>	Q.R.F.P. Special Services	675.00
<i>X</i>	Uni-Select USA, Inc.	36.63
<i>Y</i>	Witmer Public Safety Group, Inc.	693.30
<i>Z</i>		

approved
10-20-14
AS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 15, 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

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 August 18, 2014 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Deputy Chief Brian Spahr reviewed the August 2014 Activity Report (see attached).

Chief Spahr reported that the line officers met with the regional manager for Quaker Safety Products last week to review the new options available for turnout gear. Chief Spahr further reported that the officers will discuss the options with the intention of changing the current gear specifications and requesting permission to order several sets of gear before the end of the year.

Chief Spahr reported that the Fire Department decided to cancel the fire prevention week open house this year and will look at different options for next year.

Comm. Smith reported that Engine 206 is out of service due to repairs that were started earlier in the day but not finished by the mechanic from Fire & Safety Services. Comm. Smith further reported that he was in contact with Captain Sean Wert during the day and informed him of the status of the vehicle.

B. District Coordinator's Report

Comm. Smith read the September Coordinator's report submitted by Coordinator Scott Smith, who was not in attendance at the meeting (see attached).

C. Insurance Chairman's Report

Comm. Smith read the September Insurance Report submitted by Coordinator Smith (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. Armor-Poxy mistakenly issued a check to the Fire Department for reimbursement of materials not used in the flooring project at Station 21. The Fire Department deposited the check and issued a check to the Fire District in the amount of \$840.00, which was deposited on August 18th. The second check was deposited on August 30th in the amount of \$215.22 for net proceeds from the sale of the surplus gym equipment.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes earlier this afternoon.

Comm. Young reported that the emergency appropriation passed by the Fire District was approved by the Township Council at their August 26th meeting and a signed copy was received from the Township Clerk the following day. Comm. Young further reported that this month's financial report reflects the \$20,000 increase in funding for the Maintenance & Repair line item.

Comm. Young reported that the 2015 budget instructions and forms were issued last week and are available online. Comm. Young further reported that he downloaded the instructions, which include numerous changes and additional information requests.

Comm. Potts reported that the rep from DCA that is in charge of budgets and audits spoke at the New Jersey State Association of Fire Districts meeting in Wildwood. According to the rep, the budget process is now in conformity with State law. The rep further reported that those fire districts without a website will not have their budgeted approved.

E. Legislative Report

Comm. Potts reported that the legislators are back in session with hearings on several bills that will impact the fire service.

Comm. Potts reported that the Fire Safety Commission holds a calendar contest every year and the Atlantic City Electric Company and CVS sponsored a printing of 10,000 copies of the calendars.

7. OLD BUSINESS

A. Discussion on Station 20 HVAC Engineering Study Report

Chairman Spahr reported that the tech from Donald C. Rodner was on site several months ago to perform the quarterly preventive maintenance and informed Coordinator Smith that the changes to the office HVAC system could be performed based on the recommendations of the engineering study. Chairman Spahr further reported that we are still waiting to hear back from Rodner with cost details.

B. Discussion on Maintenance & Repair Budget Line Item

Comm. Young issued copies of the revised list of maintenance and repair items for the rest of 2014. Comm. Young further reported that with the approval of the emergency appropriation, minus the repairs to Engine 206 that are in progress, he estimates that there is approximately \$19,000 remaining in the budget line item. Comm. Young reported that he and Coordinator Smith will continue to monitor the line item and will look to authorize additional items at the October meeting should there be no major expenses over the next month.

C. Discussion/Approval on Station 20 Maintenance Projects

Comm. Smith reported that he met with two contractors to discuss exterior painting at Station 20 and obtained quotes from each. Comm. Smith further reported that the quotes were from Excel Painting in the amount \$1,185.00 and Certa Pro Painters in the amount of \$917.47.

A motion made by Comm. Young seconded by Comm. Bellizio to approve the Station 20 exterior painting by Certa Pro Painters in the amount of \$917.47. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Smith reported that he also spoke with both contractors regarding possible interior painting before the end of the year with remaining funds.

D. Discussion/Approval on Inter-local Services Agreement with South Brunswick Township for Deputy Fire Marshal Services.

Comm. Potts reported that he and Comm. Smith met with the Township Mayor and Administrator regarding the inter-local services agreement. Comm. Potts further reported that the Township has no intention to request an increase in the contribution or the length of the contract. Comm. Potts requested documentation detailing the cost to operate the Fire Safety Bureau including revenue generated, which will be provided.

Comm. Smith reported that the Board is in agreement to renew the 3-year agreement at the current dollar figure, pending receipt of the requested documentation. Comm. Smith further reported that several minor language items will be changed and the contract should be ready for approval at next month's fire district meeting.

8. NEW BUSINESS

A. Preliminary Discussion on 2015 Budget Process

Comm. Young reported that with the publishing of the 2015 budget documentation almost two months earlier than in years past, he has begun to compile the paperwork and review the changes. Comm. Young further reported that the budget is due the week following the regular fire district meeting in December. Comm. Young expressed his desire to finalize the budget by the special fire district meeting on December 1st. Comm. Young requested the Fire Department executive and line officers submit their preliminary requests for 2015 by the October Department meeting.

Comm. Young reported that he will continue to review the paperwork and develop a list of questions that he will look to get addressed. Comm. Young further commented that funding for

certain budget line items may need to be increased next year to avoid the shortfalls encountered this year.

B. Items Timely and Important

There were no items to discuss under Timely and Important.

9. VOUCHER LIST

Comm. Bellizio made a motion 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.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

A motion to adjourn was made by Comm. Potts seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:22 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2014

INCIDENT RUNS

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

39 Total Runs for 267.81 Man-Hours

DEPARTMENT ACTIVITIES

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

213.85 Man-Hours

Total Man-Hours for Month: 481.66

Fire Safety:

Referrals Sent – 13

Responded to Scene – 1

Fire District Coordinator's Report September 15, 2014

- Atra Janitorial Supply Co. dropped off the Clarke floor scrubber for Station 21 on 8-21-2014, as approved for purchase last month. They included two gallons of cleaner and several extra scrubbing pads at no additional charge.
- Fire Security Technologies was at Station 21 on 8-22-2014 to replace a sensor on one of the doors that was damaged and causing a trouble alarm on the burglar alarm system.
- Ener-G Wellness was on site on 8-26-2014 to repair one of the new weight room machines. They will be returning in the coming weeks to replace the new Power Tower machine, which came damaged from the manufacturer and is unable to be repaired. The flooring company was on site on 9-2-2014 to finish the installation of the new flooring and all equipment and items are back in the weight room.
- I took Engine 208 to Campbell Supply Company on 9-2-2014 to have the wheels re-torqued as a follow-up to the extensive service from two months ago.
- Approved Fire Protection was on site on 9-3-2014 to perform the annual inspection of the portable fire extinguishers on the trucks and in the stations. A total of 29 extinguishers were inspected. 2 dry chemical extinguishers also needed to be re-charged and were taken; 4 needed hydro-testing and were taken; 3 dry chemical extinguishers had their service life expire and were disposed of, 1 was replaced. All extinguishers were brought back on 9-11-2014.
- Alan Landscaping was on site on 9-8-2014 to remove a tree along the apparatus apron driveway that was badly damaged due to the weather last winter. The landscapers pulled the stump, put down topsoil and seeded.
- Engine 206 is scheduled to go to Fire & Safety Services on 9-24-2014 to have the AC repaired, auto fill intake valve replaced, and generator hydraulic leak addressed.
- I completed a total of 3 pre-plans in August for a total of 54 in 2014.

Insurance:

- There are two vouchers on the list to VFIS this month. One is for renewal of the Special Risk Policy in the amount of \$591.00. The other is for the quarterly payment of the Group Term Life Policy in the amount of \$2,192.04.