

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
December 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. November 17, 2014 Regular Meeting
 - B. December 1, 2014 Special Meeting
6. **Professional Reports**
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
7. **Old Business**
 - A.
8. **New Business**
 - A. Discussion/Approval of Fire Operations Purchase Requests
 - B. Discussion/Approval on Renewal of the VFIS Group Term Life Policy
 - C. Resolution 14-28, Authorizing Cancellation of Capital Authorization for Vehicle Extrication Equipment
 - D. Resolution 14-29, Authorizing Cancellation of Capital Authorization for Physical Fitness Facility Equipment
 - E. Resolution 14-30, Approving Payment of Annual Salary for Members of the Board of Fire Commissioners
 - F. Resolution 14-31, Adoption of Temporary Budget for 2015
 - G. Resolution 14-32, Authorizing the Transfer of Funds Relative to the 2014 Budget
 - H. 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>	Verizon Wireless	327.04
<i>C</i>	PSE&G Co.	2,745.35
<i>D</i>	Verizon	323.73
<i>E</i>	Alan Landscaping, LLC	1,403.75
<i>F</i>	Poland Spring Water Co.	39.03
<i>G</i>	Ralph Basile	325.00
<i>H</i>	Michael Delistovich	325.00
<i>I</i>	Matthew Doktor	325.00
<i>J</i>	Dave Furch	325.00
<i>K</i>	Michael Grennen	325.00
<i>L</i>	Mohammed Junaid	325.00
<i>M</i>	Adam Kinder	325.00
<i>N</i>	Edward Lidy	325.00
<i>O</i>	Joseph Malkiewicz	325.00
<i>P</i>	Adrien McGlynn	325.00
<i>Q</i>	Daniel Murphy	325.00
<i>R</i>	Timothy Murphy	325.00
<i>S</i>	Ronald Neville	325.00
<i>T</i>	Chris Paskovich	325.00
<i>U</i>	Mark Ragnoli	325.00
<i>V</i>	Justin Rogers	325.00
<i>W</i>	Gerald Schwear	325.00
<i>X</i>	Jim Shearer	325.00
<i>Y</i>	James Shearer	325.00
<i>Z</i>	Scott Smith	325.00
<i>AA</i>	Brian Spahr	325.00
<i>BB</i>	Charles Spahr	325.00
<i>CC</i>	Sean Wert	325.00
<i>DD</i>	Douglas Wolfe	325.00
<i>EE</i>	Brookview Volunteer Fire Company	500.00
<i>FF</i>	Cranbury Volunteer Fire Company	500.00
<i>GG</i>	Jamesburg Fire Department	500.00
<i>HH</i>	North Brunswick Volunteer Fire Company #2	500.00
<i>II</i>	Monmouth Junction First Aid Squad	10,600.00
<i>JJ</i>	Kevin Bellizio	1,532.28
<i>KK</i>	Roger Potts	3,300.00
<i>LL</i>	Charles Smith	2,425.00
<i>MM</i>	Charles Spahr	2,825.00
<i>NN</i>	Douglas Wolfe	706.18
<i>OO</i>	Thomas Young, Jr.	6,000.00
<i>PP</i>	Donald C. Rodner, Inc.	138.00
<i>QQ</i>	Donald C. Rodner, Inc.	556.72
<i>RR</i>	Donald C. Rodner, Inc.	2,413.75
<i>SS</i>	VFIS	2,283.75

<i>TT</i>	Continental Fire & Safety, Inc.	310.50
<i>UU</i>	1 st Responder Newspaper	60.00
<i>VV</i>	Monmouth Junction Vol. Fire Department	950.52
<i>WW</i>	Richard M. Braslow, Esq.	80.00
<i>XX</i>	WTH Technology, Inc.	619.09
<i>YY</i>	Scott Smith	854.79
<i>ZZ</i>	All Hands Fire Equipment	71.99
<i>AAA</i>	Witmer Public Safety Group, Inc.	1,665.29
<i>BBB</i>	Tru Green Processing Center	500.00
<i>CCC</i>	Computer Systems & Methods	4,994.43
<i>DDD</i>	Justin Rogers	240.00
<i>EEE</i>	Allegra	22.61

Approved
1-26-15 JF

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 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. Potts
 Comm. Smith
 Comm. Wolfe
 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. Potts seconded by Comm. Smith to approve the minutes of the November 17, 2014 regular meeting. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Smith to approve the minutes of the December 1, 2014 special meeting. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

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

Chief Smith reported that the Township Fire Chiefs were able to schedule the pump operator course that was discussed earlier in the year. The class is comprised of 15 firefighters from the three Township Fire Departments and is being taught by instructors from the Middlesex County Fire Academy. Chief Smith further reported that the four evening sessions are being taught at Station 20 and the practical class will be taught this Saturday at the fire academy. The cost for the course is \$236.00 per student.

Chief Smith reported that the Fire Department held a "Meet Santa" event at the firehouse this past weekend which was well attended by the public.

Chief Smith reported that the Township Fire Chiefs completed revisions to the standard operating guidelines which will take effect January 1st and copies will be issued to and reviewed with all firefighters.

Chief Smith thanked the Commissioners for their continued support of the operation this year.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on December 10th in the amount of \$278.58 from South Brunswick Fire District #1 for their share of the calibration of the fit-test machine. The second deposit was made on December 12th in the amount of \$219,030.50 and consisted of two checks; the first check in the amount of \$218,780.50 was for both the 2014 Supplemental Fire Services Grant for \$5,380.00 and the 4th quarter taxation for \$213,400.50; the second check in the amount of \$250.00 was from the South Brunswick Township Election Account for use of the fire house for the general election.

Comm. Young reported that he corrected the dates of the capital appropriations in the budget documents that were approved at the special meeting on December 1st and will forward them to the Department of Community Affairs. Comm. Young further reported that Comm. Potts delivered the budget documents to the DCA.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes this morning. Comm. Young further reported that the report includes all expenditures through this meeting's voucher list. Comm. Young reported that expenditures that have been authorized and not received will be encumbered into 2015.

Comm. Young reported that a resolution regarding a budget transfer will be discussed later in the agenda.

E. Legislative Report

Comm. Potts reported that no bills of interest to the fire service were heard this month.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion/Approval of Fire Operations Purchase Requests

Chief Smith submitted to the Commissioners a list of items the Fire Department requests to purchase at the end of the year, including gas meter calibration equipment, office chairs for Station 21, and a new cut-off saw. See attached list for details.

A motion by Comm. Young seconded by Comm. Wolfe to approve the Chief's request for purchase of equipment at a cost not to exceed \$3,800.00. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

B. Discussion/Approval on Renewal of the VFIS Group Term Life Policy

A motion by Comm. Potts seconded by Comm. Smith to approve the renewal of the Group Term Life Policy with VFIS at a cost of \$9,337.27. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

C. Resolution #14-28, Authorizing Cancellation of Capital Authorization for Vehicle Extrication Equipment

D. Resolution #14-29, Authorizing Cancellation of Capital Authorization for Physical Fitness Facility Equipment

Comm. Young reported that the two capital projects that were approved in the 2014 budget were completed with funds remaining. There is \$1,502.25 remaining on the vehicle extrication equipment project and \$1,397.00 remaining on the physical fitness equipment project. Comm. Young further reported that these two resolutions move the remaining funds from designated capital to undesignated capital.

A motion by Comm. Smith seconded by Comm. Wolfe to approved Resolution #14-28 and Resolution #14-29. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

E. Resolution #14-30, Approving Payment of Annual Salary for Members of the Board of Fire Commissioners

Comm. Young reported that a resolution is needed to change the annual salary of the Commissioners as approved earlier in the year. Comm. Young further reported that he calculated a pro-rated salary for Kevin Bellizio who resigned from the Board in October and Doug Wolfe who was appointed to the vacant position in November.

A motion by Comm. Smith seconded by Comm. Potts to approve Resolution #14-30. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

F. Resolution #14-31, Adoption of Temporary Budget for 2015

Comm. Young reported that as the 2015 budget will not be approved until the election in February, the Board is allowed to spend up to 14% of the current year's budget, with the exception of debt reduction charges and capital improvements.

A motion by Comm. Potts seconded by Comm. Smith to approve Resolution #14-31. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

G. Resolution #14-32, Authorizing the Transfer of Funds Relative to the 2014 Budget

Comm. Young reported that he has reviewed the maintenance and repair budget line item through this meeting's voucher list and that there is \$18,098.28 remaining. Comm. Young reported that the adopted budget contained \$46,700.00 for maintenance and repair and has since been increased with the emergency appropriation of \$20,000.00 in July and the \$10,000.00 budget transfer in November. Comm. Young further reported that there are outstanding expenditures for repairs in progress to Truck #201 and Engine #204 which may approach \$30,000.00.

Comm. Young reported that the resolution authorizes the transfer of \$20,000.00 to the maintenance and repair budget line item, with \$5,000.00 being taken each from the administrative salaries and wages, professional services, purchases of non-capital assets, and facilities expense line items. Comm. Young further reported that the Board did not authorize the radiator repair to Engine #204, which would have exceeded the remaining funds prior to this transfer.

A motion by Comm. Smith seconded by Comm. Wolfe to approve Resolution #14-32. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-yes, Comm. Young-yes, Chairman Spahr-yes.

H. Items Timely and Important

Coordinator Smith reported that the office and meeting room heating systems tripped over the weekend for an unknown reason. After a lengthy discussion, it was decided that Coordinator Smith will contact Don Rodner to discuss the issues and request research on possible causes and repair options.

9. VOUCHER LIST

A motion by Comm. Potts seconded by Comm. Smith to approve the voucher list as posted. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Wolfe-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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:35 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2014

INCIDENT RUNS

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

36 Total Runs for 204.74 Man-Hours

DEPARTMENT ACTIVITIES

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

137.58 Man-Hours

Total Man-Hours for Month: 342.32

Fire Safety:

Referrals Sent – 11

Responded to Scene – 5

Fire District Coordinator's Report December 15, 2014

- I shipped the face mask fit-test machine back to the manufacturer on 11-20-2014 for cleaning and calibration, and we received the machine back on 12-8-2014. The cost to ship the machine back was \$77.97. The manufacturer charged a total of \$810.61 for the service and return shipping, as well as \$53.03 in tax. I have been in contact with their customer service to be reimbursed for the tax charges. The total cost of the service is \$835.55 (not including tax). I have been in contact with the other Township Fire Chiefs for reimbursement. We have received a check from Fire District #1 and should be getting the check from Fire District #3 this week. The total cost to our District once we are reimbursed will be \$278.51.
- White Bros. Masonry was at Station 21 for several days starting on 11-21-2014 to repair the cracks and replace the expansion joints in the concrete apron.
- Engine 208 was taken to Campbell Supply on 11-17-2014 for the air conditioning system repair, which was completed on 11-18-2014. While they had the truck, they replaced leaking o-rings on the power steering box and fixed a loose connection on the electrical shore line charger.
- Donald C. Rodner, Inc. was on site on 11-25-2014 to adjust the diffusers in the office area HVAC system in order to more evenly heat the rooms following the modifications made to the system. The techs also performed the quarterly service on the units throughout the building. The techs returned on 11-26-2014 to replace the motor on the hot water heater which wasn't working. A tech was on site on 12-2-2014 to work on the office system which stopped working, but re-started prior to his arrival. The issue is believed to be a problem with the settings of the thermostat, which we will continue to monitor.
- Engine 204 was taken to Campbell Supply on 12-1-2014 for its preventive maintenance service. A list of issues found with the truck was received on 12-4-2014 and I authorized several repairs following conversation with several of the Commissioners. I also requested estimates on several large items including replacement of the air dryer, brake repairs, and a radiator leak. Cost to repair these items total \$17,890.03. I have drafted a memo with the timeline of events to be attached with the invoices.
- TruGreen was on site on 12-3 & 12-5-2014 to perform the lime treatment at both stations as approved last month.
- Tower 201 was taken to Fire & Safety Services on 12-8-2014 for replacement of the wiring harness as identified during the hose testing in early November. While they have the truck, they will be addressing a power steering leak which was thought to have been repaired earlier in the year during the preventive maintenance; there will be no charge for this repair.

- The new computer for Engine 208 that was approved back in October was installed on 12-11-2014.

Insurance:

- We received the 2015 renewal packet for the Group Term Life Plan with VFIS. The total cost is \$9,337.27, billed quarterly. The cost for 2014 was \$8,716.22, which represents an increase of \$621.05. I recommend we renew the Group Term Life Plan with VFIS.
- After completing the FD stats at the end of November, a total of 24 firefighters qualified for the Clothing Allowance & Life Insurance programs offered by the District. This is a decrease of 1 firefighter from 2013.

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

RESOLUTION 14-28

Authorizing Cancellation of Capital Authorization

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously received voter approval for \$10,000.00 for the purchase of Vehicle Extrication Equipment on 12/02/13; and

WHEREAS, \$1,502.25 of the monies approved relative to this project remain and need not be expended; and

WHEREAS, the Commissioners are desirous of canceling this authorization;

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

(1) The capital authorization relative to the capital project for the purchase of Vehicle Extrication Equipment is hereby cancelled.

(2) The \$1,502.25 of the monies remaining from the project approval shall be placed in the undesignated capital account.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on December 15, 2014.



Roger S. Potts, Clerk

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

RESOLUTION 14-29

Authorizing Cancellation of Capital Authorization

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously received voter approval for \$15,000.00 for the purchase of Physical Fitness Facility Equipment on 12/02/13; and

WHEREAS, \$1,397.00 of the monies approved relative to this project remain and need not be expended; and

WHEREAS, the Commissioners are desirous of canceling this authorization;

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

(1) The capital authorization relative to the capital project for the purchase of Physical Fitness Facility Equipment is hereby cancelled.

(2) The \$1,397.00 of the monies remaining from the project approval shall be placed in the undesignated capital account.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on December 15, 2014.



Roger S. Potts, Clerk

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

RESOLUTION 14-30

Authorizing Payment of Annual Salary
for Members of the Board of Fire Commissioners

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously set and approved the 2014 annual salary for members of the Board of Fire Commissioners per Resolution # 14-11 at its reorganization meeting held on March 4, 2014; and

WHEREAS, Commissioner Kevin Bellizio resigned from the Board of Fire Commissioners effective October 20, 2014 and Douglas Wolfe was appointed to fill the vacancy until the next election effective November 17, 2014; and

WHEREAS, the Fire District deems it appropriate to prorate the compensation for Commissioners Bellizio and Wolfe; and

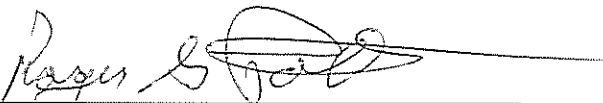
WHEREAS, the Fire District is desirous of providing payments in accordance with the previously approved salaries for 2014;

NOW, THEREFORE, be it RESOLVED that the calculated prorated compensation in the amount of \$1,532.28 for 230 days served as commissioner through October 21, 2014 shall be provided to Kevin Bellizio; and

BE IT FURTHER RESOLVED, that the calculated prorated compensation in the amount of \$706.18 for 106 days being served as commissioner through March 3, 2015 shall be provided to Douglas Wolfe; and

BE IT FURTHER RESOLVED, that the compensation for the positions of CHAIRMAN, TREASURER, SECRETARY, and COMMISSIONER in the amounts of \$2,825, \$6,000, \$3,300, and \$2,425 respectively shall also be provided to Commissioners Charles Spahr, Thomas Young, Roger Potts and Charles Smith respectively.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on December 15, 2014.



Roger S. Potts, Clerk

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

RESOLUTION 14-31

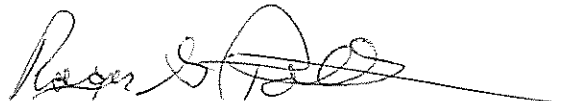
Adoption of Temporary Budget for 2015

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2015, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 21, 2015;

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on December 15, 2014.


Roger S. Potts, Clerk

Resolution 14-32


A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2014.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 15th day of December, 2014 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	\$147,495.00	\$142,495.00
A-7	Professional Services	\$35,000.00	\$30,000.00
O-4	Maintenance & Repair	\$76,700.00	\$96,700.00
O-11	Purchases Non-Capital Assets	\$56,000.00	\$51,000.00
O-16	Facilities Expense	\$91,555.00	\$86,555.00

The reason for the requested change is to accommodate additional service work required on fire apparatuses under Account O-4 - Maintenance & Repair.

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 15th day of December, 2014.


Roger S. Potts
District Clerk

