

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting
Third Monday at 7:00 P.M.
Monmouth Junction Fire House

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

AGENDA *December 21, 2015* *7:00 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 2015.
3. *Roll Call*
4. *Public Comment*
5. *Approval of Minutes*
 - A. October 19, 2015 Executive Session
 - B. November 16, 2015 Regular Meeting
 - C. December 7, 2015 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 on Renewal of the VFIS Group Term Life Policy
 - B. Discussion/Approval of Fire Operations Purchase Requests
 - C. Reading of Proposed Changes to BOFC Policy #004,
Incentive Program for Firefighters
 - D. Reading of Proposed Changes to BOFC Policy #012,
Station #20 Use of Building & Grounds
 - E. Resolution #15-25, Adoption of Temporary Budget for 2016
 - F. Resolution #15-26, Authorizing the Transfer of Funds Relative to the 2015
Budget
 - G. Items Timely and Important
9. *Voucher List*

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

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	475.00
<i>B</i>	Verizon Wireless	256.74
<i>C</i>	PSE&G Co.	1,538.81
<i>D</i>	Verizon	383.47
<i>E</i>	Allegra	132.94
<i>F</i>	Alan Landscaping, LLC	2,083.75
<i>G</i>	Beyer Fleet	32,169.00
<i>H</i>	Matt Pinter Door Company	170.00
<i>I</i>	United Communications Corp.	280.40
<i>J</i>	Access Health Systems	300.00
<i>K</i>	WTH Technology, Inc.	619.09
<i>L</i>	Agin Signs and Designs	1,800.00
<i>M</i>	Scott Smith	129.95
<i>N</i>	VFIS	2,248.19
<i>O</i>	VFIS	94.85
<i>P</i>	Board of Fire Commissioners Fire District #2	65,000.00
<i>Q</i>	Home News Tribune	57.88
<i>R</i>	Home News Tribune	240.92
<i>S</i>	Campbell Supply Company	180.70
<i>T</i>	Emergency Equipment Sales	3,459.90
<i>U</i>	Cummins Power Systems, LLC	1,590.00
<i>V</i>		
<i>W</i>		
<i>X</i>		
<i>Y</i>		
<i>Z</i>		

approved 1-19-16
RS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 21, 2015

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:00 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

Comm. Young made a motion to approve the minutes of the October 19, 2015 executive session, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - abstain, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Potts made a motion to approve the minutes of the November 16, 2015 regular meeting, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Potts made a motion to approve the minutes of the December 7, 2015 special meeting, seconded by Comm. Young.

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 2015 Activity Report (see attached).

Chief Smith reported that the Fire Department has adopted several changes to their operating policies, including changes to the incentive program and disciplinary policy. Chief Smith further reported that the Township Fire Chiefs have adopted changes to several existing standard operating guidelines, as well as drafted several new guidelines. Chief Smith reported that copies of all changes will be issued to the membership at the start of the new year.

Chief Smith reported that member Jaleel Alston has successfully completed Firefighter I.

Chief Smith reported that the Fire Department has added two new members, Patrick Trezza and Rajkumar Chandrasekaran.

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 2015 Coordinator's Report (see attached).

Coordinator Smith reported that Fire Security Technologies was at Station 20 earlier today to troubleshoot the cause of a fire alarm activation at the building on December 19th. It was determined the alarm was for a duct smoke detector activation due to an accumulation of dust in the detector. The detector was cleaned but would not reset so the detector was replaced and the alarm system is back in normal condition.

Coordinator Smith reported that the Township Fire Safety Bureau performed the annual inspection of both fire stations earlier today. No violations were noted during the inspections and new certificates will be received shortly.

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 2015 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on December 14th for two checks received from South Brunswick Township. The first check was for fourth quarter taxation in the amount of \$225,179.50 and the second check was for use of the fire station for the general election in the amount of \$250.00, for a total deposit of \$225,429.50. The second deposit was made on December 18th from South Brunswick Township in the amount of \$5,380.00 for the 2015 Supplemental Fire Services Program Grant.

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

Comm. Young reported that he drafted a list of accruals/encumbrances which includes open purchase orders, services for the rest of the year, as well as the items the Fire Chief will request to purchase before the end of the year that will be discussed later in the meeting agenda. Comm. Young reported that the list includes approximately \$170,000.00 in costs for the rest of 2015. Comm. Young further reported that he utilized the list to determine if budget transfers will be needed if the requested items are approved by the Board.

E. Legislative Report

Comm. Potts reported that the "Thomas P. Canzanella Twenty First Century Responders Protection Act" bill, which has been vetoed twice before by the Governor, will be going back before the Governor for signature after being passed by both the Assembly and Senate.

Comm. Potts explained that the bill presumes that a firefighter who is diagnosed with cancer developed the disease while on the job and places the treatment under Workers Compensation.

Comm. Potts reported that a bill to allow fire districts to consolidate was passed by the Assembly back in March. Comm. Potts further reported that the bill was heard by the Senate on December 10th but contained amendments that were different than the bill that was passed by the Assembly. Comm. Potts reported that the Department of Community Affairs (DCA) objected to the bill at the Assembly voting session as the Office of Legislative Services (OLS) would be in charge of oversight and not the DCA. Comm. Potts reported that the Senate passed the bill on December 17th, but it would have to go back to the Assembly due to the amendments from the original bill. Comm. Potts reported that the Senate and Assembly have agreed that OLS has misinterpreted the intent of DCA. The bill will be heard and voted on by both the Senate and Assembly on January 11th.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

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

Coordinator Smith reported that he received the 2016 renewal packet for the Group Term Life Insurance policy from VFIS with a total cost of \$9,471.36, which is billed quarterly. Coordinator Smith further reported that this is an increase of \$134.09 over the 2015 cost of \$9,337.27.

Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Smith made a motion to approve the renewal of the Group Term Life Insurance policy with VFIS at a cost of \$9,471.36, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Potts reported that he will be researching other group life policies that are available in 2016.

B. Discussion/Approval of Fire Operations Purchase Requests

Chief Smith submitted to the Commissioners a list of items the Fire Department requests to purchase before the end of the year. See attached list for details.

Comm. Young made a motion to approve the Chief's request for purchase of equipment, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

C. Reading of Proposed Changes to BOFC Policy #004, Incentive Program for Firefighters

Coordinator Smith made a recommendation to the Board to make several changes to Policy #004, under the category Incentive Plan #1 for the clothing allowance and life insurance programs offered by the District. Specifically, Coordinator Smith recommended removing the dollar figure for the clothing allowance issued to firefighters as this figure is subject to change

following negotiation of the fire protection contract between the Fire Department and the Fire District. Coordinator Smith further recommended including verbiage that the clothing allowance amount would be as specified in that contract. Lastly, Coordinator Smith recommended including wording that the sitting members of the Board of Fire Commissioners shall receive the group term life insurance coverage during their term(s) as Commissioner, as has been current practice.

Comm. Young made a motion to accept the reading of the proposed changes to BOFC Policy #004, seconded by Comm. Potts.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

D. Reading of Proposed Changes to BOFC Policy #012, Station #20 Use of Building & Grounds

Coordinator Smith reported that following the final reading of the proposed changes to Policy #012 that was approved at the special meeting earlier this month, it was determined that any person who is not a member of the Fire Department or the Board of Fire Commissioners that uses the weight room would not be covered by insurance and as such should sign a Hold Harmless document. Coordinator Smith reported that the proposed change requires these persons to sign the document prior to using the weight room.

Comm. Smith made a motion to accept the reading of the proposed changes to BOFC Policy #012, seconded by Comm. Young.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

E. Resolution #15-25, Adoption of Temporary Budget for 2016.

Comm. Young reported that as the 2016 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.

Comm. Smith made a motion to approve Resolution #15-25, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

F. Resolution #15-26, Authorizing the Transfer of Funds Relative to the 2015 Budget

Comm. Young reported that after compiling the list of outstanding expenditures and services for the rest of 2015, along with the list of items requested by the Chief, he determined that budget transfers were needed for Account #O-6 Supplies Expense and Account #O-11 Purchase of Non-Capital Assets.

Comm. Wolfe made a motion to approve Resolution #15-26, seconded by Comm. Potts.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

G. Items Timely and Important

Comm. Smith reported that as he originally brought up in October, he has contacted three contractors to obtain quotes to repair cracks, install a chair rail and paint the meeting room at Station 20. Comm. Smith reported that he obtained a quote of \$1,900.00 from Vincze Home Improvement, LLC, that a second vendor was not interested in the project, and that he did not hear back from the third vendor after leaving a voicemail.

Comm. Young made a motion to approve the repairing of cracks, installation of a chair rail, and painting of the meeting room by Vincze Home Improvement, LLC at a cost not to exceed \$1,900.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Wolfe reported that he received a request from the District Coordinator to carry-over 7 vacation days into 2016. Comm. Wolfe further reported that the Coordinator's contract allows the carry-over of up to 5 vacation days without approval.

Comm. Young made a motion to approve the carry-over of 7 vacation days into 2016 for the District Coordinator, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - abstain, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Young reminded the Board that there will be an orientation session on the use of the weight room equipment tomorrow evening at 7:00 PM.

9. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, seconded by Comm. Wolfe.

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

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:00 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2015

INCIDENT RUNS

Structure Fires
1 Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
1 Trees, Brush, Grass, Mulch Fires
2 Fires, Other
1 Vehicle Extrications (Jaws)
3 Motor Vehicle Accident (No Extrication)
1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
3 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, Lockout, etc.)
1 Assist Police / EMS / Landing Zone
Stand-By / Cover Assignment
Dispatched & Cancelled En Route
3 Smoke Scare / Odor Removal / Problem
9 System Malfunctions
15 Unintentional System / Detector Operation
4 False Calls
Other

47 Total Runs for 195.86 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 Meetings, Committee Function, Other
1 Work Night
Work Detail
1 Drills
1 Training Sessions
Parade/Wetdown
2 Public Relations
1 Stand-by Assignment (Non-Incident)
Viewing/Funeral

211.00 Man-Hours

Total Man-Hours for the Month: 406.86

Fire Safety:

Referrals Sent – 8

Responded to Scene – 5

Fire District Coordinator's Report December 21, 2015

- East Coast Emergency Lighting was at Station 20 on 11-19-2015 to install the new emergency lighting in Engine 208.
- Cummins Power Systems performed the 6-month preventive maintenance service on the standby generators at both stations on 11-25-2015. The generator at Station 20 is in proper working order. The generator at Station 21 was found to have a bad starter in need of replacement. The starter was replaced on 12-2-2015 and the preventive maintenance was completed.
- A mechanic from Fire & Safety Services was on site on 12-1-2015 to diagnose several issues with Engine 206. A loose power steering line causing an oil leak was tightened. An electrical line rubbing on the frame rail was secured. Loose clamps causing a coolant leak were tightened.
- Engine 204 was taken to Campbell Supply Co. on 12-3-2015 for its annual preventive maintenance service. Several minor repairs were made and the truck was back in service on 12-11-2015.
- Chairman Spahr and I picked up the new pick-up truck on 12-4-2015 from Monmouth Truck in Shrewsbury. I registered the vehicle with the NJMVC and obtained license plates the same day. The lettering and lighting installation should be completed by the end of the year.
- Matt Pinter Door Company was at Station 21 on 12-7-2015 to repair broken wiring for the air safety switch on a bay door.
- The online auction for the 1997 Ford F-250 started on 12-11-2015 on the Gov Deals website at the starting price of \$5,500.00. An ad was published in the Home News the same day. The auction ends on 1-8-2016. I have parked the truck outside several days each week at the end of the driveway into Station 20. There has been good interest in the vehicle and quite a few bids so far. I will give the final details on the sale next month.
- Emergency Equipment Sales was on site on 12-11-2015 to install the final two new air pack brackets in Tower 201. The mechanic was unable to complete the installation when he was here last month as we had to purchase additional parts due to the way two of the seats were mounted in the cab.
- A mechanic from Atlantic/Detroit Diesel was at Station 21 on 12-16-2015 to troubleshoot a problem with the Jake Brake on Engine 204. He was unable to diagnose the problem and we will be scheduling a date to bring the truck to their facility for repair.

- The Bullard Thermal Imaging camera that was approved by the Board to be upgraded to the latest imaging technology back in July was sent back to the manufacturer for the upgrade by Continental Fire & Safety on 12-16-2015. There is no timetable for its return. We are also still waiting on the new thermal imaging camera capital purchase that was ordered in September.

Insurance:

- The new Ford F-250 pick-up truck was added to our insurance coverage on 12-4-2015. There is an invoice on the voucher list to VFIS in the amount of \$94.85 to add the vehicle to our coverage. I will contact VFIS to remove the 1997 Ford F-250 from our coverage upon its sale.
- After completing the FD stats at the end of November, a total of 18 firefighters qualified for the Clothing Allowance & Life Insurance programs offered by the District. This is a decrease of 6 firefighters from 2014.

**Monmouth Junction Vol Fire Department
2015 End of Year Purchases**

Qty	Item Description	Unit Cost	Total Cost	Status	Vendor	Comments/Links, Etc
A-6 Account						
4	Printer Cartridges	\$120.00	\$500.00		CMF Business Supplies	
O-4 Account						
1	Replacement Pad for AED	\$125.00	???		AED Superstore	1 Pediatric AED Pad
4	Replacement Tires for Car 210					
O-6 Account						
18	Class A Foam Concentrate (5 Gallon Pails)	\$120.00	\$2,160.00		Continental Fire & Safety	
2	Haz-Mat Containment Pools	\$200.00	\$500.00		Pig Corp	
9	Volt Batteries for Smoke Detectors	\$20.00	\$200.00		Preferred Batteries	
	AA Batteries for Air Packs	\$300.00	\$300.00		Preferred Batteries	Need 162 Batteries
	Batteries for Flashlights	\$100.00	\$100.00		Preferred Batteries	Vulcan (2 @ \$9.50 each), LiteBox (2 @ \$18.00 each), Survivor (2 @ \$30.00 each)
O-7 Account						
2	Fire Engineering Training Videos	\$79.00	\$200.00			
3	Helmet Cameras	\$169.95	\$550.00			Man vs. Machine & Officer Development
O-8 Account						
4	Genlor Class II Harnesses		\$1,200.00		All Hands Fire Equip.	1 Small, 2 Regular, 1 Large
2	Leather Structural Boots		\$600.00		The Fire Store	Sizes 7.5 & 9
1	Helmet Front	\$60.00	\$60.00		The Fire Store	
O-11 Account						
1	New Computer & Mount for Car 210		\$4,999.03		Computer Systems	NJ State Contract
2	Maxforce High Pressure Air Bags	\$2,174.55	\$4,500.00		Continental Fire & Safety	
2	Life Fitness Treadmills for Gym	\$3,837.19	\$7,674.38		Life Fitness	Activate Model Treadmill
1	Dumbbell Rack for Gym		\$600.00			
2	Hard Suction Hose for 208		\$1,000.00			
1	TFT Fog Nozzle for 208 Trash Line		\$737.50		The Fire Store	Part # HML-VPGL Pistol Grip and Bail color tan
1	Man vs. Machine Kit		\$600.00		All Hands Fire Equip.	http://www.allhandsfire.com/Man-vs-Machine
2	Elevator Key Set	\$188.59	\$400.00		The Fire Store	http://www.thefirestore.com/store/product.aspx/productId/14217/Elevator-Key-Set/
2	JV Forcible Entry Tool	\$40.00	\$100.00			http://www.inourgear.net/home/zz
2	Shove Knife	\$25.00	\$75.00			http://www.inourgear.net/home/zour-tool

**POLICY AND PROCEDURE MANUAL
FIRE DISTRICT # 2
SOUTH BRUNSWICK**

NUMBER: 004

SUBJECT: Incentive Programs for Firefighters

DATE ISSUED: 11-20-2000

DATE REVISED: 3-18-2002

REVISION SUBJECT: Clothing Allowance Increase

DATE REVISED: 6-21-2004

REVISION SUBJECT: Incentive Plan #2, Length of Service Awards Program (LOSAP)

DATE REVISED: 3-17-2008

REVISION SUBJECT: Change in Group Life Insurance and Clothing Allowance

DATE REVISED: 3-16-2009

REVISION SUBJECT: Incentive Plan #1 Change in Group Life Insurance

DATE REVISED: 3-21-2011

REVISION SUBJECT: Clothing Allowance Increase

DATE REVISED: 9-19-2011

REVISION SUBJECT: Incentive Plan #1 Requirements

DATE REVISED:

REVISION SUBJECT: Incentive Plan #1 Eligibility for Commissioners

POLICY:

This policy is to reward Active Firefighters for their hard work and dedication. A Firefighter may be rewarded under Plan #1 without qualifying for Plan #2. All percentages in each plan must be acquired as stated below to receive the benefit of that plan.

Incentive Plan # 1 (Clothing Allowance & Group Life Insurance Policy)

An Active Firefighter must meet the following requirements to receive an annual Clothing Allowance of \$300.00 and a Group Life Insurance Policy.

1. Shall respond to 20% of all Department emergency calls or 25% of a three shift selection. The weekend shift must be included in the three shift selection. The shifts must be declared prior to January 1 for the coming year and must remain the same for the entire year unless the Firefighter's job shift changes.
2. Shall attend 70% of Department Training / Drills
3. Shall attend 50% of Department Work Nights
4. Shall attend 50% of Department Monthly Meetings

The stats will be calculated yearly from December 1st to November 30th.

The amount of the clothing allowance issued to Active Firefighters shall be as specified in the Fire Protection Contract negotiated between the Board of Fire Commissioners and the Monmouth Junction Volunteer Fire Department Inc.

Members of the Board of Fire Commissioners shall receive the Group Life Insurance Policy during their term(s).

Incentive Plan # 2 (LOSAP)

1. A Length of Services Awards Program (LOSAP) is hereby created in accordance with N.J.S.A. 40 A -14:183 et seq., to reward firefighters of the Monmouth Junction Volunteer Fire Department Inc., for their loyal, diligent and dedicated services to the residents of Fire District # 2 and the Township of South Brunswick.
2. The LOSAP shall provide for a fixed annual contribution to a deferred income account for each volunteer member that meets the criteria set forth below: that such contribution shall be made in accordance with a plan that shall be established by the Board of Fire Commissioners pursuant to N.J.S.A.40A:14183 et seq.; and that such plan shall be administered in accordance with the laws of the State of New Jersey, the U.S. Internal Revenue Code, and this resolution.
3. An active volunteer firefighter shall be eligible to participate in the LOSAP immediately upon the commencement of the active volunteer firefighter meeting the certification standards of the Monmouth Junction Volunteer Fire Department.
4. The LOSAP shall provide for annual contributions to each eligible firefighter that accumulates one hundred (100) points during any one- (1) calendar year, based on the point system established by this resolution.
5. An active volunteer firefighter shall be eligible to vest in any contribution made on that member's behalf, if that active volunteer firefighter has completed five (5) years of active service. If a firefighter does not meet the qualifying standard for two (2) consecutive years prior to vesting, that firefighter shall forfeit all prior years of service.
6. The LOSAP Program established under this resolution shall not provide for any prior service.
7. Department members should revert to resolutions adopted by the Board of Fire Commissioners for contributions in subsequent years.
8. Each active volunteer firefighter shall be credited with points for volunteer service provided to the Monmouth Junction Volunteer Fire Department Inc. in accordance with the following schedule:

<u>ACTIVITY</u>	<u>POINTS</u>
A. Shall attend 70% of Department Training / Drills	30
B. Shall attend 50% of Department Work Nights	30
C. Shall respond to 20% of all Department emergency calls or 25% of a three shift selection. The weekend shift must be included in the three shift selection. The shifts must be declared prior to January 1 for the coming year and must remain the same for the entire year unless the Firefighter's job shift changes.	40
TOTAL POINTS	100

9. The Chief of the Department must arrange for reasonable make up of drills and work nights for those with valid excuses.

10. The Chief of the Monmouth Junction Volunteer Fire Department shall provide a sworn certification of eligibility for each member to the Board of Fire Commissioners for review. The Board shall thereafter review and approve, reject or seek further clarification from the Chief. No contribution will be made except upon the approval of the Board of Fire Commissioners.

11. Upon approval by the Board of the Fire Commissioners the approved list of active volunteer members shall be returned to the Chief of the Monmouth Junction Volunteer Fire Department and posted for thirty (30) days for review by the firefighters.

12. An active volunteer firefighter who is denied credit for any regular annual service shall have the rights of appeal as set forth in N.J.S.A. 40A:14-188.

13. The LOSAP created by this within resolution shall be subject to all rules and regulations promulgated by the State of New Jersey. Anything contained herein that is inconsistent with any such rules shall be ineffective without affecting the remaining portion of the resolution.

The members in the Fire Department that meet the Active Firefighter Class are the only members that will be eligible for the Incentive Program.

**POLICY AND PROCEDURE MANUAL
FIRE DISTRICT # 2
SOUTH BRUNSWICK**

NUMBER: 012

SUBJECT: Station #20 Use of Building & Grounds

DATE ISSUED: 1-22-2013

DATE REVISED: 12-7-2015

REVISION SUBJECT: Changes to Workout Room Section

DATE REVISED: 12-18-2015

REVISION SUBJECT: Changes to Workout Room Section (Hold Harmless)

PURPOSE:

This policy is intended to outline the approved use of all areas within Fire Station #20 and the surrounding grounds to ensure proper maintenance, cleanliness, and safety.

POLICY:

The Fire District Coordinator shall be the primary contact person for the use and maintenance of the building. In the Coordinator's absence, any questions or problems should be brought to the attention of the Fire District Chairman or other member of the Board of Fire Commissioners, followed by the Fire Chief, then Fire Department Trustee.

Emergency Operations:

The use of the South end of the building (engine bays) and grounds are for emergency operations and Fire Department use only. The Fire Chief must approve any activities not related to emergency operations in the engine bays, maintenance shop, communications room & Chief's office, apparatus apron area, rescue training grounds, and firefighter response parking lot.

Workout Room:

I) The workout room is to be used for physical training only. The room may be used at any time by Active Members and spouses of Active Members, Life Members, Ladies Auxiliary Members, and members of the Board of Fire Commissioners and their spouses. The use of the equipment will be on a first come - first serve basis.

II) A fiancé or significant other (herein defined as partner, girlfriend, or boyfriend), age 18 or older, of an Active Member of the Fire Department or the Board of Fire

Commissioners shall be allowed to use the workout room when accompanied by the Active Member or Commissioner. The fiancé or significant other shall be considered a guest while occupying the workout room.

III) Children of Active Members of the Fire Department and the Board of Fire Commissioners, ages 16 or 17, shall be allowed to use the workout room when accompanied by the Active Member or Commissioner. Children of the Active Member or Commissioner shall be considered a guest while occupying the workout room.

IV) An Active Member shall be allowed to bring a maximum of one guest (as listed above in paragraphs II & III) into the workout room at a time. A maximum of two guests shall be allowed to use the workout room at one time, on a first come – first serve basis.

V) Any approved person as listed above, with the exception of members of the Fire Department and the Board of Fire Commissioners, shall be required to sign an insurance Indemnification & Hold Harmless agreement prior to using the gym, which shall also be signed by the Active Member. The Fire District Coordinator shall maintain a file of signed agreements.

VI) Any approved person as listed above must attend a training/orientation session by a certified Personal Trainer on the proper use of the equipment prior to using the room for the first time. The Fire District Coordinator shall maintain a list of persons approved to use the workout room.

Member's Room:

The member's room is available to all Active membership classes and Life Members of the Fire Department and members of the Board of Fire Commissioners only. A maximum of one guest may accompany each member at a time.

Meeting/Training Room:

The meeting room may be used by Active Members, Life Members, Ladies Auxiliary Members and members of the Board of Fire Commissioners. Reserved use of this room includes the meeting room, kitchen, front lobby and restroom facilities only. Use of the member's room is specifically excluded.

Use of the meeting/training room is on a first come - first serve basis, pending approval of the Fire District Coordinator. The Fire District Coordinator shall maintain a calendar of reserved dates for the room to prevent "double-booking" of the space.

Those individuals requesting use of the meeting/training room must sign a Facility Use Agreement form before use of the room can be granted. The form will detail all conditions of use of the room. The Fire District Coordinator shall maintain a file of signed forms.

Use of the room for meetings or trainings by outside governmental agencies in South Brunswick Township (i.e. Police, First Aid Squad, Board of Education, etc.) shall be

permitted during weekday hours, provided it is available, with approval by the Fire District Coordinator or a member of the Board of Fire Commissioners.

Those groups or agencies requesting use of the meeting/training room must submit a Certificate of Liability insurance from their respective group or agency, as well as sign the Facility Use Agreement form. The Fire District Coordinator shall maintain a file of signed forms and insurance certificates.

At least one Fire Department member, the Fire District Coordinator, or member of the Board of Fire Commissioners shall be present whenever the building is in use by an outside group or agency.

When in use by a member or an outside group or agency, no guests are to occupy any other section of the building, as outlined in the first paragraph of this section, unless accompanied by a Fire Department member, the Fire District Coordinator, or member of the Board of Fire Commissioners. This especially applies to all juveniles and the emergency operations areas addressed above.

Office Areas:

The office areas are for use by the Fire Department, Ladies Auxiliary and the Board of Fire Commissioners to conduct business related to the Monmouth Junction Volunteer Fire Department and Fire District #2. Use of the conference room will be on a first come - first serve basis. A sign-up calendar of reserved dates will be posted in the general office.

General Building & Grounds Guidelines:

Upon completion of use of any area of the building by any member or group, all areas (rooms, hallways, bathrooms, etc.) are to be properly cleaned and restored to the condition they were found (or better).

Any cost incurred for clean-up or repair for damage to the building shall be the responsibility of the member or group, if so determined by the Board of Fire Commissioners.

Those individuals or groups who fail to follow this policy and maintain or restore the building shall be subject to loss of building use privileges.

All individuals that reserve use of a portion of the building shall be familiar with and adhere to all guidelines within the Fire Safety & Evacuation Plan for the facility, which has been posted in the general office.

Fire Department junior members and probationary members shall not be permitted to be alone inside the Fire Station at any time without express permission of the Chief, unless accompanied by an active member/firefighter.

Fire Department active members under the age of 21 shall not be permitted to be alone inside the Fire Station at any time, unless conducting official Fire Department business (i.e. an Executive Officer), unless accompanied by an active member over the age of 21 or with express permission of the Chief.

Personal vehicles are not permitted in the apparatus apron area.

The side parking area is for emergency call responders only.

Smoking is prohibited inside the building.

Alcoholic beverages are not permitted in the engine bays or on the apparatus apron area.

Doors to all rooms are to be kept closed at all times.

Occupancy standards must be maintained at all times.

No furniture is to be removed from the building.

The last member to leave the building is to activate the security alarm.

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

RESOLUTION 15-25

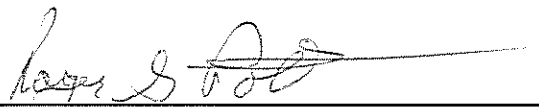
Adoption of Temporary Budget for 2016

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, 2016, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 20, 2016;

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 21, 2015.



Roger S. Potts, Clerk

Resolution 15-26

A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2015.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 21s day of December, 2015 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	\$113,530.00	\$98,530.00
A-7	Professional Services	\$35,000.00	\$30,000.00
O-6	Supplies Expense	\$10,000.00	\$15,000.00
O-11	Purchases Non-Capital Assets	\$71,000.00	\$91,000.00
O-16	Facilities Expense	\$71,500.00	\$66,500.00

The reason for the requested change is to accommodate additional purchases of fire operations non-capital assets and supplies and the replacement of two 18-yr old treadmills in the workout room.

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 21st day of December, 2015.



Roger S. Potts
District Clerk