

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

AGENDA ***June 21, 2010***

1. Notice of Compliance

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The South Brunswick Post, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2010.

2. Roll Call

3. Address From the Floor

4. Approval of Minutes May 17, 2010 Meeting

5. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Joint Code Enforcement Board Representatives
- F. Legislative Report

6. Order of Business

- A. 2010 Draft Audit Report
- B. Resolution 10-21 Closed Session for personnel & contract discussions
- C. Energy Audit Report
- D. Items Timely and Important

7. Voucher List (see attached)

8. Address from Floor

9. Adjournment

Voucher List

A	PSE&G	\$1,400.94
B	Kleen-Tec Maintenance LLC	415.00
C	Supermedia LLC	19.95
D	Midco Waste #689	150.91
E	Verizon Wireless	304.22
F	Auto-Plus	149.37
G	Quest Diagnostics, Inc.	212.70
H	Alan Landscaping LLC	668.75
I	Absolute Fire Protection Co., Inc.	124.07
J	Laboratory Corporation of Amercia Holdings	87.00
K	Shanahan's Office Solutions	247.34
L	VFIS	1,698.45
M	University Radiology Group, PC	93.00
N	Electronic Measurement Labs, Inc.	767.00
O	Witmer Public Safety Group	70.00
P	Brunswick Urgent Care, P.A.	385.00
Q	Mc Master-Carr Supply Co.	130.96
R	Approved Fire Protection Systems, Inc.	532.08
S	OK Enterprises, LLC	1,500.00
T	TASC Fire Apparatus, Inc.	866.80
U	TASC Fire Apparatus, Inc.	563.24
V	TASC Fire Apparatus, Inc.	72.04
W	TASC Fire Apparatus, Inc.	53.07
X	TASC Fire Apparatus, Inc.	2,135.00
Y	TASC Fire Apparatus, Inc.	32.72
Z	TASC Fire Apparatus, Inc.	118.59
AA	Richard M. Braslow, Esq.	30.00
BB	Air & Gas Technologies, Inc	1,199.00
CC	Main Electric Supply Company, Inc.	196.77
DD	TruGreen	500.00
EE	Clough Harbour & Associates	10,697.00
FF	ACS Firehouse Software	330.00
GG	James B. Hunt Mfg. Co.	64.00
HH	S.B.W.S.	1,174.27
II	Monmouth Jct. Volunteer Fire Dept.	163.95
JJ	Monmouth Jct. Volunteer Fire Dept.	8,050.00
KK	Direct Machinery Service Corp.	150.00
LL	New Jersey State Assoc. of Fire Districts	300.00
MM	Verizon	383.78
NN	Somerset County Emerg. Service Training Academy	1,000.00
OO	Doug Wolfe	18.00
	PP- MAIN Electric supply company INC	196.77

*approved
7-19-10
P/S*

**REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – FIRE DISTRICT #2
June 21, 2010**

CALL TO ORDER

The meeting of the Board of Fire Commissioners was called to order by Vice Chairman Smith at 7:30 p.m. Followed by the flag salute.

NOTICE OF COMPLIANCE

Vice Chairman Smith read the Public Law Meeting Notice of the Public Laws of 1975.

ROLL CALL

Present: Mr. Bellizio
Mr. Potts
Mr. Smith
Mr. Young

Absent: Mr. Spahr

ADDRESS FROM THE FLOOR

No persons present came forward.

APPROVAL OF MINUTES:

Commissioner Potts made a motion to accept the Regular Meeting Minutes for May 17, 2010, seconded by Commissioner Bellizio. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

PROFESSIONAL REPORTS:

Chief's Report: (See Attached)

Assistant Chief Scott Smith gave his May 2010 monthly department report. The Chief stated that the all three township fire departments, the township fire marshal and the New Jersey State Forest Fire Service have been working together in order to facilitate a safe and orderly Fourth of July fireworks event. Chief Smith reported on the recent successful Trench Rescue drill which included all three departments, mainly Monmouth Junction and Kingston. The department is looking to organize another drill for later this year. The Chief stated that the recent membership drive has been successful thus far and has drawn a few interested bodies into the station; in addition the website update is still in process and moving along very well. Member Christopher Paskovich has completed and passed Firefighter I training at the Mercer County Fire Academy. Coming up on June 27th, the department was invited to attend an Antique Fire Apparatus Muster in which a

few members have attended over the past few years. The members requested to take the Brush Truck and the Foam Unit to this event, while leaving coverage back in town. The department is in the process of reviewing the Standard Operating Guidelines once again and feels that there are a few topics to be addressed and should be included within the guidelines. One in particular involves the new Engine 206 and the use of foam, maintenance, training, and other various topics to ensure all bases are covered. In addition, a guideline is being established for highway and traffic safety. This stems from a document that was released by the State Attorney General's Office which covers how to provide protection for ourselves and anyone else operating in and around the scene. The Chief also reported that the member's medical physicals should be completed and have talked to a several people to ensure their appointments were either completed and or scheduled.

District Coordinator Report: (See Attached)

Mr. Wolfe gave his monthly report for June 2010. The report included that Air & Gas Technologies was at the station to perform preventative maintenance on the Bauer Breathing Air Compressor as per the contract. Air tests were taken and a certificate will be sent. In addition, the maintenance contract is up for renewal and the cost is the same as the previous year. Mr. Wolfe recommended we stay with Air & Gas due to the fact they have no increase in contract cost and they are a Bauer authorized dealer. Direct Machinery Service Corporation has returned to Station 20 and completed the repairs to the gear washer and it is back in service. Approved Fire Protection was also at Station 20 for the inspection of the Kitchen Hood and the cylinder which holds the extinguishing agent had to be replaced as well as the heat links in the hood. Fire Security Technologies was at both stations last month to test the fire alarm systems as per fire code and our contract. No report has been sent back for Station 20, however the Station 21 report states that a malfunctioning detector needs to be changed and tested. The cost for the work is \$250.00 with a report to update our records. Also stated in their report were some deficiencies regarding some audible warning devices and air handler duct detectors however they do not necessarily apply to us. In addition, it states that they are concerned about the phone lines, which are all installed and it is up to them to make necessary repairs. The Middlesex County Health Department Air Pollution Division visited Station 20 last month to inspect the Onan stand-by generator and no problems were found. Mr. Wolfe also reported that Quick Response Fire Protection was at Station 20 last month for their quarterly inspection of the fire sprinkler system, they found problems with the pressure in the system. To alleviate this issue, an expansion chamber could be installed in the system to maintain the proper pressure. Mr. Wolfe will get a quote to make such repairs and to install the expansion tank. Furthermore, at Station 20, Donald C. Rodner provided a quote to repair the leaking valves at the bay door truck fill and wash lines. The quote provided to replace the valves was \$1,195.00. Mr. Wolfe also reported that TASC has been doing the pump maintenance on all the apparatus; however the pumps have not been certified. Mr. Wolfe has found a company that does such pump certification tests for approximately \$400.00 a pump. He will report back when he gets more information. Lastly, last month the board instructed Mr. Wolfe to obtain a quote from Absolute Fire Protection for the installation of a rear view camera for Truck 201.

Quotes of \$1,1497.00 for a system with a 5.6 inch monitor or \$1,695.00 for a system with a 7 inch monitor were submitted.

Insurance Chairman:

Mr. Wolfe reported that a few months ago he spoke about a VFIS representative coming to a department meeting to speak to the members. Unfortunately, this representative was not able to attend the June 2010 meeting and will reschedule for a later date.

Treasurer:

Commissioner Young stated that there were no receipts received since last month's meeting. All reports were provided to each board member and he stated that there were no problems with any account. In addition, Mr. Young reported on the capital funds and the only items left to purchase are the reverse camera for Engine 206 and a pony line length of hose. There was some discussion of other equipment to be purchased, however that will not be purchased through the capital account.

Joint Code Enforcement Board Representatives:

Commissioner Smith reported on the new ordinance from the township regarding the change in rates for the Fire Prevention Bureau. Bureau rates for local inspections and registrations will increase revenue. A copy of this new ordinance has been placed in the commissioner's office for review. In addition, a call was made to Mr. Watkins and the board is waiting for him to return the phone call. This call was made because he has now met with the other fire districts and the next step is to meet with all three districts and the mayor. Discussion also included that the county is beginning to speak about possibly taking over certain fire prevention bureaus and possibly making a county bureau. However, details are still very vague and nothing is for certain yet since this is only preliminary.

Legislative Report:

Commissioner Potts gave his monthly report and spoke of the S-510 bill which has recently been introduced. This bill permits municipal governments and fire districts to require physicals. It doesn't mandate it, but permits them to require physicals for membership or for someone who was on sick leave to have a physical prior to returning to full duty. Mr. Potts also stated that he has a meeting on July 12th with the Fire Districts Association, Department of Community Affairs and the Division of Elections.

ORDER OF BUSINESS:

A. 2009 Draft Audit Report

Commissioner Young reported on the audit and stated that he has received a copy from the auditor and prior to approving everyone must review it and all questions, concerns, or corrections must be made. Once everything has been addressed, all commissioners must sign the document for it to be approved. Once the document is all marked up, Mr. Young will call the auditor to get it finalized.

B. Resolution 10-21 Closed Session for Personnel & Contract Discussions

Commissioner Smith introduced the resolution to go into Closed Session following tonight's regular meeting. Discussion included corrections to be made to the date and resolution number. A motion to accept the resolution as read and with corrections made by Commissioner Bellizio and seconded by Commissioner Young. No discussion.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

C. Energy Audit Report

Mr. Wolfe stated that the reports have been submitted and are very detailed. The Station 20 and Station 21 drafts have been printed and are available for review by board members. Furthermore, a copy has been sent to the State. It was decided that discussion will have to take place in order to decide where to go from here and what to address first. In order for the board to receive the remaining 75% of the audit, the State must approve the audit. In order for the board to receive compensation for the 25% remaining cost of the audit, the board must complete most of the recommendations presented in the audit.

D. Items Timely and Important

Commissioner Smith spoke of the renewal for the contract with Air & Gas Technologies for maintenance of the Bauer Breathing Air Compressor for the cost of \$1,199.00. Commissioner Potts made a motion to accept the contract for the cost of \$1,199.00 and it was seconded by Commissioner Bellizio. No Discussion. Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

Commissioner Smith spoke of the rear view camera for Truck 201 and the quotes provided to the board by Absolute Fire Protection. After some discussion, it was decided to approve the 5.6 inch monitor and installation to be done by Absolute for the amount of \$1,497.00. Commissioner Bellizio made a motion to spend \$1,497.00 to install the 5.6 inch monitor and camera for Truck 201 by Absolute Fire Protection, seconded by Commissioner Smith. Commissioner Potts opened discussion by stating that next time he would like to see more quotes provided to the board.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

Commissioner Smith spoke of the replacement of the faulty detector at Station 21 and to address the phone line issue. It was approved for Mr. Wolfe to schedule this replacement and for the phone line issue to be addressed. In addition, Mr. Wolfe will provide the board with quotes to install the expansion tank for the fire sprinkler system at Station 20. Fire Security Technologies will complete the repair work for the detector.

Commissioner Smith spoke about the pipe work at Station 20 to repair the truck fill, truck wash and main shut off valve. A quote of \$1,195.00 was provided to the board by Donald C. Rodner. Commissioner Young made the motion to accept the quote of \$1,195.00, seconded by Commissioner Smith. Commissioner

Bellizio opened discussion and wanted to ensure that the valves would be replaced with the type of valve requested by the board.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

Commissioner Smith spoke of the recertification of the pumps of Engine 204, Engine 208 and Truck 201. It was discussed that the department has never certified the pumps on these trucks, however they have been maintained. Mr. Wolfe feels that the service work has been completed but wants to ensure that the pumps on the three trucks are sound. The cost per truck is \$400.00 however; it was the board's request that Mr. Wolfe provide quotes for the certification of the three trucks.

Commissioner Potts spoke of the department medical physicals. He provided the board members with a brochure, which outlines an outfit who deals with fire departments specifically and comes to the firehouse to complete the physicals. Mr. Potts stated that he would like the board to look into this outfit or into other options for providing physicals for department members, primarily due to the cost of the physicals and level of care provided. In addition, it was introduced that NFPA 1532 should be followed. NFPA 1532 outlines the specific tests and types of physicals needed to be given to members depending on their current status within the department; i.e. interior firefighter or non-interior firefighter.

VOUCHER LIST

Commissioner Young stated that everyone should have a copy of the Voucher List and that there are three corrections to the list. Those corrections include: CC was deleted and then moved to PP. The current amount for item OO for \$18.03 was changed to \$18.30. A motion was made by Commissioner Potts to accept the amended voucher list as read and seconded by Commissioner Bellizio.

Roll Call:

Mr. Bellizio-Yes, Mr. Potts-Yes, Mr. Smith-Yes, Mr. Young-Yes

ADDRESS FROM THE FLOOR

No persons present came forward.

ADJOURNMENT

Commissioner Bellizio made a motion to go into Executive Session, seconded by Commissioner Young. Meeting moved into closed session at 8:40pm. Executive Session ended at 9:45pm and returned to the Regular Meeting. A motion to adjourn was made by Commissioner Young, seconded by Commissioner Bellizio at 9:46pm.

Respectfully Submitted,
Alexander S. Broder, Secretary
BOFC – Dist. #2

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2010

FIRE RUNS

14	System Malfunctions
5	False Calls
0	Structure Fires
1	Vehicle Fires
-	Refuse Fires
2	Spill / Leak No Ignition
2	Arcing / Shorted Electrical Equipment
1	Fires
0	Assist Police / EMS
	Trees, Brush, Grass Fires
1	Extrications
	Hazardous Condition
1	Smoke Scare
0	Rescue Call
0	Smoke / Odor Removal
1	Service Call
1	Stand-By / Cover Assignment/ Cancelled en route
1	Other

30 Total Runs for 137.48 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
	Work Night
3	Training Sessions/Drills
	Office of Emergency Management Mtg
1	Board of Fire Commissioner's Monthly mtg
1	Line Officer's Meeting
1	Public Relations
?	Committee Function
1	Chief's meeting
	Training detail

119.00Man-Hours

Total Man-Hours for May 2010: 256.48

Referrals To Fire Safety – 7

On Scene Called - 5

Coordinators Report June 21, 2010

- Air & Gas Technologies was at the station for the preventive maintenance on the Bureau Breathing Air Compressor as per our contract. An air test was taken, the results and certification will be sent. The maintenance contract is up for renewal the cost is the same as last year, I recommend we stay with Air & Gas due to the fact they have no increased in contract cost and that they are a Bureau authorized dealer.
- Direct Machinery Service Corp. was back at Station 20 to replace the faulty hot water valve on the Milnor turnout gear washer that I reported on last month. The washer is back in service.
- Approved Fire Protection was at Station 20 for the inspection on the kitchen hood. The cylinder with the extinguisher fluid in it had to be changed out as well the heat links in the hood.
- Fire Security Technologies was at both stations last month to test the fire alarm systems as per code and our contract. No report for Station 20, however Station 21 has a malfunctioning detector that has to be changed and tested. The cost for the work is \$ 250.00 with a report to update our records.
- The Middlesex County Health Department Air Pollution Division was at Station 20 last month to inspect the Onan Standby generator. No problems found. I was told a report would be sent, as of this date none has arrived.
- When Quick Response Fire Protection was at Station 20 last month for the quarterly inspection on the fire sprinkler system, the pressure in the system was over 225 lb. that is at least 100 lb. over what it should be. The high pressure could cause a problem with one of the heads causing a possible flood anywhere in the building. Quick Response suggests an expansion tank be installed in the system to maintain the pressure.

- There is a problem with water passing by three of the valves on the truck wash and truck fill lines in one of the bays in Station 20. A quote from Donald C. Rodner to replace the valves is \$1,195.00.
- Last month the board instructed me to request a quote from Absolute Fire Protection for a rear view camera to be installed on truck 201. Quotes of \$1,1497.00 for a system with a 5.6 inch monitor or \$1,695.00 system with a 7 inch monitor were submitted.

RESOLUTION 10-21
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE JUNE 21, 2010
MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Legal Matters and Contracts

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public

NOW, THEREFORE, BE IT RESOLVED, that the JUNE 21, 2010, meeting of the Board of Fire Commissioners, Fire District No 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matter discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 June 21, 2010

ROGER S. POTTS/ CLERK