

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
September 20, 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 August 16, 2010, Closed Session July 19, 2010*

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. Energy Audit
- B. Preliminary 2011 Budget Discussion**
- C. Resolution # 10-25 Close Session for discussions on personnel
- D. Items Timely and Important

7. *Voucher List (see attached)*

8. *Address from Floor*

9. *Adjournment*

Voucher List

<i>A</i>	PSE&G	\$2,326.57
<i>B</i>	Kleen-Tec Maintenance LLC	415.00
<i>C</i>	Supermedia LLC	19.95
<i>D</i>	Midco Waste #689	151.31
<i>E</i>	Verizon Wireless	303.96
<i>F</i>	Uni-Select USA	30.78
<i>G</i>	Main Electric Supply Company, Inc.	34.67
<i>H</i>	Alan Landscaping LLC	668.75
<i>I</i>	Beckhill Door Company	2,448.55
<i>J</i>	Agin Signs & Designs	150.00
<i>K</i>	Melanie Flagg	80.00
<i>L</i>	Donald C. Rodner, Inc.	1,195.00
<i>M</i>	Atlantic Detroit Diesel Allison, LLC	4,760.00
<i>N</i>	Electronic Measurement Labs, Inc.	115.00
<i>O</i>	S&S Industrial Equipment & Supply Co., Inc.	81.42
<i>P</i>	Doug Wolfe	36.55
<i>Q</i>	OK Enterprises, LLC	1,500.00
<i>R</i>	TruGreen # 4910	500.00
<i>S</i>	S.B.W.S.	1,418.19
<i>T</i>	Mercer County Community College	300.00
<i>U</i>	VFIS	1,698.45
<i>V</i>	Middlesex County Fire Academy	225.00
<i>W</i>	Monmouth Junction Vol. Fire Department	1,020.70
<i>X</i>	Monmouth Junction Vol. Fire Department	8,050.00
<i>Y</i>	Verizon	451.24
<i>Z</i>	Quest Diagnostics, Inc.	169.45
<i>AA</i>	Absolute Fire Protection Co.	1,497.00
<i>BB</i>	Absolute Fire Protection Co.	5,989.64
<i>CC</i>	Approved Fire Protection Co.	486.17
<i>DD</i>	Shanahan's Office Solutions	61.79

APPRO 10-18 JP

**REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – FIRE DISTRICT #2
September 20, 2010**

CALL TO ORDER

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

NOTICE OF COMPLIANCE

Chairman Spahr read the Public Law Meeting Notice of the Public Laws of 1975.

ROLL CALL

Present:

Mr. Bellizio*
Mr. Potts
Mr. Smith
Mr. Young
Mr. Spahr

Absent:

-* Arrival at 7:40pm

ADDRESS FROM THE FLOOR

No persons present came forward.

APPROVAL OF MINUTES:

Commissioner Smith made a motion to accept the Regular Meeting Minutes for August 16, 2010, seconded by Commissioner Potts. No discussion.

Roll Call:

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

Commissioner Smith made a motion to accept the Executive Session Meeting Minutes for July 19, 2010, seconded by Commissioner Young. Discussion was opened and Commissioner Smith stated that as pointed out by the Secretary, the meeting time stated on the BOFC Letterhead is incorrect and the correct time should be added to future documents.

Roll Call:

Mr. Bellizio-NP, Mr. Potts-Abstain, Mr. Smith-Yes, Mr. Young-Yes, Mr. Spahr-Yes

PROFESSIONAL REPORTS:

Chief's Report:

Chief Brian Spahr gave his August 2010 monthly activity report. The Chief updated the Board of the progress the department is making in preparation for the annual Open House and the attempts in attracting more attention than in years past. The Chief stated that flyers will be distributed to all students and articles placed in the local

newspapers, in addition to signs being placed throughout town directing people to the station and act as a reminder about the event. This Saturday, September 25th the Fire Department and all other South Brunswick emergency services were invited to Reichler Park to attend a "Thank You" picnic. This is the second year that the Princeton Bible Church has held this event and the department is planning on attending once again. On October 16th the department has been invited to attend Hightstown's 175th Anniversary Parade. After speaking with the other two township fire departments it was discovered that they do not plan on attending and will provide coverage in case our department is unavailable due to the distant location and number of units attending the parade. The Chief stated that a number of members have expressed interest in attending this event and if approved will take Engine 206, Engine 203 and possibly Brush 202. The Chief had mentioned last month that the Police Department will begin attending the Township Chief's meetings; Lieutenant Kinard attended and good discussions took place which will help smooth over relationships and operating guidelines between the township services. October 23rd is a special day for one member of the department and a will effect department manpower since some will be out of town for the event. In talking with the other township fire departments, it was found that Kingston has a dinner that evening and Kendall Park will provide standby coverage for the township if needed. The Chief is working with Mr. Wolfe to have the hose testing done sometime this fall, excluding any new hose purchased this year, since it has been pre-tested prior to delivery. The Chief has submitted a Draft Operations Budget Request to Commissioner Young. The Chief updated the Board on the recent Twin Oaks Court (Royal Oaks) kitchen fire in a 2nd floor apartment, where it was the department's first opportunity to utilize Engine 206 and it's CAFS' capabilities at a working incident. He reported that it stood up to its expectations and the group of members operating within the structure stated that it worked very well to knock the fire down quickly. To add, Royal Oaks Maintenance staff came to the Chief and asked how we extinguished the fire since there was so little water damage to the apartments below. The Chief explained to them the new operations and they were very impressed since there was only a trace of water in the apartment. Lastly, the Chief presented a topic in which he asks the Board for opinions. That topic is to consider if it is still necessary to keep the 1956 Ford, Engine 203 in service as an active piece of equipment or to retire the unit as an antique. The necessity to keep the unit active doesn't necessarily remain since most businesses in which the unit would be used have moved out of town. Furthermore, in recent years the County has purchased foam trailers (600 Gallons of Foam each) to assist County departments during an incident which may occur and require large amounts of foam.

District Coordinator Report: (See Attached)

Mr. Wolfe gave his monthly report for September 20, 2010. Mr. Wolfe's Coordinator Report is attached. In addition to his report, Mr. Wolfe announced that there is a new member attending the Fire Academy and responding out of Station 20, Mark Ragnoli.

Insurance Report:

Mr. Wolfe reported that we have received a statement regarding our workmen's compensation and he will also attempt to have a representative attend the fire company meeting to address the department and explain what coverage they have.

Treasurer:

Commissioner Young reported the following receipts deposited since the last meeting: South Brunswick Township for \$100.00 for dedicated penalty assessments for January through June 2010, Quest Diagnostics for \$70.90 for an over payment and South Brunswick Township, \$5,380.00 for the Supplemental Fire Service Program. Financial reports through tonight's meeting have been submitted to each Commissioner and placed in their mail boxes. All accounts are within the budget on an YTD basis. Mr. Young reported on the new 2010 Tax Cap Law; however stated that Fire District #2 should not be greatly affected. Lastly, Mr. Young prepared a year-to-date analysis of the O-16 Budget (Facilities Expense) and presented it to the Board. This presentation included what the current budget for the account is and some estimates of what has been actually committed or on a contractual basis or month to month contractual basis. Based on the amount remaining and the future outlook on possible projects, Mr. Young stated that he would like a decision made tonight to go ahead and approve seal coating the parking lots since that project is budgeted and would not exceed the amount remaining. Furthermore, it is the correct time of year to complete such a project. The Engine Bay floor resurfacing project will most likely be budgeted for next year.

Joint Code Enforcement Board Representatives:

Commissioner Bellizio reported on the meeting for August 18, 2010 where Fire Marshal Alan Laird and Township Manager Matt Watkins were present. Mr. Bellizio reported that Mr. Watkins was invited by representatives from Kendall Park Larry and Bill; however both were not present at the meeting and the meaning for Mr. Watkins to be there was not immediately understood. Commissioner Smith stated that he questioned the two representatives from Fire District 1 who were in attendance about any agenda or questions they were to have asked, however they too were unaware of Mr. Watkins being asked to attend. Commissioners Potts and Smith also attended and good discussion was had by all. Fire Marshal Laird reported that the Bureau has received \$149,577.53 from the State for the end of 09 and YTD of 10. In July of 2010 the local fees were raised and instituted a tenancy fee on commercial/industrial occupancies where there are life safety issues for \$150.00. Mr. Laird reported that they are approximately \$3,000.00 ahead of where they were last year based on fees and fines. Mr. Watkins reported that he and Dean Bahrend attended a meeting at the County regarding the possible take over of Fire Inspections; however at this time the County has no license to do so. Mr. Watkins stated he is still trying to set a meeting with all three fire districts regarding what direction the fire inspections and bureau will be going. Mr. Watkins stated the town would still like to have the Bureau within the municipal building. Mr. Laird also stated that Fire Education within the township will resume. He also reported that Life Hazard Use Occupancy Inspections are up to date and all local inspections are approximately one month behind.

On a personal note, Mr. Laird stated that it has come to his attention that there are rumors circulating throughout the town regarding the County and the possible takeover and requested that they cease due to the impact they are having on the moral within the Fire Safety Bureau. After some discussion it is unsure of where the rumors are coming from, either from the Fire Departments, Fire District, or Bureau itself. Mr. Young raised a question about the Joint Board Committee that was put into place regarding the possible take over of the Fire Safety Bureau; Mr. Bellizio stated that not all committee members were present at the meeting to have any discussions.

Commissioner Potts and Smith also stated that they both met with Mr. Watkins on September 14th to have a meeting prior to the formal meeting with the other two fire districts. The meeting with Mr. Watkins took place to lay everything out on the table to discuss where the township and fire district both are at this time. It was stated that this fire district has worked very hard to keep the fire safety bureau within the township and that it is disappointing to see where the other two districts are with the agreement as well. It was asked if Kendall Park or Kingston have offered or given any money to the town regarding the Fire Safety Bureau and to this date they have not. Kingston in particular stated they would give no money and discussions have since ceased. Mr. Watkins stated that he is personally not in favor of having the County take over the Fire Safety Bureau because of the amount of work that would have to be done would overwhelm the County and it is a better idea for the take over of smaller towns, not South Brunswick. It was also stated that if the County were to take over the level of service would not be the same and greatly affect the township in a negative way. Furthermore, no further discussions may happen within the next month and a half because of the election approaching and not knowing the outcome. Mr. Potts and Smith will be looking into getting actuals from the town to better plan for the future of this district's involvement. Mr. Potts also stated that the Mayor will correct what his statement said in the paper regarding money going to the fire departments and both Mr. Watkins and the Mayor have spoken and a retraction will be placed in the paper to clarify what was said or meant to say, whether it was misinterpreted by the paper or incorrectly stated once again by the Mayor himself.

Legislative Report:

Commissioner Potts stated that there is no report since they have just went back into session as of today.

ORDER OF BUSINESS:

- A. Energy Audit: Mr. Wolfe reported on the status of the Energy Audit and stated that the check for \$8,913.00 should be here by the end of the month, making approximately \$3,000.00 outstanding at that time. In order to receive the outstanding balance, we would need to complete improvements by July of 2011. A list of contractors has been given to each Board member. There is still some confusion on how the next phase of the process will work due to the information some contractors are requesting and not necessarily work off the audit that has already been completed. The confusion involves how the contractors or other outfits will complete this work and how they will present the reasoning behind

the job. Another idea is to review the audit in house and come up with projects meeting the \$3,000.00 total in order to receive the remaining money. A lengthy discussion took place regarding the possibilities of certain projects and work that would need to take place prior to July 2011. Discussion involved the possibilities of work being done to the HVAC units; however there are many variables involved in such work and need to be looked into prior to making any decisions. Lastly, the Board agreed that since there was confusion on how to move forward with the next phase of this process, that we should continue as long as it will not cost any further monetary expense to the district to reach the goal of the actual improvements being done which have a current line item within the current budget.

B. Preliminary 2011 Budget Discussion

Mr. Young stated he placed this item on the agenda to remind everyone that it is once again that time of year and has asked for the Board and those who present a budget request, ideas, concerns, etc. for next meeting as they have in the past. In addition, to list any projects they may foresee happening throughout the year or purchases such as a replacement pick-up truck. Chief Brian Spahr has submitted his preliminary budget to Mr. Young for operating and training expenses. There are many variables that will make the 2011 budget year interesting, so vigilant planning will be needed due to the external factors beyond the district's control. Furthermore, factors such as the district's part time employee leaving due to career changes and the long time fire service coordinator retiring mid year and the hiring of a new full time coordinator will also affect the budget.

C. Resolution #10-25 Closed Session for Discussions on Personnel

A motion was made by Commissioner Potts to move Resolution #10-25 as read, seconded by Commissioner Young. No Discussion.

Roll Call:

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

D. Items Timely and Important

Chairman Spahr announced that the Board has received the Letter of Resignation from Part Time employee Alex Broder, effective October 6, 2010.

Commissioner Smith announced that on September 8, 2010 at the Regular Department Monthly Meeting, an original signed copy of the Fire District/Fire Department Contract for 2011-2013 was given to President Brian Wisner.

Mr. Wolfe added to his Coordinator's Report that Truck #209 was involved in a minor motor vehicle accident in North Brunswick on its way back from Absolute Fire Protection. There were no injuries and only minor damage in the accident and the insurance company has been notified. Truck #209 suffered only minor damage which will not be repaired at this time.

Commissioner Potts thanked Alex Broder for his five years of service to the Board of Fire Commissioners and commended him for a job well done and wished him the best.

Commissioner Potts questioned the sending of members to various Fire Academies and not only one, due to the difference in In-County and Out-of-County costs. Mr. Wolfe responded by explaining that each academy has a different schedule and how classes sometimes fill up too quickly, in addition to the academy location and being able to get to it quickly from their place of employment or this town. By giving the new members the ability to work the academy schedule into their own is important since they are unable to miss any class sessions. The academies include Middlesex, Mercer and Somerset Counties. Furthermore, after speaking with current members who attend not only Firefighter I but other classes to further their education, they state that one academy is definitely better than the others even though they may cover the same topic. In addition, some academies do not offer the same classes and you may have to attend an out of county academy for that particular class.

Commissioner Smith introduced the Seal Coating project and how the money which was budgeted for this project is available and how we have been on a routine schedule of having the cracks sealed and seal coated which has kept the parking lots in good shape. A motion was made by Commissioner Smith to have the parking lot seal coated and cracks filled at both Station 20 and Station 21 for a total of \$4,750.00, seconded by Commissioner Potts. During discussion it was asked if there were other quotes provided, however this price has been unchanged for three consecutive years and the Board has agreed to complete the project.

Roll Call:

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

Commissioner Young also wished Alex well and good luck in his new career and shared some stories from the neighborhood.

VOUCHER LIST

Commissioner Young reported that there were no additions or corrections to the Voucher List as posted. A motion was made by Commissioner Bellizio to accept the Voucher List as posted, seconded by Commissioner Smith. No discussion.

Roll Call:

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

ADDRESS FROM THE FLOOR

No persons came forward.

ADJOURNMENT

Commissioner Bellizio made a motion to move into closed session, seconded by Commissioner Smith at 8:55pm. Following the closed session, Commissioner Smith made a motion to adjourn, seconded by Commissioner Bellizio. Meeting was adjourned at 10:00pm.

Respectfully Submitted,

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

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2010

FIRE RUNS

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

50 Total Runs for 258.64 Man-Hours

DEPARTMENT ACTIVITIES

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

331.33 Man-Hours

Total Man-Hours for August 2010: 589.97

Referrals To Fire Safety – 10

On Scene Called - 4

Coordinators Report September 20, 2010

- Pumper 208 is back in service after being at Atlantic Detroit for two weeks for a number of maintenance problems. One of the problems was the speed odometer not working, and is still not operating properly and will be addressed. The onboard battery charger was sent to Kussmaul for repair. One bank of batteries was bad, replaced with two 12 volt batteries.
- Truck 201 was out of service at Absolute Fire Protection for maintenance and repair work and the installation of the rear view camera. All work was addressed and the truck is back in service. The cost is on the voucher list tonight.
- The contractor (Beckhill Door Company) has installed the rear door and put new hinges on and adjusted the front doors at Station 21. Painting the doors will be done in the coming weeks.
- I called Fire Security Technologies regarding the installation of the new alarm panel in Station 20. The panel is on backorder, the job will start when it becomes available.
- All the fire extinguishers on the vehicles and in the stations have been inspected, recharged or replaced where needed.
- Cummings Power Systems will be at the stations this week for the preventive maintenance on the two gen-sets as per contract.
- The subject of refinishing the floor in Station 21 prompted me to contact Palma Inc. the contractor that installed the floor in Station 20. To prepare and refinish the floor in Station 21 is in excess of \$27,000.00 and out of the station a week or more. To recoat the floor in Station 20 is \$ 12,000.00.

RESOLUTION 10-25
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE September 20,
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 September 20, 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 Septemberr 20, 2010.

ROGER S. POTTS/ CLERK