

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 ***December 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

2. Resolution # 10-31 Appointment of Recording Secretary Resolution # 10-31

4. Closed Session Resolution # 10-32 Closed Session for discussions on personnel

5. Address From the Floor

6. Approval of Minutes November 15, 2010, Closed Session November 15, 2010

7. Professional Reports

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

8. Order of Business

- A. Final Presentation/Discussions on 2011 Budget
- B. Resolution # 10-33 Approval of 2011 Budget
- C. Resolution # 10-34 Adoption of Temporary Budget for 2011
- D. Resolution # 10-29 Authorizing Transfer of Funds
- E. Energy Audit
- F. Roof Inspection/Repairs for Station 20

9. Voucher List (see attached)

10. Address from Floor

11. Adjournment

Voucher List

<i>A</i>	PSE&G	\$1,911.38
<i>B</i>	Kleen-Tec Maintenance LLC	415.00
<i>C</i>	Supermedia LLC	19.95
<i>D</i>	Midco Waste #689	163.31
<i>E</i>	Verizon Wireless	305.54
<i>F</i>	Richard M. Braslow, Esq.	45.00
<i>G</i>	Witmer Public Safety Group, Inc.	261.70
<i>H</i>	Shanahan's Office Solutions	68.97
<i>I</i>	OK Enterprises, LLC	1,500.00
<i>J</i>	Battery Zone, Inc.	457.95
<i>K</i>	Atlantic Detroit Diesel-Allison	740.00
<i>L</i>	Dell Marketing L.P. C/O Dell USA L.P.	89.99
<i>M</i>	Melanie Flagg	80.00
<i>N</i>	South Brunswick Township Water & Sewer Revenue	1,411.87
<i>O</i>	Warterway Inc. Southern Division	1,715.76
<i>P</i>	Mc-Master Carr	15.40
<i>Q</i>	Monmouth Junction Vol. Fire Department	35.85
<i>R</i>	VFIS	1,860.78
<i>S</i>	North Brunswick Vol. Fire Company # 2	500.00
<i>T</i>	Jamesburg Vol. Fire Department	500.00
<i>U</i>	Cranbury Fire Company	500.00
<i>V</i>	Brookview Vol. Fire Department	500.00
<i>W</i>	Monmouth Junction First Aid Squad	10,000.00
<i>X</i>	Charles Spahr	2,625.00
<i>Y</i>	Charles Smith	2,375.00
<i>Z</i>	Thomas A. Young Jr.	5,700.00
<i>AA</i>	Roger Potts	3,365.00
<i>BB</i>	Kevin Bellizio	2,300.00
<i>CC</i>	Ralph Basile	275.00
<i>DD</i>	Alex Broder	275.00
<i>EE</i>	Jarreau Flatts	275.00
<i>FF</i>	Eric George	275.00
<i>GG</i>	Mike Grennen	275.00
<i>HH</i>	Adam kinder	275.00
<i>II</i>	Donald Lidy	275.00
<i>JJ</i>	Edward Lidy	275.00
<i>KK</i>	Daniel Murphy	275.00
<i>LL</i>	Timothy Murphy	275.00
<i>MM</i>	Ronald Neville	275.00
<i>NN</i>	Chris Paskovich	275.00
<i>OO</i>	Dave Pollard	275.00
<i>PP</i>	Shane Raber	275.00

QQ	Justin Rogers	275.00
RR	Jerry Schwear	275.00
SS	Cliff Seyfarth Jr.	275.00
TT	James Shearer	275.00
UU	James T. Shearer	275.00
VV	Scott Smith	275.00
WW	Brian Spahr	275.00
XX	Charles Spahr	275.00
ZZ	Sean Wert	275.00
AAA	Doug Wolfe	275.00
BBB	Approved Fire Protection Co.	486.17
CCC	Approved Fire Protection Co.	237.25
DDD	Harvey S. Weingarten, M.D., PA	1,685.00
EEE	Uni-Select USA	55.95
FFF	Quest Diagnostic Incorporated	128.50
GGG	Travelers	15,111.00
HHH	Verizon	325.42
III	Alan Landscaping LLC	893.75

approved 1-18-11/JS

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

1. CALL TO ORDER:

The meeting was called to order by Chairman Spahr at 7:30 p.m. followed by a salute to the flag.

2. NOTICE OF COMPLIANCE:

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

3. ROLL CALL

Present: Comm. Bellizio
Comm. Potts
Comm. Smith
Comm. Young
Comm. Spahr

4. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

Resolution 10-31

A resolution authorizing the Temporary Appointment of Christine Smith as Recording Secretary to the Board of Fire Commissioners. A motion to approve the resolution by Comm. Young seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 10-32

A resolution authorizing a closed session at the December 20, 2010 meeting of the Board of Fire Commissioners for the purpose of discussing legal matters, contracts, and or personal matters. A motion made to authorize the closed session made by Comm. Bellizio seconded by Comm. Smith. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Meeting resumed at 8:10 p.m.

5. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

6. APPROVAL OF MINUTES

Comm. Smith made a motion, seconded by Comm. Young to approve the minutes of the November 15, 2010 meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion was made by Comm. Young seconded by Comm. Smith to accept the Minutes of the November 15, 2010 Executive Session. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

7. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the November 2010 Activity Report (see attached). Discussion was held to approve an additional 2 sets of turn out gear - one set for a former member returning and another set for a new fire fighter graduating fire school tomorrow night. Last month 4 sets of turn out gear were approved. The cost for each set is \$1,926.

Chief Spahr wanted to know if the Board would pick up the \$400 per year insurance for the 203 foam truck as retired equipment. This was brought up at the December Fire Department Meeting. It was assumed at the meeting that the Board would pick up this expense.

Oil changes have been ordered for the trucks and will take place in January.

Chief Spahr is looking into pricing for 6 face pieces. This would require a budget transfer and will leave this for a later discussion.

Chief Spahr thanked the Board for their ongoing support and is looking forward to more of the same next year.

District Coordinator's Report:

Coordinator Wolfe reviewed the Coordinator's Report (see attached). The Onan Generator on the new Pumper 206 is still having trouble. It was looked at by Curtis Service Corp and then the Pumper was sent to Newark and Cummins felt it has something to do with the Detroit Engine. It was not repaired and is back in service. It will be looked at again.

Discussion was held about the 2011 contract for TruGreen for landscaping at Stations 20 and 21. There is no change in the cost of service. Coordinator Wolfe recommended the Board renew the contract. The cost for Station 21 is \$300 and Station 20 is \$1,200. He also spoke with Alan Landscaping about the small shrubs along the walkway. Small Box Woods were recommended at a cost of \$900.

Insurance Report:

Coordinator Wolfe reviewed the report (see attached). The Group Life Insurance renewal is due the first of the year. He is in the process of collecting the money. The deposit for the workman's compensation is due January 18, 2011. Estimated cost is about \$20,000 and the down payment is due next month.

Treasurer's Report:

Comm. Young reviewed the Treasurer's Report (see attached). One receipt was received from South Brunswick Township for \$250 for the use of the facility for the election.

Joint Code Enforcement Board Representation:

Comm. Bellizio reported that not much came out of the meeting. Comm. Young indicated the only thing accomplished was the approval of the minutes. The meeting lasted about 8 minutes. Comm. Smith also attended.

Legislative Report:

Comm. Potts reported on some bills concerning employee benefits that were on the agenda today. One bill allows for state fire districts to go before a mandate association to file complaints. The association has been added to represent all fire districts.

Another bill regarding travel expenses and gifts – what we can give to employees and what we can accept is on the governor's desk for signature. The bill is a 52 page document and only 2 pages deal with fire districts. He will make copies of the pages that pertain to the fire districts for the Board.

8. ORDER OF BUSINESS**2011 Budget Discussion**

Treasurer Young reviewed the proposed final budget documents (see attached). If approved by the Board tonight, the tax rate would rise from .038 to .039 per \$100 or a 2.6% tax increase. Commissioner Young explained that although the amount to be raised by taxation is almost \$11,000 lower than the current year's budget, the tax rate increases because of a significant drop (5.8 % decrease) in the ratable base. The budget is \$42,000 under the allowable max for the tax levy cap. The \$42,000 is put into a rolling cap bank and is held in reserve for 3 years. Comm. Potts will bring the package to Trenton tomorrow minus pages 11 and 12. Those pages will be added next month.

Resolution 10-33

A resolution authorizing the approval of the 2011 Budget. A motion to approve Resolution 10-33 was made by Comm. Smith seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 10-34

A resolution authorizing the adoption of a Temporary Budget for 2011. A motion to approve Resolution 10-34 was made by Comm. Potts seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 10-29

A resolution authorizing the transfer of funds within accounts. A motion to approve Resolution 10-29 was made by Comm. Potts seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Energy Audit

Chairman Spahr requested the Board enter into a contract with Direct Install Energy Programs. Our total cost is for the Station 20 contract is \$9,389.68. Direct Install is allowed by the state to an increase of 10%. We could see change orders. The change orders for Stations 20 and 21 together cannot exceed \$ 3,610.32 without further approval from the Board. Station 21 will not be started until February. A motion to enter into a contract with Direct Install Energy Programs and authorizing Chairman Spahr and Coordinator Wolfe to authorize the change orders was made by Comm. Smith seconded by Comm. Young. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Roof Inspection / Repairs to Station 20

Coordinator Wolfe reviewed the proposal from Roth Bros. A lot of work needs to be done to cover the flashing. Previous work completed by Roth Bros has been very thorough. Comm. Young requested to defer authorization to next year. Comm. Potts noted a 3% increase in the annual amount as we are locked into an overall 2% increase. Chairman Spahr requested this matter be tabled for the January meeting.

9. MATTERS TIMELY AND IMPORTANT

203 Foam Truck

We are currently carrying insurance for an active service truck in the amount of \$1,098. If the truck goes to antique inactive service with liability, the cost will be \$328. If the truck goes to liability and physical damage, it goes to \$402 per year. By going to antique service we save \$700 a year. A motion by Comm. Young to approve the truck with liability and physical damage for \$402 seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Chief Brian Spahr's Request of Additional Gear

Chief Spahr has requested 2 additional sets of turn out gear. The cost is \$1,926 for each set. We do not have price quotes as yet for the other miscellaneous things that make up the \$7,500 but Coordinator Wolfe is working on getting the quotes. A motion was made by Comm. Smith to authorize the expenditure of up to \$7,500 for necessary gear that the Chief recommended to the Board. Coordinator Wolfe to get appropriate price quotes for the 2 sets of turn out gear at \$1,926 each from Absolute Fire Protection seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Alan Landscaping

Chairman Spahr has carried the discussion of this matter to the January meeting.

Possible Water Leak

Comm. Smith made a request to have Station 21 checked for possible water leaks around the chimney. Chairman Spahr feels that this may have been from before the roof was done. Some water may also be from condensation. Not much water on the ground. This needs to be inspected. If there is water leaking, it needs to be fixed.

10. VOUCHER LIST

Comm. Young reported one change for Item GGG – Travelers for \$15,111. This item is all part of the budget package. It is not being paid out of this year's budget. A check will be issued in January. This item is due on January 18, 2011. A motion to accept this change was made by Comm. Smith seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

11. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

A motion to adjourn was made by Comm. Young and by a voice vote all voted in affirmation. Meeting adjourned at 9:10 p.m.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2010

FIRE RUNS

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

57 Total Runs for 499.55 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
2	Work Night
1	Training Sessions/Drills
1	Board of Fire Commissioner's Monthly mtg
1	Line Officer's Meeting
1	Chief's meeting

141.00 Man-Hours

Total Man-Hours for November 2010: 640.55

Referrals To Fire Safety – 7

On Scene Called - 5

Coordinators Report December 20, 2010

- Previously I reported that we were having trouble with the Onan Generator on the new Pumper 206. The truck was sent to Curtis Service Corp. an Onan service center, after they looked into it they realized they could not handle the problem. It was then sent to Cummins (an Onan service center) in Newark where they felt the problem had something to do with the Detroit Engine. It was then brought back to Fire & Safety so Atlantic Detroit could check the engine. Long story made short it was not repaired last week, it is back in service and will be looked at again in the coming weeks.
- I have a new contract for the 2011 from TruGreen for lawn service for Stations 20 & 21. There is no change for the cost of the service from the last three years. I recommend the board renew the contract.
- I talked to Ron from Alan Landscaping regarding the small shrubs that are along the sidewalk at the front entrance. I want to replace them due to the poor condition of the ones that are there. He recommended small Box Woods. To replace them it will be a cost of \$900.00. It looks like it will be done in the spring due to the cold weather we are experiencing.

Resolution 10-29

A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2010.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 20th day of December, 2010 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	Admin. Salaries & Wages	\$184,525.00	\$171,524.00
O-3	Operations Insurance	\$42,800.00	\$35,300.00
O-8	Uniforms	\$9,700.00	\$17,200.00
O-15	Operating Grant Expenses	\$5,379.00	\$5,380.00
O-16	Facilities Expense	\$57,000.00	\$70,000.00

The reason for the requested change is to accommodate the award of a contract for energy efficiency improvements for Station 20, the purchase of additional turnout gear, and the recognition of an additional \$1 received over what was budgeted from the Supplemental Fire Services Program (SFSP) to be used to offset future insurance costs.

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 20th day of December, 2010.

**Roger S. Potts
District Clerk**

THE COMMISSIONERS OF FIRE DISTRICT NO.2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution 10-31

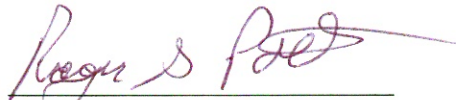
Temporary Appointment of Recording Secretary

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, have determined the need exists for a part time recording secretary to serve the board; and,

WHEREAS, funds have been appropriated for that purpose.

NOW THEREFORE be it RESOLVED on this 20th day of December, 2010 by the Board of Fire Commissioners Fire District No. 2 in the Township of South Brunswick that,

- (1) Christine Smith be and is hereby appointed as recording secretary to serve at the discretion of the Board of Fire Commissioners.
- (2) The rate of compensation for the recording secretary shall be at the sum of \$80.00 per meeting, in consideration of which the said recording secretary shall attend all regular and special meetings and all work sessions of the Board and shall also be responsible for the recording and transcription of the minutes of the meetings.



Roger S Potts / Clerk

RESOLUTION 10-32

A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE DECEMBER 20 th,
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 December 20 th, 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 December 20 th, 2010.

ROGER S. POTTS/ CLERK

2011 BUDGET RESOLUTION NO. 10-33

SOUTH BRUNSWICK TOWNSHIP

Fire District No. 2

FISCAL YEAR: From January 1, 2011 to December 31, 2011

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2011 and ending December 31, 2011 has been presented before the Board of Commissioners of the Fire District No. 2 at its open public meeting of December 20, 2010; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,004,352, which includes amount to be raised by taxation of \$ 828,865, and Total Appropriations of \$ 1,004,352; and

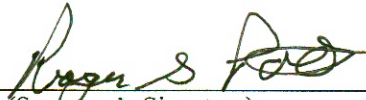
WHEREAS, the amount to be raised by taxation to support the district budget, shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District No. 2 has taken into account the assessed valuation of taxable property in the Fire District No. 2,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District No. 2, at an open public meeting held on December 20, 2010 that the Annual Budget, including appended Supplemental Schedules, of the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2011 and ending December 31, 2011 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Fire District No. 2 's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the South Brunswick Fire District No. 2 will consider the Annual Budget for adoption on January 18, 2011.


(Secretary's Signature)

Dec 20, 2010
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
K. Bellizio	✓			
C. Smith	✓			
R. Potts	✓			
T. Young	✓			
C. Spahr	✓			

THE COMMISSIONERS OF FIRE DISTRICT No2
IN THE TOWNSHIP OF SOUTH BRUNSWICK COUNTY OF MIDDLESEX

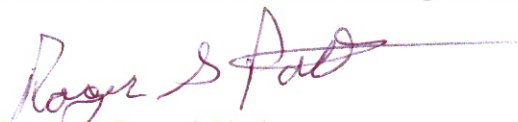
Resolution 10-34
Adoption of Temporary Budget for 2011

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, 2011 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 19, 2011.

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 20, 2010


Roger S. Potts / Clerk.