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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 ***January 18, 2011***

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 2009.

2. Roll Call

3. Address From the Floor

4. Approval of Minutes December 20, 2010, Closed Session December 20, 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. Public Hearing on 2011 Budget
- B. Resolution # 11-01 Adoption of 2011 Budget
- C. LOSAP Certification for 2010
- D. Local Government Energy Audit
- E. Resolution # 11-02 Closed Session to discuss personnel matters
- F. Items Timely and Important

7. Voucher List (see attached)

8. Address from Floor

9. Adjournment

Resolution # 11-03 coordinators contract

Voucher List

A	Travelers	15,111.00	✓
B	Doug Wolfe	44.00	
C	Supermedia LLC	19.95	
D	Midco Waste #689	164.12	
E	Kleen-Tec Maintenance LLC	415.00	
F	Verizon Wireless	303.84	
G	PSE&G	3,181.54	
H	Uni-Select USA	289.79	
I	Christine Smith	\$80.00	
J	Scott Smith	23.97	
K	All Points Public Funding, LLC	22,848.03	✓
L	Home News Tribune	40.50	
M	United Communications Corp.	160.20	
N	TASC Fire Apparatus, Inc.	285.00	
O	Brian Spahr	198.72	
P	Shanahan's Office Solutions	34.99	
Q	Donald C. Rodner, Inc.	356.00	
R	Witmer Public Safety Group	388.00	
S	Auto King Parts & Supplies	269.70	
T	OK Enterprises, LLC	250.00	
U	Township of South Brunswick	25,482.39	
V	Township of South Brunswick	1,978.75	
W	Township of South Brunswick	20,000.00	
X	Image Systems For Business, Inc.	425.00	
Y	BatteryZone, Inc.	268.56	
Z	Q.R.F. P. Special Services	400.00	
AA	Richard M. Braslow, Esq.	90.00	
BB	VFIS	3,794.00	
CC	OLSON'S A/C & Heating	150.60	
DD	VERIZON	328.60	

*approved 2/24/11
PP*

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
JANUARY 18, 2011

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.

5. APPROVAL OF MINUTES

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the December 20, 2010 meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Bellizio to table the closed session of the December 20, 2010 to the next meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the December 2010 Activity Report (see attached). Beginning this month the mandatory training will start with the SCBA refresh followed by the hazardous refresh in February.

New member Mohammad Junaid will enter Firefighter 1 in Mercer County Fire Academy this month. Greg Dwyer has finished Firefighter 1 and is ready to go. Mark Ragnoli completed the Middlesex Academy but did not pass the test. He also missed one class. Once he passes the test he is ready to go.

District Coordinator's Report:

Coordinator Wolfe asked if the Board wanted to act on Roth Bros tonight. This item is not included in the report.

Coordinator Wolfe reviewed the Coordinator's Report (see attached). Progress with completing the warranty on Pumper 206 is slow. No date has been set as to when they will do this.

The contract for TruGreen is the same as last year and he is recommending the Board renew the contract.

Quick Response Fire Protection did the quarterly inspection at both stations. No problems were found. A relief valve will be installed at Station 20 and he will be contacted by Quick Response in the future.

The new maintenance contract from Image Systems for the copier needs to be renewed. The cost of the contract is \$425, which is the same as last year.

Firefighter Justin Rogers was injured at a call and sprained his right knee. He is restricted for a few days. All paperwork has been sent to the insurance company.

Insurance Report:

Coordinator Wolfe stated that Travelers has been paid and an audit will be done next month.

The Group Life insurance premiums has been paid by two members already and three more need to pay for the insurance.

Treasurer's Report:

Comm. Young reviewed the Treasurer's Report (see attached). Two receipts were received in December. One receipt for \$132 was received from Brian Wisner for group life reimbursement and the second receipt was the 4th quarter taxes from the township for \$209,928.75.

1099 miscellaneous income forms will be distributed by the end of January to the five commissioners and the auditor.

Comm. Young indicated that he will be distributing two sets of financial reports each month until 2010 is closed out.

Joint Code Enforcement Board Representation:

No report was made.

Legislative Report:

Comm. Potts reported on the following pending Bills:

S2285 now requires fire departments be notified when oxygen is taken out of a residence. Currently, we only need to know when oxygen is delivered to a home.

A3715 requires fire districts to establish a minimum of three shared service agreements with other fire districts. The shared service agreements must be outlined in the annual budget.

ACR171 proposes a constitutional amendment concerning imposition of new or expanded unfunded mandates to fire districts.

A3686 Emergency Medical Services Bill was amended to allow fire district associations to grandfather with 15 years. There are a lot of stipulations.

A3685 permits municipalities and fire districts to appoint paid fire chiefs for paid and certain part-paid fire departments. Comm. Potts stated he is not familiar with the bill and will look into it further.

S1248 requires local unit or authority to provide the director of Division of Local Government Services with reports concerning law suits. The governor vetoed this bill.

7. ORDER OF BUSINESS

Public Hearing on the 2011 Budget

Comm. Young called the state today and the Budget has been approved. Pages 11 and 12 will be annexed to the Budget and sent to the state.

A motion made by Comm. Smith seconded by Comm. Potts to open a public portion of the meeting to discuss the 2011 Budget.

No one was in attendance from the public to address the Board.

A motion to close the public portion was made by Comm. Smith and by a voice vote all voted in affirmative.

Resolution 11-01

A resolution authorizing the adoption of the 2011 Budget. A motion to approve Resolution 11-01 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.

The LOSAP Certification for 2010 has been posted.

Energy Audit

Chairman Spahr indicated that in late February a work list would be determined and we would move from that point.

Resolution 11-02

A resolution authorizing a closed session to discuss personnel matters. A motion made by Comm. Young seconded by Comm. Potts to table the closed session tonight. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

8. MATTERS TIMELY AND IMPORTANT

A motion made by Comm. Bellizio seconded by Comm. Smith to include Resolution 11-03 to the agenda. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 11-03

A Resolution Authorizing the Annual Salary for the Fire District Coordinator. A motion 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.

Roth Bros

Coordinator Wolfe indicated the roofing maintenance contract covers a lot repair and they provide good work. It was noted that wording in the contract "Municipality of Monmouth" is to be corrected. A motion made by Comm. Smith seconded by Comm. Bellizio to approve the contract for \$1,575. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

TruGreen

The contract for lawn care by TruGreen is \$1,500 – Station 20 is \$1,200 and Station 21 is \$300 which is the same as last year. Motion made by Comm. Young seconded by Comm. Potts to renew the contract. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Image Systems

A motion made by Comm. Young seconded by Comm. Bellizio to renew the maintenance contract for the new copier for \$425. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

9. VOUCHER LIST

Comm. Young indicated three changes to the Voucher List as follows:

Item K – name changed to Deutsche Bank National Trust Co.

Item CC – added – Olson's Air Conditioning & Heating for \$150

Item DD – added – Verizon for \$328.60

A motion to approve the Voucher List 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.

10. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

A motion to adjourn was made by Comm. Smith seconded by Comm. Young and by a voice vote all voted in affirmative.

Meeting adjourned at 8:10 pm.

The next meeting of the Board will be on January 31, 2011 at 7:30 pm. This will be a special meeting for closed session.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2010

FIRE RUNS

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

48 Total Runs for 218.77 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
2	Work Night
1	Work Detail
1	Board of Fire Commissioner's Monthly mtg
1	Line Officer's Meeting
1	Public Relations

186.50 Man-Hours

Total Man-Hours for December 2010: 405.27

Referrals To Fire Safety – 14

On Scene Called - 2

Coordinators Report

January 18, 2011

- There has been no progress completing the warranty work to be done on Pumper 206. Last time I talked to Fire & Safety they were trying to set up a day for Detroit Allison to come to our station to look at the truck as it relates to the Onan Generator, as well as the work on the Hale Pump.
- As we discussed at last months meeting I recommend the Board renew the contract with TruGreen for the lawn care at both Stations.
- Quick Response Fire Protection was at both Stations for the quarterly inspection on the Fire Suppression systems, no problems found. They will contact me in the near future to install a relief valve on the system in Station 20 to maintain a safe system pressure.
- We have a new maintenance contract from Image Systems for the new copier. The cost of the service is the same as last years contract \$425.00. It is on the voucher list tonight if the Board decides to renew.
- We had a firefighter (Justin Rogers) injured at a call last week. He went to the doctors with a right knee sprain. At this point it seems to be minor with a restriction from firefighter for a few days. I have sent all the necessary paper work to Travelers and VFIS.

2011 ADOPTED BUDGET RESOLUTION NO. 11-01

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 for adoption before the Board of Commissioners of the South Brunswick Fire District No. 2 at its open public meeting of January 18, 2011; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

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

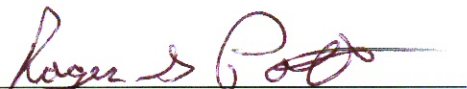
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,004,352, which includes amount to be raised by taxation of \$ 828,865 and Total Appropriations of \$ 1,004,352; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the South Brunswick Fire District No. 2, at an open public meeting held on January 18, 2011 that the Annual Budget of the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2011 and ending December 31, 2011 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of 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,

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

1-18-2011
(Date)

Board of Commissioners Recorded Vote

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

Tabled

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

RESOLUTION 11-03

AUTHORIZING ANNUAL SALARY FOR THE FIRE DISTRICT
COORDINATOR

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

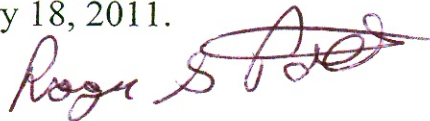
WHEREAS, appropriate funding has been set forth in the 2011 budget concerning this position; and

WHEREAS, the Commissioners of Fire District NO 2 in the Township of South Brunswick, County of Middlesex, are desirous of increasing the annual salary of the Fire District Coordinator,

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) The Fire District Coordinator Douglas A. Wolfe shall receive an annual salary of \$69,500.00 for the year commencing March 1, 2011 and ending February 29, 2012.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to 2011 budget.

The above is a true copy of a resolution passed by the Board of Fire Commissioners at a meeting held on January 18, 2011.



Roger S. Potts /Clerk