Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting
Third Monday at 7:30 P.M.
Monmouth Junction Fire House

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

AGENDA
June 20, 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 2011.
2. ***Roll Call***
3. ***Address From the Floor***
4. ***Approval of Minutes May 16, 2011***
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. Discussion on 2010 Draft Audit Report
   - B. Resolution # 11-19, Resolution of Appreciation – Charles Smith
   - C. Resolution # 11-20, Authorizing Payment of Commissioner's Stipend to Charles Smith
   - D. Resolution # 11-21, Authorizing Payment of Unused Vacation Time to Douglas Wolfe
   - E. Items Timely and Important
7. ***Voucher List***

   (See Attached)
8. ***Address From Floor***
9. ***Adjournment***

Voucher List

A	Christine Smith	$80.00
B	Supermedia LLC.	19.95
C	Kleen-Tec Maintenance, LLC	415.00
D	Midco Waste # 689	170.86
E	Verizon Wireless	304.22
F	PSE&G Co.	1,419.15
G	Alan Landscaping LLC	1,163.75
H	Verizon	332.96
I	VFIS Benefits Division	1,807.14
J	Main Electric Supply Company, Inc.	152.76
K	Quick Response Fire Protection, Inc.	472.00
L	Richard M. Braslow, Esq.	30.00
M	Fire Security Technologies, Inc.	2,500.00
N	Q.R.F.P. Special Services	400.00
O	Trugreen #4910	500.00
P	Uni Select USA	277.09
Q	OK Enterprises, LLC	1,500.00
R	Monmouth Junction Vol. Fire Department	7,679.90 ✓
S	South Brunswick Township Water & Sewer	1,376.83
T	Doug Wolfe	65.26
U	Absolute Fire Protection Co., Inc.	83.33
V	Absolute Fire Protection Co., Inc.	1,848.13
W	Tasc Fire Apparatus, Inc.	1,368.50
X	Tasc Fire Apparatus, Inc.	139.56
Y	Charles Smith	585.75
Z	Quest Diagnostics Incorporated	354.50
AA	Laboratory Corporation of America Holdings	477.00
BB	Brian Spahr	37.44
CC	John J. Maley, Jr.	5,400.00 ✓
DD	Roth Bros., Inc.	1,575.00
EE	So. Brunswick Fire Dist. No. 2 – Acct. # 7863064833	50,000.00 ✓
FF	FIRE & SAFETY SERVICES, LTD.	2,955.08

approved 7-18-11
BP

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 20, 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. Young
Comm. Spahr

4. ADDRESS FROM THE FLOOR

Fire Department Vice-President Justin Rogers presented the Board with sample glass etchings for the member's room window. The etching will be in the center of the window and will be 24 inches x 24 inches. The etchings are within the price range they were looking for. Justin's recommendation is for the etching to face the hallway, with the backside of the etching being clear with no color. Justin is requesting permission from the Board to go ahead with the etching. Chairman Spahr indicated it was the consensus of the Board that this will be fine.

5. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Bellizio to approve the minutes of the May 16, 2011 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the May 2011 Activity Report (see attached).

The firefighter physicals should be complete. He will continue to work with Scott and Doug to confirm all the receipts.

All three fire departments are reviewing their box plans, which we look at every year. We want to make sure that all departments are continuing to working closely together, and ensure that we have proper coverage for the town in the event all three departments are all tied up. It was decided that all cover companies will be stationed at Station 20, as it is the most centrally located station for the township.

We are looking at creating a township-wide set of tones for the fire departments, and are looking at utilizing Kingston's siren tone for that purpose. This would require us to add the tone to all of our pagers. The challenge is the older pagers we currently utilize, which will require an additional reed to be installed. Jim Luck is working on the project and he feels that he can fit these pagers with the extra tone for about $10 per pager, or about $260 for all of our pagers. We will work with the Township's radio guys to set this up on the system.

The fireworks are scheduled for Saturday, July 2nd at the middle school complex. The event starts around 5:00 pm and will end at the conclusion of the fireworks display. There is another event planning meeting scheduled for Thursday.

Chief Spahr reported that at the end of the year feedback session held at the end of 2010, many of the comments centered on the monetary benefits provided to the members. As a result, a small committee was formed to review the LOSAP, group life insurance, clothing allowance, and incentive program requirements. After several meetings, it was proposed to change the requirements for the clothing allowance, group life insurance and incentive programs to coincide with the requirements for active firefighter, which is as follows: 20% of all calls or 25% of 3 of the shifts; 70% for training; 50% for work nights; and 50% for meetings. There would be no change proposed for the incentive program. Chief Spahr provided written documentation of the proposal to the Board and stated he is not looking for a decision tonight. Comm. Potts stated that without the 5 years in LOSAP, you do not make retirement, which is a state standard, not our standard. Comm. Young likes the greater emphasis on training and Coordinator Wolfe indicated to stay a member you have to have 70% of training. Chairman Spahr stated are we changing the whole program because of 2 people. Coordinator Wolfe added to get the clothing and insurance you have to make all the calls. Active members make LOSAP – the incentive is to get out to the calls. Chief Spahr said a guy who works outside of the town cannot respond to daytime calls and their primary shift would be weekends. Comm. Bellizio wanted to know where the incentives come from. Coordinator Wolfe stated the incentives come from the Board and all benefits are to get the members to answer calls. Comm. Young suggested that all the contracts and policies be pulled and have a discussion at the next meeting. Chairman Spahr said we will look at it.

Chief Spahr read a letter congratulating Coordinator Wolfe on his retirement.

District Coordinator's Report:
Coordinator Wolfe reviewed the Coordinator's Report (see attached).

Highlights of the report are:
Pumper 206 was taken to Fire & Safety for service and is back in service.

Quick Response was at Station 21 to replace the four inch main valve and repair the control valve on the pre-action system. The system is up and running although with a small leak in the piping which will be taken care of.

TASC Fire Apparatus was at Station 20 to service and inspect the Hurst rescue tools. Both pumps and all tools are in good condition and operating properly.

Fire Security Technologies performed the inspections of the fire alarm systems at both stations. All detectors and systems are working properly. There were some minor concerns mentioned in the reports that Coordinator Wolfe and Scott addressed.

Air & Gas Technologies performed the semi-annual inspection of the Bauer breathing air compressor at Station 21. No problems were found and the air test certification will be sent.

Truck 201 is back in service.

Tru-Green performed the second lawn treatments for the year at both stations. Tru-Green suggested to do lime treatments at both stations. Scott to look into this for either the fall or spring of next year.

Donald Rodner performed preventative maintenance on the air handling equipment at Station 20.

Arrangements have been made with Antczak's Carpet Cleaning to clean the carpets at both stations.

Scott to review a software program for doing pre-plans under Timely and Important.

All aspects of the Coordinator's responsibilities have been reviewed with Scott and he feels that Scott will have no problems moving forward in the position of Fire Coordinator.

Insurance:
The VFIS area representative, Brett Bernowski, gave a thorough presentation at the Fire Department meeting of the life insurance and other insurance coverage provided by the Board. Everyone should have a better understanding of the life insurance coverage available. He did a good job and recommended that everyone check their beneficiary cards to ensure they are up-to-date.

Treasurer's Report:
Comm. Young reported that one receipt was received from South Brunswick Township Election's Account for $250 and was deposited on June 2nd.

He received a draft Audit Report and everyone has been provided a copy.

The financial reports were put in the Commissioner's mailboxes. There are no problems with any of the accounts.

Joint Code Enforcement Board Representation:
Comm. Bellizio stated the next meeting is scheduled for August 17th.

Legislative Report:
Comm. Potts reported that Senator Norcross, a representative to the Fire Safety Committee, has a bill that he says has support to pass by the end of the year. The bill addresses specifics regarding gratuities, travel expenses, limits on how much to spend on transportation, and levels of hotels.

Comm. Potts also reported on LORACT. This bill was drafted under Gov. Corzine and has been dormant and deals with mandates for consolidation of services and organizing one district for each municipality. Nothing has happened yet.

Order of Business

Comm. Young said he received the draft Audit Report for 2011. There are no issues and all financials are good. He did find one typo and called the auditor today.

Comm. Young advised that on payment of claims the state contract number must be on the contract. Also, make sure that the contract numbers are indicated on the vouchers.

Comm. Young advised that some commissioners received less salary last year than what was budgeted. Anytime a change is made, any deviation from the beginning of the year requires a change resolution. At the next meeting, he will have a final resolution that will need to be signed and corrective action to be taken. This will be part of the minutes.

Motion by Comm. Bellizio seconded by Comm. Young to approve as presented Resolution 11-19 a Resolution of Appreciation for Charles Smith. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Former Comm. Smith presented Comm. Potts with a NJ Pick-6 Lottery ticket for Monday, June 20th. Recipients are the members of the Board and the Monmouth Junction Fire Department.

Chairman Spahr thanked Former Comm. Smith for his years of service.

Motion by Comm. Potts seconded by Comm. Bellizio to approve Resolution 11-20 Authorizing Payment of Commissioner's Stipend to Charles Smith. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Motion by Comm. Potts seconded by Comm. Bellizio to approve Resolution 11-21 Authorizing Payment of Unused Vacation Time to Doug Wolfe. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

7. MATTERS TIMELY AND IMPORTANT

Chairman Spahr asked what the Board's position on Justin Roger's proposal is regarding the glass in the member's room. Comm. Young made a motion to approve Justin's proposal and go ahead with the engraving of the window in the member's room with a 2 square foot etching at the expense of the Fire Company seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Bellizio to authorize Antczak's Complete Service to clean the carpets at both stations at a cost not to exceed $900 seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Scott advised the Board that he has tried out a demo version of a drawing program by Firehouse Software called FH Sketch. This software is used to create pre-plan drawings of occupancies and can be as detailed as you want, and linked to any computer. It is very easy to use and fits our operation very well. The price quote he received for the module is $1,025, with the price for the annual maintenance an additional $250. Going forward this is beneficial and saves time and I request we purchase the sketch module as it has all the features to maintain the pre-planning.

Last year's renewal was $335 and included all technical support and updates. The salesman indicated the renewal price we paid last year was incorrect and should have been $440. Coordinator Wolfe stated that last year we paid $335 for maintenance. Scott is waiting for confirmation on the renewal as it should be up for renewal now. Previously, this was in South Brunswick Township's name under Bob Davidson and we want to change the name as well as cut down from 8 users to 3. Firehouse Software is the most widely used in the country for the fire service.

Scott added that one of the biggest benefits is it is designed for emergency services. The system is geared to us and geared for everything we need – fire response, calculating square footage, diagram/images, fire hydrants, alarm manuals – the use is endless. Coordinator Wolfe stated we need to do this now as the contract ended on June 1st. They are trying to figure out why we did not receive the renewal and the difference in the price amounts. Comm. Potts asked if we paid directly and Coordinator Wolfe said we did. Comm. Young said there is plenty of money in that account.

A motion made by Comm. Bellizio to approve the purchase of FH Sketch and maintenance and for the existing Firehouse Software program maintenance contract at a cost not to exceed $1,800 seconded by Comm. Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Chairman Spahr asked the Board what we should do with the Joint Board. Comm. Young stated do we want to disband it. That would take the Township several months to do because it would involve an ordinance change. Would it be good to meet with the other groups and go to their meetings? Comm. Bellizio said I think we should blindside them. Former Comm. Smith suggested we go to the township, tell them what our intent is and make an agreement to obtain from Fire Safety the documentation they provide to the Joint Board. Comm. Potts said we certainly should sit down with Township Manager Matt Watkins. Comm. Potts will call and set up an appointment to meet with Matt.

Scott recommended the Board renew the maintenance contract with Air & Gas Technologies for the service of the Bauer breathing air compressor. The cost is $1,199.20 which is the same as the last 2 years. A motion by Comm. Young to authorize the renewal of the maintenance contract seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Energy Audit:
On Friday, found a letter from NJ Clean Energy with an expiration date of June 28th. This morning, made a request for an extension. The email was received. Hopefully, we will receive an extension.

Comm. Young mentioned that this is Coordinator Wolfe's last meeting. Thank you for all your years of dedicated service from May 1990 to June 30, 2011. Doug has always been there, put in a lot of time, and we will miss him. He is a very conscientious employee. Wish you and your family good luck and health.

8. VOUCHER LIST

Comm. Young said there was one addition to the Voucher List for Fire & Safety Services LTD in the amount of $2,955.08. Comm. Bellizio made a motion seconded by Comm. Potts to approve the voucher list as amended. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

9. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

Motion made by Comm. Bellizio seconded by Comm. Young to adjourn the meeting. Meeting adjourned at 9:10 pm.

The next meeting of the Board will be on July 18, 2011 at 7:30 pm.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2011

FIRE RUNS

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

40 Total Runs for 166.36 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
1	Work Detail
2	Drill
1	Chief's Meeting
1	Line Officer's Meeting
1	O.E.M Meeting
1	Committee Meeting
1	Board of Fire Commissioner's Meeting

101.23 Man-Hours

Total Man-Hours for April 2011: 410.75.

Referrals To Fire Safety –1

On Scene Called - 4

Coordinators Report

June 20, 2011

- As I reported on last month, Pumper 206 was taken to Fire & Safety for full service and warranty problems. The service is complete and all warranty concerns have been addressed. One of the issues was the operation of the Onan Generator. It was checked by Allison Detroit and Cummins Power Systems. The outcome is that the unit is working properly and Cummins will send a letter to support their findings. We have a new or old problem depending on how you look at it with the electric mirror on driver's side which is being addressed by Fire & Safety. The truck is back in service.

- Quick Response Fire Protection was at Station 21 to replace the four inch main valve and repair a control valve on the pre-action system. The control valve has been passing small amounts of water for quite a while and was steadily getting worse. As of today the system is up and running with a very small leak in the piping which will be taken care of.

- In the last month TASC. Fire Apparatus has been at Station 20 to service and inspect all the Hurst Rescue Tools. Both pumps and all the tools where found to be in good condition and operating properly.

- Fire Security Technologies was at both stations to inspect the fire alarm systems per our contract. All detectors are working properly as well as the rest of the system. In the written report there were comments regarding smoke detectors being added in certain locations in Station 20, locks on circuit breakers, two phone lines in Station 21. Scott and I have look into the concerns and addressed the ones that we felt needed to be.

- Air & Gas Technologies was at Station 21 for the semi-annual inspection on the Bauer Air Compressor. No problems were found. Air test certification will be sent.

- Truck 201 has been to Absolute Fire Protection for service on the truck and the Bronto Boom. Truck is back in service.

- Pumper 204 is at Atlantic Detroit Allison for repair of the Jake break and service of the truck.

- Tru-Green was at both stations for the second lawn treatment of the year. Their comments were to lime both stations. I suggested Scott look into that in the fall or spring of next year.

- Donald C. Rodner was at Station 20 for the preventive maintenance on the air handling equipment as per our contract.

- I have made arrangements to have the carpets cleaned in both stations next week. The company we have used the last 10 years, Antczak's Complete Service, will again do the work. I don't have cost, however in 2008 and last year just the carpet in Station 20 was $570.00. I recommend we have this work done.

- For a number of years we have been looking for a software program to assist with drawing plot plans when doing pre-plans. At the present time we have a trail program on the Firehouse Software that looks to fit the bill. Scott will elaborate under Timely and Important.

- Over the last three weeks I have worked with Scott reviewing all aspects of the Coordinator's responsibilities. We have reviewed contracts, agreements, insurance and all the contractors and venders that do work or service for the district and fire department. We also reviewed the care and use of the stations. The record keeping of stats for department member's activities is nothing new for Scott. I feel Scott understands the position of Fire Coordinator and will have no problem going forward.

File Copy

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #2
SOUTH BRUNSWICK TOWNSHIP
A RESOLUTION OF APPRECIATION- CHARLES SMITH
RESOLUTION 11-19

WHEREAS, CHARLES SMITH has served as a member of the Board of Fire Commissioners, Fire District # 2 South Brunswick Township from March 1996 through May 2011, and

WHEREAS, this service has required extraordinary commitment of time and energy, and was made at considerable personal sacrifice, and

WHEREAS, Mr. Smith's sincere and earnest efforts and his unique experience and perspective have resulted in an improved Fire Service in South Brunswick Township, and in an enhanced quality of life for both present and future residents of South Brunswick Township.

NOW THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners Fire District #2, South Brunswick Township, CHARLES SMITH is hereby commended for the dedication with which he has served our community, and further that the members of this Board hereby extend to him our heartfelt wishes for good health, happiness and success in all his future endeavors.

This is to certify the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held June 20, 2011

Commissioner K. Bellizio | *Commissioner R. Potts*

Commissioner T. Young | *Chairman C. Spahr*

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

RESOLUTION 11-20

Authorizing Payment of Commissioner's Stipend to Charles Smith

WHEREAS, the Commissioners receive compensation for service as a Commissioner; and

WHEREAS, Charles Smith resigned from the Board of Fire Commissioners effective May 31, 2011 and the Fire District deems it appropriate to pro-rate the compensation for his service as a Commissioner and provide said payment;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

(1) The calculated pro-rated compensation in the amount of $585.75 for 91.5 days served as commissioner through May 31, 2011 shall be provided to Charles Smith.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on June, 20, 2011.

Roger S. Potts

Roger S. Potts, Clerk

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

RESOLUTION 11-21

Authorizing Payment of Unused Vacation Time to Doug Wolfe

WHEREAS, Doug Wolfe is retiring from employment with the Board of Fire Commissioners on June 30, 2011; and

WHEREAS, the Board of Fire Commissioners finds it appropriate to pay Douglas Wolfe ten (10) days of unused vacation pay earned for the period of January 1, 2011 thru June 30, 2011;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, that the Commissioners hereby approve the payout of unused vacation as calculated by the Fire District Treasurer in the amount of $2,673.08 to Douglas Wolfe.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on June, 20, 2011.

Roger S Potts

Roger S. Potts, Clerk