

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 ***July 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 2011.

2. Roll Call

3. Address From the Floor

4. Approval of Minutes June 20, 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. Resolution #11-22, Resolution of Appreciation – Douglas Wolfe
- B. Discussion on Audit for 2010
- C. Resolution #11-23, Acceptance of Audit Report for the Year 2010
- D. Resolution #11-24, Corrective Action Plan for 2010 Audit
- E. Discussion on Proposed Incentive Program Changes
- F. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

<i>A</i>	Christine Smith	\$80.00
<i>B</i>	Supermedia LLC	19.95
<i>C</i>	Kleen-Tec Maintenance, LLC	415.00
<i>D</i>	Midco Waste # 689	170.99
<i>E</i>	Verizon Wireless	304.22
<i>F</i>	PSE&G Co.	2,186.56
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Verizon	329.69
<i>I</i>	Air & Gas Technologies	1,199.20
<i>J</i>	United Communications Corporation	95.05
<i>K</i>	Atlantic Detroit Diesel-Allison, LLC	1,239.55
<i>L</i>	Antczak's Complete Service Co., LLC	689.00
<i>M</i>	OK Enterprises, LLC	250.00
<i>N</i>	Atlas Auto Trim	580.00
<i>O</i>	TASC Fire Apparatus, Inc.	33.64
<i>P</i>	Township of South Brunswick	26,742.79
<i>Q</i>	Township of South Brunswick	20,000.00
<i>R</i>	Township of South Brunswick	4,661.60
<i>S</i>	Deutsche Bank National Trust Company	174,451.97
<i>T</i>	McMaster Carr Supply Company	94.04
<i>U</i>	Shanahan's Office Solutions	524.71
<i>V</i>	VFIS	15,929.00
<i>W</i>	Uni Select USA	63.34
<i>X</i>	Roger Potts	37.58
<i>Y</i>	Scott Smith	50.51
<i>Z</i>	Quest Diagnostics Incorporated	141.80
<i>AA</i>	ACS Firehouse Software	1,275.00

approved 8/15/11

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 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. Potts
Comm. Young
Comm. Spahr
Comm. Bellizio – Late (arrived after Chief's Report)

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 Chairman Spahr to approve the minutes of the June 20, 2011 regular meeting. Roll call Comm. Potts-yes, Comm. Young-abstain (had not read minutes), Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

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

The Fire Department attended the annual Township fireworks event which went off without incident.

Mohammad Junaid completed Firefighter I at the Mercer County Fire Academy in June.

The Police Department will be holding their annual National Night Out event on August 2nd from 6:00-9:00 pm. We will have a crew there to represent the Fire Department.

The County Fair will be held the first week in August. We have not yet received a formal request, but we will most likely be sending a truck.

We have a new member, Nicole Korzeb. She will be taking Firefighter I in the fall. She is also on the first aid squad.

Chief Chris Perez from Kendall Park is working on planning a firefighter's funeral for Tim Corris who recently passed away. We will post details when I receive them.

District Coordinator's Report:

Coordinator Smith reviewed the Coordinator's Report (see attached).

Highlights of the report are:

Engine 204 was out for repair to the engine brake and routine service. All work is complete and the truck is running properly.

The driver's side mirror and the hydraulic ladder rack on Engine 206 are not working properly. Fire & Safety should be here sometime this week to make the necessary repairs.

Once Engine 206 is repaired, Engine 208 needs to be taken to the body shop to have repairs made to the cab which was damaged at a structure fire in November 2009. Request is being made for permission to have the repairs made at a cost not to exceed \$1,000.00. The damage was not reported to the insurance company as the cost of the repair is most likely less than the deductible.

The carpets at both stations were cleaned on June 28th. The total cost was \$689.00.

Donald C. Rodner came to Station 20 on June 28th to fix the problem with the office air conditioning unit. The unit worked for a couple of days and then stopped again. A repairman from Carrier Service was at the station on July 1st. Some other issues have been addressed and a part is on order, which should be in by August 5th.

The FH Sketch computer program was ordered and has been installed. The total cost came to \$1,275.00. The total cost for renewal for next year will be \$800.00, which represents \$550.00 for Firehouse Software plus \$250.00 for FH Sketch.

Coordinator Smith attended a class at the Somerset County Fire Academy hosted by the State Dept. of Labor on the PEOSHA injury and illness reporting requirements. PEOSHA is planning on inspecting all fire departments in the state this year. Coordinator Smith feels we are in good shape whenever the audit takes place.

We received a recall notice on two Automated External Defibrillators. We received the software to perform the upgrades in house, which were completed on July 5th.

Coordinator Smith contacted Intuit Quick Books in regards to the monthly billing, which is currently deducted from the Fire Dept.'s credit card. The only billing options offered are either credit card or automatic deduction from a checking account. No change has been made.

Quick Stop Fire Protection performed the annual sprinkler system inspections at both stations on July 15th. No problems were found and we should receive the reports in the mail.

Alan Landscaping gave a cost estimate of \$950.00 to trim branches around the site. I recommend we have this work done.

Preventive maintenance service has been scheduled for the weight room equipment for July 20th. Empire Fitness Services will be performing the maintenance. The last maintenance was performed in July of 2009 at a cost under \$200.00.

Insurance:

The August 2011 installments of the package policy (\$14,210.00) and the umbrella policy (\$1,719.00) through VFIS are on the voucher list (\$15,929.00).

A letter was received from Travelers regarding the injury to Robert Bello. He failed to report for additional treatments that he requested and the case has been closed.

Treasurer's Report:

Comm. Young reported that the 2010 preliminary audit report contained one spelling mistake and no other errors. He called the auditor and received the final audit report and placed a copy in everyone's mailbox.

Comm. Young reported that two deposits were made since the last meeting. A check was received from South Brunswick Township and deposited on June 23rd for 2nd Quarter Taxation for \$207,216.25 and included in the same check was the Supplemental Fire Services Program for \$5,380.00 for a total of \$212,596.25. The second check was deposited on July 5th and was from Roth Bros. for \$1,575.00, which is a refund for a duplicate payment.

The financial reports are in your mailboxes and no problems are noted at this point with the budget.

Joint Code Enforcement Board Representation:

Comm. Bellizio stated the next meeting is scheduled for August 17th.

Comm. Potts said that he, Chuck, and Tom went to talk with Township Manager Matt Watkins. He was not receptive to talking about anything. He is leaving South Brunswick Township and will be taking a position in Clifton.

Chairman Spahr said that Kingston's regular board meeting is the same night as the Joint Board meeting.

Kendall Park has rescheduled their meetings to 6:30 pm the same night as the Joint Board.

Comm. Potts spoke with Fire Official Alan Laird and the vacant Deputy Fire Marshal's position has been posted. Chairman Spahr added that as of today the in-house posting ends and it will go outside.

Chairman Spahr asked if we want representatives to go to the other two District's meetings and tell them what our plans are, or wait for the Township to get straightened out. Chairman Spahr recommended carrying this to the next meeting. The next Joint Board meeting is August 17th at 8:00 pm the same night as the other two board meetings. Comm. Young said that somewhere in

the by-laws it states that the meetings must be held here. Comm. Young asked if we need to appoint another alternate.

Legislative Report:

Comm. Potts reported that nothing much is going on besides the budget. The legislature is on summer recess and then the election season begins. It does not look like much will happen for the rest of the year.

7. ORDER OF BUSINESS

Resolution 11-22

A motion made by Comm. Young to approve a Resolution in Appreciation for Douglas Wolfe seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion on Audit

Comm. Young stated that the final audit report was put in each of the Commissioner's mailboxes with the one change. No further discussion ensued.

Resolution 11-23

A motion made by Comm. Potts to approve a Resolution to accept and certify the 2010 Audit Report seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 11-24

A motion made by Comm. Potts to approve a Resolution to prepare a Corrective Action Plan for the 2010 Audit seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Proposed Incentive Program Change

Comm. Young thanked Coordinator Smith for getting the information on the proposed policy change out to everyone. Comm. Young recommended that everyone think about setting up an email account here to make communications easier amongst the Board and District Coordinator.

Coordinator Smith said that he reviewed the Fire Department-Fire District contract and the Board's policies and procedures and the only document that needs to be changed will be the percentage requirements listed in District Policy #004 under Incentive Plan #1. The contract does not list percentages and instead only references the policy.

Comm. Young asked if this could be made effective for the next incentive year. He does not have a problem with it.

Chairman Spahr said it would start December 2011. Coordinator Smith will prepare a draft for the policy change, which will be presented at the next Board meeting on August 15th. At the September meeting, the Board will consider the change and discuss it. At the October meeting, the final submission will be presented. Comm. Bellizio voted to move forward with this.

Timely and Important

Chairman Spahr requested an extension on the Energy Audit and it was granted to December 2011.

Coordinator Smith is to get an estimate or a firm price to repair the cab on Engine 208 before moving forward.

Comm. Young made a motion authorizing the District Coordinator to contract with Alan Landscaping to trim the trees at a cost not to exceed \$950.00 seconded by Comm., Potts. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith mentioned that the two catch basins in the front parking lot appear to be deteriorating. Doug Wolfe had suggested having Public Works take a look at it and perhaps they will do the work in-house. Chairman Spahr said it is a good idea to get it done before the parking lot needs to be resurfaced. Comm. Potts will speak with Public Works Director Ray Olsen tomorrow about having them take a look at the catch basins.

Comm. Young asked Coordinator Smith to dig out the contract with the Township that covers our contribution to offset the Deputy Fire Marshal position. If the position is vacant for more than 10 consecutive business days, the District is credited at a rate of \$200 per business day. Today is day 11. When we get the 3rd Quarter billing, we will be making some deductions for that contribution.

Comm. Potts spoke with Coordinator Smith about having him appointed to the State Training & Education Commission. On Wednesday, he will be submitting Coordinator Smith's name to the Commission.

8. VOUCHER LIST

Comm. Bellizio made a motion to move the Voucher List as amended with the addition of Item AA for Firehouse Software in the amount of \$1,275.00 seconded by Comm. Potts. 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 8:30 pm.

The next meeting of the Board will be August 15, 2011 at 7:30 pm.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2011

FIRE RUNS

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

30 Total Runs for 185.63 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
1	Work Detail
2	Drill
1	Chief's Meeting
1	Line Officer's Meeting
1	Parade/ Wet down
1	Public Relations
1	Board of Fire Commissioner's Meeting

126.75 Man-Hours

Total Man-Hours for June 2011: 312.38

Referrals To Fire Safety –3

On Scene Called - 2

Fire District Coordinator's Report

July 18, 2011

- As reported last month, Engine 204 was taken to Atlantic Detroit Diesel-Allison in Piscataway for repair of the Jacobs engine brake and service of the truck, including oil change and greasing of the chassis. The truck was taken on June 14th and brought back on June 22nd. All work was completed and the truck is running properly.
- Also as reported last month, the adjustment feature on the driver's side rearview mirror on Engine 206 was not working and a replacement mirror is on order. It was also found during one of our weekly checks that the hydraulic ladder rack on the truck was extremely slow to operate. After speaking with the factory, the tech from Fire & Safety found out that Pierce has had problems with this model hydraulic pump and a replacement is also on order. I spoke with Fire & Safety this morning and they should be here sometime this week to replace both items.
- Once the repairs are made to Engine 206, I would like to take Engine 208 to Gino's Auto Body on Route 27 to have the cab repaired, which was damaged at a structure fire in November 2009 on Homestead Lane off Route 1. I should be getting a phone call tomorrow to have one of the employees stop at the station. I would like to request permission to have the repairs made at a cost not to exceed \$1,000.00.
- The carpets at Stations 20 & 21 were cleaned on June 28th by Antczak's Complete Service Company. The gym, member's room, meeting room, main office, and coordinator's office were done at Station 20, as well as the member's room at Station 21. Total cost came to \$689.00.
- Donald C. Rodner was at Station 20 on June 28th attempting to fix a problem with the air conditioner unit for the offices. The temperature setting on the thermostat was adjusted and they recommended a control upgrade on the system. The unit appeared to work properly for a couple days and then stopped again. Doug located a Carrier service company in town, and a repairman was on site on July 1st for almost 2-1/2 hours. It was determined that a sensor on the bypass controller needed to be replaced and the part was ordered. As of this morning, the part is still not in and they are hoping it will be in by August 5th. There were several other errors found in the system, however, the technician felt none needed to be addressed at this time. The tech did reprogram the thermostats to display any errors to make troubleshooting in the future easier.
- I ordered the FH Sketch module and maintenance service after last month's meeting. We received the activation code for the program and after troubleshooting a problem due to the license that was under Fire Safety under Bob Davidson, the Sketch program appears to be working properly. The total cost came to \$1,275.00 and is on the voucher list. After speaking with the salesman and reviewing the vouchers, we found that we already renewed the service contract for the Firehouse Software program back in May at a cost of \$330.00, with the contract running from June 2011

to June 2012. I was informed that we were invoiced the incorrect amount and that the cost should have been \$550.00. However, they will honor the price as invoiced this year. The total cost for the service contract renewal for next year will be at least \$800.00 (\$550.00 for Firehouse + \$250.00 for FH Sketch).

- I attended a class last month at the Somerset County Fire Academy hosted by the State Dept. of Labor on the PEOSHA injury and illness reporting requirements. As brought up in past meetings, PEOSHA is planning to inspect all FD's in the State this year. I've been working on reviewing all of our records, including training and maintenance, and feel that we should be in good shape whenever we get the visit.
- We received a recall notice from the manufacturer of two of our Automated External Defibrillators (AED's). They were the first units we received, which we received as part of the State NFIRS program. We received the software to perform the upgrade in the mail and the upgrades were completed on July 5, 2011.
- I called customer service for Intuit Quick Books to try to change the monthly billing for the online back-up service, which is currently charged to the Fire Dept.'s credit card. The only billing options they utilize are by credit card or by automatic deduction from a checking account. No change was made.
- Quick Stop Fire Protection was at both fire stations on July 15th to perform the annual inspection on the sprinkler systems. No problems were found and we should be receiving the reports in the mail shortly.
- I asked Ron from Alan Landscaping to stop by last week to give a cost estimate to trim the trees around the inner edge of the property. There are quite a few trees that have low hanging branches along the Route 522 side (along the rear parking lot). There are also several trees along Ridge Road between the two driveways that need to be trimmed as they obstruct the view of cars pulling out onto Ridge Road. He will also trim some of the trees around the site to raise the lower branches, as some have never been touched. He gave me a price of \$950. I recommend we have this work done.
- I scheduled the preventive maintenance service of the weight room equipment for this Wednesday, July 20th with Empire Fitness Services. The last maintenance service was performed in July 2009 and the cost was under \$200.00.

Insurance:

- The August 2011 installments of the package policy (\$14,210.00) and the umbrella policy (\$1,719.00) through VFIS are on the voucher list (\$15,929.00 total).
- Received a letter dated July 11, 2011 from Travelers regarding the injury to Robert Bello that occurred back in August 2008. The letter states that he failed to attend additional treatments he requested that were scheduled for December 7, 2010 and June 28, 2011, and that the claim has been closed. Copies of the letter were sent by

Travelers to Rob and to his attorney. Doug had previously reported that Travelers closed out the claim on July 12, 2010, with the total amount paid being \$45,542.39.

*BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #2
SOUTH BRUNSWICK TOWNSHIP
A RESOLUTION OF APPRECIATION- DOUGLAS WOLFE
RESOLUTION 11-22*

WHEREAS, DOUGLAS WOLFE has served as Fire District Coordinator for Fire District # 2 South Brunswick Township from May 1, 1990 through June 30, 2011, and

WHEREAS, this employment has required extraordinary commitment of time and energy beyond that of most employees, and has been performed at considerable personal sacrifice, and

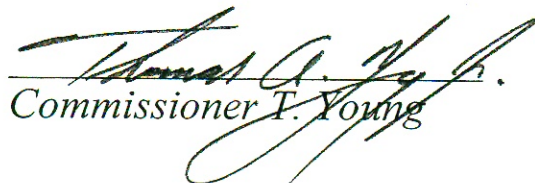
WHEREAS, DOUG'S sincere and earnest efforts and his unique experience and perspective have resulted in an vastly improved Fire Service in South Brunswick Township, and in an enhanced quality of life for both present and future residents of South Brunswick Township.

NOW THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners Fire District #2, South Brunswick Township that DOUGLAS WOLFE 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 JULY 18, 2011


Commissioner K. Bellizio


Commissioner R. Potts


Commissioner T. Young


Chairman C. Spahr

RESOLUTION

11-23

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2010 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

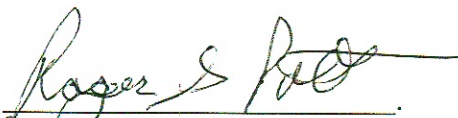
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2010, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON JULY 18, 2011.

7-18-2011
Date


Secretary

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

CORRECTIVE ACTION PLAN
RESOLUTION # 11-24

WHEREAS, in accordance with the Government Auditing Standards, it is necessary for the fire district to prepare a Corrective Action Plan as part of the annual audit process; and

WHEREAS, it is further required that all findings and recommendations contained in the audit report be addressed by the chief financial officer of the Fire District by means of a Corrective Action Plan, which will address the method of resolving any problems as set forth in the findings and recommendations of the audit report; and

WHEREAS, said Corrective Action Plan is to be submitted to the Division of Local Government Services and placed on file with the Clerk or Secretary of the Fire District within 60 days from the date the audit is received by the fire district;

NOW, THEREFORE BE IT RESOLVED by the South Brunswick Fire District No. 2, as follows:

1. The Corrective Action Plan as attached is hereby adopted by the fire district in accordance with applicable statutory law or regulations.
2. A copy of same shall be forwarded to all appropriate parties.

Certified by me
this 18th day of July, 2011



Roger S. Potts, Secretary

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2
CORRECTIVE ACTION PLAN
2010 AUDIT FINDINGS

Finding: 2010-01

Description:

Required signatures and notations on vouchers were not followed.

Analysis:

Vouchers are required to have a claimant and receipt of goods certifications. The state contract number was not recorded on vouchers that involved state contract purchasing.

Corrective Action:

Required signatures on vouchers will be more closely followed. All vouchers for state contract purchasing will indicate the state contract number.

Implementation Date:

Immediately.

Finding: 2010-02

Description:

Four commissioners verbally elected to forego the Board approved 2011 salary increase.

Analysis:

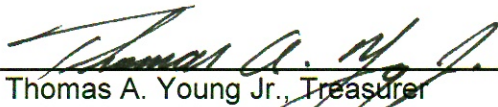
All salary adjustments should be approved by the Board and recorded in the minutes.

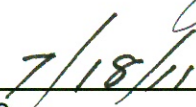
Corrective Action:

All salary actions will be approved by by Board by way of resolution and recorded in the minutes.

Implementation Date:

Immediately.


Thomas A. Young Jr., Treasurer


Date