

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

September 19, 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 August 15, 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. Third Discussion on Proposed Change to Policy #004,
Incentive Programs for Firefighters
- B. Second Discussion on Proposed Change to Policy #001,
Implementation or Change to Board Policy
- C. Discussion on Replacement of Hot Water Circulator Pump at Station 20
- D. Discussion on Station 20 HVAC System Repairs & Service Agreement
- E. Discussion on District Coordinator's Purchasing Limit
- F. Review of District Coordinator's Report on Firehouse Software
- G. 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	440.00
D	Midco Waste # 689	169.69
E	Verizon Wireless	304.30
F	PSE&G	2,926.44
G	Alan Landscaping, LLC	668.75
H	Verizon	336.32
I	VFIS	1,807.14
J	Shanahan's Office Solutions	57.46
K	Preferred Batteries	258.15
L	Absolute Fire Protection Co., Inc.	25.00
M	Witmer Public Safety Group, Inc.	707.00
N	Carrier Corporation	1,172.60
O	TASC Fire Apparatus, Inc.	71.25
P	TASC Fire Apparatus, Inc.	35.00
Q	Uni Select USA	94.68
R	McMaster-Carr Supply Company	63.49
S	American Airworks	88.00
T	South Brunswick Township Water & Sewer	1,370.99
U	OK Enterprises, LLC	1,700.00
V	Middlesex County Fire Academy	236.00
W	Main Electric Supply Company, Inc.	59.83
X	Scott Smith	94.15
Y	Monmouth Junction Vol. Fire Department	158.26
Z	Monmouth Junction Vol. Fire Department	688.08
AA	Matt Pinter Door Company	400.00
BB	Approved Fire Protection Company	89.70
CC	Approved Fire Protection Company	187.90
DD	Q.R.F.P. Special Services	400.00
EE	Quick Response Fire Protection, Inc.	472.00

approved 10-17-11 JS

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 19, 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
Chairman 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. Bellizio seconded by Comm. Potts to approve the minutes of the August 15, 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 August 2011 Activity Report (see attached).

August was the highest month for calls in the Department's history, primarily due to Hurricane Irene.

The Department provided a stand-by crew for a bon fire at the High School on September 15th.

We are in the process of planning for our Open House, which will be held on October 15th.

Eric George took a six month leave of absence from the Department starting in August as he has enlisted in the National Guard.

As reported last month, D.J. Pollard resigned as Lieutenant and is on a leave of absence. Ed Lidy was elected Lieutenant to fill the vacancy.

Mark Ragnoli has completed all of the requirements for Firefighter I and is officially off of probation.

Chief Spahr reported that he has started working on the budget request for 2012, which should be close to the 2011 request.

District Coordinator's Report:

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

Highlights of the report are:

Matt Pinter Door Company replaced the air safety switches for the bottom of the 3 bay doors at Station 20 at a cost of \$400. They will be back to fix a mounting bracket on one of the bay doors. They also provided a quote of \$1,200 for the installation of photo eyes on three bay doors at Station 21.

The Scott Air Packs are due for their 2-year function test. Two quotes were obtained and the lowest quote was from Nat Alexander Company for \$38 per pack for a total of \$1,216 for 32 regulators. This amount does not include any repairs. Two packs are currently out of service and need to be repaired.

Three quotes were received to replace the vinyl hose bed cover on Engine 204. The lowest quote was provided by Ken Kersch in the amount of \$475.

The air conditioner for the offices has been working on and off again. Carrier provided a quote of \$3,065 to repair the system using the same technology. They provided a second quote of \$8,858 to upgrade all of the systems in the building.

The 12 volt battery was replaced in the brush truck.

There was a problem with the Microsoft Outlook program on Coordinator Smith's computer. The tech came in and was able to restore the program. All settings were checked for on-site and off-site back-ups and everything is being backed-up properly. The tech will be providing a quote for the replacement of several desktop computers, as well as server hardware.

We had three minor roof leaks at Station 20 resulting from Hurricane Irene. Roth Bros was contacted and repairs were made. The cost for the repairs is \$1,000.

A tree was uprooted on the main driveway during Hurricane Irene. Public Works cut the tree to open the driveway and the debris was removed. Alan Landscaping was contacted to remove the tree stump.

Station 20 lost regular power and was on generator power from August 27th through August 31st. The generator worked fine during that period. Cummins Power Systems was on site at both stations to perform regular maintenance on the generators. Both units are in good working condition.

On August 31st, Approved Fire Protection performed annual inspections of the fire extinguishers at both stations and on the trucks. Twenty-nine extinguishers were inspected. Five extinguishers needed either hydrostatic testing or re-charging and were returned on September 7th.

Maintenance was performed on the truck/cord reel air compressor at Station 20. The air filter was replaced, the oil was changed, and the pressure regulator was replaced. The compressor is back in working order and a log has been created to track the maintenance and will be kept next to the unit.

4x4 Construction made repairs to the vinyl siding and soffits at Station 21 as a result of damage caused by squirrels.

Car 200 was towed to Malouf Ford after it would not start while at a fire call. The problem was a bad module for the fuel pump. A deductible of \$100 was charged to the Fire Department's credit card, as the vehicle is under warranty. Deans Garage donated the cost of the towing and a letter was provided stating such.

Alizio Sealcoating Inc. was contacted to provide a quote to have the cracks in the driveways of both stations sealed.

A total of 21 occupancy pre-plans were completed last month, bringing the total number of pre-plans completed this year to 42.

Coordinator Smith is working with the Chief to schedule the annual hose testing. We received a quote from Waterway for \$2,593.20. This is an increase from last year of about \$800 due to the hose that was purchased in 2010 with Engine 206. We have used Waterway for the last 5 years.

Insurance:

There is one invoice on the voucher list from VFIS for the Group Life Insurance quarterly payment in the amount of \$1,807.14

Treasurer's Report:

Comm. Young reported that no receipts have been received since the last meeting.

The latest financial reports were put in everyone's mailboxes this afternoon. We are on target through the end of October and barring any unforeseen expenses we are in good shape.

Comm. Young started working on the 2012 budget and would like to spend some time during Timely and Important to discuss the process.

Joint Code Enforcement Board Representation:

Comm. Bellizio reported that he, Chairman Spahr, and Commissioner Young were present for the meeting last month. Fire Official Alan Laird was unable to attend but delivered packets to Coordinator Smith for each district. Kendall Park Chief Chris Perez arrived and went into the Chief's meeting across the hall. Comm. Bellizio drove over to Kendall Park and gave District #1's packet to Commissioner Rosenberg. Commissioners Rosenberg, Orchard, and Tarnowski were standing outside and said it was their understanding that we dissolved the Joint Board. Comm. Bellizio then drove over to Kingston; however, no one was there. Comm. Potts feels there needs to be cooperation between the Fire Districts. There is a bill by Senate Majority

Leader Sweeney that creates a state group to study consolidation and make recommendations to the municipality. If the state sees that we cannot get along, they will recommend one district. There is going to be activity of shared services over the next few months.

Legislative Report:

The Senate has one more voting session between now and the election in November. There is nothing scheduled in the Assembly. Comm. Potts had a meeting last Tuesday with the lobbyist. Bill Caruso, Director of the Office of the Majority, he is a really sharp guy and knows the bills we wanted to discuss.

The Fire District Association wants to do away with the bill for districts to provide EMS service. They opted to put a bill in to grandfather those districts that already provide this service. Caruso feels the bill is good but doubts he can do anything in the lame duck session.

Comm. Potts met with Van Drew on Friday and he will put pressure on two assemblymen in South Jersey to allow to amend the budget.

7. ORDER OF BUSINESS

Policy Change 004 – Incentive Program for Firefighters (third discussion)

A motion made by Comm. Young seconded by Comm. Potts to adopt Policy 004 as revised. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes. Chairman Spahr noted that this revision does not have a dollar amount with the life insurance.

Policy Change 001 - Implementation to the Board Policy (second discussion)

This item is being carried to the next meeting for final discussion.

Hot Water Circulating Pump

We received a quote of \$750 from Donald C. Rodner for parts and labor to replace the pump. Chairman Spahr and Commissioner Bellizio performed research online and found that we can purchase a replacement pump ourselves for around \$250. Commissioner Bellizio further reported that we should install a bronze pump, which is the pump designed for this purpose. Coordinator Smith contacted the Board of Education, who stated that they will install the pump if we provide the parts. After discussion, it was decided to purchase the materials ourselves and have the Board of Education install.

Station 20 HVAC Repair and Service

Chairman Spahr asked if we should simply repair the system at a cost of \$3,065, with the potential of similar problems, or spend \$8,858 for upgrade of our current system. Chairman Spahr stated that he has been in contact with a local engineering firm that will inspect our current system and provide a report on the status and any recommendations for repair or upgrade for a price of \$3,000-\$4,000. Chairman Spahr also stated that he contacted the company that will be working on the system as part of the energy audit and scheduled a meeting with them for tomorrow. The contractor has the ability to read and replace Carrier equipment and will make a list of what has to be done. Coordinator Smith received a call regarding the energy audit and learned that the timetable for our work to be completed has been pushed back again. Comm.

Potts stated the he felt we have too many companies involved at this point and does not see a need for an engineering firm to get involved.

Chairman Spahr asked if the Board wants to leave this up to him and Coordinator Smith to listen to the gentleman tomorrow for his recommendation. Comm. Potts said to wait and see what tomorrow brings. Comm. Young said there is adequate money in the budget for repairs. Chairman Spahr will get the information tomorrow and call a special meeting if necessary.

District Coordinator's Purchasing Limits

Coordinator Smith's current spending limit is \$500. Some equipment services and repairs are in excess of that amount. Comm. Potts said that the treasurer needs to be informed as to large expenses. The question was raised if the limit should be raised to \$700 or \$1,000. Chairman Spahr said the treasurer needs to be aware of expenses and on-going maintenance items to ensure we do not overspend. The limit has been \$500 for over 10 years. Chairman Spahr confirmed that the limit has always been \$500. Coordinator Smith said he does not have any issue with the \$500 for purchases, but for repairs and maintenance of equipment, \$500 is not a lot. Comm. Potts indicated that under the law you can purchase up to \$17,500 without receiving bids. As commissioners, we need to know and have knowledge of what is being spent. Chairman Spahr said a good example is the issue with the air conditioning system. The monthly spending in that account could put us over and the treasurer needs to be aware before that happens. Comm. Young said to think about increasing the limit for next meeting, and that Coordinator Smith has been very good about keeping him informed even on stuff under \$500.

Firehouse Software

Coordinator Smith provided a report, as requested by Comm. Young, regarding our current and potential future usage of the Firehouse Software program. Coordinator Smith reported that there are many different modules within the program and that it is very user friendly.

Timely and Important

A motion made by Comm. Bellizio to authorize Matt Pinter Door Company to perform installation of the photo eyes on three bay doors at Station 21 for \$1,200 seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts to authorize Scott air pack testing at \$38 a unit for a total of \$1,216 seconded by Comm. Young. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Bellizio to authorize Waterway Inc. to perform hose testing up to \$2,600 seconded by Comm. Young. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young indicated that the 2012 budget discussions will begin next month. Everyone knows what they have provided in the past and he would like input by October 6th. This will give him time to incorporate it in the packet for the next meeting.

Comm. Young reported that the Board of Education was advised that the rateable base may drop by 3%, which will put pressure on our budget for next year.

Comm. Young stated that he is not anticipating any major capital expenditures for next year.

Comm. Young asked Coordinator Smith to provide Comm. Potts with an estimate of how many people will qualify for LOSAP this year.

Comm. Young reminded the Board that he has been the first point of contact for Coordinator Smith for this quarter, and that we decided to rotate this responsibility for non-financial issues. Comm. Potts will be the first point of contact for the next quarter.

Comm. Young reported that at the end of September, Coordinator Smith will have been here for four months and in accordance with the contract, we will need to work on an evaluation in October or November.

Comm. Young stated that the two-year inter-local services agreement with the Township will expire at the end of the year for the deputy fire marshal's position, and that we will need to put a dollar figure in the budget. Comm. Young further stated that we should go to the Township and have an introductory meeting with the new manager. Coordinator Smith was asked to pull the current contract and provide copies for review.

Comm. Young stated that he needs to sit down with the Township's comptroller to review salary and overtime billings, prior to the issuance of the third quarter vouchers.

Chairman Spahr asked Coordinator Smith to add to next month's agenda a closed session to discuss his evaluation.

Chief Spahr reported that a new chain saw was purchased to replace the saw currently on the brush truck. Chief Spahr stated that the old saw does not have a chain brake, which is a violation of PEOSHA.

8. VOUCHER LIST

Comm. Potts made a motion to approve the voucher list as posted seconded by Comm. Bellizio. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Bellizio mentioned that items T, Y, and Z on the voucher list all need claimant signatures. Item T is the water and sewer bill and the other two items are from the Fire Department. Comm. Bellizio also noticed that Item N is for Carrier and they included sales tax on the invoice.

9. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

Motion made by Comm. Young seconded by Comm. Potts to adjourn the meeting. Meeting adjourned at 9:35 pm.

The next meeting of the Board will be October 17, 2011 at 7:30 pm.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2011

FIRE RUNS

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

83 Total Runs for 395.85 Man-Hours

DEPARTMENT ACTIVITIES

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

151.00 Man-Hours

Total Man-Hours for August 2011: 650.85 (Including Training)

Training Hours=104.00

Referrals To Fire Safety -24

On Scene Called - 2

Fire District Coordinator's Report

September 19, 2011

- Matt Pinter Door Company was at Station 20 on September 13th to replace the air safety switches for the bottom of the 3 bay doors at Station at a cost of \$400.00. While on site, he noticed that the mounting bracket for the spring bar on one of the bay doors is pulling from the wall and will need to be re-mounted. He will be contacting me to schedule an appointment for the repair. I also received a quote from Matt Pinter Door Company for the installation of the photo eyes on the 3 bay doors at Station 21 at a cost of approximately \$1,200.00. I recommend we move forward and have this work done. We will also need to have the cord for the air safety switch for one of the bay doors replaced, as it was damaged last week when the cord failed to retract.
- The Scott Air Packs are coming due for their 2-year function test. I obtained two quotes from Scott authorized vendors. The lowest quote was from Nat Alexander Company for \$38.00 per pack for a total cost of \$1216.00 for the 32 regulators. This does not include the cost of any repairs. I recommend we approve the service of the Scott Air Packs by Nat Alexander. My goal is to have this completed sometime in the next couple weeks. We currently have two packs out of service which will need to be repaired.
- I obtained three quotes to replace the vinyl hose bed cover on Engine 204, which is in very bad shape and needs to be replaced. The lowest cost was \$475.00 by Ken Kersch, who has a side business creating custom vinyl covers, most commonly for boats. I should be hearing from Mr. Kersch soon to schedule a date where he can come to the station to make the cover.
- The air conditioner for the offices at Station 20 has been working off and on again. I was able to get the unit started on several different occasions, but have been unable to since Friday August 26th. After speaking with several Commissioners, I scheduled Carrier to come out on Sept. 12th to troubleshoot the problem. The tech from Carrier was on site for approximately 4 hours and determined that the master thermostat in the District office, the "slave" thermostat in the conference room, and the bypass controller all need to be replaced. The tech was able to temporarily bypass the errors in the system and set the temperature at 78 degrees. We received a quote of \$3,065.00 to repair the office system using the same technology equipment. We also received a quote to upgrade all of the AC systems in the building at a cost of \$8,858.00. I was informed that Carrier will be ceasing production of replacement parts for our systems.
- With regard to a preventive maintenance contract for our HVAC systems, after speaking with their account manager who was on site and examined all of our equipment, it was his recommendation that we wait until the energy audit work is completed to see what would need to be done going forward. Depending on the equipment that is installed, Carrier may not be able to service the equipment should a different manufacturer's product be installed. It is my recommendation that the Board

consider whether we want the work to be done to the HVAC system as part of the energy audit or not. We did receive a quote of \$5,200.00 for Carrier to perform the preventive maintenance on our systems should we elect to forgo any work as part of the energy audit. Our current contract with Rodner expires October 31st and is \$2,263.91, which according to Doug, has not increased in years.

- The 12 volt battery in the brush truck was replaced on August 26th.
- I had a problem with the Microsoft Outlook program on my computer last month, which I use for e-mail and scheduling of appointments. I asked our computer tech to check my computer and he was able to restore the program to a previous back-up. While on site, the tech checked all of our settings regarding our on-site and off-site back-ups and everything is being backed-up properly at this time. I also requested that he provide quotes for the replacement of several desktop computers under this year's budget, as well as the replacement of any server hardware as needed for budget planning for next year. He will be getting back to us with quotes.
- We had three minor roof leaks at Station 20 following Hurricane Irene; one just outside the side entrance off the member's parking lot, one in the member's room and one in the weight room. The tiles were removed and buckets placed underneath the leaks at that time to reduce damage. I contacted Roth Bros. and they had a sub-contractor on site on 9-6-11 to examine the roof in those areas. Repairs were made to the flashing around several penetrations, as well as repairs to the decking itself. We have had several periods of rain since the repairs and there have been no leaks thus far. We should be receiving an invoice for \$1,000.00 for those repairs.
- One tree was uprooted on the main driveway into the site during the hurricane on August 27th. Public Works cut the tree to open the driveway, and I removed the tree as well as cleaned up the majority of the larger debris around the site on 8-29-11. I left a message with Alan Landscaping on 8-30-11 to remove the tree stump when they get a chance. Due to the proximity of other trees, I do not feel we need to replace the one that came down.
- The building was without regular power and on generator power from Saturday evening (Aug. 27th) to early Wednesday morning (Aug. 31st) during the hurricane. The generator was shut-down several times during this time period and the oil level checked. The unit worked perfectly with no issues. Cummins Power Systems was on site on September 7th to perform the regular preventive maintenance on the generators at both stations per our contract. Both units were found to be in good working condition with no additional service necessary.
- Approved Fire Protection was on site on August 31st to perform the annual inspection of the fire extinguishers in the stations and on the trucks. A total of 29 extinguishers were inspected. 5 extinguishers required hydrostatic test or re-charging, and were brought back September 7th.

- With Doug's help, I performed maintenance work on the truck/cord reel air compressor at Station 20. The air filter was replaced and the oil changed on September 8th. We also replaced the pressure regulator as it was leaking air, causing the compressor to run more frequently. The compressor is back in working order at this time. I also created a log to better track the maintenance of the compressor going forward, which will be kept next to the unit.
- Darby O'Brien from 4x4 Construction was at Station 21 on September 9th to make repairs to the building caused by squirrels. A small section of trim on the rear corner of the building, as well as a portion of the soffit above the front peak above the member's room needed to be repaired. Mr. O'Brien is confident that the repairs in these locations will withstand any future damage.
- Car 200 (2005 Ford Expedition) was towed to Malouf Ford on September 12th, after the vehicle would not start while at a fire call on September 10th. The problem was a bad module for the fuel pump and the vehicle was back on September 13th. The only charge was the \$100.00 deductible as the vehicle is under warranty until April 2012. The fee was charged to the Fire Department's credit card. Deans Garage wrote up the cost of the towing as a donation, and I gave them a letter stating such.
- I contacted Alizio Sealcoating Inc. to obtain a quote to have the cracks in the driveways sealed at both stations, but have not heard back yet. We had the driveways sealed and striped last year.
- I completed a total of 21 occupancy pre-plans last month, with a total of 42 pre-plans so far this year (since June).

Insurance:

- There is one invoice on the voucher list from VFIS for the Group Life Insurance quarterly payment, in the amount of \$1,807.14.