

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 ***December 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

- A. October 17, 2011 Executive Session
- B. November 21, 2011 Executive Session
- C. November 21, 2011 Regular Meeting

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. Final Presentation/Discussion on 2012 Budget
- B. Resolution #11-31, Approval of 2012 Budget
- C. Resolution #11-32, Adoption of Temporary Budget for 2012
- D. Second discussion on proposed changes to Policy #008, Use of Department Vehicles and Equipment
- E. Discussion on proposed Policy #010, Fire District Coordinator's Authorized Spending Limits
- F. Discussion on changes to Policy #009, Restricted Duty for Firefighters
- G. Resolution #11-30, Authorizing an Increase in the 2011 Length of Services Award
- H. 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	184.80
E	Verizon Wireless	304.38
F	PSE&G	2,071.03
G	Verizon	329.23
H	Shanahan's Office Solutions	114.44
I	Brookview Volunteer Fire Company	500.00
J	Cranbury Volunteer Fire Company	500.00
K	Jamesburg Fire Department	500.00
L	North Brunswick Volunteer Fire Company #2	500.00
M	Monmouth Junction First Aid Squad	10,000.00 ✓
N	Charles Spahr	2,775.00
O	Roger S. Potts	3,225.00
P	Thomas A. Young, Jr.	5,875.00 ✓
Q	Kevin Bellizio	2,375.00
R	Scott Smith	99.90
S	Witmer Public Safety Group, Inc.	1,795.00
T	McMaster Carr Supply Co.	520.76
U	OK Enterprises, LLC	1,750.00
V	Mid-Atlantic Rescue Systems, Inc.	2,839.33
W	Harvey S. Weingarten, M.D., PA	141.13
X	Monmouth Junction Vol. Fire Department	14.95
Y	United Communications Corp.	192.90
Z	WTH Technology, Inc.	619.09
AA	S.B.W.S.	1,370.99
BB	Dell Marketing L.P.	6,460.99 ✓
CC	CDW Government	7,765.80 ✓
DD	VFIS	1,843.29
EE	Mastergraphx	40.00
FF	TASC Fire Apparatus, Inc.	595.35
GG	Uni Select USA	835.02
HH	Ralph Basile	300.00
II	Gregory Dwyer	300.00
JJ	Eric George	300.00
KK	Michael Grennen	300.00
LL	Mohammed Junaid	300.00
MM	Adam Kinder	300.00
NN	Donald Lidy	300.00
OO	Edward Lidy	300.00
PP	Daniel Murphy	300.00
QQ	Timothy Murphy	300.00
RR	Ronald Neville	300.00
SS	Christopher Paskovich	300.00
TT	Shane Raber	300.00

UU	Justin Rogers	300.00
VV	Gerald Schwear	300.00
WW	Clifford Seyfarth, Jr.	300.00
XX	James Shearer	300.00
YY	Jim Shearer	300.00
ZZ	Scott Smith	300.00
AAA	Brian Spahr	300.00
BBB	Charles Spahr	300.00
CCC	Sean Wert	300.00
DDD	Douglas Wolfe	300.00
EEE	Karl's Tire Service, Inc.	80.00
FFF	Roger S. Potts	80.00
GGG	Matt Pinter Door Company	215.00
HHH	Central Jersey Signs	100.00
III	Tri-State Light & Energy, Inc.	4,987.98 ✓
JJJ	Alan Landscaping, LLC	668.75

*approved
2-21-12 AS*

REGULAR MEETING SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 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 floor.

5. APPROVAL OF MINUTES

A motion made by Comm. Bellizio seconded by Comm. Young to approve the minutes of the October 17, 2011 Executive Session. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Young seconded by Comm. Bellizio to approve the minutes of the November 21, 2011 Executive Session. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the November 21, 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 November 2011 Activity Report (see attached).

The line officers are in the process of planning the drill calendar for next year and will be starting the mandatory training in January.

The Department has started the routine maintenance on the smaller apparatus.

The Chief thanked the Board for their ongoing support and also thanked Coordinator Smith for his efforts during the transition.

District Coordinator's Report:

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

The gold leaf on Car 210 is starting to come off again. This is about the third time this has happened and it needs to be re-sealed. Coordinator Smith also reported that the paint on the roof of the vehicle is chipping off. He will check with Ford to see if they can fix it. If not, he will contact Gino's Auto Body to obtain a quote for repair.

The gold leaf on Car 200 will need to be sealed next year.

Coordinator Smith reported that on November 29th, the Township fired the fire inspector they recently hired. The Township apparently did not complete the background check on the individual prior to hiring him, and the check came back with a problem. There is now a vacancy in the Fire Safety Bureau and there has been no report on when they will fill the position.

Insurance:

Coordinator Smith reviewed the Insurance Report (see attached).

Coordinator Smith said that he has received three or four letters from insurance companies offering their services and that he will keep the letters on file for future reference.

Treasurer's Report:

Comm. Young reported that there have been four deposits since the last meeting.

\$185.64 was deposited on December 13th for the group life insurance premiums for members Scott Michelson and Brian Wisner.

\$207,216.25 was deposited on December 16th for the fourth and final quarterly taxation from South Brunswick Township.

\$91.56 was deposited on December 19th for a group life insurance refund from American General Life and the group life insurance premium for member Tim Bogus.

\$225.00 was deposited on December 19th from South Brunswick Township Fire District #3 for reimbursement for the 3 company drill.

The latest financial reports for 2011 were distributed to the Commissioners.

Joint Code Enforcement Board Representation:

Comm. Bellizio stated that he delivered a letter to Township Manager Hvozdovic on December 12th signed by all 3 fire districts asking to move forward with the legal process to dissolve the Joint Board. Copies of the letter were also given to the council and mayor. The item was on the agenda for discussion at the Township Council Meeting.

Legislative Report:

Comm. Potts reported that a budget bill that would allow fire districts to insert special items of revenue following adoption went through both houses and is on the governor's desk for signature. The lobbyist for the State Association of Fire Districts met with the governor's counsel and he wanted some examples of grants they were given. We found one and gave all the information we had. The DCA has a couple of amendments they want to make to this bill but will wait until next year.

Comm. Potts met with Rich Braslow over the Fire & First Aid Bill where fire districts have the right to perform first aid services. The New Jersey First Aid Council is against the bill. There are currently 30 fire districts that provide emergency services. They are going to get a bill to grandfather those who perform those services.

7. ORDER OF BUSINESS**2012 Budget – Final Presentation and Discussion**

Comm. Young reviewed the budget changes that were made subsequent to the November meeting. The final budget for 2012 is \$998,000, which is \$6,352 lower than 2011. The amount to be raised by taxation is \$828,865, which is the same as last year. A public hearing on the proposed budget will be held next month.

Resolution 11-31, South Brunswick Township Fire District No. 2 Fiscal Year Budget January 1, 2012 to December 31, 2012

A motion made by Comm. Bellizio seconded by Comm. Potts to accept Resolution 11-31 as read. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution 11-32, Adoption of Temporary Budget for 2012

A motion made by Comm. Bellizio to move Resolution 11-32 as presented seconded by Comm. Young. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Potts added that he met with Mark Pfeiffer and that DCA is changing their interpretation about what is a capital appropriation. The new ruling is that if an item lasts longer than 5 years, it becomes a capital expenditure, which is exempt from the cap laws.

Second Discussion on Proposed Changes to Policy 008 – Use of Department Vehicles and Equipment

Coordinator Smith gave the second reading of the proposed grammatical and punctuation changes to Policy #008, Use of Department Vehicles and Equipment. Comm. Young made a motion to approve the proposed changes to Policy 008 seconded by Comm. Potts. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion on Proposed Policy 010 - Fire District Coordinator's Authorized Spending Limits

Comm. Young made a motion to table this item to the next meeting seconded by Comm. Bellizio. Voice vote polled – all yes.

Discussion on Changes to Policy 009 – Restricted Duty for Firefighters

Comm. Bellizio made a motion to table Policy 009 to the next meeting seconded by Comm. Potts. Voice vote polled – all yes.

Resolution 11-30, Authorizing an Increase in the 2011 Length of Services Award

Comm. Potts made a motion to approved Resolution 11-30 seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-abstain.

Timely and Important

Scale for the Weight Room

Comm. Young made a motion authorizing the purchase of a doctor's office-type scale for the weight room not to exceed \$300 seconded by Comm. Bellizio. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes.

8. VOUCHER LIST

Comm. Bellizio made a motion to move the Voucher List as presented 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.

A motion to adjourn was made by Comm. Young seconded by Comm. Bellizio and by a voice vote all voted in affirmative. Meeting adjourned at 10:15 p.m.

Respectfully Submitted

Christine Smith, Recording Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2011

FIRE RUNS

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

29 Total Runs for 161.40 Man-Hours

DEPARTMENT ACTIVITIES

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

245.26 Man-Hours

Total Man-Hours for November 2011: 406.66

Referrals To Fire Safety -9

On Scene Called - 0

Fire District Coordinator's Report

December 19, 2011

- The replacement mirrors for 209 finally came in from Malouf. However, when I went to pick them up, they were the wrong style and they apparently cannot get the correct one. I will work on having the cracked mirror replaced and repairing the current frames so they can be swiveled out.
- While performing the weekly truck check, Doug found that the on-board charger for 201 was not working, and that one of the batteries was over-heating. Doug swapped the battery charger with a rebuilt unit we already had, and replaced the 3 batteries on the officer's side on 11-23-11. It was determined that the fuse for the charger blew, possibly due to a shorted battery, and that there was no problem with the charger. Doug also replaced the 3 driver's side batteries on 11-28-11. These were all the original batteries. We have had to swap out the on-board charger 3 previous times, due to a problem with the unit. Going forward, we will need to decide if we need to replace the on-board charging system with a different make/model.
- We received a letter on 11-28-11 from Walter Toto, Esq., attorney for Lanza Bros. Realty, advising us of pending site plan approval for changes next door at Wiley Paving at 575 Ridge Road. The change is only to permit an expansion of tandem truck parking of six additional spaces. There will be no new construction, tree removal, or soil/drainage flow impact. The letter has been placed in the monthly folder for review, if desired.
- Energy Audit & HVAC:
 - All of the work at Station 21 as part of the energy audit has been completed, and the required paperwork submitted to Tri-State.
 - Sterling Heating & Air Conditioning was at Station 20 on 12-13-2011 to begin the work on the HVAC systems. I had Sterling return on 12-14-2011 as the meeting room heat was not working. They determined that the manual reset for the vent safety tripped. Will keep an eye on the unit going forward. They are scheduled to return on 12-21-11 to finish the work as part of the audit.
- Matt Pinter Door Company returned to Station 21 on 11-23-11 after we were having problems with operation of two of the bay doors in the original section. Replacement sensors were installed at no cost and the doors appeared to be working properly at this time. They returned on 12-10-11 after the bay door for Engine 206 was not closing properly. It was determined that the overload sensor needed to be replaced, which was completed. Going forward, we will have the entire opener replaced should we experience any more difficulty with the unit.
- Doug took Truck #201 to Karl's Tire in North Brunswick on 12-13-11 to have the tires on the rear tandem axles rotated.

- Plumbers from the Board of Education were at Station 20 on 12-14-11 to replace the auto-flush unit on one urinal that was not working, as well as replace one sink in the men's room that was leaking.
- Fire Safety was at Station 20 on 12-14-11 to perform the annual fire inspection. No violations were noted. The new certificate has been posted and a copy is on file.
- Nat Alexander performed the 5-year hydrostatic testing of 4 SCBA air cylinders in November, and 3 additional cylinders in December.
- Air & Gas Technology was at Station 21 on 12-16-2011 to make repairs to the breathing air compressor. After filling several cylinders, I noticed an air leak to the CO sensor. The hose was replaced to fix the leak. They also ordered replacement circuit board for the display, which is not working as well.
- We completed the public education sessions at the elementary schools and day cares at the end of November. In total, we visited 13 locations, for over 19 hours, and just under 700 kids.
- I spoke with Alizio Seal Coating on 11-14-2011 to seal the cracks in the parking lots at both stations at a cost of \$1,500.00, which was approved back in October. Doug also spoke with the owner, who stated that he will have the driveways repaired by the end of the year.
- I completed a total of 17 occupancy pre-plans in November, with a total of 88 pre-plans so far this year (since June).
- After talking with Tom, I did some searching for a quality scale for the weight room. I got a price of a doctor's office-style scale from McMaster Carr in the amount of \$278.28. I would like to request to purchase the scale for the weight room, as the current scale is inaccurate.

Insurance:

- A total of 23 firefighters qualified for the clothing allowance & Group Term Life Insurance policy. This is down 1 from 2010. Under the changes to the District's Incentive Program Policy, 4 additional firefighters would have qualified this year for a total of 27. I spoke with those active firefighters who did not qualify, as well as those members that have purchased the coverage in the past. A total of 13 people wish to purchase the coverage themselves. I will be keeping track of those members as they pay. They have all been informed that payment must be received by the end of January.
- We received the 2012 renewal premium notice from Travelers for our worker's compensation coverage. Per Tom's request, it will be on the voucher list for January, in the amount of \$12,208.00.

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

Resolution #11-30

Authorizing an Increase in the 2011 Length of Services Award

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2011 at a maximum of 2.8% and;

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments, and

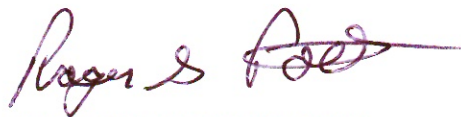
WHEREAS the Commissioners of Fire District # 2 South Brunswick Township desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase, and

WHEREAS, funds are available in the 2011 budget for this purpose.

NOW, THEREFORE, be it RESOLVED by the Commissioners Fire District #2 Township of South Brunswick, County of Middlesex as follows.

- (1) The year 2010 LOSAP award of \$1,515.00 shall be increased by the addition of a Cost of Living Increase of 2.8 % equal to \$43.00 for a 2011 award of \$1,558.00. This being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a copy of a resolution passed by the Fire Commissioners Fire District #2 Township of South Brunswick at a meeting duly held on the 19th day of December 2011..



ROGER S POTTS/CLERK

2012 BUDGET RESOLUTION NO. 11-31

SOUTH BRUNSWICK TOWNSHIP

Fire District No. 2

FISCAL YEAR: From January 1, 2012 to December 31, 2012

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 has been presented before the Board of Commissioners of the Fire District No. 2 at its open public meeting of December 19, 2011; and

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

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 998,000 which includes amount to be raised by taxation of \$ 828,865, and Total Appropriations of \$ 998,000; and

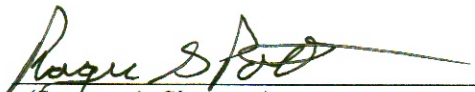
WHEREAS, the amount to be raised by taxation to support the district budget, shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A 40A:14-79. Such amount shall be equal to the amount of the total appropriations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

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District No. 2, at an open public meeting held on December 19, 2011 that the Annual Budget, including appended Supplemental Schedules, of the South Brunswick Fire District No. 2 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Board of Commissioners of the South Brunswick Fire District No. 2 will consider the Annual Budget for adoption on January 17, 2012.


(Secretary's Signature)

12-19-2011
(Date)

Board of Commissioners Recorded Vote

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

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

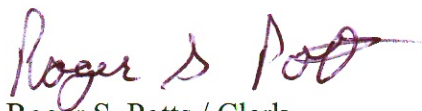
Resolution 11-32
Adoption of Temporary Budget for 2012

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2012 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 18, 2012;

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

(1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on December 19, 2011.



Roger S. Potts / Clerk.