

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 ***May 21, 2012*** ***7:30 PM***

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 2012.

2. Roll Call

3. Address From the Floor

4. Approval of Minutes

- A. March 19, 2012 Executive Session
- B. April 16, 2012 Regular Meeting

5. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative Report

6. Order of Business

- A. Resolution #12-13, Authorizing Employment of a Part-Time Intern
- B. Third discussion on changes to Policy #009, Restricted Duty for Firefighters
- C. Third discussion on proposed Policy #010, Fire District Coordinator's Authorized Spending Limits
- D. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

A	Supermedia LLC	19.95
B	Kleen-Tec Maintenance, LLC	415.00
C	Midco Waste # 689	188.99
D	Verizon Wireless	304.92
E	PSE&G	1,530.34
F	Verizon	340.59
G	Alan Landscaping, LLC	668.75
H	Alan Landscaping, LLC	495.00
I	OK Enterprises, LLC	900.00
J	Absolute Fire Protection Co.	3,083.77
K	Shanahan's Office Solutions	708.42
L	Sterling Heating & Air Conditioning Inc.	2,960.00
M	Able Mechanical, Inc.	348.23
N	McMaster Carr Supply Co.	246.24
O	Image Systems	165.00
P	Middlesex County Fire Academy	472.00
Q	Cummins Power Systems, LLC	1,700.91
R	The Bannister Company	486.00
S	New Jersey State Association of Fire Districts	300.00
T	Uni Select USA	112.05
U	Scott Smith	53.23
V	Max Finkelstein, Inc.	252.26
W	Roth Bros., Inc.	1,622.25
X	Donald C. Rodner, Inc.	565.98
Y	Main Electric Supply Company, Inc.	81.39
Z	Fire Security Technologies, Inc.	1,250.00
AA	Quest Diagnostics Incorporated	2,821.61
BB	Laboratory Corporation of America Holdings	786.63
CC	Fire Security + Technologies, Inc	1,250.00
DD	West Payment Center	56.00

Approved 6-18-12

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 21, 2012

1. CALL TO ORDER:

The meeting was called to order by Chairman Spahr at 7:30 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE:

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Bellizio
 Comm. Potts
 Comm. Smith
 Comm. Young
 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. Smith to approve the minutes of the March 19, 2012 executive session. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Smith to approve the minutes of the April 16, 2012 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the April 2012 Activity Report (filed in monthly folder).

Chief Spahr reported that the Chiefs of all three Fire Departments have drafted a new policy for the Township-wide Standard Operating Guidelines on the topic of public information. This policy covers press releases, use of electronic devices, and the posting of pictures and information on internet social media. Chief Spahr further reported that this policy is designed to comply with the new bill prohibiting the release of pictures of accident victims. Chief Perez from Kendall Park forwarded a copy of the policy to Richard Braslow and he felt that the policy is well written and does not infringe on anyone's freedom of speech. The policy will be introduced next week at a three-company drill and all members will be issued a copy.

Chief Spahr reported that the Chiefs will be holding a strategy and tactics class for current and prospective future officers on June 20th. The class will be presented by an outside instructor and will cost \$25.00 per person.

Chief Spahr reported that Fire Official Alan Laird is working on scheduling a class in the near future for incident command certification for hazardous materials incidents, which his office will pay for.

Chief Spahr reported that the Fire Department has been busy over the last couple weeks with several fires, including a large fire in a townhouse on May 20th in the Whispering Woods development and a fire on May 13th on the roof of one of the Dow Jones buildings on Route 1. Chief Spahr reported that the three Township Fire Departments and First Aid Squads continue to work well together.

Chief Spahr reported that Deputy Chief Smith attended a pre-construction meeting last week in preparation for repairs that will be made to the railroad crossing on Ridge Road near Industrial Way. The work is scheduled for three days in June and will require the closing of the roadway for the duration of the project.

Chief Spahr reported that Doug Wolfe took Tower 201 this evening to the new hospital in Plainsboro to show off its capabilities. Plainsboro's Fire Chief requested the demonstration after the drill that was held at the facility last month. Until we hear otherwise, the response plan for the hospital calls for one engine to respond from our Department.

District Coordinator's Report:

Coordinator Smith reviewed the May 2012 Coordinator's Report (filed in monthly folder).

Coordinator Smith reported he spent several hours during the week and one Saturday cleaning out the retention basin near the front of the site which had become clogged with leaves and debris.

Coordinator Smith also reported that he had Alan Landscaping trim all of the bushes around the station last month. Coordinator Smith further reported that he will contact Alan Landscaping to obtain a quote to replace one of the small shrubs along the walkway.

Insurance Chairman's Report:

Coordinator Smith reviewed the May 2012 Insurance Report (filed in monthly folder).

Treasurer's Report:

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on May 11, 2012 from TRC Energy Services in the amount of \$2,971.25. This was for the final 25% incentive payment for the NJ Clean Energy Audit.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes earlier this afternoon.

Comm. Young reported that he and Coordinator Smith have been responding to various requests for information from the auditor. Comm. Young hopes to have a preliminary draft of the audit before next meeting.

Comm. Young further reported that he received a letter from the auditor requesting a signed engagement letter for next year's audit. The cost of the audit has increased \$100.00.

Legislative Report:

Comm. Potts reported that at the Fire Safety Commission meeting held earlier this month, a representative from Toms River Fire District #1 stated that he asked a legislator to introduce a bill to move the Fire District elections to November. Comm. Potts expressed his displeasure that this topic wasn't first brought up to the State Associations of Fire Districts for discussion. The representative went on to report that they requested the bill to be withdrawn.

Comm. Potts reported that he met with Senator Van Drew last week regarding the EMS bill for Fire Districts. Senator Van Drew will reintroduce the bill this year and amend it to grandfather in fire districts that are currently providing EMS. This should make it easier in the future to allow fire districts to take on EMS coverage.

7. ORDER OF BUSINESS

Resolution #12-13, Authorizing Employment of a Part-Time Intern

A motion made by Comm. Young seconded by Comm. Smith to approve Resolution # 12-13. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Third Discussion on Changes to Policy #009 – Restricted Duty for Firefighters

A motion made by Comm. Young seconded by Comm. Bellizio to approve the third and final reading of the changes to Policy #009 – Restricted Duty for Firefighters. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Third Discussion on Proposed Policy #010 – Fire District Coordinator's Authorized Spending Limits

A motion made by Comm. Young seconded by Comm. Bellizio to approve the third and final reading of proposed Policy #010 – Fire District Coordinator's Authorized Spending Limits. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Timely and Important

Authorization of Contract for 2012 Audit

A motion made by Comm. Smith seconded by Comm. Bellizio to authorize Comm. Young to sign the contract for the 2012 audit at an increase of \$100.00 over the 2011 audit price. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Breathing Air Compressor Maintenance Contract

A motion made by Comm. Bellizio seconded by Comm. Potts to approve the maintenance contract for the Bauer breathing air compressor with Air & Gas Technologies at a cost of \$1,246.30. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Financial Disclosure Forms

Comm. Young reported that Coordinator Smith delivered all of the financial disclosure forms to the Township Clerk's office on May 1st.

8. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item #CC for Fire Security Technologies, Inc. for \$1,250.00, and Item #DD for West Payment Systems for \$56.00.

Comm. Bellizio made a motion seconded by Comm. Smith to approve the voucher list as amended. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-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 8:22 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2012

INCIDENT RUNS

12	System Malfunctions
10	False Calls
2	Structure Fires
2	Vehicle Fires
1	Dumpster/Trash/Refuse Fires
8	Trees, Brush, Grass, Mulch Fires
1	Fires, Other
	Extrications
	Rescue Call (Elevator, Trench, Confined Space, etc.)
	Arcing / Shorted Electrical Equipment/ Electrical problem
2	Spill / Leak No Ignition
2	Assist Police / EMS
2	Hazardous Condition
3	Smoke Scare / Odor Removal / Problem
	Service Call
1	Stand-By / Cover Assignment/ Cancelled en route
	Other

46 Total Runs for 324.42 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
1	Chief's Meeting
1	Line Officer's Meeting
2	Work Night
1	Regular Department Monthly Meeting
	Work Details
1	Drills
1	Training Sessions
1	Public Relations

241.60 Man-Hours

Total Man-Hours for April 2012: 566.02

Fire Safety:

Referrals Sent – 10 Responded to Scene - 3

Fire District Coordinator's Report May 21, 2012

- A Compliance Officer from PEOSHA was at Station 20 on 4-18-2012 to complete a Safety & Health Inspection, as we have been expecting. Also in attendance were Commissioner Smith, Chairman Spahr and Doug Wolfe. The inspector did a thorough review of all firefighter training records & certifications, injury recordkeeping reports, building emergency plans, mutual aid agreements, and SOG's. All records were found to be in order with no violations. The inspector checked the apparatus and physically inspected multiple sets of turnout gear, again with everything in order and no violations. The inspector did a walkthrough of the building and identified several items that needed to be corrected, including removal of an extension cord in my office, securing of shelves in the closets, shop and storage loft, and installation of signs identifying all doors in the building. I removed the extension cord and installed signs that were ordered from The Bannister Company in Milltown; Commissioner Smith & Chairman Spahr secured all shelves. We received the notice for the inspection on 4-30-2012, with an abatement date of 5-28-2012. I have left several messages and sent an e-mail to set-up the re-inspection. He will also be performing an inspection at Station 21 in the near future. Chairman Spahr and I have gone through Station 21 in preparation for the inspection and addressed several items, including creating an emergency action plan, mounting and labeling fire extinguishers, installing signs for all doors, and replacing batteries in emergency lights. At this point, we feel that there should not be any violations found at that station.
- Cummins Power Systems was on site on 4-19-2012 to repair the stand-by generator. The tech replaced the water pump as well as the belts and hoses and the unit was placed back in service. Total cost of the diagnosis and repair was \$1,990.91. The total cost was reduced \$640.22 after Commissioner Smith talked to someone at Cummins.
- The preventive maintenance on Engine 208 was completed by Absolute on 4-19-2012. They performed the PM work on the engine, chassis, pump and generator. Repairs included rebuilding of 2 pump discharges, repair of the pump relief valve, repair of both rear cab door window regulators, and replacement of the engine air filter. Engine 206 was scheduled to go to Fire & Safety on 5-21-2012.
- Quick Response Fire Protection was on site on 4-25-2012 to perform the quarterly inspection on the sprinkler systems at both buildings. No problems were found.
- Approved Fire Protection was on site on 5-2-2012 to perform the 6-month calibration of our 9 gas meters. One carbon monoxide meter had a power problem and was taken to their shop for repair by the technician. That particular model is out of production and they will be unable to repair it. After speaking to the Chief, we will do some research to find a replacement.

- Chairman Spahr and I met with a representative from the Insurance Services Office (ISO) to perform an evaluation of the Fire Department to update our fire protection rating. The last survey was done in 1995 and the Township had a rating of 4 on the 10-point scale (1 = best). This new survey will provide a separate rating for each Department. The rep was given copies of our records for the last year including training records, structure fire reports, and equipment maintenance/testing reports. He also reviewed the equipment on our trucks. They will give us the results in 3 months, and will publish them in 6 months. We will have an opportunity to discuss the rating before it is published to see if we can improve it if we are close to moving up.
- Pick-up 209 suffered a flat tire on 5-5-2012. The flat was changed with the spare, and two new tires were ordered and installed by Public Works.
- Donald C. Rodner Inc. was on site on 5-14-2012 to perform the quarterly service on the HVAC units at Station 20. The tech will be coming back to replace two belts (office & gym) and the crank case heater on the office system.
- Fire Security Technologies was on site on 5-15-2012 to perform the annual fire alarm system inspections at both Stations. Everything is in proper working order with no problems found.
- Air & Gas Technologies was on site on 5-18-2012 to perform the 6-month service on the Bauer breathing air compressor. The unit was serviced and is in proper working order with no problems found.
- I have scheduled the UL fire pump tests for the three pumpers & the Bronto for Wednesday 5-30-2012 at 9 am at Station 20. The cost is \$225.00 per pump (\$900.00 total). The pumps were last tested in 2010.
- There is a grant workshop for the FEMA Fire Act Grant coming up on June 4th at the North Brunswick Fire Co. #3 on Cozzens Lane at 7 PM that I plan on attending in preparation for applying for the grant.
- We received the maintenance contract renewal from Air & Gas Technologies for the Bauer breathing air compressor at Station 21. The contract is for two visits at a total cost of \$1,246.30. This is \$47.10 more than last year's contract. The labor cost is the same; the cost of materials went up. I recommend we renew the contract with Air & Gas.
- The line officers would like to have the rear "cubby" style box in the rear of Rescue 205 painted with Rhino Liner. The current paint has been wiping off due to the hydraulic fluid for the Hurst tools. I was given information for Rhino Linings of NJ in Morganville and spoke to one of the employees. They will clean and prep the surfaces, and paint with their product. They say that the hydraulic fluid will have no effect on the Rhino Lining. I was given a price of \$8 per square foot, which should be somewhere around \$500.00. It is my recommendation we have this box re-painted, at

a cost not to exceed \$750.00 (not sure about my math when calculating the surface area). The box is removable and there is no need to take the truck out of service.

- I completed a total of 17 occupancy pre-plans in April, with a total of 82 pre-plans for the year so far.

Insurance:

- I have been in contact with VFIS & Travelers (Worker's Compensation) regarding the injury to Edward Lidy. A check was issued to Dr. Niemczyk's office, however, it was not for the total cost of the two visits. There is also one other invoice to Princeton Health Care for the cost of the initial hospital visit which has not been paid. I will be following up with Travelers regarding the invoices.

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

RESOLUTION # 12- 13

Authorizing Employment of Part Time Intern

WHEREAS, there exists a need within Fire District No. 2 in the Township of South Brunswick, County of Middlesex, to fill a part-time position entitled "Fire District Intern" to perform the duties as necessary; and

WHEREAS, the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex have determined that they are desirous of filling said position; and

WHEREAS, monies have been appropriated in the 2012 Fire District budget to cover the cost of said position.

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) That Justin Rogers a qualified member of the Monmouth Junction Volunteer Fire Department be hereby appointed to the said position.
- (2) The expenditure for calendar year 2012 based on an hourly rate of \$12.00 per hour shall not exceed \$12,000.00 or 1000 hours. Said salary, benefits, terms and conditions of employment for this position shall be determined by the Commissioners and as otherwise mandated by statutory law.
- (3) The part-Time Fire District Intern shall undertake any and all responsibilities and obligations relative to the Fire District but not limited to assisting the Fire District Coordinator with development of a web site and computer input; updating revamped preplans for present and future use; assist with statistics for the Fire Department and Fire District; participate in Fire Safety and Public Education programs; assist with update and cleanup of files for the Fire Department and Fire District records; assist in training setup and make up classes; assist with station and equipment cleanup and general maintenance.

(4) The Part-Time Intern shall be under the direct supervision of the Fire District Coordinator, who is under the supervision of the Commissioners as designated by the Commissioners pursuant to N.J. S.A 40A:14-81.3

I hereby certify that the foregoing is a copy of a resolution adopted by the Board of Fire Commissioners at a meeting held on May 21, 2012


Roger S Potts/Clerk