

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting

Third Monday at 7:30 P.M.

Monmouth Junction Fire House

P.O. Box 114

Monmouth Junction, N.J. 08852

AGENDA

June 18, 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. May 21, 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. Discussion on FEMA Fire Act Grant

B. Discussion on Fire District Website

C. Discussion on Repairs to Station 20 Meeting Room HVAC System

D. Discussion on 2011 Preliminary Audit Report

E. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

<i>A</i>	Supermedia LLC	19.95
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Midco Waste # 689	188.99
<i>D</i>	Verizon Wireless	304.90
<i>E</i>	PSE&G	1,471.33
<i>F</i>	Verizon	337.33
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Air & Gas Technologies, Inc.	1,246.30
<i>I</i>	Approved Fire Protection Company	416.00
<i>J</i>	McMaster-Carr Supply Co.	271.93
<i>K</i>	VFIS	1,843.29
<i>L</i>	Donald C. Rodner, Inc.	238.90
<i>M</i>	Donald C. Rodner, Inc.	178.00
<i>N</i>	Valley Distributors	269.67
<i>O</i>	Middlesex County Fire Academy	236.00
<i>P</i>	Fire & Safety Services, LTD	2,935.46
<i>Q</i>	Monmouth Junction Vol. Fire Department	8,192.00
<i>R</i>	Approved Fire Protection Systems	137.50
<i>S</i>	Trugreen #4910	500.00
<i>T</i>	Witmer Public Safety Group, Inc.	310.00
<i>U</i>	Witmer Public Safety Group, Inc.	160.00
<i>V</i>	Quest Diagnostics Incorporated	900.84
<i>W</i>	Q.R.F.P. Special Services	400.00
<i>X</i>	Laboratory Corporation of America Holdings	166.00
<i>Y</i>	Uni Select USA	68.50
<i>Z</i>	Mercer County Community College	780.00
<i>AA</i>	South Brunswick Township Water & Sewer	1,376.83
<i>BB</i>	OK Enterprises, LLC	1,500.00
<i>CC</i>	Technical Fire Services, Inc.	900.00
<i>DD</i>	So. Brunswick Fire Dist. No. 2 – Acct. # 7863064833	50,000.00
<i>EE</i>	Richard M. Braslow, Esq.	139.50
<i>FF</i>	Scott Smith	94.44
<i>GG</i>	Brian Spahr	59.45

approved 7-16-12
JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 18, 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. Young seconded by Comm. Potts to approve the minutes of the May 21, 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 May 2012 Activity Report (filed in monthly folder).

Chief Spahr reported that the Township will be holding the annual Independence Day fireworks on Friday July 6th, with a rain date of Saturday July 7th. Chief Spahr has contacted the other two Fire Departments to help provide coverage for the event.

Chief Spahr reported that the radio re-programming of the mobile and portable radios is moving forward. Several portables from each department have been re-programmed to use on a trial basis, to confirm that they have been programmed how we intended. The rest of the radios should be completed by July or August.

Chief Spahr reported that the Chiefs will be holding the strategy and tactics class on Wednesday June 20th at Kendall Park's fire house. Seven of our members will be attending at a cost of \$25.00 per person. Kendall Park will pay for the class and will be reimbursed for the cost of our members.

Chief Spahr reported that the Fire Department has a new member. Obeid Ahmeduddin lives on Marc Drive and will be attending the daytime Firefighter I class later this month. Chief Spahr further reported that Tim Bogus is finishing Firefighter I at the Somerset County Fire Academy.

Chief Spahr reported that the Fire Department has been invited to participate in the Police Department's National Night Out on Tuesday August 7th at Rowland Park.

Chief Spahr reported that the streak of building fires during the weekends has continued. There was an abandoned house on Route 535 that was apparently struck by lightning and burned to the ground on June 3rd. Chief Spahr further reported that there was a fire this past Saturday, June 16th in one of the apartment buildings on Quincy Circle, at which the Fire Department was able to confine the fire to one unit. Chief Spahr also reported that a letter was sent to the Township Council thanking everyone for their efforts at the fire last month in Whispering Woods.

District Coordinator's Report:

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

Coordinator Smith reported that he would like to start using Mid-State Mobile Radio in Hamilton Township as a new vendor to repair the Motorola pagers. In order to set-up an account, Coordinator Smith stated that he was given a credit application to be completed and returned, which he reviewed with Commissioner Young. After discussion, Commissioner Young reported that he will provide limited financial information to the company as most of the information does not apply to a government agency.

Coordinator Smith also reported that he had been in contact with Ken Kersch to replace the hose bed cover on Engine 208.

Insurance Chairman's Report:

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

Treasurer's Report:

Comm. Young reported that there had been two deposits since the last meeting. The first was on May 29, 2012 from the US Treasury in the amount of \$41.07 for the refund of withheld interest on the checking account for 2011. The second deposit was on June 15, 2012 from South Brunswick Township for the second quarter taxation in the amount of \$207,216.25.

Comm. Young reported that he signed and returned the 2012 audit engagement letter on May 23, 2012, as approved at the May regular District meeting.

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

Comm. Young reported that he received the preliminary draft audit report via e-mail on June 14th, which will be discussed later in the agenda.

Legislative Report:

Comm. Potts reported that a bill was introduced by Senator Smith from Middlesex County to prohibit the use of a specific fire retardant chemical used in the manufacture of plastics, which has been found to cause cancer.

7. ORDER OF BUSINESS

Discussion on FEMA Fire Act Grant

Coordinator Smith reviewed information about the FEMA Fire Act Grant program, and reported that he has been working with Chief Spahr to determine what equipment is in need of replacement. Coordinator Smith reported that they wish to pursue a grant to replace the existing inventory of self-contained breathing apparatus, which are approximately 25 years old. Coordinator Smith reviewed the three quotes that he received, which were from Nat Alexander Company, Firefighters Equipment Company, and New Jersey Fire Equipment Company. Coordinator Smith further reported that the grant will only allow for the purchase of an air pack with two cylinders and a face piece, and that the money awarded by FEMA for successful applicants is generally less than what was requested. For that reason, it was decided that the grant application should be submitted using the quote provided by the highest bidder, which was Nat Alexander Company. A motion made by Comm. Young seconded by Comm. Bellizio to apply for the FEMA Fire Act Grant to purchase a total of 27 air packs, 54 air cylinders, and 27 face pieces at a total cost of \$257,148.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion on Fire District Website

Justin Rogers reported that he has been working on the development of a Fire District website and that he has obtained three quotes so far for the purchase of a website address and the monthly hosting of the site. Justin further reported that he is waiting on a call back from the Fire Department's current website hosting provider for another price. After some discussion, it was decided to wait until the July regular meeting to discuss the quotes. Comm. Young also asked that Justin give a presentation at the July meeting showing what he has so far for the design of the website.

Discussion on Repairs to Station 20 Meeting Room HVAC System

Coordinator Smith reviewed the two quotes he received from Donald C. Rodner, Inc. and Carrano Air Contracting, Inc. for the replacement of the meeting room roof-top mounted air conditioning compressor for Station 20. Coordinator Smith reported that he spoke with a salesman from Carrier Commercial Service and requested a quote on June 7, 2012, and that he has left several messages since then and has yet to receive a quote or return phone call. After some discussion, it was decided to go with the 5-year warranty and utilize the Bronto to place the unit on the roof. Comm. Young seconded by Comm. Bellizio made a motion to go with the quote provided by Donald C. Rodner, Inc. at a cost of \$10,658.00, for labor and materials plus the 5-year factory warranty. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Discussion on 2011 Preliminary Audit Report

Comm. Young reported that he received an e-mail from the auditor containing the preliminary audit report for 2011, which he forwarded to the other Commissioners. Comm. Young requested that all of the Commissioners provide any comments or questions they may have about the audit

by next Monday so that he can consolidate them for review with the auditor prior to his issuance of the final audit report.

Timely and Important

There were no items Timely and Important to discuss.

8. VOUCHER LIST

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

Comm. Young commented that Voucher #DD in the amount of \$50,000.00 was for the transfer of funds into the district's capital fund for budgeted reserve for future capital outlays.

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 8:58 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2012

INCIDENT RUNS

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

29 Total Runs for 362.49 Man-Hours

DEPARTMENT ACTIVITIES

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

267.11 Man-Hours

Total Man-Hours for May 2012: 629.6

Fire Safety:

Referrals Sent – 8 Responded to Scene - 6

Fire District Coordinator's Report

June 18, 2012

- Engine 206 went to Fire & Safety on 5-21-12 for its annual preventive maintenance and was back on 5-23. There were only 3 minor items corrected, including a loose air filter, light bulb that was out, and a loose valve stem on one of the tires.
- The inspector from PEOSHA was at Station 20 on 5-29-2012 for a re-inspection. He performed a walkthrough of the building and took pictures of the corrected violations. We received a letter stating that everything is in compliance, which I have attached to all of the records from that inspection. We have tentatively scheduled the inspection of Station 21 for Monday July 2nd at 10 AM.
- Donald C. Rodner Inc. was on site on 5-24-2012 to replace the crank case heater on the office HVAC system, which was found to be in need of replacement during the scheduled quarterly maintenance on the system on 5-14-2012.
- Technical Fire Services was on site on 5-30-2012 to perform the UL pump tests on the 3 pumpers and the Bronto. All trucks passed the test. One item was noted on the Bronto and will be addressed at the regular service, which should be performed in the next couple months.
- Donald C. Rodner Inc. was on site on 5-30-2012 to troubleshoot a problem with the meeting room HVAC system after it was found to be blowing hot air on 5-29. It was determined that the roof mounted compressor needed to be replaced. I contacted Rodner, Carrier, & Carrano to obtain quotes for replacement. *More under Order of Business.*
- TruGreen was at Station 20 on 5-30-2012 and Station 21 on 5-31 to perform the quarterly lawn treatment.
- Approved Fire Protection was on site on 5-31-2012 to perform the 6-month inspection on the kitchen hood fire suppression system. The unit was checked and is in proper working order. They did recommend that we have the ductwork and baffles cleaned. They will be providing a list of contractors that perform this service. To the best of my knowledge, the hood has never been cleaned.
- We took Engine 204 to Absolute on 6-4 for its preventive maintenance service. They are fixing numerous items, including leaking pump valves and the hole in the exhaust. I anticipate the truck being done by the week of 6-25 at the latest.
- I attended the FEMA Fire Act Grant seminar on June 4th.
- Station 20 was used as a polling facility for the primary election on 6-15-2012. I opened the building at 5 AM, and closed the building at 9 PM.

- Fire Security Technologies was at Station 20 on 6-14-2012 to replace the smoke detector in the District office, which failed its test during the annual inspection on 5-15. Cost for repair was quoted at \$350.00.
- I completed a total of 20 occupancy pre-plans in May, with a total of 102 pre-plans for the year so far. In the last 12 months, I have completed exactly 200 pre-plans.
- I will be going to Denver on vacation from Saturday August 11th to Thursday August 16th (4 work days off). We are also in the process of planning a trip in September.

Insurance:

- There is an invoice on the voucher list for VFIS for the quarterly installment of the group life insurance plan in the amount of \$1,843.29.
- As reported last month, I have been going back and forth with Travelers and VFIS regarding the injury to Ed Lidy. A portion of the invoice to Dr. Niemczyk's office was paid by Travelers. Since the doctor does not participate in Travelers' plan, they will not pay 100% of the invoice. I have submitted a question to VFIS to see if they will pay the remaining portion of the invoice; our rep from VFIS will research and let us know. The remaining invoices for the hospital visit & tests have been submitted to Travelers.