

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 16, 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. June 18, 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 Fire District Website

B. Review of Procurement Thresholds and Awards of Contracts

C. Discussion on 2011 Audit Report

D. Resolution #12-14, Acceptance of Audit Report for the Year 2011

E. Resolution #12-15, Corrective Action Plan for 2011 Audit

F. 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	191.02 188.26
D	Verizon Wireless	304.92
E	PSE&G	1,668.15
F	Verizon	342.74
G	Alan Landscaping, LLC	703.75
H	Fire Security Technologies, Inc.	468.00
I	Approved Fire Protection Company	254.50
J	Mid State Mobile Radio	57.25
K	Deutsche Bank National Trust Company	179,813.06
L	Battery Zone	97.45
M	Emergency Equipment Sales, LLC	400.00
N	Absolute Fire Protection Co.	8,399.71
O	United Communications Corp.	174.35
P	Donald C. Rodner, Inc.	10,658.00
Q	Monmouth Junction Volunteer Fire Department	243.87
R	John J. Maley, Jr.	5,500.00
S	Quest Diagnostics Incorporated	843.10
T	Township of South Brunswick	21,527.15
U	Township of South Brunswick	20,000.00
V	Township of South Brunswick	3,194.10
W	Township of South Brunswick	1,320.07
X	South Brunswick Fire District No. 1	166.67
Y	Matt Pinter Door Company	760.00
Z	Uni Select USA	69.65
AA	Fire & Safety Services, Ltd.	236.55
BB	VFIS	15,639.00
CC	GEC ASSOCIATES	100.00

EDWARD V. NIEMCZYK, O.D. Assoc.

approved 8-20-12 JP

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 16, 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. Potts seconded by Comm. Bellizio to approve the minutes of the June 18, 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 June 2012 Activity Report (filed in monthly folder).

Chief Spahr reported that all three Fire Departments attended the Township's fireworks on Friday July 6th and that the event went well.

Chief Spahr reported that the Police Department will be having their National Night Out event on August 7th from 6:00 pm to 9:00 pm.

Chief Spahr forwarded a copy of the letter of appreciation from Whispering Woods regarding the structure fire in Elm Court in May to the Commissioners.

Chief Spahr reported that Tim Bogus successfully completed Firefighter I.

Chief Spahr reported that the Fire Department responded to a structure fire on Revere Road in the Deans Pond Crossing Development on July 3rd.

Chief Spahr reported that the three Fire Departments held the strategy & tactics class presented by an outside instructor on June 20th.

Chief Spahr reported that Fire Official Alan Laird is on leave following shoulder surgery. John Funcheon has been appointed acting Fire Official in his absence.

District Coordinator's Report:

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

Coordinator Smith also reported that he has scheduled vacations for August 11th to 16th and September 1st to 11th.

Insurance Chairman's Report:

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

Treasurer's Report:

Comm. Young reported that there was one deposit since the last meeting. The check was deposited on June 28th, 2012 from South Brunswick Township in the amount of \$75.00 for hazardous materials reimbursement.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes earlier this afternoon. Comm. Young further reported that due to the extraordinary expenditures so far this year in the operations maintenance and facilities maintenance line items, we need to keep an eye on spending in these categories.

Comm. Young reported that the final audit report was issued on June 26th. There will be further discussion on this topic under the order of business.

Legislative Report:

Comm. Potts reported that a bill was introduced by Senator Van Drew to change the date of the Fire District election to the date of the primary election.

Comm. Potts also reported that the bill regarding the taking of pictures of accident victims has been passed by both houses and sits on the governor's desk for his signature.

7. ORDER OF BUSINESS

Discussion on Fire District Website

Justin Rogers presented the new Fire District website he has developed. After discussion, it was decided to add information on the history and boundaries of the district, as well as the terms of the Commissioners. Justin will continue to develop the site and provide updates.

Justin also reviewed the four quotes he obtained for the publishing of the new website. It is Justin's recommendation to go with Network Solutions at a cost of \$119.50 for 12 months. This cost includes the purchase of the domain name for the district website, as well as the hosting of this website as well as the Fire Department's existing site. There is currently a monthly bill of \$19.95 to Supermedia for the hosting of the Fire Department's website. There will be further discussion under Timely and Important.

Review of Procurement Thresholds and Awards of Contracts

In response to the findings in the 2011 audit report, Coordinator Smith reviewed a document he prepared outlining applicable sections within the Local Public Contracts Law. Going forward, Coordinator Smith will continue to obtain quotes and solicit bids as required, and attach copies of these documents to the vouchers.

Comm. Smith recommended that the district develop a quote sheet for those expenditures that require quotes, which will specify exactly what is to be purchased, in order to make the process easier for ourselves and for the vendors. Comm. Smith further reported that he had left a message for the Township's purchasing agent to obtain additional information to develop the quote sheet.

Discussion on 2011 Audit Report

Comm. Young reported that the audit report was received on June 26th. Within the audit report, Comm. Young reported that there were two findings that need to be addressed. The first was the need to ensure that a claimant certification is obtained for all vouchers. The second is the requirement to obtain at least two informal quotations on all contracts exceeding 15% of the bid threshold of \$17,500.00.

Resolution #12-14, Acceptance of Audit Report for the Year 2011

Comm. Bellizio made a motion seconded by Comm. Young to approve Resolution #12-14, Acceptance of Audit Report for the Year 2011. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

Resolution #12-15, Corrective Action Plan for 2011 Audit

Comm. Smith made a motion seconded by Comm. Bellizio to approve Resolution #12-15, Corrective Action Plan for 2011 Audit. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Timely and Important

Comm. Bellizio made a motion seconded by Comm. Young to utilize Network Solutions for the hosting of the new Fire District website and the existing Fire Department website at a cost of \$119.50 for one year. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

8. VOUCHER LIST

Comm. Young reported that there was one dollar figure change and one addition to the voucher list. Item C to Midco Waste #689 was posted as \$191.02 and changed to \$188.26 for removal of the late charge in the amount of \$2.76. Comm. Young reported the addition of Item CC to Edward V. Niemczyk, O.D. & Associates in the amount of \$100.00.

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 8:51 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2012

INCIDENT RUNS

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

42 Total Runs for 357.80 Man-Hours

DEPARTMENT ACTIVITIES

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

226.79 Man-Hours

Total Man-Hours for June 2012: 584.59

Fire Safety:

Referrals Sent – 11 Responded to Scene -9

Fire District Coordinator's Report

July 16, 2012

- TASC Fire Apparatus was on site on 6-25-2012 to perform the preventive maintenance on the Hurst rescue tools. All equipment was found to be in good condition at that time. However, after an extrication drill on 6-28, we found that the main pump is not running properly due to a throttle problem, which we have had in the past. I am still trying to make arrangements to have TASC come back out to check the unit. I did take the unit to KC Service on 7-13 and they determined that the governor springs needed to be replaced, which were ordered. They were able to get the throttle to operate so the unit will start and idle. More to come.
- I completed and submitted the FEMA Assistance to Firefighters Grant application on 6-25-2012. The notification process should start sometime in September.
- As reported last month, the inspector that performed the 6-month inspection of the kitchen hood system recommended having the hood cleaned. After checking the hood myself, I found that there was very little grease & dust accumulation, which was confined to the hood canopy and filters in the kitchen. I had Justin clean all of the hood surfaces and the filters on 6-26-12. There is no need to have an outside contractor clean the hood at this time.
- There was a fire alarm at Station 20 on 6-26-2012, caused by a duct smoke detector activation in the gym HVAC system. There was no apparent cause. Doug was able to replace the detector with a spare and we reset the system. I ordered a replacement detector to keep on site.
- Engine 204 came back from its preventive maintenance at Absolute on 6-28-2012. It was out of service for a little over 3 weeks. Maintenance included engine and transmission oil & filter change, fuel filter change, grease chassis, pump maintenance and generator maintenance. They also replaced the rusted sections of exhaust pipe, replaced the air filter and air conditioning belts and several light bulbs. They had to clean & re-build several pump valves, replace one pump valve and repair the tank level gauges. This was the first time that this truck has gone out for the full PM work, so there were quite a few issues addressed.
- Alan Landscaping was on site the week of 6-25-2012 and replaced the small shrub along the front walkway that died.
- Donald C. Rodner was on site on 6-28-2012 & 6-29 to replace the roof-top compressor for the meeting room HVAC system. The unit was placed on the roof using 201 and is working properly at this time.
- Following the fireworks on 7-6-2012, both steel cables on the bay door for 201 broke and the door crashed closed. I left a message for Matt Pinter Door Company and he met me at the station the morning of 7-7 to inspect the door. Pinter was on site on 7-9

& 10 and made the necessary repairs to 201's bay door and performed preventive maintenance on all three doors. Both cables on 205's door and one cable on 208's door showed signs of fraying. As a precaution, all cables were replaced. He also replaced several cracked hinges. I received a quote of \$725.00 to replace the damaged center panel on 201's door. I will be scheduling Pinter to replace the panel and perform a service on Station 21's bay doors in the near future. All doors were serviced last August.

- The inspector from PEOSHA has scheduled and cancelled the inspection of Station 21 several times. He will give us a couple days' notice when he can fit us in.
- I will be scheduling a cleaning of the carpets in the next month or so, as well as obtain quotes to have the windows and blinds cleaned, per Commissioner Young's request. The company that Doug used to clean the blinds has gone out of business.
- I completed a total of 19 occupancy pre-plans in June, with a total of 121 pre-plans for the year so far.

Insurance:

- The August 2012 installments of the package policy (\$13,920.00) and the umbrella policy (\$1,719.00) through VFIS are on the voucher list (\$15,639.00 total).
- I received an e-mail from VFIS on 6-20-2012 informing us that a check was mailed from Travelers to Princeton Radiology in the amount of \$96.82 for the injury to Ed Lidy. This visit was on 3-13 and was for the CAT scan. The total bill was for \$351.00 and we were told that Princeton Radiology will not bill the balance, so this bill is completed. I am working with VFIS to speak with Dr. Niemczyk's office to hopefully waive the outstanding \$100.00 balance.

File

RESOLUTION 12-14

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, 2011 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,

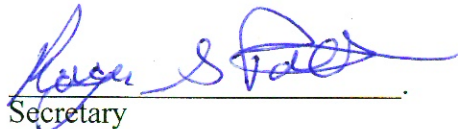
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2011, 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 16, 2012

July 16, 2012
Date


Secretary

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Township of South Brunswick Fire District No. 2, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2011, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

Charles Spahr

Thomas A. Young

Roger S. Potts

Kevin J. Bellizio

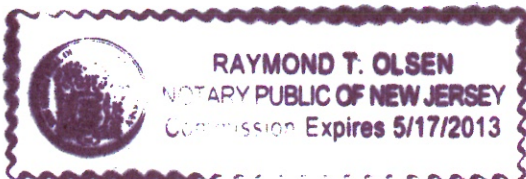
Charles A. Spahr
Thomas A. Young
Roger S. Potts
Kevin J. Bellizio

Sworn to and subscribed before me

this 16th day of July, 2012.

Raymond T. Olsen

Notary Public of New Jersey



TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

CORRECTIVE ACTION PLAN FOR 2011 AUDIT FINDINGS
RESOLUTION # 12-15

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 16th day of July, 2012



Roger S. Potts, Secretary

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2
CORRECTIVE ACTION PLAN
2011 AUDIT FINDINGS

Finding: 2011-01 - Payment of Claims

Description:

One voucher of the 27 tested did not contain claimant certification. The obligation was for medical services.

Analysis:

Vouchers are required to have claimant certifications.

Corrective Action:

Required signatures on vouchers will be more closely followed.

Implementation Date:

Immediately.

Finding: 2011-02 - Quotations

Description:

Four contracts in excess of 15% of the bid threshold were not informally quoted with multiple vendors.

Analysis:

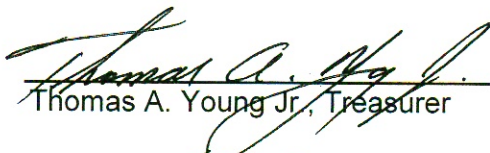
Informal quotations must be solicited for contracts in excess of 15% of the bid threshold.

Corrective Action:

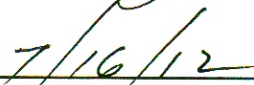
Informal quotations will be obtained when required and attached to the voucher.

Implementation Date:

Immediately.



Thomas A. Young Jr., Treasurer



Date