

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 ***August 20, 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. July 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. Discussion on Fire District Website

B. Discussion on Firefighter Physicals

C. 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	186.56
<i>D</i>	Verizon Wireless	304.70
<i>E</i>	PSE&G	2,490.40
<i>F</i>	Verizon	348.92
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Approved Fire Protection Co.	209.50
<i>I</i>	TASC Fire Apparatus Inc.	1,380.00
<i>J</i>	TASC Fire Apparatus Inc.	619.05
<i>K</i>	Monmouth Junction Volunteer Fire Department	7,874.15
<i>L</i>	Scott Smith	53.50
<i>M</i>	Main Electric Supply Company, Inc.	265.07
<i>N</i>	Empire Fitness Services, Inc.	165.00
<i>O</i>	ESI Equipment, Inc.	66.93
<i>P</i>	Quaker Safety Products Corporation	2,026.50
<i>Q</i>	Harvey S. Weingarten, M.D., PA	3,350.00
<i>R</i>	Harvey S. Weingarten, M.D., PA	2,910.00
<i>S</i>	Harvey S. Weingarten, M.D., PA	3,010.00
<i>T</i>	Harvey S. Weingarten, M.D., PA	2,435.00
<i>U</i>	Quest Diagnostics Incorporated	499.45
<i>V</i>	Matt Pinter Door Company	900.00
<i>W</i>	Matt Pinter Door Company	311.00
<i>X</i>	Matt Pinter Door Company	435.00
<i>Y</i>	Donald C. Rodner, Inc.	565.98
<i>Z</i>	Donald C. Rodner, Inc.	178.00
<i>AA</i>	Witmer Public Safety Group, Inc.	88.00
<i>BB</i>	Uni Select USA	18.08
<i>CC</i>	Nat Alexander Company	388.10
<i>DD</i>	Nat Alexander Company	231.40
<i>EE</i>	VFIS	500.00
<i>FF</i>	Rhino Linings of NJ	535.00
<i>GG</i>	New Jersey Fire Equipment Co.	1,131.00
<i>HH</i>	Middlesex County Fire Academy	236.00
<i>II</i>	Home News Tribune	91.43

*approved
9-17-12
R. P.*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 20, 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. Bellizio to approve the minutes of the July 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:

Deputy Chief Scott Smith reviewed the July 2012 Activity Report (see attached).

Chief Smith asked for any comments from the Commissioners regarding the letter Chief Spahr drafted to the Township Manager in reference to the fires at the Reliable Wood Products facility on Broadway Road. Chief Spahr will send the letter upon his return from vacation.

Chief Smith reported that the officers would like to conduct a demo on a product called "I Am Responding," which tracks personnel responding to the station for an incident when they call a telephone number from their cell phone. The manufacturer offers a free two-month demo and if the officers feel it is worthwhile, may request to purchase the product.

The line officers have been reviewing the station assignments and capabilities of the firefighters, in an effort to maintain a balance of members going to each station. Several firefighters have been re-assigned to other stations due to the fact that some members have moved within the district.

Chief Smith reported that Joe Malkiewicz has joined the Fire Department, and member Vivian Robbin-Mason has resigned.

Member Obeid Ahmeduddin has finished Firefighter I, but is still waiting for the results of the State exam. Member Adrien McGlynn starts Firefighter I on August 20th.

Firefighter Shane Raber has taken a 3-month leave from the Fire Department. Firefighter Ronald Neville has returned from his 3-month leave as of August 1st and has scheduled his physical. Firefighter Eric George is back from his medical restricted duty and has completed his physical.

Chief Smith reported that the line officers have discussed whether or not to hold the Fire Prevention Week Open House this year and asked for any comments from the Commissioners.

Chief Smith requested permission to purchase one set of turnout gear from Absolute Fire Protection at a cost not to exceed \$2,200.00.

Chief Smith reported that Chief Spahr has been in contact with Verizon to inquire about replacement cell phones, as the phones assigned to the two Chiefs have been experiencing battery issues. Chief Smith requested permission to purchase two new phones at a cost not to exceed \$49.99 each.

District Coordinator's Report:

Coordinator Smith reviewed the August 2012 Coordinator's Report (see attached).

Insurance Chairman's Report:

Coordinator Smith reviewed the August 2012 Insurance Report (see attached).

Treasurer's Report:

Comm. Young reported that there have been no deposits since the last meeting.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes earlier this afternoon. Comm. Young further reported that we will continue to keep an eye on spending in the operations maintenance and facilities maintenance line items due to large expenses earlier in the year.

Comm. Young reported that the budget planning season is approaching and asked everyone to start gathering their thoughts for next year.

Legislative Report:

Comm. Potts reported that the governor signed the bill prohibiting the taking of pictures of accident victims. Comm. Potts mentioned that the bill does not apply to first responders who happen upon an accident scene.

Comm. Potts reported that he attended a meeting of the New Jersey State Association of Fire Districts Committee with Richard Braslow and Jake Genoway regarding a revision to the Fire Commissioner's Handbook.

Comm. Potts reported that the public bid threshold is \$17,500.00. However, that limit increases to \$37,500.00 if a certified purchasing agent is hired.

7. ORDER OF BUSINESS

Discussion on Fire District Website

Justin Rogers provided an update on the progress of the website since last meeting.

Justin reported that he purchased the domain name “www.sbfd2.com” as well as the hosting package for the website from Network Solutions at a cost of \$119.50 for 12 months. Justin reported that e-mail addresses have been created for all of the Commissioners and the District Coordinator using “@sbfd2.com.”

Justin further reported that an update to the Fire Department website is in progress, and that the hosting of that website has been transferred to Network Solutions under the same account as the District website with no additional costs. Justin reported that the Supermedia account for the hosting of the Fire Department website & e-mail has been cancelled, and that we will receive one last invoice next month.

Coordinator Smith recommended that the website be finalized with a goal of having the entire site online by January 1st, 2013, with all minutes and reports from 2012 posted. After discussion, it was decided that the Commissioners will review the website again next month prior to publishing the site.

Comm. Young recommended that the Board reach out to the South Brunswick Post upon completion of the website in order to inform the public of our compliance with the law requiring the creation of the site.

Discussion of Firefighter Physicals

Coordinator Smith reported that he received the invoices in July from Dr. Weingarten’s office for the firefighter physicals, after requesting them back in May.

Coordinator Smith further reported that he spoke with Dr. Weingarten on the phone on August 1st. During the conversation, Coordinator Smith relayed the complaints from the members regarding the long wait times for scheduled appointments, as well as the delay in receiving the invoices for the physicals. Dr. Weingarten provided no apologies for the long wait times, requesting instead that members call ahead. Dr. Weingarten blamed the delay in sending the invoices due to a new computer billing system.

As a result of the complaints, Coordinator Smith reported that he has been working on obtaining updated quotes from Access Health and Brunswick Urgent Care for the firefighter physicals, who he contacted towards the end of last year. Coordinator Smith reported that the physicals performed by Access Health are about \$140.00 cheaper per firefighter compared to Dr. Weingarten, and that they will conduct the physicals at our fire house or at their office in North Brunswick. Coordinator Smith reported that there will be no need to request copies of all medical records for the firefighters if a switch is made to Access Health. Instead, firefighters will need to complete a medical questionnaire, which will be reviewed by the doctor prior to start of the

physical exam. In the event a firefighter requests them, or the doctor requests them based on the result of tests, the medical records can be obtained.

Coordinator Smith reported that he would like to review and propose changes to the Board policy on firefighter physicals, which was first issued in November 2000 and has not been revised since.

After a lengthy discussion, it was decided that Coordinator Smith will continue to gather information on the firefighter physicals and prepare a report for next month's meeting.

Timely and Important

Comm. Young made a motion seconded by Comm. Bellizio to approve the purchase of one set of turnout gear from Absolute Fire Protection at a cost of \$2,200.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Regarding the Chief's request to purchase two new cellular phones, as the cost of the phones falls under the District Coordinator's authorized spending limit, no special authorization is needed.

Comm. Young asked the Board if anyone has seen any reports from the Fire Safety Bureau on the progress of their inspection program, and asked if it was possible to meet with the Fire Official to review the reports. After some discussion, it was decided to have the Coordinator contact the Fire Official to request a copy of these reports for the first 6 months of the year.

8. VOUCHER LIST

Comm. Bellizio made a motion seconded by Comm. Smith to approve the voucher list as posted. 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 9:08 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2012

INCIDENT RUNS

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

55 Total Runs for 367.05 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
2	Training Sessions
	Parade

173.43 Man-Hours

Total Man-Hours for July 2012: 540.48

Fire Safety: *Referrals Sent – 15* *Responded to Scene -3*

8/21
X AFPS

Fire District Coordinator's Report August 20, 2012

- Chairman Spahr replaced the overload relay on the EVAC vehicle exhaust system at Station 20 the week of July 16th. The system is working properly at this time. The unit stopped working shortly after the failure of 201's bay door last month.
- I took the main Hurst tool pump to KC Service on 7-23-2012 to install the new throttle springs on the motor. The unit was tested by running several tools and appears to be working properly at this time.
- I took the Hurst tool cabinet from Rescue 205 to Rhino Linings of NJ in Morganville on 7-23-2012 to have the box spray coated, which was approved several months ago. I picked up the box on 8-7 and it was re-installed that day. The painting took longer than anticipated as the existing paint had to be removed by sand-blasting in order for the new finish to adhere to the box.
- Empire Fitness Services was on site on 7-24-2012 to perform the annual preventive maintenance of the weight room equipment. All equipment is in proper working order with no repairs needed.
- Donald C. Rodner was on site on 7-26-2012 to troubleshoot a problem with the meeting room AC. A breaker on the unit on the roof tripped apparently due to a power surge. The breaker was reset and the system checked and is working properly at this time.
- Quick Response Fire Protection was at both stations on 7-27-2012 to perform the annual inspection of the sprinkler systems. Both systems are in proper working order with no repairs necessary.
- Matt Pinter Door Company was on site on 7-30-2012 to replace the damaged panel on 201's bay door following the incident earlier in the month. He also replaced a bent spring rod on that door. He was at Station 21 on 8-3 to perform the preventive maintenance on those 4 bay doors, and returned on 8-14 to replace the air pressure safety sensor on one door and the chain on another door. At this time, all bay doors in both stations are in proper working order.
- Ken Kersch was on site on 8-8-2012 and installed a new hose bed cover on Engine 208.
- Ron & Paul from Township Data Processing were here on 8-17-2012. As I reported back in November 2011, Station 20 is used as a back-up dispatching location and they are looking to have the capability to have the 5 phone lines for dispatch transferred here if necessary. There is the possibility of South Brunswick taking over police dispatch services for Cranbury Township, which would be an additional 3 phone lines. In speaking with Ron & Paul, all phone lines can be added to our current

equipment. They will also be looking to replace the dispatch radio currently in the radio room, and add additional radio heads & phone jacks. All installations would be done by Data Processing at their expense. In my opinion, I do not see a reason not to allow the Township to move forward with this project.

- As requested by Commissioner Young, I did research to find a company to clean the windows and window blinds throughout the building. I left messages for 5 different companies. Two companies called back with only one stopping by to provide an estimate. Clearview Window Washing in Freehold provided a quote of \$974.00 for interior & exterior window cleaning and blinds.
- I completed a total of 19 occupancy pre-plans in July, with a total of 140 pre-plans for the year so far.
- I will be on vacation from Saturday September 1st to Tuesday September 11th on a cruise to Alaska (6 vacation days, 1 holiday).

Insurance:

- There is one invoice on the voucher list from VFIS for the renewal of the Special Risk Policy in the amount of \$500.00, which is effective from September 30, 2012 to September 30, 2013.