

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 ***September 17, 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. August 20, 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	186.16
<i>D</i>	Verizon Wireless	527.17
<i>E</i>	PSE&G	2,269.63
<i>F</i>	Verizon	341.49
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	OK Enterprises, LLC	1,500.00
<i>I</i>	B&K Service	475.00
<i>J</i>	Monmouth Junction Vol. Fire Department	142.00
<i>K</i>	Q.R.F.P. Special Services	675.00
<i>L</i>	The Princeton Packet	72.66
<i>M</i>	Quest Diagnostics Inc.	523.80
<i>N</i>	VFIS	1,843.29
<i>O</i>	Shanahan's Office Solutions	168.58
<i>P</i>	Approved Fire Protection Company	201.83
<i>Q</i>	Approved Fire Protection Company	29.00
<i>R</i>	Uni Select USA	99.92
<i>S</i>	South Brunswick Township Water & Sewer	1,385.59
<i>T.</i>	911 SAFETY EQUIPMENT	299.34

approved 10-20-2012
JR

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 17, 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. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

Not Present: Comm. Bellizio

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. Smith to approve the minutes of the August 20, 2012 regular meeting. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

Chief Brian Spahr reviewed the August 2012 Activity Report (see attached).

Chief Spahr reported that the Fire Department voted to hold the open house on Saturday October 13th from 1:00 PM to 4:00 PM at Station 20, which is a change from the normal morning set-up. Kendall Park will have their open house on Saturday October 6th, so there will be no conflict with use of the fire safety trailer. Chief Spahr has ordered promotional items for the event.

Chief Spahr reported that Firefighter Eric George suffered blisters to both of his feet while operating at a rescue call on August 28th. Mr. George went to his personal doctor who provided a note saying that he cannot respond to fire calls until the blisters heal. Chief Spahr mentioned that Coordinator Smith will provide more details on the injury and the insurance claim under his report.

Chief Spahr reported that a flammable liquids live fire drill has been scheduled for Sunday September 30th at the Middlesex County Fire Academy from 9 am to noon. Chief Spahr will speak with the other Fire Chiefs to ensure coverage for our district.

Chief Spahr reported that there were several burglar alarm activations at the fire stations while Coordinator Smith was on vacation and that he sent an e-mail to all members reminding them of the proper setting of the alarm systems.

Comm. Smith asked Chief Spahr if he knew when Fire Official Laird would be back from his medical leave. Chief Spahr reported that Mr. Laird is scheduled to be back to work on Wednesday September 19th per a recent e-mail. Coordinator Smith mentioned that per the request at last month's District meeting, he spoke with acting Fire Official John Funcheon to obtain copies of the inspection reports that were previously distributed to the Joint Uniform Fire Code Enforcement Board. Mr. Funcheon stated that he would have to wait until Mr. Laird returns from his medical leave to obtain the reports.

District Coordinator's Report:

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

Coordinator Smith also reported that the annual hose testing is coming due in October and that he received a quote from Waterway Inc. to perform the testing, which is the same company that has tested the hose for at least the last five years. Coordinator Smith requested approval to use Waterway Inc. to perform the hose testing at a cost not to exceed \$2,700.00.

Coordinator Smith requested permission from the Commissioners to attend training classes going forward to maintain his Fire Official and Fire Instructor State certifications, which are issued on a 3-year cycle. Chairman Spahr expressed his opinion that having a Coordinator with these certifications benefits both the Fire District and Fire Department and does not see a reason not to allow the Coordinator to attend these classes.

Insurance Chairman's Report:

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

Treasurer's Report:

Comm. Young reported that there was one deposit since the last meeting. A check from Reliable Wood Products, LLC in the amount of \$870.00 was deposited on September 7, 2012. This check was reimbursement for the cost of Class A foam used at a mulch fire at the Reliable facility on Broadway Road on July 28, 2012.

Comm. Young distributed the latest monthly financial reports to the Commissioner's mailboxes earlier this afternoon. As he has mentioned the last couple months, Comm. Young 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 he will discuss 2013 budget planning under Timely and Important.

Legislative Report:

Comm. Potts reported that the legislators are back in session.

Comm. Potts distributed a report from the Department of Community Affairs to the Commissioner's mailboxes earlier this afternoon which outlines the information that must be included on the Fire District website. Comm. Potts further reported that a minimum of three years of records must be included on the site.

Comm. Potts reported that a bill was introduced by Senator Weinberg that she and the American Civil Liberties Union have been working on which will change the requirements of the Open Public Record Act and the Open Public Meeting Act. If enacted, the changes will affect the information required to be posted on the Fire District website. Comm. Potts reported that this bill will require records of any committees created, such as a truck committee, to be posted on the website. Comm. Potts further reported that the bill calls for a minimum of five years of records to be posted on the website, not just the three years that the law currently calls for.

Comm. Potts reported that the State Department of Community Affairs will be converting all correspondence to electronic and will not be accepting documents via regular mail. Comm. Potts further reported that the State Division of Fire Safety will begin accepting inspection fees electronically as well.

7. ORDER OF BUSINESS

Discussion on Fire District Website

Coordinator Smith reported that Justin Rogers has continued to make minor changes to the website to ensure that the required information is being posted. Coordinator Smith further reported that the next step will be to start scanning the meeting agendas, minutes and resolutions so they can be posted, as well as developing instructions to post this information on the site.

Comm. Young mentioned that the law regarding the creation of the website requires the rules, regulations and policy statements to be posted as deemed relevant by the Commissioners. Comm. Young expressed his opinion that while he does not see a problem with posting the policies adopted by the Board on the site, he does not see most of them as being of interest to the residents. Coordinator Smith also expressed his opinion that he does not feel the Fire Department's Standard Operating Guidelines should be posted online, due to potential security concerns regarding emergency operations.

Discussion of Firefighter Physicals

Coordinator Smith reported that he reviewed the requirements of the OSHA Respiratory Protection Standard as well as the NFPA standard regarding medical programs and that our current program for firefighter physicals meets these requirements.

Coordinator Smith reported that he spoke with someone at Brunswick Urgent Care on August 30th to obtain a quote for the various tests given during the firefighter physicals. As yet, an updated quote has not been received. Coordinator Smith mentioned that he did receive a quote from Urgent Care towards the end of last year and they were the most expensive when compared to Dr. Weingarten's office and Access Health Systems.

Coordinator Smith reported that he and Commissioners Potts and Smith met with Linda Joy from Access Health Systems earlier this afternoon to discuss their firefighter physical program. Access Health can perform the physical at the fire station for a minimum of 15 firefighters. If members cannot make a scheduled night at the fire station, they can receive the physical at their office in North Brunswick. Prior to the physical every year, firefighters will need to complete a medical questionnaire, which is reviewed by the doctor at the start of the physical.

Coordinator Smith further reported that a letter will be received for all firefighters approximately 3 weeks after their physical, which will classify the firefighter for the type of duty they are cleared to perform. A detailed letter on the results of the physical is sent to each firefighter.

Access Health mentioned that they also perform drug and alcohol testing, which can be done at the time of the physical or any other time we specify.

Coordinator Smith reported that in reviewing the costs of the tests conducted, the cost to have Access Health perform the physicals is \$335.00 per firefighter. The cost per firefighter on average this year from Dr. Weingarten's office has been \$365.78, which is \$30.78 more expensive than Access Health. The cost from Dr. Weingarten's does not include the cost of the blood work, which has averaged \$297.34 per firefighter, for a total cost of \$663.12 per firefighter. The cost of \$335.00 for Access Health includes the blood work, so the savings between Access Health versus Dr. Weingarten's office is \$328.12 per firefighter. This equates to a savings of more than \$12,000.00 if we went with Access Health.

Comm. Smith expressed his opinion that while further examination and research is needed, Access Health gave a very professional review of their program and would provide a quality physical at a cost savings over the previous program.

Coordinator Smith reported that he hopes to have a decision before the end of the year as to which doctor will perform the physicals so any new firefighter starting after January 1st would go to this doctor. Coordinator Smith further reported that he has begun to revise the Board policy on firefighter physicals

Timely and Important

Comm. Smith made a motion seconded by Comm. Potts to authorize the use of Waterway Inc. to perform the annual hose testing at a cost not to exceed \$2,700.00. Roll Call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young reported that the budget is due to Trenton on December 18th, which is the day after the regular meeting. Comm. Young asks that everyone provide their budget requests for next year to him as soon as possible, and by the October meeting at the latest. Comm. Young will try to provide a report on the year-end figures for this year and estimates for next year at the October meeting. Comm. Young further reported that there will be a line item review of the proposed budget in November and a presentation to the public in December.

Comm. Potts recommended having a special meeting two weeks before the regular meeting in December to discuss the budget. Comm. Potts also reported that the Department of Community Affairs will have all budget forms available online.

8. VOUCHER LIST

Comm. Young reported that there is one addition to the voucher list. Item 'T' has been added for 911 Safety Equipment at a cost of \$299.34.

Comm. Smith made a motion seconded by Comm. Potts to approve the voucher list as amended. Roll Call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

9. ADDRESS FROM THE FLOOR

Fire Department President Tom Noon commented that regarding an injury to a firefighter suffered in the line of duty, he does not feel that the Board can specify which doctor to go to. Coordinator Smith explained that not all doctors accept our Worker's Compensation coverage, and as a result, money would need to be paid out of pocket to use one of these doctors in addition to the insurance fees paid for by the District. Comm. Young also expressed his opinion that an updated policy is needed to explain the proper procedures to ensure that all expenses are appropriate when being paid for using taxpayer dollars.

Mr. Noon also expressed his opinion that the Fire Department Standard Operating Guidelines should not be posted on either the Fire Department or District websites.

Mr. Noon raised a question as to the contents and current location of the personnel files. Coordinator Smith reported that any certificates and correspondence regarding all firefighters are locked in a filing cabinet in the Coordinator's office.

Regarding the firefighter physicals, Justin Rogers raised the question as to who would pay for follow-up tests in the event a test performed during a firefighter's physical reveals an irregularity. After discussion, it was decided that that topic will need to be reviewed further before making a decision.

A motion to adjourn was made by Comm. Smith seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 9:21 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2012

INCIDENT RUNS

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

36 Total Runs for 171.69 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
1	Drills
1	Viewing

259.76 Man-Hours

Total Man-Hours for August 2012: 431.45

Fire Safety: *Referrals Sent – 11 Responded to Scene -1*

Fire District Coordinator's Report

September 17, 2012

- Approved Fire Protection was on site on 8-21-2012 to inspect the fire extinguishers in both stations and on all of the trucks. A total of 31 extinguishers were inspected. Three were taken back to their shop to be re-charged and have since been returned.
- Verizon was on site on 8-27-2012 to check the phone lines as we were experiencing heavy static on the 2001 & 0250 numbers. Prior to their arrival on 8-27, I noticed that the 0250 number was not working. The static on 2001 was corrected and the 0250 line was restored later that day but still had static. Verizon returned on 8-30 and was able to correct the 0250 line. All lines are working properly at this time.
- There is a coolant line leak on Utility Pick-Up #209. We have been in contact with Public Works to replace the leaking lines. They are busy placing new police cars in service and will get to us as soon as they can.
- While I was on vacation, Commissioner Smith found that the emergency generator at Station 21 would not start for its weekly automatic cycle on 9-3-2012. He contacted Cummins Power Systems and they were on site on 9-4. It was determined that the point set was broken. New points were ordered and installed and the unit is back in service.
- I have tentatively scheduled the PEOSHA inspection of Station 21 for Tuesday 10-2-2012. We will be meeting at Station 20 at 9 AM.
- I received a request last month from the Police Department to use our meeting room on a Saturday in November. After sending an e-mail to the Commissioners, the general consensus was to deny the request. Based on this situation, I have started to draft a policy on building use. I have an unofficial document created by Doug when we moved into this building that I will base the policy on. My goal is to have a draft e-mailed to everyone by the end of this month, with the hope of having the first reading at October's meeting and adoption at December's meeting.
- I have also started to draft a policy which will cover personnel records & the HIPPA act (Health Insurance Portability & Accountability Act). Although we are not considered a health care provider and do not fall under the requirements of the Act, I feel that it is something that should be addressed. As with the building use policy, my goal is to have a draft e-mailed to everyone by the end of the month, with the hope of having the first reading at October's meeting and adoption at December's meeting.
- I completed a total of 15 occupancy pre-plans in August, with a total of 155 pre-plans for the year so far.

Insurance:

- On 8-28-2012, one of our firefighters suffered blisters to both of his feet while operating at a rescue call. The firefighter informed one of the Lieutenants while at the scene, who then notified me. At that time, the firefighter did not request medical attention and instead, cleaned and bandaged the blistered areas at the fire house. I was informed later in the afternoon by the member that he went to his personal doctor due to extreme pain, and was prescribed pain medication and antibiotics. There has been no loss of work time by the individual. I completed the required forms and left a message for VFIS that afternoon. I spoke with our rep from VFIS the following morning and e-mailed them the forms. I received a phone call from Travelers (Worker's Compensation) informing me that they received the paperwork and accepted the claim. The firefighter had a follow-up visit with his doctor on 8-31-2012. There should be no further visits required.
- In speaking with the firefighter regarding his injury, I informed him that he should have contacted me before he went to the doctor in order to have the necessary forms completed and signed by the doctor. In reviewing our policy regarding firefighter injuries, it only specifically addresses "Serious Injury and Line of Duty Death." I have begun to draft a revision to the policy that addresses all injuries and the necessary steps to take.
- Also following this injury, and as a result of the eye injury suffered by another firefighter earlier in the year, I did research to find a list of doctors that accept our worker's compensation coverage through Travelers. Rather than providing a list of doctors, Traveler's has a website where you can search by doctor's specialty and by distance. In the event a firefighter suffers a more serious injury that requires immediate attention, the individual should go to an emergency room or other urgent care facility. In the event of a less serious injury, or where a specialist is needed, or a follow-up appointment is needed, we can use the website to obtain a list of doctors. This doctor should then be contacted to confirm whether or not they in fact participate in Traveler's plan. I have developed a draft document to include in the injury folder kept in all of the trucks and Chief's vehicles which will outline this information. Once the revised policy has been adopted and the folders updated we will schedule a review with the entire Department.