

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

October 15, 2012

7:00 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. Executive Session Resolution

- A. Resolution #12-16, Authorizing a Closed Session at the October 15, 2012 Regular Meeting

4. Executive Session

- A. Personnel Matters
- B. Contract Discussions

5. Address From the Floor

6. Approval of Minutes

- A. September 17, 2012 Regular Meeting

7. Professional Reports

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

8. Order of Business

- A. Discussion on Fire District Website
- B. Discussion on Fire Safety Bureau
- C. Discussion on Firefighter Physicals
- ✓ D. First discussion on revisions to Policy #003, Physical Examination
- E. First discussion on revisions to Policy #007, Line of Duty Death and Serious Injury to a Member
- F. First discussion on proposed Policy #011, Personnel Records & HIPAA Compliance
- G. First discussion on proposed Policy #012, Station #20 Use of Building & Grounds
- H. 2013 Budget Discussion
- I. Items Timely and Important

9. Voucher List

(See Attached)

10. Address From Floor

11. Adjournment

Voucher List

A	Kleen-Tec Maintenance, LLC	415.00
B	Midco Waste # 689	213.68
C	Verizon Wireless	314.98
D	PSE&G	1,872.77
E	Verizon	339.48
F	Alan Landscaping, LLC	668.75
G	Alan Landscaping, LLC	1,280.00
H	Somerset County Emergency Services Training Academy	200.00
I	United Communications Corp.	674.84
J	Quest Diagnostics Incorporated	428.69
K	Middlesex County Fire Academy	446.00
L	Central Jersey Signs	250.00
M	Cummins Power Systems, LLC	580.00
N	Quaker Safety Products Corporation	1,989.38
O	Konecranes, Inc.	189.56
P	Uni Select USA	44.24
Q	Alphagraphics	668.86
R	Township of South Brunswick	24,605.39
S	Township of South Brunswick	20,000.00
T	Township of South Brunswick	3,194.10
U	Township of South Brunswick	3,071.71
V	Scott Smith	18.65
W	Monmouth Junction Volunteer Fire Department	911.91
X	Harvey S. Weingarten, M.D., PA	1,815.00
Y	Harvey S. Weingarten, M.D., PA	870.00
Z	TASC Fire Apparatus Inc.	70.00
AA	Shanahan's Office Solutions	561.00
BB	Battery Zone	205.95
CC	BRIAN SPAHR	228.63

approved 11-19-12
AS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 15, 2012

1. CALL TO ORDER:

The meeting was called to order by Chairman Spahr at 7:03 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 (arrived during closed session)
 Comm. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

Resolution #12-16, Authorizing a Closed Session at the October 15, 2012 Regular Meeting

A motion made by Comm. Young seconded by Comm. Smith to adopt Resolution #12-16, Authorizing a Closed Session at the October 15, 2012 Regular Meeting. Roll Call Comm. Bellizio-absent, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes. Closed Session commenced at 7:05 pm.

Regular meeting convened at 8:00 pm.

4. ADDRESS FROM THE FLOOR

Fire Department President Tom Noon asked the Board if they were open to allowing the Fire Department to use the fire station to host fund raising events, such as a pancake breakfast. Commissioner Young commented that the hosting of fund raising events is permitted under the lease agreement between the District and Fire Department.

Fire Department Vice President Justin Rogers submitted a proposal to the Board requesting upgrades to the weight room at Station #20. Mr. Rogers reviewed the details of the proposal, which included the purchase of dumbbells, floor mats, kettle bells, a weighted vest, free bar, straps and bands, jump ropes, and a replacement of the Vectra machine. After some discussion, it was decided to table the proposal until the November meeting in order to determine if there are funds available in this year's budget or if the request will have to be included in the budget for 2013.

5. APPROVAL OF MINUTES

A motion made by Comm. Smith seconded by Comm. Potts to approve the minutes of the September 17, 2012 regular meeting. Roll call Comm. Bellizio-abstain, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report:

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

Chief Spahr reported that the Fire Department held the fire prevention week open house on Saturday October 13th from 1 pm to 4 pm. This was a change in time from the normal morning set-up. There was additional advertising for the event, including the use of an electric sign from Public Works and the purchase of new banners. Chief Spahr reported that there was an increase in turnout from the public as compared to previous years. There were new learning stations on display created by some of the members, which served to educate the adults in attendance as well as children.

Chief Spahr reported that the Fire Department is having a live burn at the Somerset County Fire Academy on Sunday October 28th.

Chief Spahr reported that the Kingston Fire Company is having a live burn at the Middlesex County Fire Academy on Sunday October 21st and asked if we could attend with Truck #201. There are several members that have expressed interest in participating.

Chief Spahr reported that the Fire Department has supported the High School at several events over the last month, including a bonfire and several football games.

Chief Spahr reported that he submitted a letter to the Township Manager regarding Reliable Wood Products. The Township Manager replied with several questions, which Chief Spahr has answered. Chief Spahr has also kept the Manager informed with additional incidents the Fire Department has responded to at Reliable since the letter was sent.

District Coordinator's Report:

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

Insurance Chairman's Report:

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

Treasurer's Report:

Comm. Young reported that there was one deposit since the last meeting. A check from South Brunswick Township for the 3rd quarter taxation in the amount of \$207,216.25 was deposited on September 27, 2012.

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

Comm. Young reported that he will discuss the 2013 budget later in the agenda.

Comm. Potts reported that we have not received checks this year from the Township for the Supplemental Fire Services Grant, any dedicated penalties, or the check for use of the station for the primary election. Comm. Potts reported that he spoke with the Clerk's office regarding the check for the primary election, where it was found that the check was accidentally sent to the

First Aid Squad. Comm. Potts further reported that he spoke with the Mayor regarding the Fire Safety Bureau and the amount of inspections that have been completed so far this year. Comm. Potts also asked the Mayor about the Supplemental Fire Services Grant monies, who will in turn speak with Township Financial Officer Joe Monzo to determine the status.

Legislative Report:

Comm. Potts reviewed the October 2012 Legislative Report (see attached).

7. ORDER OF BUSINESS

Discussion on Fire District Website

Coordinator Smith reported that all required meeting minutes and financial reports have been compiled and scanned, and that the website is ready for launch once the Board is ready.

Comm. Young requested a review of the website in the near future.

Discussion on Fire Safety Bureau

Chairman Spahr reported that we received the report on the status of inspections conducted by the Fire Safety Bureau for the first six months of the year, as well as a notification that the Bureau will not be participating in fire safety education at the schools and day care centers due to a lack of manpower.

Chairman Spahr reported that he met with Fire Official Alan Laird last week. Chairman Spahr asked if they were behind in life hazard inspections. Fire Official Laird stated that they are on schedule for the initial inspections, but that there was a small back-up in re-inspections. Chairman Spahr also asked if use of an inspector for fire safety education will affect completion of the inspections. Fire Official Laird reported that it will back-up the inspections by about a month.

Chairman Spahr further reported that one inspector is on medical leave with no timeframe for return, and that the Fire Safety office was informed that they must use all but 8 days of vacation time before the end of the year. Fire Official Laird stated that his office will assist with the public education if requested, but that doing so will affect completion of the inspections.

Chairman Spahr posed the question to Coordinator Smith on the helpfulness of having a fire inspector participate in the fire safety education program. Coordinator Smith expressed his opinion that the program is very effective with the participation of the Fire Safety Bureau and would prefer to have an inspector help if possible. Coordinator Smith further commented that while their participation would be beneficial, he felt that the priority for the Bureau should be on completing the inspections this year with the hopes of their assistance next year.

Comm. Smith expressed his opinion that the first priority of the Fire Safety Bureau should be the inspections, followed by the public education. Comm. Smith further stated that the Board should stress to the Township the desire to restore the public education in 2013.

Chairman Spahr will contact Fire Official Laird to inform him that the District will conduct the public education this year and that they should concentrate on the completion of the inspections.

Discussion of Firefighter Physicals

Coordinator Smith reported that after multiple phone calls, he has received all invoices from Dr. Weingarten's office.

Coordinator Smith reported that he received the quote from Brunswick Urgent Care for the physicals, in addition to the quotes already received from Access Health and Dr. Weingarten, and that the cost comparisons were distributed to the Commissioners in their mailboxes. In reviewing the costs, Access Health is \$140.00 less expensive per firefighter physical. Coordinator Smith mentioned that if the District had utilized Access Health this year to perform the physicals, nearly \$8,000.00 would have been saved.

Coordinator Smith reported that he spoke with the manager at Access Health regarding several questions posed since last meeting. It was learned that in the event a firefighter needs additional testing following their physical, that the firefighter is responsible for locating another doctor and forwarding the results to Access Health for review. It was also learned that there would be no additional fees from Access Health for them to review these tests results from another doctor.

Coordinator Smith explained that should the Board elect to utilize Access Health, he would schedule one or two days where the physicals could be performed on site. In the event a firefighter cannot make a scheduled date at the station, they would have to go to Access Health's office in North Brunswick.

Coordinator Smith recommended to the Board to utilize Access Health to perform the initial and annual firefighter physicals starting January 2013. Comm. Smith agreed with the recommendation to utilize Access Health, and requested that any medical records at Dr. Weingarten's office that should be forwarded to Access Health be completed. Coordinator Smith reported that Access Health does not require copies of medical records for each firefighter. Instead, the firefighters will be asked to obtain copies of any pertinent records they feel necessary and provide them to Access Health during their physical.

Comm. Potts will prepare a resolution for the next meeting for selection of the doctor's office to perform the firefighter physicals.

First discussion of revisions to Policy #003, Physical Examination

Comm. Young made a motion seconded by Comm. Potts to approve the first reading of the revisions to Policy #003, Physical Examination. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

First discussion of revisions to Policy #007, Line of Duty Death and Serious Injury to a Member

Comm. Smith made a motion seconded by Comm. Young to approve the first reading of the revisions to Policy #007, Line of Duty Death and Serious Injury to a Member.

Chairman Spahr commented that since the policy has been revised to include minor injuries at the beginning of the document, he is concerned that the serious injury or death protocol may be

missed. Coordinator Smith reported that he included the minor injury policy at the beginning due to the fact that the frequency and likelihood of a minor injury is much more than that of a serious injury or death. Coordinator Smith further reported that all firefighters will have a copy of the policy and that it will be reviewed with them.

Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

First discussion of proposed Policy #011, Personnel Records & HIPAA Compliance

Comm. Potts made a motion seconded by Comm. Smith to approve the first reading of the proposed Policy #011, Personnel Records & HIPAA Compliance. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

First discussion of proposed Policy #012, Station #20 Use of Building & Grounds

Comm. Potts made a motion seconded by Comm. Smith to approve the first reading of the proposed Policy #012, Station #20 Use of Building & Grounds.

Comm. Potts commented he met last week with Joe Giorgio from VFIS regarding a policy for the State Association of Fire Districts. During their discussion, it was recommended that the Board obtain a certificate of insurance from groups that utilize the building. Comm. Potts recommended contacting District attorney Richard Braslow to obtain his opinion on the topic. Comm. Young recommended having members sign a request form to utilize the building, which would hold harmless the District and Fire Department for any issues that may arise from use of the building.

Comm. Potts rescinded his motion on approval of the first reading and Comm. Smith made a motion seconded by Comm. Young to table the discussion of the proposed policy #012, Station #20 Use of Building & Grounds. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

2013 Budget Discussion

Comm. Young reviewed the preliminary 2013 budget. Comm. Young requested that the Board review the preliminary budget and forward any needed figures to him in the next two weeks. Comm. Young reported that there will be a line-by-line review of the budget at the next meeting.

Timely and Important

Comm. Potts provided copies of a newspaper article which outlines the preliminary discussion in Hunterdon County of a regional fire district comprising several municipalities.

Comm. Young made a motion seconded by Comm. Bellizio to authorize the sealing of driveway cracks at Station #20 and Station #21 by Alizio Seal Coating at a cost of \$1,500.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young made a motion seconded by Comm. Smith to authorize the repairs to Truck #209 by Gino's Auto Body Shop at a cost of \$1,035.40. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Bellizio made a motion seconded by Comm. Young to authorize the preventive maintenance of Truck #201 by Absolute Fire Protection at a cost of \$3,510.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young made a motion seconded by Comm. Potts to renew the Station #20 HVAC system maintenance contract with Donald C. Rodner at a cost of \$2,263.91. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Bellizio made a motion seconded by Comm. Smith to renew the lawn treatment contract with TruGreen at a cost of \$1,500.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Young requested that the Board go back into closed session following completion of the order of business to finish the discussion on personnel and contract matters.

8. VOUCHER LIST

Comm. Young reported that there is one addition to the voucher list. Item 'CC' has been added for Brian Spahr at a cost of \$228.63.

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 the regular meeting and return to closed session was made by Comm. Smith seconded by Comm. Potts and by a voice vote all voted in affirmative. Meeting adjourned at 10:20 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2012

INCIDENT RUNS

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

47 Total Runs for 333.61 Man-Hours

DEPARTMENT ACTIVITIES

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

220.14 Man-Hours

Total Man-Hours for September 2012: 553.75

Fire Safety: *Referrals Sent – 15 Responded to Scene -4*

Fire District Coordinator's Report October 15, 2012

- Alan Landscaping was on site on 9-24-2012 to trim the bushes at both stations.
- Spoke with Alizio Seal Coating on 9-26-12 to obtain quote for complete driveway sealing at both stations. Informed that it was too late in the year to have the sealing properly cure and recommended just sealing cracks. Price of \$1,500.00 to have cracks sealed, which is the same price as when it was done in December 2011. Recommend having cracks sealed this year, and budget to seal complete driveways/re-stripe in Spring 2013 (\$6,184.00 = same price as 2010).
- Dave Furch in Public Works replaced the coolant line leak on Utility Pick-Up #209. Dave also stated that the mounting brackets for the radiator are severely rusted and will need to be replaced soon. He also mentioned that the leaf springs are heavily rusted as well, but do not need to be replaced at this point. In speaking with Dave, it is his recommendation to consider replacing the truck in the not too distant future. I have relayed this recommendation to Commissioner Young, with the possibility of replacing the truck in 2013. I obtained a quote from Gino's in the amount of \$1,035.40 to have the repairs made. I recommend having this work completed before winter. Timeframe for work would be about a week to complete.
- As I reported a couple months ago, the paint on the roof of Car #210 (2003 Ford Explorer) is cracking and now starting to show signs of rust. I have also noticed recently that there are a couple rust spots coming through the body near one of the wheel wells. I took the car to Gino's on Route 27 on 10-11-12 and got a quote of \$836.60 to make the repairs. This is not something that needs attention immediately, but would recommend having the work done this year if funds are available. Timeframe for work would be about a week to complete.
- I have been in contact with Absolute to schedule the PM service on the Bronto. I have a price of \$3,510.00 and would like to schedule for October. This truck was last serviced in June 2011.
- We are still trying to schedule the initial PEOSHA inspection of Station 21. The inspector has cancelled at least 4 separate times so far.
- In speaking with Chris Perez from Kendall Park, we will be keeping the Fire Safety Trailer here until after the elections in November so they have more space inside their building during the election.
- Verizon was on site on 10-9-12 to run the 5 phone lines to Station 20 that are in use as emergency lines at Police Headquarters. Data Processing should be on site in the not too distant future to continue outfitting the station as a back-up dispatching center.

- 4 SCBA cylinders came back from their scheduled 5-year hydrostatic testing on 10-10-2012 by Nat Alexander.
- Donald C. Rodner was on site on 10-10-12 to perform the quarterly service on the HVAC units at Station 20. All units were checked, including the engine bay radiant heaters, and all are working properly at this time.
- We received the Station 20 HVAC maintenance contract renewal from Donald C. Rodner. The contract runs from 11-1-2012 to 10-31-2013 and is \$2,263.91, billed quarterly following each service. This is the same price as the current contract that expires this month. I recommend we renew the Station 20 HVAC maintenance contract with Donald C. Rodner.
- We received the lawn treatment contract renewal for both stations from TruGreen for 2013. If the contract is returned by 11-1-2012, there will be no cost increase. The 2012 cost was \$1,500.00. I recommend we renew the lawn treatment contract with TruGreen for 2013. The cost is billed quarterly following each treatment.
- One of the guys recently found paint bubbling on the ladder rack on Engine 206 (2010 Pierce). The area is only about 2" in diameter. I contacted Fire & Safety and they requested pictures of the area, which I e-mailed to them on 10-10-12. They also requested a quote for the repair, if we had an auto body business that we deal with. I took the truck to Gino's on Route 27 and was given an estimate of \$102.40, which I have forwarded to Fire & Safety. The truck would be out of service for about 2 days.
- I completed a total of 7 occupancy pre-plans in September, with a total of 162 pre-plans for the year so far.

Insurance:

- I was approached by one of our firefighters in the afternoon of 9-25-12, who had helped at the scene of a fatal motorcycle accident on Ridge Road the morning of 9-24. This individual came upon the accident on his way home from work and helped another passerby administer care to the victim prior to the arrival of PD or EMS. The firefighter explained that he was having difficulty coping with the incident and requested help. I was in contact with VFIS and informed that the firefighter's actions as a Good Samaritan (the FD was not dispatched) would be covered under our Accident & Sickness policy. As instructed by VFIS, I submitted the required paperwork to Travelers Worker's Compensation and VFIS. The claim was denied by Travelers and approved by VFIS. I contacted a critical incident stress debriefing (CISD) agency and the firefighter spoke with a counselor for approximately 40 minutes that afternoon. The firefighter went to Brunswick Urgent Care that afternoon to have a blood sample taken as he was exposed to the victim's blood on his skin. The results will be available in a month. The doctor's office will attempt to obtain autopsy results of the victim to see if there are any blood borne diseases to be concerned

about. If there are not, no further treatment will be needed. If autopsy results are not available, or if a blood borne disease is found in the victim's blood, the firefighter will need to have his blood tested once a month for 3 additional months. At the recommendation of the CISD counselor, the member has had several follow-up visits at a psychiatrist to further discuss the incident. I submitted a receipt to VFIS for reimbursement of a pair of shoes that were contaminated with blood and disposed of, and a check was received on 10-11-12 in the amount of \$59.99. All of the required paperwork has been completed and submitted to VFIS and a file created for our records.

RESOLUTION 12-16
A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE October 15, 2012
MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

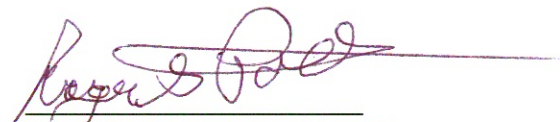
WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public

NOW, THEREFORE, BE IT RESOLVED, that the October 15, 2012, meeting of the Board of Fire Commissioners, Fire District No 2 South Brunswick be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matter discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on October 15, 2012.



ROGER S. POTTS/ CLERK

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting
Third Monday at 8 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

EXECUTIVE SESSION 10-15-2012

MINUTES

Chairman Spahr called the session to order at 7:10-p.m. The chairman explained the session was called to review the performance of the District Coordinator over the last eighteen months. The coordinators contract expires December the 31st.

ROLL CALL: Comm. Bellizio- Absent, Comm. Potts- Present, Comm. Smith, excused due to a possible conflict. Comm. Young- Present, Chairman Spahr- Present. Comm. Bellizio arrived at 7:20

Discussion entered into on Coordinator Smith's overall performance. The consensus being Smith's overall performance can without question be termed excellent. Mr. Smith since his existing contract started has had additional duties assigned to him. One being the recording of the Board meetings and the distribution of those minutes. Past practice was the employment of an outside person at a cost of eighty dollars per meeting. Mr. Smith has also been given the task of Web Master and will be responsible to upgrade the web site on a monthly basis. It was emphasized that as we look at salary increases, the District is under the 2% cap law.

Mr. Smith was invited into the session to put forth his desires in a new contract. Mr. Smith requested that the vacation allowance for the one through four year vacation allowance be increased by two days and the five year or greater allowance be increased by one day. Mr. Smith also desired the contract be for thirty six months. An added request was that all of the section of the contract dealing with health insurance except for section A be eliminated. Mr. Smith was informed the Board would discuss and get back to him on his requests.

As the Board has been away from the regular meeting well beyond the allotted time, it will return to the regular meeting. At the end of the regular meeting the Board will return to the executive session. Return to regular meeting 8:10 p.m.

Return to executive session at 10:20 p.m. Discussed Mr. Smith's request for added vacation days at some length. The consensus being that the existing vacation allotments were adequate and in line with industry standards.

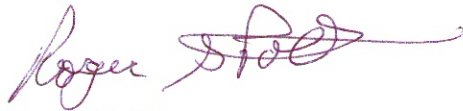
Board of Fire Commissioners
Fire District #2
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The Board discussed the issue on the length of a desired contract. Numerous scenarios were put forth, the issue was left open. The Board agreed we would each complete a written evaluation form. The Board will return to the executive session at the November regular scheduled meeting.

Respectfully Submitted

A handwritten signature in purple ink, appearing to read "Roger Potts", with a stylized flourish extending to the right.

Roger Potts/ secretary