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
November 19, 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 #12-19, Authorizing a Closed Session at the November 19, 2012 Regular Meeting
4. ***Executive Session***
   - A. Personnel Matters
   - B. Contract Discussions
5. ***Address from the Floor***
6. ***Approval of Minutes***
   - A. October 15, 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. Resolution #12-17, Authorizing an Increase in the 2012 Length of Services Award
   - C. Resolution #12-18, Authorizing Award of Contract Relative to Physicals for Firefighters
   - D. Second discussion on revisions to Policy #003, Physical Examinations
   - E. Second discussion on revisions to Policy #007, Line of Duty Death and Serious Injury to a Member
   - F. Second 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 Review & 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	214.13
C	Verizon Wireless	303.12
D	PSE&G	1,479.35
E	Verizon	348.48
F	Alan Landscaping, LLC	668.75
G	Nat Alexander Company	108.00
H	Monmouth Junction Volunteer Fire Department	8,273.49
I	Trugreen #4910	500.00
J	Doug Wolfe	90.00
K	Gino's Auto Body Shop	1,146.00
L	Richard M. Braslow, Esq.	93.00
M	Q.R.F.P. Special Services	400.00
N	Uni Select USA	14.18
O	Absolute Fire Protection Co., Inc.	3,793.77
P	Valley Distributors, Inc.	235.65
Q	Shanahan's Office Solutions	329.95
R	Donald C. Rodner, Inc.	565.98
S	Waterway N.J.	2,669.52
T	Scott Smith	191.52
U	OK Enterprises	250.00
V	Auto King Parts & Supplies	347.60
W	Main Electric Supply Company, Inc.	411.93
X	Approved Fire Protection Systems	137.50
Y	Fire & Safety Services LTD	2043.19

approved 12-17-12 AB

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 19, 2012

1. CALL TO ORDER:

The meeting was called to order by Chairman Spahr at 7:00 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 #12-19, Authorizing a Closed Session at the November 19, 2012 Regular Meeting

A motion made by Comm. Young seconded by Comm. Smith to adopt Resolution #12-19, Authorizing a Closed Session at the November 19, 2012 Regular Meeting. Roll Call Comm. Bellizio-absent, Comm. Potts-yes, Comm. Young-yes, Chairman Spahr-yes. Closed Session commenced at 7:02 pm. Comm. Smith excused himself from the executive session due to a personal conflict.

Regular meeting convened at 7:30 pm.

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 October 15, 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 October 2012 Activity Report (see attached).

Chief Spahr reported that the Fire Department responded to over 100 calls at the end of October in to early November due to Hurricane Sandy. The majority of calls were minor, including wires down calls and carbon monoxide alarms. The Fire Department set-up stand-by crews from noon on Monday October 29th to 7:00 AM on Wednesday October 31st. There was one house fire at a residence on Fresh Ponds Road due to an issue with the fireplace.

Chief Spahr reported that the live burn scheduled for Sunday October 28th was cancelled. The Township Office of Emergency Management had a meeting in the morning to discuss storm preparation. The Fire Department held a work detail later in the day to prepare the equipment for the storm.

Chief Spahr reported that the Fire Department has been using the 60-day demo of the I Am Responding software for the last few months and that he received the subscription agreement for the program. Chief Spahr reported that he has been using the text messaging and e-mail features in addition to the main feature of displaying who is responding to calls. Chief Spahr recommended approving the subscription to the service.

Chief Spahr reported that the remaining Thursday nights for the year will be used as work nights for station and apparatus maintenance.

District Coordinator's Report:
Coordinator Smith reviewed the November 2012 Coordinator's Report (see attached).

Coordinator Smith also reported that the fire house was used as a polling location for the election on Tuesday November 6th.

Insurance Chairman's Report:
Coordinator Smith reviewed the November 2012 Insurance Report (see attached).

Treasurer's Report:
Comm. Young reported that there have been two deposits since the last meeting. A check from South Brunswick Township in the amount of $250.00 for the use of the fire house for the primary election was deposited on October 17, 2012.

A check from Supermedia, LLC in the amount of $6.58 was deposited on November 6, 2012. This amount was for remaining credit on our account for website hosting which was cancelled several months ago.

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

Comm. Young reported that he will discuss the status of the 2012 budget as well as the proposed 2013 budget later in the agenda.

Comm. Smith asked if the District has received the Supplemental Fire Services Grant monies for this year. Comm. Young reported that the last Township meeting was cancelled due to the storm so no expenditures were approved. Comm. Young anticipates the check being issued at the next Township meeting later in the month.

Legislative Report:
Comm. Potts reported that there is nothing new to report at this time.

7. **ORDER OF BUSINESS**

Discussion on Fire District Website

Coordinator Smith reported that the website is ready to launch and that he can show the finished site to the Commissioners when they have a chance.

Comm. Young recommended launching the website in January.

Resolution #12-17, Authorizing an Increase in the 2012 Length of Services Award

Comm. Smith made a motion seconded by Comm. Bellizio to approve Resolution #12-17. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-abstain.

Resolution #12-18, Authorizing Award of Contract Relative to Physicals for Firefighters

Comm. Bellizio made a motion seconded by Comm. Smith to approve Resolution #12-18.

Comm. Young recommended tabling the approval of the resolution until January, as the firefighter physicals do not start until February and there are not enough funds in the 2012 budget to cover next year's physicals.

Comm. Bellizio rescinded his motion on approval of Resolution #12-18. Comm. Smith recommended tabling the resolution until the January 2013 meeting.

Chairman Spahr raised a concern that the cost of the physicals could be higher than the budgeted amount due to several tests that are optional, including blood typing and Hepatitis B vaccination.

Second discussion on revisions to Policy #003, Physical Examination

Comm. Young made a motion seconded by Comm. Smith to approve the second 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.

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

Comm. Smith made a motion seconded by Comm. Bellizio to approve the second reading of the revisions to Policy #007, Line of Duty Death and Serious Injury to a Member. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Second discussion on proposed Policy #011, Personnel Records & HIPAA Compliance

Comm. Young made a motion seconded by Comm. Smith to approve the second 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

Chairman Spahr commented that the wording in the policy should be changed so that the Fire District Coordinator would be the first contact person for a request to use the building, followed by the Commissioners.

Comm. Potts reported that he spoke with Attorney Richard Braslow regarding the policy. It was Mr. Braslow's recommendation that any group or individual that uses the building must sign a hold harmless form prior to use. It was further recommended that any outside group provide a certificate of liability insurance. Mr. Braslow provided a draft request form, which Coordinator Smith modified for the facility. After discussion, it was decided that a facility use request form must be completed each time the building is used.

Comm. Smith made a motion seconded by Comm. Potts to approve the first reading 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 proposed 2013 budget.

After review of the proposed budget, it was decided that a special meeting would be held on Monday December 10th starting at 7:30 pm to discuss and hopefully approve the budget at that time.

Timely and Important
Chief Spahr recommended the Board approve the signing of a one-year subscription to the I Am Responding program, effective December 6th. The cost is $850.00, which is comprised of a one-time $50.00 set-up fee and the $800.00 one-year subscription. Comm. Smith made a motion seconded by Comm. Young to approve the one-year subscription to I Am Responding through Emergency Services Marketing Group at a cost of $850.00. 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 spending not to exceed $4,000.00 for fencing and concrete curbing repairs at Station 21. 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. Bellizio to renew the Group Term Life Insurance Policy with VFIS at a cost not to exceed $9,000.00. 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 is one addition to the voucher list. Item 'Y' has been added for Fire & Safety Services Ltd. at a cost of $2,043.19.

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 9:42 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2012

INCIDENT RUNS

49	System Malfunctions/Unintentional Operation
6	False Calls
1	Vehicle Fires
2	Trees, Brush, Grass, Mulch Fires
1	Structure Fire
1	Extrications
1	Severe Weather
13	Arcing / Shorted Electrical Equipment/ Electrical problem
7	Chemical Spill / Leak No Ignition
1	Assist Police / EMS
3	Smoke Scare / Odor Removal / Problem
5	Other

90 Total Runs for 582.47 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	Live Burn (KFD)
2	Public Relations
1	Public Safety Education
1	Open House
1	OEM Meeting
4	Hurricane Standby

873.54 Activity Man-Hours

Total Man-Hours for October 2012: 1,557.01

Fire Safety: *Referrals Sent –17* *Responded to Scene – 1*

Fire District Coordinator's Report
November 19, 2012

- Quick Response Fire Protection was on site on 10-16-2012 to perform the quarterly service of the sprinkler systems at both stations. Both systems are in good condition with no repairs needed.

- TruGreen was at Station 21 on 10-15-2012 and Station 20 on 10-17-2012 to perform the fall lawn treatment.

- Justin and I took Truck #201 (Bronto) to Absolute Fire Protection on 10-22-2012 for the preventive maintenance service. The truck was brought back on 10-26 to complete the hose testing and to keep inside and available before Hurricane Sandy struck. However, there is still a problem with the electronic pump governor that was found during the pump test earlier in the year needs to be addressed. The truck will have to go back to Absolute at some point to finish the repair. Several other minor issues were fixed during the initial visit. I will be in contact with Absolute following the holiday to schedule the service.

- Justin and I took Pick-Up Truck #209 to Gino's Auto Body on 10-22-2012 for the replacement of the radiator mounts. The repairs were made and the truck was back on 10-26.

- Two plumbers from the Board of Education were at Station #20 to repair both toilets in the men's room, which had minor leaks. They also repaired a minor leak to both toilets in the women's room.

- Waterway Inc. was on site on 10-26-2012 to perform the annual hose testing. All hose was tested with no failures.

- While setting up for the hose testing on 10-26-2012, I found that Truck #206 would not start due to a battery issue. Doug and I put a charger on the vehicle and were able to get the truck running. I contacted Fire & Safety Services and they had a mechanic on site later that morning. It was determined that there was a problem with the on-board charger for the vehicle. The charger was removed and a replacement ordered. The mechanic had to replace all 6 batteries as they failed testing due to the charger issue. Fire & Safety returned on 11-14-2012 and installed the new charger.

- The buildings and equipment all fared well during and following Hurricane Sandy. There were two minor roof leaks at Station 20 spotted during the height of the storm. I will keep an eye on the leaks going forward and have addressed by Roth Bros. when they perform the annual inspection early next year. The generators at both stations ran from Monday October 29th to Saturday November 2nd (21) and Sunday November 3rd (20). Chairman Spahr checked the Station 20 generator and found the unit low on oil, which he topped off. Commissioner Smith checked the Station 21 generator and was found to be in good shape. I have contacted Cummins Power Systems to schedule the

6-month service on the generators, which is overdue. Justin and I worked to clear the majority of branches and leaves from around the two sites. One tree was up-rooted at Station 20 near the retention basin off the main parking lot. I will be in contact with the landscaper to have the tree removed and top soil & seed put down.

- Approved Fire Protection was on site on 11-8-2012 to perform the 6-month calibration of our 8 gas meters. One carbon monoxide meter was found to have an issue and could not be calibrated due to its age. This is in addition to the carbon monoxide meter that failed during the last calibration in May. I have been working with the Chief to find a suitable replacement, which has been ordered.

- Approved Fire Protection was on site on 11-9-2012 to perform the 6-month inspection on the kitchen hood fire suppression system at Station 20. The system was inspected with no issues found.

- We have started the fire safety presentations at the schools and day care centers. There are about 11 sites to visit. Three other sites were visited earlier in the year. Hurricane Sandy forced me to re-schedule several visits that were already set up. My hope is to complete all presentations in early December.

- I have scheduled Engine 206 to go to Gino's Auto Body for the repair of the paint on the ladder rack for November 26th. I will have Gino's bill Fire & Safety directly as it is a warranty repair.

- As Commissioner Young suggested earlier in the year, I would like to have the windows & blinds cleaned before the end of the year. I have a quote of $974.00 from Clearview Window Washing in Freehold to clean the blinds and windows.

- I contacted Antczak's Complete Service about having the carpets cleaned at both stations and obtained a price of $689.00. This is the same price as when the carpets were last cleaned in June 2011. I would like to have the carpets done following the Christmas party in December.

- I completed a total of 13 occupancy pre-plans in October, with a total of 175 pre-plans for the year so far.

<u>Insurance:</u>

- We received a letter from Travelers Worker's Compensation informing us that the claim for the firefighter who suffered blisters to both of his feet at a fire call has been closed out.

- As initially reported at the October 2012 District meeting, I submitted a claim to VFIS for one of our firefighters that is suffering from post-traumatic stress disorder following his actions at a fatal motorcycle accident he came across on 9-24-2012. The firefighter completed a total of 6 visits with a psychologist for treatment of PTSD. There will be no further visits required. I received an invoice from the doctor in the amount of $750.00 for the visits, as well as office notes for each visit. These documents were scanned and e-mailed to VFIS as requested on 11-13-2012. Brunswick Urgent Care was unable to obtain a sample of the accident victim's blood, and as such, our firefighter will need to complete four months of blood sample tests for potential exposure to blood borne pathogens. The firefighter had the second sample of blood taken on 10/25. He will need to have blood samples taken again in November & December.

- We received the 2013 renewal packet for the Group Term Life plan with VFIS. The total cost is $8,985.81 billed quarterly. The cost for 2012 was $7,373.16, which represents an increase of $1,612.65. I asked a rep from VFIS for clarification on the cost increase and was informed that the rate went up due to the fact that 7 people were added to the plan last year and 3 were removed, giving an increase of 4 people. I was also informed that 4 individuals moved into higher age brackets, which are in increments of 5 years. I recommend we renew the Group Term Life plan with VFIS.

THE COMMISSIONERS OF FIRE DISTRICT NO.2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX

Resolution #12-17

Authorizing an Increase in the 2012 Length of Services Award

WHERES, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2012 at a maximum of 1.9% and;

WHERES, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments, and

WHEREAS the Commissioners of Fire District # 2 South Brunswick Township desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase, and

WHEREAS, funds are available in the 2012 budget for this purpose.

NOW, THEREFORE, be it RESOLVED by the Commissioners Fire District #2 Township of South Brunswick, County of Middlesex as follows.

(1) The year 2011 LOSAP award of $1,558.00 shall be increased by the addition of a Cost of Living Increase of 1.9 % equal to $30.00 for a 2012 award of $1,588.00. This being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a copy of a resolution passed by the Fire Commissioners Fire District #2 Township of South Brunswick at a meeting duly held on the 19th day of November 2012..

Roger S Potts

ROGER S POTTS/CLERK

File

RESOLUTION 12-19

A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE NOVEMBER 19, 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 November 19, 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 November 19 ,2012.

Roger S. Potts

ROGER S. POTTS/ CLERK

EXECUTIVE SESSION 11-20-2012

MINUTES

Chairman Spahr called the session to order at 7:05 p.m. The chairman explained the session was called to continue the evaluation and salary increase for the District coordinator.

Roll Call- Commissioner Bellizio- absent, Comm. Potts- present, Comm. Smith- excused- due to conflict, Comm. Young- present, Chairman, Spahr- present.

Coordinator Smith has made the Board aware that he now believes the health care description in the existing contract should remain the same in the new contract. The Board feels that what is offered is that plan that the Township has negotiated with the supervisory bargaining unit of the Township. It is generally felt some wording to that effect would be more appropriate. If during the term of the contract the twp. would change their plan with the supervisors, the existing plan would not be available.

The board discussed the term of the contract and generally felt that a two year plan with a one year salary offer and a wage opener for 2014 was doable.

The board entered into a discussion on a wage increase for 2013. All agreed a 2% Cost of Living Increase was in order. There was substantial discussion on the added duties that the coordinator has been required to perform. Those being the taking of and distribution of meeting minutes and the upgrading of the District Website. Each applied what they felt was an appropriate dollar value. The board then averaged those figures and arrived at the proposed increase, with the 2% COLI of an increase of 3.76% for a total of $2,300.00. That would equate to a 2013 salary of $63,500.00.

Commissioner Bellizio arrived at 7:20. Commissioner Bellizio was brought up to date on the boards findings. Comm. Bellizio then went over those changes he had made to the contract at the request of the Board. The Board then requested, that commissioner Potts go over with Coordinator Smith the offers of the Board.

Executive session closed at 7:30.

Respectfully Submitted

Roger S Potts

Roger S Potts/ Secretary