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
December 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. October 15, 2012 Closed Session
   - B. November 19, 2012 Regular Meeting
   - C. November 19, 2012 Closed Session
   - D. December 10, 2012 Special 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. Third discussion on revisions to Policy #003, Physical Examinations
   - C. Third discussion on revisions to Policy #007, Line of Duty Death and Serious Injury to a Member
   - D. Third discussion on proposed Policy #011, Personnel Records & HIPAA Compliance
   - E. Second discussion on proposed Policy #012, Station #20 Use of Building & Grounds
   - F. Resolution #12-22, Authorizing Annual Salary for the Fire District Coordinator
   - G. Resolution #12-23, Adoption of Temporary Budget for 2013
   - H. Resolution #12-24, Authorizing Budget Transfers Relative to 2012 Budget
   - I. Items Timely and Important
7. ***Voucher List***

   (See Attached)
8. ***Address From Floor***
9. ***Adjournment***

Voucher List

A	PSE&G	~~2,669.92~~ 2,699.92
B	Verizon	343.43
C	Alan Landscaping, LLC	1,353.75
D	Uni Select USA	51.97
E	Absolute Fire Protection Co.	1,398.06
F	Edward V. Niemczyk & Associates	180.00
G	Witmer Public Safety Group, Inc.	300.00
H	The Princeton Packet	28.64
I	United Communicatiosn Corp.	226.86
J	WTH Technology, Inc.	619.09
K	Antczak's Complete Service Co., LLC	689.00
L	South Brunswick Township Water & Sewer Revenue	1,374.62
M	Mar-Nic General Contractors, LLP	1,295.00
N	Battery Zone	145.66
O	K.C. Service	132.45
P	Fire and Safety Services, Ltd.	116.55
Q	Clearview Window Washing, LLC	730.00
R.	NAT ALEXANDER company	189.00
S.	AIR + GAS TECHNOLOGIES, INC	412.45

approved 1-22-13 pf

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

4. **ADDRESS FROM THE FLOOR**

Fire Department member Justin Rogers submitted an amended request to the Board for upgrades to the weight room at Station 20. Included in the request were additional dumbells, floor mats, kettlebells, a weighted vest, free bar, straps and bands, and jump rope at a cost of $1,022.10. The original request as presented in October to replace the existing three-station Vectra machine has been removed due to the cost of the unit, which is over $9,800.00. Discussion on the amended request will be conducted under Timely and Important.

5. **APPROVAL OF MINUTES**

A motion made by Comm. Bellizio seconded by Comm. Young to approve the minutes of the October 15, 2012 closed session. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the November 19, 2012 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Bellizio made a motion to approve the minutes of the November 19, 2012 closed session. Comm. Young seconded the motion with the correction to change the date on the minutes from November 20 to November 19. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Smith to approve the minutes of the December 10, 2012 special 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 November 2012 Activity Report (see attached).

Chief Spahr requested permission to order 4 sets of structural firefighting turnout gear from Absolute Fire Protection at a cost of $2,026.50 each, for a total cost of $8,106.00. The Chief's request will be discussed under Timely and Important.

Chief Spahr reported that the contract for the 1-year subscription to the I Am Responding program was completed and returned to the vendor as requested and approved last month. As part of the use of this service, Chief Spahr would like to purchase and install monitors in the engine bays of both stations in order to display the information as members respond. Items requested to purchase include two monitors and mounting brackets, cables, computer for Station 21, electrical supplies and UPS systems for the computers. Chief Spahr requested permission to purchase these items at a cost not to exceed $2,500.00. The Chief's request will be discussed under Timely and Important.

Chief Spahr reported that the computer mounted in Engine 208 has started to slow down due to the age of the unit. Chief Spahr reported that he was in contact with the salesman from CDWG, where the previous computers were ordered, and learned that the manufacturer no longer produces these ruggedized laptops. Rather than purchasing another computer this year, Chief Spahr reported that he will research the different computers available with the intent of possibly purchasing a replacement next year.

Chief Spahr extended his thanks to the Board for their support over the last 7 years he has been Chief and is sure that the support and cooperation will continue as Scott Smith moves up to Chief.

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

Coordinator Smith requested permission to purchase three rolling office chairs for the communications room at Station 20 at a cost of $299.99 each, for a total cost of $899.97. The Coordinator's request will be discussed under Timely and Important.

Coordinator Smith reported that he received a request from Monmouth Junction First Aid Squad Lieutenant Manny Mulero to purchase a pulse-oximeter with carbon monoxide level monitoring for use during rehab at fire scenes. This piece of equipment allows for pulse rate, oxygen rate, and carbon monoxide level reading of firefighters as they go through rehab. The three First Aid Squads in town each have pulse-oximeters, but do not have the ability to test for carbon monoxide exposure. Coordinator Smith reported that he received a quote of $4,000.00 for one of these monitors. Coordinator Smith further reported that this is the only price he has obtained and that while it may be a valuable piece of equipment to obtain, he feels this purchase could wait for the future if needed due to the cost. Coordinator Smith's request will be discussed under Timely and Important.

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

Treasurer's Report:
Comm. Young reported that there were two deposits since the last meeting. A deposit was made on November 29, 2012 in the amount of $5,380.00 for the Supplemental Fire Services Grant.

The second deposit was made on December 13, 2012 in the amount of $207,216.25 for the fourth quarter taxation.

Comm. Young will distribute the latest financial report later in the meeting during the discussion of the budget transfer.

Legislative Report:
Comm. Potts reported that one bill passed through both houses and went to the Governor for his approval. The bill removes the mandatory requirement to have fire extinguishers in one- and two-family homes. The fire service was in favor of the removal of the requirement due to the lack of maintenance on the extinguishers once installed and the lack of training for the public in their proper use. Comm. Potts reported that the Governor conditionally vetoed the bill and instructed the Director of Community Affairs to further examine the issue.

7. **ORDER OF BUSINESS**

Discussion on Fire District Website.
Coordinator Smith reported that there is nothing new regarding the website and is waiting on approval of the Board to launch the site.

Third Discussion on Revisions to Policy #003 – Physical Examinations
A motion made by Comm. Smith seconded by Comm. Bellizio to approve the third and final reading of the revisions to Policy #003 – Physical Examinations. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Third Discussion on Revisions Policy #007 – Line of Duty Death and Serious Injury to a Member
A motion made by Comm. Potts seconded by Comm. Smith to approve the third and final reading of 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.

Third Discussion on Proposed Policy #011 – Personnel Records & HIPAA Compliance
A motion made by Comm. Potts seconded by Comm. Smith to approve the third and final reading of proposed Policy #011 – Personnel Records & HIPAA Compliance. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Second Discussion on Proposed Policy #012 – Station #20 Use of Building and Grounds
A motion made by Comm. Smith seconded by Comm. Potts to approve the second reading of proposed Policy #012 – Station #20 Use of Building and Grounds. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution #12-22, Authorizing Annual Salary for the Fire District Coordinator
A motion made by Comm. Bellizio seconded by Comm. Young to approve Resolution #12-22 and sign the contract agreement between the Fire District and District Coordinator Scott Smith. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-abstain, Comm. Young-yes, Chairman Spahr-yes.

Resolution #12-23, Adoption of Temporary Budget for 2013
A motion made by Comm. Smith seconded by Comm. Young to approve Resolution #12-23. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution #12-24, Authorizing Budget Transfers Relative to 2012 Budget
Comm. Young distributed the latest financial reports to the Commissioners. Comm. Young explained that the budget transfers will increase the O-4 Account "Maintenance & Repair" and the O-16 Account "Facilities Expense" each by $10,000.00. The $20,000.00 will be taken from the O-11 Account "Purchases of Non-Capital Assets." Comm. Young reported that he has been keeping an eye on the O-4 and O-16 accounts due to larger expenses charged to these accounts earlier in the year. Comm. Young reported that these transfers are necessary in the event of repairs being needed to the buildings or apparatus before the end of the year.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve Resolution #12-24. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Timely and Important
A motion made by Comm. Young seconded by Comm. Smith to authorize the purchase of weight room equipment as presented by the Fire Department at a cost not to exceed $1,050.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Potts to approve the purchase of four sets of structural firefighting turnout gear from Absolute Fire Protection at a cost not to exceed $8,250.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Young to approve the purchase of monitors and computer equipment for the I Am Responding program at a cost not to exceed $2,500.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Chairman Spahr to approve the purchase of three chairs for the communications room at Station #20 at a cost not to exceed $900.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Smith seconded by Comm. Bellizio to table the purchase of the pulse-oximeters as requested by the First Aid Squad until 2013. By a voice vote all voted in affirmative.

Comm. Smith requested approval to extend the existing sidewalk at Station #20 in the front parking lot area to intersect with the patio area sidewalk near the member's entrance. Comm. Smith would like to complete the project before the end of the year, weather permitting. Comm. Smith received a quote of $2,800.00 from White Brothers Masonry to perform the work and will solicit at least one additional quote. A motion made by Comm. Young seconded by Comm. Bellizio to authorize the extension of the sidewalk at a cost not to exceed $2,800.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Smith requested approval for ceiling spackle seam repair at Station #21. Comm. Smith received a quote of $1,150.00 from 4x4 Construction to perform the work and will solicit at least one additional quote. A motion made by Comm. Young seconded by Comm. Bellizio to authorize the ceiling spackle seam repair at Station #21 at a cost not to exceed $1,150.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith reported this will be the last week Justin Rogers will work as the part-time/intern position. The Commissioners thanked Justin for his efforts and assistance over the last year.

8. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item #R to Nat Alexander Company, Inc. for $189.00, and Item #S for Air & Gas Technologies, Inc. for $412.45. Comm. Young also reported that the dollar figure for Item #A to PSE&G was changed from $2,669.92 to $2,699.92.

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. Smith seconded by Comm. Bellizio and by a voice vote all voted in affirmative. Meeting adjourned at 8:29 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2012

INCIDENT RUNS

43	System Malfunctions/Unintentional Operation
2	Trees, Brush, Grass, Mulch Fires
2	Structure Fire
1	Vehicle fire
1	Extrications
1	Severe Weather
6	Arcing / Shorted Electrical Equipment/ Electrical problem
6	Chemical Spill / Leak No Ignition
1	Assist Police / EMS
6	Smoke Scare / Odor Removal / Problem
3	Wrong Location/Cancelled Enroute
2	Cover Assignments
4	Other

78 Total Runs for 388.04 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
1	Chief's Meeting
2	Work Night
1	Regular Department Monthly Meeting

122.77 Activity Man-Hours

Total Man-Hours for November 2012: 510.81

Fire Safety: *Referrals Sent –18* *Responded to Scene – 2*

Fire District Coordinator's Report
December 17, 2012

- Justin & I took Engine 206 to Gino's Auto Body on Route 27 on 11-26-2012 for the paint repairs to the ladder rack. The repairs were made and the truck was back in service that same day. The invoice in the amount of $102.40 was sent to Fire & Safety as this was a warranty repair.

- White Brothers Masonry was at Station 21 on 11-26-2012 & 11-28 to remove the old wood rail ties and install new concrete curbing.

- An inspector from the Middlesex County Environmental Division stopped by Station 20 on 11-27-2012 to perform an emergency generator inspection. The inspector confirmed all of the serial and model numbers were the same as what was on file for our generator. I was informed that we have a Pre-Construction Permit for our generator that was issued on 11-7-2008 and which expires in December 2013. We should receive a renewal form several months prior to the expiration.

- After returning from a fire call, it was found that the wheel seal on the passenger's side front wheel on Engine 208 was leaking. I took the truck to the new Gabrielli/Kenworth repair shop on Route 130 in Dayton on 11-28-2012. The repairs were made and the truck was back in service the same day. I took the truck back to Gabrielli on 12-12-2012 when it was found that the wheel seal was still leaking. A new seal was installed and a wear ring was removed, which is not needed with this seal. There was no charge for the second service.

- After leaving several messages, I spoke with Alizio Seal Coating regarding the sealing of the cracks in the driveways at both stations. It is their recommendation to wait until the spring to seal the driveway due to the cold weather.

- Cummins Power Systems was on site on 11-29-2012 to perform the full preventive maintenance including oil change on the emergency generators at both stations. Both generators are in good working condition with the only service required was to tighten belts on both units. They did recommend that in the event of prolonged power outages where the generators run for several days, to shut-down the units and check the oil every 2 or 3 days.

- After completing the FD stats at the end of November, a total of 28 firefighters qualified for the Clothing Allowance & Life Insurance programs offered by the District. This is an increase of 5 firefighters over 2011.

- Justin & I took Truck #201 back to Absolute Fire Protection on 12-4-2012 to complete the repairs to the electronic pump governor. The necessary repairs were made and the truck was back on 12-7-12.

- We completed the fire safety presentations at the schools and day care centers this month. We presented to 8 locations, taking just over 9 hours to a little over 300 kids. There were 3 other locations that we presented to earlier in the year, and 3 locations that did not return my phone calls.

- With regard to the FEMA Fire Act grant that we applied for earlier in the year, I received an e-mail on 11-28-2012 with a direct deposit sign-up form that needed to be completed and returned. Commissioner Young had to sign the form as Treasurer, and I had a manager at the PNC Bank in Dayton complete required information as well. We completed the same form right before we were awarded the grant in 2005. Although the e-mail stated that this is not an indication we will be awarded the grant, it does show promise for our chances. I also registered with the Federal Government's System for Award Management (SAM) program, which is required to receive federal grant money. We already had a registration number in a previous system that has since been consolidated into this new SAM system.

- Mar-Nic General Contractors was at Station 21 on 12-11-2012 to make the fencing repairs as quoted.

- Air & Gas Technologies was on site on 12-13-2012 to replace a leaking air hose in the Bauer breathing air compressor, which was discovered while filling an air bottle on 12-11-2012. As a precaution, I had all three hoses replaced.

- Clearview Window Washing was at Station 20 on 12-13-2012 to clean the blinds and all interior windows.

- 7 air cylinders came back from hydrostatic testing on 12-13-2012 by Nat Alexander.

- Donald C. Rodner, Inc. was on site on 12-14-2012 to conduct the quarterly inspection on the HVAC units. All are in proper working order at this time.

- The Fire Safety Bureau is scheduled to inspect both stations on 12-18-2012.

- I have scheduled the carpet cleaning for Station 20 & 21 for Wednesday December 19th.

- I have scheduled Car 210 (2003 Explorer) to go to Gino's Auto Body on Route 27 for the rust and roof paint repairs on December 31st. They will have the vehicle for about 5 days.

- I completed a total of 2 occupancy pre-plans in November, with a total of 177 pre-plans for the year so far.

Insurance:

- I am finalizing the paperwork for the Group Term Life policy renewal and will have it mailed out this week.

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

RESOLUTION 12- 22

AUTHORIZING ANNUAL SALARY FOR THE FIRE DISTRICT COORDINATOR

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding has been set forth in the 2013 budget concerning this position; and

WHEREAS, the Commissioners of Fire District N0 2 in the Township of South Brunswick, County of Middlesex, are desirous of increasing the annual salary of the Fire District Coordinator,

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

(1) The Fire District Coordinator Scott Smith shall receive an annual salary of $63,500.00 for the year commencing January 1, 2013 and ending December 31, 2013.

(2) This increase in salary shall be deemed approved upon adoption of this resolution.

(3) This increase in salary is contingent upon the appropriate funds being available relative to 2013 budget.

The above is a true copy of a resolution passed by the Board of Fire Commissioners at a meeting held on December 17, 2012.

Roger S Potts

Roger S. Potts /Clerk

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

Resolution 12-23
Adoption of Temporary Budget for 2013

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2013 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February ~~19~~ 16, 2013;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex as follows:

(1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

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 December 17, 2012.

Roger S Potts

Roger S. Potts / Clerk.

Resolution 12-24

A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2012.

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 17th day of December, 2012 by the Board of Fire Commissioners of the Township of South Brunswick, that the following transfers be made as follows:

Acct.#	Account Title	From	To
O-4	Maintenance & Repair	$46,100.00	$56,100.00
O-11	Purchases Non-Capital Assets	$86,500.00	$66,500.00
O-16	Facilities Expense	$58,500.00	$68,500.00

The reason for the requested change is to provide adequate funding through year end for Budget Line Items O-4 - Maintenance & Repair Costs and O-16 - Facilities Expense that incurred unusually higher costs for vehicle and HVAC system repairs earlier in the year.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 17th day of December, 2012.

Roger S. Potts

Roger S. Potts
District Clerk