

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 ***May 20, 2013*** ***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 2013.

2. Roll Call

3. Address from the Floor

4. Approval of Minutes

A. April 15, 2013 Regular Meeting

5. Professional Reports

A. Fire Chief

B. District Coordinator

C. Insurance Chairman

D. Treasurer

E. Legislative Report

6. Order of Business

A. Update on Assistance to Firefighters Grant

B. Discussion on Station 21 Engine Bay Floor Resurfacing

C. Discussion on Station Telephone, Internet, & TV Service

D. Discussion on 2012 Audit Report

E. Resolution #13-16, Acceptance of Audit Report for the Year 2012

F. Resolution #13-17, Corrective Action Plan for 2012 Audit

G. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Midco Waste #689	222.00
<i>C</i>	Verizon Wireless	302.88
<i>D</i>	PSE&G	1,580.78
<i>E</i>	Verizon	269.61
<i>F</i>	Alan Landscaping, LLC	668.75
<i>G</i>	Richard M. Braslow, Esq.	32.00
<i>H</i>	McMaster-Carr	493.70
<i>I</i>	Q.R.F.P. Special Services	400.00
<i>J</i>	Somerset County Emergency Services Training Academy	800.00
<i>K</i>	Fire & Safety Services, LTD.	2,685.00
<i>L</i>	Fire & Safety Services, LTD.	1,249.23
<i>M</i>	Fire & Safety Services, LTD.	1,270.32
<i>N</i>	Travelers	6,652.00
<i>O</i>	Uni Select USA	233.92
<i>P</i>	Access Health Systems	8,740.00
<i>Q</i>	Scott Smith	25.76
<i>R</i>	Shanahan's Office Solutions	75.60
<i>S</i>	Donald C. Rodner, Inc.	565.98
<i>T</i>	Cummins Power Systems, LLC	990.00
<i>U</i>	Quaker Safety Products Corporation	1,311.25
<i>V</i>	Quaker Safety Products Corporation	428.75
<i>W</i>	Approved Fire Protection Systems, Inc.	137.50
<i>X</i>	Valley Distributors, Inc.	233.40
<i>Y</i>	Alizio Seal Coating	6,184.00
<i>Z</i>	Battery Zone	229.95
<i>AA</i>	Thomson Reuters – West Payment Center	64.00
<i>BB</i>	Nat Alexander Company	200,016.00
<i>CC</i>	AIR & GAS TECHNOLOGIES, INC	1,065.00
<i>DD</i>	JOHN J MALEY, JR	5,600.00

approval 6-17-13 pp

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 20, 2013

1. CALL TO ORDER

The meeting was called to order by Chairman Spahr at 7:30 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Bellizio
 Comm. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

4. ADDRESS FROM THE FLOOR

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A motion made by Comm. Young seconded by Comm. Bellizio to approve the minutes of the April 15, 2013 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

Chief's Report

Deputy Chief Brian Spahr reviewed the April 2013 Activity Report (see attached).

Chief Spahr reported that Fire Official Alan Laird will be out of work from May 17th through September for a second shoulder surgery due to an accident that occurred last year. Deputy Fire Official John Funcheon has been appointed the Acting Fire Official.

Chief Spahr reported that the New Jersey Forest Fire Service gave a two-day class on Incident Command System Level 200 for all 3 Fire Departments on April 30th and May 1st. A total of 8 members from our Department received the training, which brings the majority of the Department up to the I-200 level.

Chief Spahr reported that the New Jersey Forest Fire Service also gave a wildland/urban interface class on May 16th.

Chief Spahr reported that the practical portion of the CAFS refresher training has been rescheduled for May 30th. The practical training was postponed due to the issue with the CAFS system on Engine #206 that was discovered during the refresher training back on April 6th which required repair.

District Coordinator's Report

Comm. Smith reviewed the May 2013 Coordinator's Report for Coordinator Smith, who was not in attendance (see attached).

Insurance Chairman's Report

Comm. Smith reviewed the May 2013 Insurance Report for Coordinator Smith (see attached).

Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on May 17, 2013 from South Brunswick Township in the amount of \$789.00 for hazardous materials supplies reimbursement.

Comm. Young reported that he has been working extensively over the last month reviewing the 2012 audit report and answering questions for the auditor, which will be discussed further under the Order of Business.

Comm. Young reported that he received the engagement letter for the 2013 audit, which is \$100.00 more than the 2012 audit. Comm. Young will be returning the letter to the auditor as the approval was already passed by resolution in March.

Legislative Report

Comm. Potts reported that a bill has passed both houses that provides workers compensation payments to the survivors of police officers & firefighters. The bill provides payments to the spouses of survivors for a lifetime, even if the spouse re-marries. The bill has moved on to the Governor for approval.

Comm. Potts reported that a bill has been passed by the Assembly which provides cancer patients with workers compensation benefits. The bill has been named for Tom Canzanelli, who was president of one of the state's fire unions and died of lung cancer.

7. ORDER OF BUSINESS**Update on Assistance to Firefighters Grant**

Comm. Smith reviewed the update on the Assistance to Firefighters Grant for Coordinator Smith (see attached).

Comm. Young reported that there was an article on the South Brunswick Patch website regarding the grant award to the Fire Department.

Discussion on Station 21 Engine Bay Resurfacing

Comm. Smith reviewed the information provided by Coordinator Smith (see attached).

Comm. Smith further reported that all four vendors are reputable and have substantially the same procedure for floor resurfacing. As such, Comm. Smith reported that it will come down to the low bidder to determine which company to utilize.

Comm. Young expressed his opinion of waiting until the fall to have the floor resurfaced due to the possibility of having to pay for a major building repair at some point in the year, as was the case in 2012 with the air conditioning unit replacement.

Chairman Spahr reported that the Board may need to wait until 2014 to complete the project depending on the cost, which may be more than the \$16,000.00 that was budgeted this year.

Discussion on Station Telephone, Internet, & TV Service

Comm. Smith reviewed the information provided by Coordinator Smith (see attached).

Discussion on 2012 Audit Report

Comm. Young reported that he sent the initial draft of the 2012 audit report to the Commissioners and received several comments, which were forwarded to the auditor.

Comm. Young reported that the initial draft documented three instances where payments were issued without soliciting the proper quotes. After research, it was determined that two of the payments were under state or federal (GSA) contract. The final instance was for repairs to Truck #201 where the vendor that performed the work was the only qualified vendor. In this situation, the Board was not required to solicit quotes, and instead should have passed a resolution specifying an "extraordinary unspecifiable service."

Comm. Young acknowledged the work of Coordinator Smith in obtaining signatures for all vouchers issued in 2012. Comm. Young further reported that the Board needs to ensure that competitive quotes are obtained for any expenditure over 15% of the bid threshold of \$17,500.00. Comm. Young reported that the Board must pass a resolution for any situation where competitive quotes are not needed but the expenditure still exceeds the 15% mark.

Comm. Young reported that the 2012 final audit report was picked-up this afternoon and a copy issued to each Commissioner.

Resolution #13-16, Acceptance of Audit Report for the Year 2012.

A motion made by Comm. Bellizio seconded by Comm. Smith to approve Resolution #13-16, Acceptance of Audit Report for the Year 2012. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Resolution #13-17, Corrective Action Plan for 2012 Audit.

As previously mentioned, Comm. Young reported that the audit identified one purchase deemed to be an extraordinary unspecifiable service that was not approved by resolution. The corrective action plan will require the Board to issue a resolution for similar expenditures in the future.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve Resolution #13-17, Corrective Action Plan for 2012 Audit. 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. Smith seconded by Comm. Bellizio to approve the annual preventive maintenance of the Hurst Jaws of Life equipment by TASC in the amount of \$1,425.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Chairman Spahr reported that he has been in contact with numerous companies regarding the mezzanine HVAC unit at Station 20. The manufacturer of the economizers installed in the unit as part of the energy audit stated that they were installed in the wrong location. Chairman Spahr reported that the sensors were removed and re-installed in the proper location per the manufacturer, but it does not appear that this was the issue with the system. The natural gas valve was also replaced by Donald C. Rodner, Inc. Sterling Heating & Air Conditioning, who performed the work on the system as part of the energy audit, stated that the problem was with the thermostat. The building thermostat was disconnected and a separate unit was installed. The unit worked for a while and has since stopped. Chairman Spahr reported that the Board has invested significant time and money repairing the unit, which still is not working properly. Chairman Spahr expressed his opinion that due to the age and reliability of the existing HVAC systems, the Board may need to hire an engineer to evaluate the system and make recommendations for repair or replacement.

Comm. Young reminded the Commissioners that the financial disclosure statements are due to the Clerk's office by May 31st.

Comm. Young reported that a cable on the Smith machine in the weight room is broken and in need of replacement. Comm. Young will inform Coordinator Smith of the problem when he returns from vacation.

Comm. Young reported that he issued abbreviated financial reports to the Commissioners this afternoon.

Comm. Potts reported that he and Comm. Young have been appointed to negotiate the contract with the Fire Department but as yet have not heard from anyone from the Fire Department's committee.

8. VOUCHER LIST

Comm. Young reported that there have been two additions to the voucher list as posted. Item CC to Air & Gas Technologies, Inc. in the amount of \$1,065.00 and Item DD to John J. Maley, Jr. in the amount of \$5,600.00.

A motion made by Comm. Bellizio seconded by Comm. Potts 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.

10. ADJOURNMENT

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 8:25 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2013

FIRE RUNS

15	System Malfunctions
14	Unintentional system/ Detector operation
-	Wrong location/ No problem found
-	Water Problem
1	False Calls
-	Structure Fires
-	Vehicle Fires
-	Refuse Fires
2	Spill / Leak No Ignition
1	Arcing / Shorted Electrical Equipment
2-	Unauthorized Burning
-	Assist Police / EMS
5	Trees, Brush, Grass Fires
1	Extrications/ Rescue
2	Hazardous Condition
1	Controlled Burning
-	Excessive Heat (Scorch Burns)
-	Smoke / Odor Removal
-	Service Call
-	Stand-By / Cover Assignment
-	Dispatched & cancelled in route

49 Total Runs for 389.95 Man-Hours

DEPARTMENT ACTIVITIES

1	Regular Department Monthly Meeting
1	Chiefs Meeting
1	Line Officer Meeting
1	BOFC Regular Monthly Meeting
1	Work Night
1	Work Detail
1	Training Sessions/Drills
-	Committee Functions
-	Viewing
1	Public Relations

340.86 Man-Hours

Total Man-Hours for April 2013: 730.81

Referrals To Fire Safety -12

Fire Safety Responded (On Scene) -11

Fire District Coordinator's Report May 20, 2013

- Sterling Heating & Air Conditioning was on site on 4-19-2013 to look at the mezzanine HVAC unit. The tech re-located the economizers that were installed as part of the energy audit to the locations per the manufacturer, although he felt they were working properly in the original location. It is the tech's opinion that the thermostat for the HVAC unit is the cause of the problems. A decision will need to be made on the next step to restore the unit to proper working order.
- I replaced the battery on Utility Pick-Up Truck #209 on 4-25-2013 after finding the vehicle battery dead two days in a row, despite jump-starting the vehicle and allowing it to run. I also replaced the battery in Car #200 (2003 Explorer) on 4-30-2013 after having repeated battery issues with this vehicle.
- Engine 206 was taken to Atlantic-Detroit Diesel on 4-9-2013, where they diagnosed the coolant system issue as a cracked cylinder head. The cylinder head was replaced and the truck was taken to Fire & Safety for repair of the foam system and complete preventive maintenance service. The truck was back in service on 4-25-2013.
- Access Health Systems was at Station 20 on 4-25-2013 to perform the firefighter physicals. A total of 25 firefighters completed their physicals that night. All feedback from the members was positive regarding having the physicals performed at the fire station. Another 4 firefighters have gone to the office in North Brunswick for their physical, with another 2 firefighters still to go.
- Alizio Seal Coating was on site on Saturday 4-27-2013 to seal the driveways of the engine bay apron lot at Station 20 and the parking lot at Station 21. They will be returning to seal the main driveway at Station 20.
- Doug Wolfe took Tower 201 to the Middlesex County Fire Academy on 4-29, 4-30 & 5-1 for the Fire & Safety mechanic training by Bronto. Fire & Safety then took the truck to their shop on 5-1 to have the full preventive maintenance service performed. Doug stated that the training was very informative and that he will incorporate what he learned in to the operator training on the truck. Doug also stated that he was very impressed with the knowledge of the mechanics from Fire & Safety. The PM service was completed and the truck was back in service on 5-14-2013. The service was completed at no charge. Several minor repairs were made, which were charged.
- Plumbers from the Board of Education were at Station 21 on 5-7-2013 to make repairs to a bathroom urinal. The plumbers were at Station 20 on 5-13-2013 to replace a faucet in the men's room and replace a seal on a water closet in the women's room.

- Air & Gas Technologies was at Station 21 on 5-8-2013 to perform the 6-month preventive maintenance on the Bauer breathing air compressor. The unit is in proper working order at this time.
- Robert Ganter Contractors was at Station 20 on 5-8-2013 to diagnose the recurring roof leaks in the gym and soffit at the side entrance, as well as a new leak above the Coordinator's office. The contractor made several repairs to the mortar joints in the masonry wall above the Coordinator's office and is confident he fixed the problem. The contractor also made several minor repairs to the mortar joints, flashing, and seams above the gym & entrance. If this does not address the problem, the contractor feels there might be an issue with a roof drain above the gym. I will continue to monitor the roof for leaks. This was the second follow-up visit for roof leaks following the PM service in early March.
- Donald C. Rodner Inc. was at Station 20 on 5-9-2013 to perform the quarterly maintenance service on the HVAC units.
- Approved Fire Protection was at Station 20 on 5-9-2013 to perform the 6-month inspection on the kitchen hood fire suppression system. The unit is in proper working order at this time.
- Diversified Inspections was on site on 5-15-2013 to perform the aerial & ground ladder testing. All ladders passed testing.
- The primary election is on Tuesday 6-4-2013. The fire house will be open from 5:00 AM to 8:00 PM for polling.
- The Hurst Jaws of Life tools & pumps are coming due for their annual preventive maintenance in June. I received a quote from TASC in the amount of \$1,425.00 to service the equipment. I recommend authorizing TASC to perform the annual preventive maintenance service on the Hurst Jaws of Life tools & pumps.
- I completed a total of 26 pre-plans in April for a total of 57 for the year.

Insurance:

- We received a letter from Travelers on 4-18-2013 closing out the Worker's Compensation injury claim for the firefighter who suffered an ankle injury at a car fire on 1-8-2013. Total amount paid for the claim was \$233.07.
- We received a copy of a check in the amount of \$140.00 from VFIS sent to Brunswick Urgent Care for the 4th and final visit for blood screening for the firefighter who was exposed to a victim's blood while acting as a Good Samaritan on 9-25-2012. Total amount paid on claim to date has been \$2,924.21. We are waiting on the final invoice from Quest Diagnostics for the lab work, which should close out the claim.

- There is an invoice on the voucher list for Travelers in the amount of \$6,652.00 for the balance of our Workers Compensation coverage following the audit for the 2012 & 2013 policies.

Grant Update:

- The salesman from Nat Alexander Company dropped off the 27 air packs & 54 air cylinders ordered through the grant on 4-24-2013. The salesman performed instruction for our members on the new equipment on 5-2-2013, and the packs and cylinders were placed in service on 5-10-2013.
- The total cost of the equipment we received is \$200,016.00, which I have placed a voucher on the list for this amount. I submitted a payment request to FEMA on 5-9-2013 for \$180,014.00, which is 90% of the total cost. We are responsible for the remaining 10%, or \$20,002.00.
- We have held off on ordering the 27 face masks as part of the grant in order to wait until the newest version of masks are released by Scott Health & Safety. The newer masks will be compliant with the latest edition of the NFPA standard concerning SCBA's, which takes effect this August. The update to the masks has primarily to do with increased thermal protection for the user. The cost of the masks will remain the same as originally quoted, which is \$238.00 a piece for a total cost of \$6,426.00. Once this equipment is received, we will submit another payment request to FEMA.
- Nat Alexander picked up the old air packs & bottles for trade-in on 5-16-2013. A check will be issued to the Fire District a check in the amount of \$20,493.00. The total cost of the new equipment is \$206,442.00, with the District's 10% match coming to \$20,644.20. When factoring in the trade-in reimbursement, the District will pay \$151.20 for the new equipment.

Discussion on Station 21 Engine Bay Floor Resurfacing:

- Commissioner Smith, Chairman Spahr, and I have met with 4 different vendors at Station 21 regarding the resurfacing of the floors. The consensus is to install a 1/8" epoxy broadcast floor. The vendors recommend installing the floor in the spring or fall in order to allow proper curing of the finished product.

Discussion on Station Telephone, Internet & TV Service:

- We determined that we are receiving FIOS basic TV and internet at both fire stations free of charge. I contacted Verizon on 4-16-2013 and requested cancellation of the high-speed DSL internet service at Station 20, which should result in a savings of \$68.99 per month.
- I have been in contact with Comcast as they offer fiberoptic phone & internet service and will be obtaining information from them as well. More to come on this topic.

RESOLUTION

#13-16

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2012 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

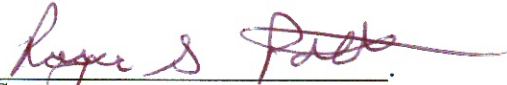
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2012, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON MAY 20, 2013.


Secretary

5/20/13.
Date

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Township of South Brunswick Fire District No. 2, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2012, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young

Roger S. Potts

Kevin J. Bellizio

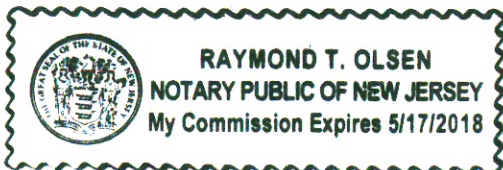
Charles A. Spahr
Charles M. Smith
Thomas A. Young
Roger S. Potts
Kevin J. Bellizio

Sworn to and subscribed before me

this 20th day of MAY, 2013.

Raymond T. Olsen

Notary Public of New Jersey



TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

CORRECTIVE ACTION PLAN

RESOLUTION #13-17

WHEREAS, in accordance with the Government Auditing Standards, it is necessary for the fire district to prepare a Corrective Action Plan as part of the annual audit process; and

WHEREAS, it is further required that all findings and recommendations contained in the audit report be addressed by the chief financial officer of the Fire District by means of a Corrective Action Plan, which will address the method of resolving any problems as set forth in the findings and recommendations of the audit report; and

WHEREAS, said Corrective Action Plan is to be submitted to the Division of Local Government Services and placed on file with the Clerk or Secretary of the Fire District within 60 days from the date the audit is received by the fire district.

NOW, THEREFORE, BE IT RESOLVED by the fire district, as follows:

1. The Corrective Action Plan as attached is hereby adopted by the fire district in accordance with applicable statutory law or regulations.
2. A copy of same shall be forwarded to all appropriate parties.

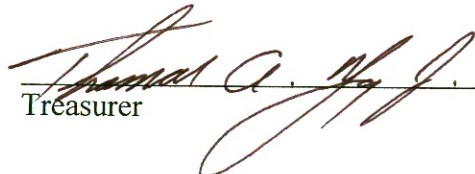
Certified by me
this 20th day of MAY, 2013

Roger D. Poth
Secretary

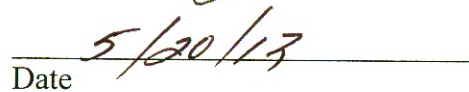
SOUTH BRUNSWICK TOWNSHIP FIRE DISTRICT NO. 2
CORRECTIVE ACTION PLAN
2012 AUDIT FINDINGS

Finding – Bids/Contracts

1. Description:
One purchase deemed to be a extraordinary unspecifiable service was not approved by resolution.
2. Analysis:
Resolutions must be approved for all extraordinary unspecifiable services.
3. Corrective Action:
Resolutions for extraordinary unspecifiable services will be approved when required.
4. Implementation Date:
Immediately.



Treasurer



Date