

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 16, 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. November 18, 2013 Regular Meeting
- B. December 2, 2013 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 Assistance to Firefighters Grant Award
- B. Discussion on Proposed Changes to Meeting Agenda Format
- C. Resolution #13-28, Adoption of Temporary Budget for 2014
- D. Items Timely and Important

7. Voucher List

(See Attached)

8. Address From Floor

9. Adjournment

Voucher List

A	Kleen-Tec Maintenance, LLC	415.00
B	Verizon Wireless	304.92
C	PSE&G	1,837.18
D	Verizon	331.31
E	Kevin Bellizio	2,375.00
F	Roger Potts	3,225.00
G	Charles Smith	2,375.00
H	Charles Spahr	2,775.00
I	Thomas Young, Jr.	5,875.00
J	South Brunswick Township Water & Sewer Revenue	1,377.54
K	The Princeton Packet	17.98
L	Mercer County Community College	810.00
M	CMF Business Supplies, Inc.	221.95
N	Valley Distributors, Inc.	206.70
O	Scott Smith	53.50
P	Cummins Power Systems	1,590.00
Q	Absolute Fire Protection Co., Inc.	173.00
R	WTH Technology, Inc.	619.09
S	Richard M. Braslow, Esq.	720.00
T	Tac 1 Systems	171.37
U	Monmouth Junction Vol. Fire Department	137.00
V	Donald C. Rodner, Inc.	273.00
W	Witmer Public Safety Group, Inc.	808.00
X	Ralph Basile	300.00
Y	Greg Dwyer	300.00
Z	Dave Furch	300.00
AA	Michael Grennen	300.00
BB	Mohammed Junaid	300.00
CC	Adam Kinder	300.00
DD	Don Lidy, Sr.	300.00
EE	Edward Lidy	300.00
FF	Adrien McGlynn	300.00
GG	Daniel Murphy	300.00
HH	Timothy Murphy	300.00
II	Ronald Neville	300.00
JJ	Chris Paskovich	300.00
KK	David Pollard	300.00
LL	Mark Ragnoli	300.00
MM	Justin Rogers	300.00
NN	Gerald Schwear	300.00
OO	Clifford Seyfarth, Jr.	300.00
PP	Jim Shearer	300.00
QQ	James Shearer	300.00
RR	Scott Smith	300.00
SS	Brian Spahr	300.00

DELETED &
(MOVED TO XX)
BELOW

TT	Charles Spahr	300.00
UU	Sean Wert	300.00
VV	Douglas Wolfe	300.00
WW	TAC 1 SYSTEMS	660.71
XX	MONMOUTH JCT. VOL. FIRE DEPT.	137.00

approved 1-22-14

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 16, 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. Potts seconded by Comm. Bellizio to approve the minutes of the November 18, 2013 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Bellizio seconded by Comm. Young to approve the minutes of the December 2, 2013 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 Scott Smith reviewed the November 2013 Activity Report (see attached).

Chief Smith reported that member Matthew Doktor successfully completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the Fire Department has one new member, Andrew Dahl, who will be starting Firefighter I in February.

Chief Smith requested permission to order a new tablet-style computer with keyboard and mounting bracket for the new chief's vehicle. Chief Smith obtained a quote of \$4,687.07 from Computer Systems and Methods, which is NJ State Contract pricing.

Chief Smith requested permission to order two Res-Q-Jack stabilization struts from Mid-Atlantic Rescue Systems Inc. at a cost of \$4,441.00. The cost includes the trade-in of two Paratech

stabilization struts which are approximately 20 years old. Chief Smith expressed his opinion that the new struts are more versatile and easier to use than the Paratech struts, and that their operation is similar to the two Res-Q-Jack struts that were purchased two years ago which will make training easier.

Chief Smith requested permission to purchase a pulse-oximeter with carbon monoxide sensor from Discount Cardiology at a cost of \$2,695.00. Chief Smith reported that this item was first discussed in late 2012 following a request from the First Aid Squad. Chief Smith further reported that he obtained the quote from Discount Cardiology earlier this year, which was considerably less than the one quote that was obtained in 2012.

Chairman Spahr reported that the Chief's requests will be brought up under Timely and Important for further discussion.

District Coordinator's Report

Coordinator Scott Smith reviewed the December 2013 Coordinator's Report (see attached).

Insurance Chairman's Report

Coordinator Scott Smith reviewed the December 2013 Insurance Report (see attached).

Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on December 13th from South Brunswick Township in the amount of \$207,216.25 for the fourth quarter taxation.

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

Legislative Report

Comm. Potts reviewed the December 2013 Legislative Report (see attached).

7. ORDER OF BUSINESS

Discussion on Assistance to Firefighters Grant Award

Coordinator Smith reported that the facemasks were received from Nat Alexander Company on November 21st, which completes the delivery of equipment requested in the grant. Coordinator Smith further reported that the total cost of the 27 facemasks was \$6,426.00. A payment request was submitted to FEMA and approved in the amount of \$5,783.00, which represents the 90% share paid for with grant monies. The remaining 10%, or \$643.00, represents the Fire District's share.

Coordinator Smith reported that he received a check from Nat Alexander Company on December 12th in the amount of \$20,493.00 for the trade-in of the old air packs and cylinders. Coordinator Smith further reported that the check was addressed to the Fire Department and not the Fire District as requested. The check was given to the Fire Department's Treasurer and a check will in turn be issued from the Fire Department to the Fire District in that amount.

Coordinator Smith reported that he ordered the additional equipment that was approved by the Board at the September meeting to purchase with remaining grant funds. Coordinator Smith further reported that he submitted a grant amendment request to FEMA on December 9th for a 90-day extension to allow time to take delivery of the additional equipment and submit the requests for funds.

Discussion on Proposed Changes to Meeting Agenda Format

Comm. Potts reported that he and Chairman Spahr met with Fire District Attorney Richard Braslow to discuss several items.

Comm. Potts requested clarification from Mr. Braslow on when it was necessary to approve an action by resolution and when it was appropriate to approve by making a motion. Comm. Potts reported that when the District is going out for bid for a contract, the Fire District must pass two resolutions. The first resolution is to publish the bid package; the second resolution is to award the bid.

Comm. Potts further reported that Mr. Braslow reviewed the current format of the Fire District's meeting agenda. The section currently listed as "Address from the Floor" should be changed to "Open to the Public." Comm. Potts further reported that the items listed as "Order of Business" and "Items Timely and Important" should be removed and the wording "New Business" and "Old Business" be used. Comm. Potts reported the agenda is intended to inform the public of the specific items that will be discussed during the meeting. Comm. Potts reported that the items to be discussed should be listed on the agenda, and the agenda should be posted in a public place three business days prior to the meeting and posted on the district website.

Chairman Spahr reported that the agenda format will be changed effective with the January 2014 meeting.

Resolution #13-28, Adoption of Temporary Budget for 2014

A motion made by Comm. Young seconded by Comm. Bellizio to approve Resolution #13-28. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Items Timely and Important

Comm. Smith reported that he received a document from the Fire Safety Bureau regarding a change of the work hours of the fire inspectors, and asked Coordinator Smith to follow-up with the inspectors to determine the status of the proposed change.

A motion by Comm. Smith seconded by Comm. Bellizio to approve the Chief's request to purchase a new tablet-style computer with keyboard and mounting bracket from Computer Systems and Methods at a cost of \$4,687.07. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Young to approve the Chief's request to purchase two Res-Q-Jack stabilization struts from Mid-Atlantic Rescue Systems Inc. at a cost of

\$4,441.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Bellizio seconded by Comm. Young to approve the Chief's request to purchase a pulse-oximeter with carbon monoxide sensor from Discount Cardiology at a cost of \$2,695.00. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Chairman Spahr reported that the purchase of the filing cabinet and replacement of the heat detector in the mezzanine at Station #20 as requested by Coordinator Smith under his report falls under the Coordinator's authorized spending limits and no motion is necessary for approval.

8. VOUCHER LIST

Comm. Young reported that there is one change and one addition to the voucher list. Item #U to the Monmouth Junction Volunteer Fire Department in the amount of \$137.00 was deleted, and added as Item #XX due to a problem encountered when printing the checks. Item #WW to Tac 1 Systems was added in the amount of \$660.70.

A motion made by Comm. Bellizio 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.

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 8:14 pm.

Respectfully Submitted

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2013

INCIDENT RUNS

3	Structure Fires
	Vehicle Fires
	Dumpster/Trash/Refuse Fires
3	Trees, Brush, Grass, Mulch Fires
2	Fires, Other
	Vehicle Extrications (Jaws)
1	Rescue Call (Elevator, Trench, Confined Space, High Angle, etc.)
2	Haz-Mat Spill / Leak No Ignition
1	Arcing / Shorted Electrical Equipment/ Electrical Problem
1	Hazardous Condition
2	Service Call (Water Problem, Leak, etc.)
	Assist Police / EMS
	Stand-By / Cover Assignment
2	Dispatched & Cancelled En Route
1	Smoke Scare / Odor Removal / Problem
14	System Malfunctions
10	Unintentional System / Detector Operation
4	False Calls
	Other

46 Total Runs for 424.50 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
1	Chief's Meeting
1	Line Officer's Meeting
1	Regular Department Monthly Meeting
	OEM Meeting
1	Work Night
	Work Detail
1	Drills
1	Training Sessions
	Parade/Wetdown
1	Public Relations
	Stand-by Assignments
	Viewing/Funeral

264.84 Man-Hours

Total Man-Hours for Month: 689.34

Fire Safety:

Referrals Sent – 8

Responded to Scene - 4

Fire District Coordinator's Report December 16, 2013

- White Bros. Masonry completed the sidewalk pressure washing and repairs at Station 20 on 11-25-2013.
- We completed the fire safety presentations at the schools and day care centers with the Fire Safety Bureau earlier this month.
- A representative from KSI Consulting Engineers, LLC and one of the maintenance technicians was at Station 20 on 12-5-2013 to work on the engineering study of the HVAC system. KSI will be compiling the information and sending us a report with their recommendations in the coming weeks.
- We found a cracked wheel on Car 200 (2003 Explorer) after noticing the tire was losing air. Chairman Spahr was able to locate a used wheel and the wheels/tires were swapped by Public Works on 12-6-2013.
- Donald C. Rodner Inc. was on site on 12-5 & 12-6-2013 to repair one of the ceiling radiant heaters in the engine bays, which was found to have a bad ignition control. Repair parts have been ordered.
- The Fire Safety Bureau performed the annual inspection of both fire stations on 12-6-2013. No violations were noted during the inspections and new certificates have been received and posted.
- I have been working on organizing all of the filing cabinets at Station 20, in coordination with Commissioner Young and executive officers from the Fire Department. I would like to purchase one filing cabinet from Staples to provide additional storage space for District files, at a cost not to exceed \$850.00.
- At the request of Chairman Spahr, I contacted Fire Security Technologies to obtain a quote to replace a heat detector in the Station 20 mezzanine with a smoke detector. This is in the event there is a problem involving the clothes dryer in order to have a faster activation of the fire alarm system. I have a quote of \$395.00 to replace the detector.
- I completed a total of 0 pre-plans in November for a total of 112 for the year.

Insurance:

- After completing the FD stats at the end of November, a total of 25 firefighters qualified for the Clothing Allowance & Life Insurance programs offered by the District. This is a decrease of 3 firefighters from 2012.

- While en route to the fire station for a fire call on 12-8-2013, a member struck a curb driving in the snow, causing damage to one of the vehicle's rims. I contacted VFIS that evening to report the incident, and have since supplied all requested information for the claim. The cost of the repair was \$461.17. As this is less than the deductible on the member's insurance policy, VFIS will be issuing a check to the member for the total amount.

FIRE DISTRICT NO2 SOUTH BRUNSWICK TWP.
LEGISLATIVE REPORT 12-16-2013

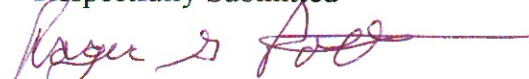
There has been no legislation passed since our last meeting. Numerous bills have passed through committee hearings. The expectation is that those bills will be voted on the floor prior to the session ending on January 14, 2014. All legislation not enacted dies on the fourteenth.

Back in September at the convention Senate President Sweeny after listening to members of the Fire District Association, requested a committee be formed to meet with Senator Norcross. The committee is to put forth issues that can be solved by legislation. Those issues should be of benefit to both the Fire Districts and the residents of the Districts.

The committee has been formed and has held a meeting last Wednesday. A meeting is scheduled with Senator Norcross on January 7th. Some of the issues discussed at the meeting last week are as follows.

1. Water Service charges, hydrant rentals etc should be placed outside the Caps. New charges can not be placed on an existing budget. Notification of rate increases must be made know prior to Fire District Budget approval.
2. Legislation that would allow a Fire District to volunteer to move its election to coincide with the November election. All of the provisions that were afforded the School Boards must be afforded the Fire Districts.
3. Change the threshold when Fire Districts must pay the prevailing wage on work performed by contractors. Fire Districts are at \$2,000.00 Municipal Government is \$18,000.00
4. Change 40A14-84 "special meeting/ election in the current year in order to include those items in budget that voters vote on in February. This essentially requires Fire Districts to have the public vote twice in order to approve funding for a capital improvement item. There also needs to be a threshold on capital purchases. It makes no sense to have a special election on a \$25,000.00 capital expenditure in an \$800,000.00 budget.
5. Under Senate President Sweeny's Shared Services & Consolidations bill provide a method were Fire Districts could volunteer to consolidate. We have three Volunteer Fire Companies and one Fire District, all in different but adjoining municipalities that would desire to become one Fire District. We would recommend a Pilot program with some State Government funding.

Respectfully Submitted


Roger S. Potts

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

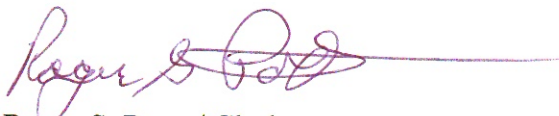
Resolution 13-28
Adoption of Temporary Budget for 2014

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, 2014 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 15, 2014;

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 16, 2013.



Roger S. Potts / Clerk.