

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting
Third Monday at 7:30 P.M.
Monmouth Junction Fire House

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

AGENDA

October 20, 2014

7:00 PM

- 1. Call to Order and Pledge of Allegiance***
- 2. 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 2014.
- 3. Roll Call***
- 4. Executive Session Resolution***
 - A. Resolution #14-21, Authorizing a Closed Session at the October 20, 2014 Regular Meeting
- 5. Executive Session***
 - A. Contract Discussions
 - B. Personnel Matters
- 6. Public Comment***
- 7. Approval of Minutes***
 - A. August 18, 2014 Executive Session
 - B. September 15, 2014 Regular Meeting
- 8. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
- 9. Old Business***
 - A. Discussion on Station 20 HVAC Engineering Study Report
- 10. New Business***
 - A. Resolution #14-20, Authorizing an Increase in the 2014 LOSAP Award
 - B. Resolution #14-22, Authorizing a Renewal of a Shared Services Agreement with South Brunswick Township
 - C. Discussion/Approval on Station 20 HVAC Maintenance Contract
 - D. Discussion/Approval on Hose Testing & Hose Replacement
 - E. 2015 Budget Discussion
 - F. Items Timely and Important
- 11. Voucher List***

(See Attached)
- 12. Public Comment***
- 13. Adjournment***

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Republic Services #689	259.00
<i>C</i>	Verizon Wireless	326.98
<i>D</i>	PSE&G	705.74
<i>E</i>	Verizon	328.91
<i>F</i>	Alan Landscaping, LLC	818.75
<i>G</i>	Poland Spring Water Co.	89.99
<i>H</i>	Nat Alexander Company	402.05
<i>I</i>	Emergency Services Marketing Corp., Inc.	55.10
<i>J</i>	Certa Pro Painters	917.47
<i>K</i>	Middlesex County Fire Academy	500.00
<i>L</i>	New Jersey Fire Equipment Co.	704.00
<i>M</i>	All Hands Fire Equipment	1,250.00
<i>N</i>	Scott Smith	262.33
<i>O</i>	Approved Fire Protection Co.	311.33
<i>P</i>	Approved Fire Protection Co.	127.40
<i>Q</i>	Approved Fire Protection Co.	147.00
<i>R</i>	Fire & Safety Services, LTD.	2,185.00
<i>S</i>	CMF Business Supplies, Inc.	66.47
<i>T</i>	Township of South Brunswick	24,883.03
<i>U</i>	Township of South Brunswick	20,000.00
<i>V</i>	Township of South Brunswick	3,075.81
<i>W</i>	Monmouth Junction Vol. Fire Department	149.00
<i>X</i>	Cummins Power Systems, LLC	4,256.73
<i>Y</i>	Cummins Power Systems, LLC	1,590.00
<i>Z</i>	TAC 1 Systems	381.28
<i>AA</i>	Trugreen Processing Center	500.00
<i>BB</i>	Witmer Public Safety Group, Inc.	293.50
<i>CC</i>	Main Electric Supply Company, Inc.	75.89
<i>DD</i>	So. Brunswick Fire District No. 2 – Acct. # 7863064833	90,300.00

approved 11-19-14
AP

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 20, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

Not Present: Comm. Bellizio

4. EXECUTIVE SESSION RESOLUTION

A motion made by Comm. Smith seconded by Comm. Young to approve Resolution #14-21, Authorizing a Closed Session at the October 20, 2014 Regular Meeting. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

5. EXECUTIVE SESSION

Executive session commenced at 7:03 pm.

Comm. Smith excused himself from the executive session at 7:10 pm due to a personal conflict.

Regular meeting reconvened at 7:45 pm.

6. PUBLIC COMMENT

No one from the floor desired to address the Board.

7. APPROVAL OF MINUTES

A motion made by Comm. Smith seconded by Comm. Young to approve the minutes of the August 18, 2014 executive session. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion made by Comm. Potts seconded by Comm. Smith to approve the minutes of the September 15, 2014 regular meeting. Roll call Comm. Bellizio-not present, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Potts read a letter from Kevin Bellizio resigning from the Board of Fire Commissioners effective today due to new employment which conflicts with the district meeting schedule.

Comm. Young made a motion seconded by Comm. Smith to accept the resignation of Comm. Bellizio with appreciation for his service to the Board of Fire Commissioners. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

8. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the September 2014 Activity Report (see attached).

Chief Smith reported that All Hands Fire Equipment was on site on September 25th to perform the classroom and hands-on training on the Gemtor harnesses that were issued to all firefighters. Chief Smith further reported that the training was well received by the firefighters.

Chief Smith reported that the Fire Department provided a fire truck and crew to stand-by at the annual High School homecoming bon-fire on October 9th.

Chief Smith reported that the Township Fire Chiefs are still trying to schedule the pump operator training that was approved in July. Chief Smith reported that the lowest price was obtained from the Middletown Township Fire Academy, but they will be unable to schedule the class before the end of the year. Chief Smith further reported that the Fire Chiefs have been in contact with the Middlesex County Fire Academy to have them perform the training. Chief Smith reported that our cost would not exceed \$2,000.00 and that he has spoken with Comm. Young who approved the expenditure as there are sufficient funds remaining in the training budget.

Chief Smith reported that the Fire Department is scheduled to go to the Middlesex County Fire Academy on Sunday October 26th for a live burn drill.

Chief Smith reported that he swapped the Class B foam in Engine 208 as part of the program offered by the Middlesex County Fire Marshal, as first discussed back in March. Chief Smith further reported that he plans to swap the foam in Engine 206 in the coming weeks.

Chief Smith requested permission to purchase several pieces of equipment, including five Gemtor harnesses at a cost of \$1,325.00, two multi-gas meters at a cost of \$1,800.00, two hydraulic rams for forcible entry at a cost of \$3,550.00, three nozzles at a cost of \$2,200.00, and a replacement computer with mounting bracket and installation at a cost of \$4,994.43. The Chief's requests will be discussed further under Timely & Important.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the October 2014 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the October 2014 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on September 26th from South Brunswick Township in the amount of \$213,400.50 for third quarter taxation. The second deposit was made on October 7th from Lincoln Financial

Advisors in the amount of \$6,809.64 for the forfeiture of LOSAP funds for three members that have left the Fire Department. The third deposit was made on October 17th from South Brunswick Township in the amount of \$950.00 for first half 2014 dedicated penalties.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes earlier this afternoon.

Comm. Young reported that the preliminary 2015 Fire District budget will be discussed under New Business.

E. Legislative Report

Comm. Potts reported that there is nothing new legislative to discuss.

9. OLD BUSINESS

A. Discussion on Station 20 HVAC Engineering Study Report

Coordinator Smith reported that he exchanged emails with Donald Rodner regarding modifications to the office HVAC as recommended in the engineering study. Coordinator Smith reported that the work to lock open the dampers and re-locate the thermostat would not exceed \$2,500.00. The topic will be discussed further under Timely & Important.

10. NEW BUSINESS

A. Resolution #14-20, Authorizing an Increase in the 2014 LOSAP Award

A motion made by Comm. Young seconded by Comm. Smith to approve Resolution #14-20. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-abstain.

B. Resolution #14-22, Authorizing a Renewal of a Shared Services Agreement with South Brunswick Township

A motion made by Comm. Young seconded by Comm. Smith to approve Resolution #14-22. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Comm. Smith reported that the two copies of the agreement will be signed tonight and a copy of the agreement and Board's resolution will be submitted to the Township.

C. Discussion/Approval on Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,331.83 paid in four quarterly installments of \$582.96 following service. Coordinator Smith recommended renewing the contract with Donald C. Rodner, Inc.

A motion made by Comm. Smith seconded by Comm. Young to approve renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. in the amount of \$2,331.83. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

D. Discussion/Approval on Hose Testing and Hose Replacement

Coordinator Smith requested permission to authorize the annual hose testing with Waterway Hose Testing at a cost not to exceed \$2,400.00. Coordinator Smith reported that the testing will

not include hose that will be removed from service due to age, or hose that was placed in service earlier this year.

A motion made by Comm. Smith seconded by Comm. Young to approve hose testing by Waterway Hose Testing at a cost not to exceed \$2,400.00. Roll call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith reported that he will wait until after the hose testing to request the purchase of replacement hose as needed.

E. 2015 Budget Discussion

Comm. Young reviewed the preliminary 2015 budget. Comm. Young requested that the Board review the preliminary budget and forward any needed figures or changes to him by November 6th.

F. Items Timely and Important

Comm. Potts reported that four members have left the Fire Department in recent years that had LOSAP funds invested with Lincoln Financial Advisors. Comm. Potts reported that he contacted Lincoln to request a return of the funds for three of those members. Comm. Potts reported that per the District policy on incentive programs, in the event a member that is not yet vested fails to qualify two years in a row, the funds can be returned to the District upon request. Comm. Potts reported that one of the four members that left the Fire Department qualified for the LOSAP incentive in 2013 but will not qualify in 2014 and is not vested. As such, the funds for this member will remain with Lincoln until next year in the event this member returns to the Department.

Regarding the two new insurance coverage options offered by VFIS reported by Coordinator Smith in the insurance report, Comm. Smith expressed his opinion that the current coverages are sufficient and that there is no need to authorize changes.

A motion by Comm. Smith seconded by Comm. Young to opt-out of the new insurance coverages offered by VFIS. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Young to authorize the purchase of equipment requested by the Fire Chief at a cost not to exceed \$13,875.00. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

A motion by Comm. Smith seconded by Comm. Potts to authorize the modifications to the office HVAC system at Station 20 by Donald C. Rodner, Inc. at a cost not to exceed \$2,500.00. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

11. VOUCHER LIST

A motion by Comm. Potts seconded by Comm. Smith to approve the voucher list as posted. Roll Call Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

12. PUBLIC COMMENT

No one from the floor desired to address the Board.

13. ADJOURNMENT

A motion to adjourn was made by Comm. Young seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 10:06 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

approved 11-12-14
PP

EXECUTIVE SESSION 10-20-2014 MINUTES

Chairman Spahr called the meeting to order at 7:10 p.m... The chairman announced the session would deal with the following issues. The pending resignation of Commissioner Bellizio, The Inter Local Services agreement with the Township, and the pending contract with the District Coordinator.

Attendees – Comm.- Bellizio-Absent,-Comm.-Potts-Present, Comm.- Smith-Present-Comm.- Young- Present, Comm.- Spahr- Present .

Commissioner Smith announced he would excuse himself from the meeting on any discussion on the District Coordinator's contract.

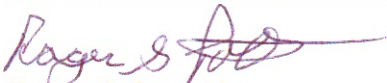
Comm. Smith informed the board of he and Comm. Potts meeting with the Mayor and Twp. Administrator. The desires of the Board as too a three year contract with no increase in the cost to the Board and some clarity in the section on the term of the contract were discussed. The Mayor and Administrator were in agreement on those points and would present that to the Twp. council.

Discussion on the pending resignation of Commissioner Bellizio and the need to appoint someone prior to the February 2015 election. The consensus of the board was, with the issues before the board, that someone with knowledge of the board and the issues before us, we should fill the position. There were numerous possible persons that have in the past expressed an interest in serving. After lengthy discussion it was generally felt that the person most qualified was past chief, past District Coordinator Douglas Wolfe. Commissioner Potts would meet with Mr. Wolfe and obtain his feelings on serving. If he is in agreement a resolution would be prepared for the November meeting.

District Coordinator's Contract

Commissioner Smith excused himself from the meeting due to a potential conflict. Coordinator Smith had put forth some issues he desired to see changed in his contract. Thos being adding more items to the list of duties spelled out in the contract. The board in general feels that every little detail of that which one is responsible for can not be spelled out in a contract, especially to someone in a supervisory capacity. Mr. Smith would desire some changes in sick time as it relates to maternity, family sickness, accumulation of sick days etc. Mr. Smith was invited into the session and clarified those issues he felt should be revised in his contract.

The Board discussed the issues privately and determined Commissioners Spahr and Potts would meet with Mr. Smith to negotiate the issues. The consensus of the Board being Mr. Smith has served the district exceptionally well, takes great pride in the Building, the equipment and his work habits. The Board felt a three year contract including salary would be desirable. Each Commissioner was to prepare a formal evaluation. Comm. Potts and Spahr would review them with District Coordinator Smith.


Roger S. Potts/ Secretary

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2014

INCIDENT RUNS

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

49 Total Runs for 500.48 Man-Hours

DEPARTMENT ACTIVITIES

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

230.82 Man-Hours

Total Man-Hours for Month: 731.30

Fire Safety:

Referrals Sent – 17

Responded to Scene – 1

Fire District Coordinator's Report

October 20, 2014

- Certa Pro Painters was at Station 20 on 9-22-2014 to perform the exterior painting.
- Engine 206 was taken to Fire & Safety Services on 9-25-2014 to have the air conditioning system repaired. While at their shop, the mechanics also replaced a gasket on the hydraulic generator reservoir which was believed to be causing the oil leak. The truck was back in service the following day.
- Data Processing was on site on 9-25-2014 due to an issue we found with the paging encoder at Station 20. A temporary encoder was installed and they will be looking to purchase a replacement.
- We have begun visiting the schools and day care centers for fire prevention education with John Funcheon from Fire Safety. 14 dates have been scheduled so far and we are half-way done.
- Fire & Safety Services was on site on 10-6-2014 to continue diagnosing several minor issues on Tower 201 including the fuel gauge and several lights. The mechanic also looked at the generator on Engine 206 which was continuing to leak hydraulic fluid and determined the issue to be a loose reservoir sight glass.
- Tru Green was at both stations on 10-7-2014 to perform the fall lawn treatment.
- Cummins Power Systems was on site on 10-9-2014 to perform the 6-month preventive maintenance on the standby generators at both stations. The tech also performed the repairs to Station 21's generator identified during the last service in April, including replacing the muffler, block heater, and temperature gauge. Both generators are in proper working order at this time.
- For the record I worked on 10-13-2014, which is Columbus Day and a holiday per my contract. I will utilize the comp. time in the coming months.
- Following the download of the latest version of Firehouse Software in early September, I found a problem with one of the reports we use to calculate the member's stats. I have been in contact with tech support and they are working on a fix to the problem. I hope to receive a new update in the next week or two.
- Following some pump operator training performed on 10-14-2014, we found a problem with a foam tank level gauge on Engine 206. I have been in contact with Fire & Safety Services to have the problem addressed.
- Station 20 will be used as a polling location for the General Election on Tues. Nov. 4th.

- Ener-G Wellness should be on site tomorrow, 10-21-2014, to finish the gym project. This includes replacement of the Power Tower machine that came damaged and the installation of decals on the weights of the Functional Trainer.
- I have been in contact with Armor Poxy regarding stains that have developed on the new floor at Station 21. It is their recommendation to replace the tiles under the trucks to a darker grey or black tile.
- I completed a total of 2 pre-plans in September for a total of 56 in 2014.

Insurance:

- VFIS has two new coverage options. The first places primary liability for an accident involving a member's personal vehicle on the Board, with secondary liability on the member and their insurance. The policy is currently the reverse. The second option allows the Board to make a voluntary payment of up to \$10,000 to the beneficiary of a member who suffers an accidental death due to participation in an emergency operation. We will need to contact VFIS to accept or decline these two coverage options.

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

Resolution #14-20

Authorizing an Increase in the 2014 Length of Services Award

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increases (COLI) for the year 2014 at a maximum of 1.8 % and;

WHEREAS, 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 2014 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 2013 LOSAP award of \$1,623.00 shall be increased by the addition of a Cost of Living Increase of 1.8 % equal to \$29.00 for a 2014 award of \$1,652.00, 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 Commissioners of Fire District #2 Township of South Brunswick at a meeting duly held on the 20th day of October 2014

ROGER S POTTS/CLERK

Vote	YEA	NAY	ABSENT
Comm. Bellizio			✓
Comm. Potts	✓		
Comm. Smith	✓		
Comm. Young	✓		
Chairman Spahr		ABSTAIN	

RESOLUTION 14-21

-A RESOLUTION AUTHORIZING A CLOSED SESSION AT THE
OCTOBER 20 , 2014 MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR THE PURPOSE OF DISCUSSING
LEGAL MATTERS, CONTRACTS and, or PERSONAL MATTERS.

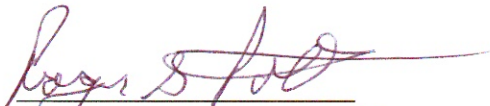
WHEREAS, there exists a need to hold a closed session for the purpose of discussing a matter which falls within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts

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

NOW, THEREFORE, BE IT RESOLVED, that the October 20, 2014, meeting of the Board of Fire Commissioners, Fire District No 2 South Brunswick be closed to the public for discussion of the aforesaid; and

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

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on October 20, 2014.



ROGER S. POTTS/ CLERK

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

RESOLUTION 14-22

Authorizing A Renewal of A Shared Services Agreement With South Brunswick
Township

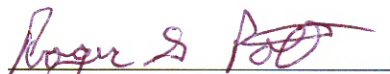
WHEREAS, the Fire District has negotiated the terms and conditions of an amended 2010 Interlocal Services Agreement and the 2014 amended Interlocal Services Agreement with the Township of South Brunswick relative to Deputy Fire Marshal services; and

WHEREAS, the Fire District is satisfied with the terms and conditions of the amended Agreement and believes same to be in the best interest of the taxpayers and residents of the Fire District.

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 term of the agreement shall be from January 1, 2015 through December 31, 2017.
- (2) The Fire District hereby approves the Interlocal agreement with the Township and the appropriate Commissioners are hereby authorized to execute same.
- (3) A copy of this resolution shall be forwarded to the Township upon adoption.

I Roger S. Potts, Secretary of the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex, certify that the foregoing resolution was duly adopted by the Commissioners at a meeting held on October 20, 2014


Roger S. Potts/ Secretary.