

Board of Fire Commissioners  
Fire District #2  
Township of South Brunswick

---

Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

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

**AGENDA**  
**October 15, 2018**  
**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 Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2018.
3. **Roll Call**
4. **Appointment to the Board of Fire Commissioners**
  - A. Resolution #18-19, Authorizing Appointment to the Board of Fire Commissioners
  - B. Swearing in of Newly Appointed Fire Commissioner
5. **Public Comment**
6. **Approval of Minutes**
  - A. September 17, 2018 Regular Meeting
7. **Professional Reports**
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
8. **Old Business**
  - A.
9. **New Business**
  - A. Discussion on Purchase of Equipment for Operations
  - B. Discussion on Station 20 Maintenance Project
  - C. Discussion on Station 20 HVAC Maintenance Contract
  - D. Resolution #18-20, Authorizing an Increase in the 2018 LOSAP Award
  - E. Resolution #18-21, Authorizing Payment of Commissioner's Stipend
  - F. 2019 Budget Discussion
  - G. Items Timely and Important
10. **Voucher List**

(See Attached)
11. **Public Comment**
12. **Adjournment**

***Voucher List***

<b><i>A</i></b>	Republic Services #689	397.17
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	257.00
<b><i>D</i></b>	PSE&G Co.	1,663.97
<b><i>E</i></b>	Verizon	331.65
<b><i>F</i></b>	Ready Refresh	196.90
<b><i>G</i></b>	Alan Landscaping, LLC	848.75
<b><i>H</i></b>	Computer Systems & Methods	4,657.00
<b><i>I</i></b>	Roll N Rack, LLC	3,074.00
<b><i>J</i></b>	Treasurer, State of New Jersey	820.00
<b><i>K</i></b>	Scott Smith	152.95
<b><i>L</i></b>	Continental Fire & Safety	240.95
<b><i>M</i></b>	Continental Fire & Safety	210.00
<b><i>N</i></b>	Trugreen Processing Center	512.50
<b><i>O</i></b>	Monmouth Junction Vol. Fire Department	555.49
<b><i>P</i></b>	Monmouth Junction Vol. Fire Department	244.63
<b><i>Q</i></b>	Monmouth Junction Vol. Fire Department	1,063.19
<b><i>R</i></b>	Approved Fire Protection Co.	415.10
<b><i>S</i></b>	Access Health Systems	345.00
<b><i>T</i></b>	Witmer Public Safety Group, Inc.	200.00
<b><i>U</i></b>	Witmer Public Safety Group, Inc.	66.00
<b><i>V</i></b>	RHA Communications	550.00
<b><i>W</i></b>	South Brunswick Township	57,961.84
<b><i>X</i></b>	Atra Maintenance Repair Co., Inc.	1,003.76
<b><i>Y</i></b>	First Battalion Firefighting Equipment, LLC	180.00
<b><i>Z</i></b>	IEH Auto Parts LLC	85.93
<b><i>AA</i></b>	Matt Pinter Door Company	1,603.00
<b><i>BB</i></b>	Estate of Roger S. Potts	2,493.14

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 15, 2018

APPROVED  
11-19-18

**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. Smith  
              Comm. Wolfe  
              Comm. Young  
              Chairman Spahr

**4. APPOINTMENT TO THE BOARD OF FIRE COMMISSIONERS**

**A. Resolution #18-19, Authorizing Appointment to the Board of Fire Commissioners**

Comm. Young made a motion to approve Resolution #18-19, seconded by Comm. Smith.

Roll call: Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**B. Swearing in of Newly Appointed Fire Commissioner**

Comm. Wolfe gave the oath of office to Thomas Kazanski.

**5. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**6. APPROVAL OF MINUTES**

**A. September 17, 2018 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the September 17, 2018 regular meeting, seconded by Comm. Young.

Roll call: Comm. Kazanski - abstain, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**7. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

Chief Scott Smith reviewed the Fire Department's September 2018 activity report (see attached).

Chief Smith reported that member Tyler DeGroff completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the Fire Department has one new member, Pranabesh Sanyal.

Chief Smith reported that the Fire Department held a drill with the IFF Fire Brigade at their facility on Docks Corner Road on September 27<sup>th</sup>, which was also attended by the Kingston and Jamesburg Fire Departments.

Chief Smith reported that the Fire Department held an open house at Station 20 for fire prevention week on October 6<sup>th</sup> which was well attended by the public.

Chief Smith reported that the Kendall Park Fire Company has asked if we would house the fire safety trailer as they need room in their Henderson Road station. Chief Smith further reported that some trucks will be moved around and the trailer will be stored at Station 21.

#### **B. District Coordinator's Report**

Coordinator Scott Smith reviewed the October 2018 Coordinator's Report (see attached).

#### **C. Insurance Chairman's Report**

Coordinator Smith read the October 2018 Insurance Report (see attached).

#### **D. Treasurer's Report**

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on October 12<sup>th</sup> from South Brunswick Township in the amount of \$242,097.75 for third quarter taxation.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier today.

Comm. Young reported that he has been working on a preliminary draft of the 2019 fire district budget, which will be reviewed under New Business.

#### **E. Legislative Report**

There was no legislative information to discuss.

### **8. OLD BUSINESS**

There was no old business to discuss.

### **9. NEW BUSINESS**

#### **A. Discussion on Purchase of Equipment for Operations**

Chief Smith reported that he received a quote from First Battalion Firefighting Equipment, LLC for a set of Quaker Safety turnout gear in the amount of \$2,346.40 under NJ State Contract, and requested approval to order two sets of gear.

Comm. Young made a motion to approve the purchase of two sets of turnout gear at a cost not to exceed \$5,000.00, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Chief Smith reported that the line officers have demo'd several battery-operated Jaws of Life tools and request approval to order the Hurst Model SC358E2 combination tool. Chief Smith reported that he received a quote of \$10,628.00 under NJ State Contract from Municipal Emergency Services for a used demo tool.

Comm. Smith made a motion to approve the purchase of the Hurst combination tool from Municipal Emergency Services at a cost of \$10,628.00, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **B. Discussion on Station 20 Maintenance Project**

Coordinator Smith reported that rain water occasionally seeps through the seams in the block wall in the lobby at Station 20. Coordinator Smith further reported that he received a quote in the amount of \$1,425.00 from Excel Painting & Construction to clean and seal coat the wall and recommends completing the repairs.

Comm. Young made a motion to approve the seal coating of the wall by Excel Painting and Construction at a cost of \$1,425.00, seconded by Comm. Smith.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **C. Discussion 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 \$2,450.00 paid in four quarterly installments of \$612.50 following service.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,450.00, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **D. Resolution #18-20, Authorizing an Increase in the 2018 LOSAP Award**

Comm. Smith made a motion to approve Resolution #18-20, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - abstain.

#### **E. Resolution #18-21, Authorizing Payment of Commissioner's Stipend**

Comm. Young made a motion to approve Resolution #18-21, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **F. 2019 Budget Discussion**

Comm. Young reviewed the preliminary 2019 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

**G. Items Timely and Important**

There were no items timely and important to discuss.

**10. VOUCHER LIST**

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Smith.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**11. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**12. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:12 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2018

**INCIDENT RUNS**

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

**44 Total Runs for 145.65 Man-Hours**

**DEPARTMENT ACTIVITIES**

1 Board of Fire Commissioners Meeting  
Chief's Meeting  
Line Officer's Meeting  
1 Regular Department Monthly Meeting  
Relief Association Meeting  
1 OEM Meeting  
1 Meetings, Committee Function, Other  
1 Work Night  
1 Work Detail  
2 Drills  
1 Training Sessions  
Parade/Wetdown  
Public Relations  
Stand-by Assignment (Non-Incident)  
2 Viewing/Funeral

**253.03 Man-Hours**

**Total Man-Hours for the Month: 398.68**

**Fire Safety:**

*Referrals Sent – 10*

*Responded to Scene – 19*

## Fire District Coordinator's Report October 15, 2018

- Approved Fire Protection was on site on 9-18-2018 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging and hydrostatic testing and have been returned.
- Alan Landscaping was at Station 20 on 9-24-2018 to trim the shrubs and bushes around the building.
- Following a compliance inspection in June of last year, I reported that the Air Quality Permit through the NJ DEP for Station 20's emergency generator would be expiring this year. I have completed the online renewal process and we received an invoice in the amount of \$820.00, which is on the voucher list. The permit is valid for 5 years, and additional record keeping is required as part of the conditions of the permit.
- Waterway, Inc. was on site on 9-26-2018 to perform the annual hose testing. All hose passed testing with no need to replace any lengths this year.
- Trugreen was at Station 21 on 10-4-2018 to perform a lawn treatment.
- I was contacted by the First Aid Squad the evening of 10-6-2018 and advised that a bay door at Station 21 was damaged by an ambulance backing into the building. We were able to close and secure the door and replacement panels have been ordered by Matt Pinter Door Company. The same door was replaced in May 2017 after a similar incident. I will be submitting all invoices to the First Aid Squad for reimbursement to the Fire District.
- Matt Pinter Door Company was at Station 20 on 10-9 & 10-10 and both stations on 10-15-2018 to perform preventive maintenance on the engine bay doors. One bay door at Station 20 required new springs and cables.
- Tower 201 was taken to Fire & Safety Services on 10-15-2018 for its annual preventive maintenance.
- We started fire safety presentations at the schools and day cares last week with the Fire Safety Bureau.

### **Insurance:**

- The payment under the Group Term Life Insurance policy for Comm. Potts was issued by Glatfelter Claims Management, Inc. (VFIS) on 10-3-2018, closing out this claim.



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

Resolution #18-19

Authorizing Appointment to the Board of Fire Commissioners

---

WHEREAS, Commissioner Roger S. Potts passed away on September 3, 2018; and

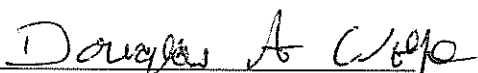
WHEREAS, appropriate funding has been set forth in the 2018 budget concerning this position;  
and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick,  
County of Middlesex are desirous of filling the vacant position of Fire Commissioner.

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) That Thomas Kazanski, a legal voter and a resident of Fire District No. 2 in the  
Township of South Brunswick, County of Middlesex is hereby appointed to serve as a  
member of the Board of Fire Commissioners of Fire District No. 2 in the Township of  
South Brunswick, County of Middlesex until the next election, to be held on February  
16, 2019.

I do hereby certify that the foregoing is a true copy of the resolution passed by the  
Commissioners of Fire District No. 2 in the Township of South Brunswick, County of  
Middlesex, at a public meeting duly held on the 15<sup>th</sup> day of October 2018.

  
Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			

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

Resolution #18-20

Authorizing an Increase in the 2018 Length of Service Award Program

---

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2018 at a maximum of 2.1%; 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

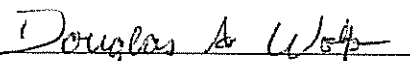
WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2018 budget for this purpose.

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 year 2017 LOSAP award of \$1,674.00 shall be increased by the addition of a Cost of Living Increase of 2.1% equal to \$35.00 for a 2018 award of \$1,709.00, this being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 15<sup>th</sup> day of October 2018.

  
Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			

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

RESOLUTION 18-21

Authorizing Payment of Commissioner's Stipend to the Estate of Roger S. Potts


WHEREAS, the Commissioners receive compensation for service as a Commissioner; and

WHEREAS, Roger S. Potts is recently deceased and the Fire District deems it appropriate to prorate the compensation which would be provided for this service as a Commissioner and provide said payment to his estate;

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

(1) The prorated compensation in the amount of \$2,493.14 that would be due for the reasons stated shall be provided to the "Estate of Roger S. Potts".

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its regular meeting held on October, 15, 2018.



\_\_\_\_\_  
Douglas A. Wolfe, District Clerk