

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
November 19, 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. Public Comment***
- 5. Approval of Minutes***
 - A. September 17, 2018 Executive Session
 - B. October 15, 2018 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
 - A.
- 8. New Business***
 - A. Discussion on Station Lawn Treatment Contract Renewal
 - B. Discussion on Charger Installation in Engine 204
 - C. Discussion on Purchase of Filing Cabinet
 - D. Discussion on Purchase of Replacement Photo Copier
 - E. Resolution #18-22, Approving Payment of Annual Salary for Members of the Board of Fire Commissioners
 - F. 2019 Budget Discussion
 - G. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Adjournment***

Voucher List

<i>A</i>	Republic Services #689	397.62
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.32
<i>D</i>	PSE&G Co.	1,164.78
<i>E</i>	Verizon	337.18
<i>F</i>	Ready Refresh	85.84
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Waterway New Jersey	2,660.88
<i>I</i>	Auto King Parts & Supplies	207.80
<i>J</i>	Tactical Public Safety, LLC	16,906.29
<i>K</i>	Access Health Systems	385.00
<i>L</i>	CMF Business Supplies, Inc.	636.29
<i>M</i>	Allied 100 LLC	747.00
<i>N</i>	Valley Distributors, Inc.	313.63
<i>O</i>	Valley Distributors, Inc.	77.00
<i>P</i>	Matt Pinter Door Company	678.00
<i>Q</i>	Donald C. Rodner, Inc.	612.50
<i>R</i>	Moxie Print	450.10
<i>S</i>	Mid-State Mobile Radio	330.00
<i>T</i>	Excel Painting and Construction	1,425.00
<i>U</i>	Monmouth Junction Vol. Fire Department	10,741.39
<i>V</i>	IEH Auto Parts LLC	10.32
<i>W</i>	Foremost Promotions	854.69

2,328.27 *ty*

APPROVED 12-17-18

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 19, 2018

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. Kazanski
 Comm. Smith
 Comm. Wolfe
 Comm. Young
 Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. September 17, 2018 Executive Session

Comm. Young made a motion to approve the minutes of the September 17, 2018 executive session, seconded by Comm. Wolfe.

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

A. October 15, 2018 Regular Meeting

Comm. Smith made a motion to approve the minutes of the October 15, 2018 regular meeting, seconded by Comm. Wolfe.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

Chief Smith reported that the Fire Department has one new member, Luis Ruiz-Roncal.

Chief Smith reported that the Fire Department hosted a class on November 14th that was taught by an instructor from the Middlesex County Fire Academy on Utility Emergencies that was attended by members from the Kingston and Kendall Park Fire Companies.

Chief Smith reported that the Fire Department had a crew on standby in station this past Saturday night to cover calls for the Kingston Fire Company during their annual dinner.

Chief Smith reported that the three portable radios the Commissioners approved to purchase in September have been received and that he is working to have them programmed.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on November 1st from the U.S. Treasury in the amount of \$6.87 for 2015 withheld interest. The second deposit was made on November 13th in the amount of \$5,380.00 for the Supplemental Fire Services Grant.

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

Comm. Young reported that the 2019 budget will be discussed under New Business.

E. Legislative Report

Comm. Young reported that the minutes of the meetings of the State Association of Fire Districts contain valuable information regarding district business, especially concerning the budget. Comm. Young further reported that those fire districts that intend to move their election to November next year must pass a resolution no later than the submission of their approved budget, or sixty days prior to the regular election date of February 16, 2019, whichever is earlier.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2019 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$422.30 each for Station 20 and \$105.57 each for Station 21, for a total cost of \$1,583.61.

Comm. Young made a motion to approve the 2019 renewal of the lawn treatment contract with TruGreen at a cost of \$1,583.61, seconded by Comm. Smith.

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

B. Discussion on Charger Installation in Engine 204

Chief Smith reported that with the Board's approval to purchase the battery-operated Hurst "Jaws of Life" combination tool last month, the line officers request to have the charger installed in a compartment on Engine 204. Chief Smith further reported that he received a quote from Fire & Safety Services to install the charger in the amount of \$1,500.00.

Comm. Smith made a motion to approve the installation of the Hurst tool charger by Fire & Safety Services at a cost of \$1,500.00, seconded by Comm. Wolfe.

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

C. Discussion on Purchase of Filing Cabinet

Coordinator Smith reported he has been working on organizing the records storage of both the fire district and fire department and would like to purchase a larger filing cabinet to be placed in the coordinator's office to secure certain sensitive files. Coordinator Smith reported that he received a quote from Allstate Office Interiors for a filing cabinet to match the current furniture in the amount of \$1,331.69 under NJ State Contract.

Comm. Young made a motion to approve the purchase of a filing cabinet from Allstate Office Interiors in the amount of \$1,331.69, seconded by Comm. Wolfe.

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

D. Discussion on Purchase of Replacement Photo Copier

Coordinator Smith reported that he met with a salesman from Image Systems and the current photo copier, which was purchased in December 2009, is no longer manufactured and replacement parts are not available. Coordinator Smith further reported that the print quality of the machine has diminished due to the age of the machine and recommends purchasing a replacement. Coordinator Smith obtained a quote from Image Systems for a new Konica Bizhub 287 photo copier in the amount of \$4,924.47 under NJ State Contract.

Comm. Smith made a motion to approve the purchase of a new photo copier from Image Systems in the amount of \$4,924.47, seconded by Comm. Wolfe.

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

E. Resolution #18-22, Authorizing Payment of Annual Salary for Members of the Board of Fire Commissioners

Comm. Smith made a motion to approve Resolution #18-22, 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 a long-term capital expense projection and the 2019 budget status.

Comm. Young expressed his opinion to approve a .045 per hundred tax rate in the 2019 budget, which is the same rate as realized in 2018.

Following a discussion, Comm. Young will input the data into the State forms in preparation for approval at the special meeting in two weeks on December 3rd.

G. Items Timely and Important

Coordinator Smith reported that he has been working on drafting a guideline on the administration of the annual fire district election, which was previously handled by Roger Potts for many years prior to his passing.

Comm. Young reported that he has spoken with representatives from the fire department about recognizing Roger Potts at their annual installation dinner in February.

9. VOUCHER LIST

Comm. Young reported that there is one change to the Voucher List. Item H to Waterway New Jersey has been changed to \$2,328.27.

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

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

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:13 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2018

INCIDENT RUNS

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

55 Total Runs for 291.22 Man-Hours

DEPARTMENT ACTIVITIES

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

361.54 Man-Hours

Total Man-Hours for the Month: 652.76

Fire Safety:

Referrals Sent – 17

Responded to Scene – 16

Fire District Coordinator's Report
November 19, 2018

- Matt Pinter Door Company replaced the bay door on 10-26-2018 at Station 21 that was damaged by the First Aid Squad on 10-6-2018. The invoice was sent to the First Aid Squad and has been paid.
- A mechanic from Fire & Safety Services was on site on 10-29-2018 to look at several minor pump issues on both Engines 204 & 206, some of which were identified during the annual preventive maintenance. We will be scheduling to take the trucks to their facility in South Plainfield to complete the necessary repairs.
- Air & Gas Technologies was at Station 21 on 10-30-2018 to perform the 6-month maintenance on the Bauer breathing air compressor. The unit is in proper working order at this time.
- Excel Painting & Construction was at Station 20 on 10-31 & 11-1-2018 to perform the crack-sealing and seal-coating of the lobby exterior wall as approved last month.
- Alizio Seal Coating & Maintenance performed the crack sealing of the parking lots at both stations on 11-1-2018.
- Station 20 was used as a polling place for the general election on 11-6-2018.
- Approved Fire Protection performed the 6-month inspection on the kitchen hood fire suppression system at Station 20 on 11-16-2018.
- The fire safety presentations at the schools and day cares are still in progress and should be complete by the end of the month.

Insurance:

- One of our newer members suffered a foot injury while attending a Firefighter I class at the Somerset County Fire Academy on 11-13-2018. I was notified of the incident this following day and made notification to VFIS and Travelers (Worker's Comp.). The member went to Brunswick Urgent Care in Franklin Park on 11-14-2018 and was diagnosed with a sprained foot. He was given a walking boot and will be going back to Urgent Care for a follow-up. He will be working with the fire academy to make-up missed classes.

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

RESOLUTION 18-22

Authorizing Payment of Annual Salary
for Members of the Board of Fire Commissioners

WHEREAS, the Commissioners of South Brunswick Fire District No. 2 previously set and approved the 2018 annual salary for members of the Board of Fire Commissioners per Resolution # 18-13 at its reorganization meeting held on March 6, 2018; and

WHEREAS, Commissioner Roger Potts passed away on September 3, 2018 and the Fire District previously approved prorated compensation in the amount of \$2,493.14 to the "Estate of Roger S. Potts" per Resolution #18-21 at its meeting held on October 16, 2018; and

WHEREAS, Thomas Kazanski was appointed to fill the unexpired term of Commissioner Potts effective October 16, 2018; and

WHEREAS, Commissioner Douglas Wolfe was appointed to assume the duties of Fire District Clerk effective October 16, 2018; and

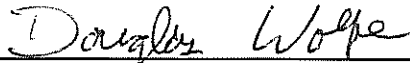
WHEREAS, the Fire District deems it appropriate to prorate the compensation for Commissioners Kazanski and Wolfe and is desirous of providing payments in accordance with the previously approved salaries for 2018;

NOW, THEREFORE, be it RESOLVED, that the calculated prorated compensation in the amount of \$1,532.97 for 139.5 days to be served as commissioner through March 5, 2019 shall be provided to Thomas Kazanski; and

BE IT FURTHER RESOLVED, that the calculated prorated compensation in the amount of \$2,467.03 for 224.5 days having been served as commissioner from March 6, 2018 through October 16, 2018 and the amount of \$1,916.21 for 139.5 days to be served as District Clerk through March 5, 2019 shall be provided to Douglas Wolfe; and

BE IT FURTHER RESOLVED, that the compensation for the positions of CHAIRMAN, TREASURER, and COMMISSIONER in the amounts of \$4,500.00, \$10,000.00 and \$4,000.00 shall also be provided to Commissioners Charles Spahr, Thomas Young and Charles Smith respectively.

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 November 19, 2018.



Douglas Wolfe, District Clerk