

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***  
***December 17, 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. November 19, 2018 Regular Meeting
  - B. December 3, 2018 Special 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 Chief's Request for Equipment Purchases
  - B. Discussion on VFIS Group Term Life Insurance Policy Renewal
  - C. 2019 Budget Status
  - D. Resolution #18-27, Adoption of Temporary Budget for 2019
  - E. Items Timely and Important
- 9. Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	400.57
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	257.32
<b><i>D</i></b>	PSE&G Co.	1,997.78
<b><i>E</i></b>	Verizon	333.03
<b><i>F</i></b>	Ready Refresh	39.91
<b><i>G</i></b>	Alan Landscaping, LLC	1,153.75
<b><i>H</i></b>	Thomas Kazanski	681.31
<b><i>I</i></b>	Charles Smith	3,148.35
<b><i>J</i></b>	Charles Spahr	3,541.89
<b><i>K</i></b>	Douglas Wolfe	3,318.67
<b><i>L</i></b>	Thomas Young, Jr.	7,870.87
<b><i>M</i></b>	Brookview Volunteer Fire Company	750.00
<b><i>N</i></b>	Cranbury Volunteer Fire Company	750.00
<b><i>O</i></b>	Jamesburg Fire Department	750.00
<b><i>P</i></b>	North Brunswick Volunteer Fire Company #2	750.00
<b><i>Q</i></b>	Monmouth Junction First Aid Squad	11,400.00
<b><i>R</i></b>	Richard M. Braslow, Esq.	90.00
<b><i>S</i></b>	Electronic Measurement Labs, Inc.	158.00
<b><i>T</i></b>	Matt Pinter Door Company	125.00
<b><i>U</i></b>	Approved Fire Protection Company	182.82
<b><i>V</i></b>	Continental Fire & Safety	276.00
<b><i>W</i></b>	Continental Fire & Safety	227.30
<b><i>X</i></b>	OK Enterprises, LLC	1,750.00
<b><i>Y</i></b>	South Brunswick Township Water & Sewer Revenue	1,459.06
<b><i>Z</i></b>	McMaster-Carr	380.42
<b><i>AA</i></b>	Preferred Batteries	56.45
<b><i>BB</i></b>	IEH Auto Parts LLC	190.92
<b><i>CC</i></b>	WTH Technology, Inc.	619.09
<b><i>DD</i></b>	Air & Gas Technologies	1,418.00
<b><i>EE</i></b>	Scott Smith	110.80
<b><i>FF</i></b>	GSB	380.47
<b><i>GG</i></b>	David Brown	350.00
<b><i>HH</i></b>	Matthew Doktor	350.00
<b><i>II</i></b>	Paul Goldilla	350.00
<b><i>JJ</i></b>	Tyler Goldin	350.00
<b><i>KK</i></b>	Michael Grennen	350.00
<b><i>LL</i></b>	Mohammed Junaid	350.00
<b><i>MM</i></b>	Joseph Malkiewicz	350.00
<b><i>NN</i></b>	Adrien McGlynn	350.00
<b><i>OO</i></b>	Daniel Murphy	350.00
<b><i>PP</i></b>	Timothy Murphy	350.00
<b><i>QQ</i></b>	Ronald Neville	350.00
<b><i>RR</i></b>	Mark Ragnoli	350.00
<b><i>SS</i></b>	Justin Rogers	350.00
<b><i>TT</i></b>	Jim Shearer	350.00
<b><i>UU</i></b>	Scott Smith	350.00

<i>VV</i>	Charles Spahr	350.00
<i>WW</i>	Sean Wert	350.00
<i>XX</i>	Douglas Wolfe	350.00
<i>YY</i>	Municipal Emergency Services Depository Account	10,628.00
<i>ZZ</i>	New Jersey Motor Vehicle Commission	150.00
<i>AAA</i>	Fire and Safety Services, LTD	14,478.31
<i>BBB</i>	CMF Business Supplies, Inc.	44.00
<i>CCC</i>	Allegra	35.00
<i>DDD</i>	<i>CMF BUSINESS SUPPLIES, INC.</i>	<i>37.55</i>

APAR WW

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
December 17, 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. November 19, 2018 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the November 19, 2018 regular meeting, seconded by Comm. Young.

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

**A. December 3, 2018 Special Meeting**

Comm. Smith made a motion to approve the minutes of the December 3, 2018 special meeting, seconded by Comm. Young.

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 November 2018 activity report (see attached).

Chief Smith reported that the Fire Department held a live-burn drill at the Middlesex County Fire Academy on November 29<sup>th</sup>.

Chief Smith reported that the Fire Department performed a Santa Cade event around the district on Saturday December 8<sup>th</sup>.

Chief Smith reported that the Fire Department's line officers will stay the same for 2019. Chief Smith further thanked the Board for their support in 2018 and is looking forward to 2019.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith read the December 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 30<sup>th</sup> from South Brunswick Township in the amount of \$3,074.00 for reimbursement of an equipment purchase utilizing dedicated penalty funds. The second deposit was made on December 13<sup>th</sup> in the amount of \$50.00 as a donation from resident Candice Sanchez.

Comm. Young reported that there will be two more checks coming from South Brunswick Township; one for use of the fire station for the general election and one for the fourth quarter taxation.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier today. Comm. Young reported that all line items are in good shape and there will be a discussion under Timely and Important regarding a budget transfer.

**E. Legislative Report**

There was no legislative information to discuss.

**7. OLD BUSINESS**

There was no old business to discuss.

**8. NEW BUSINESS**

**A. Discussion on Chief's Request for Equipment Purchases**

Chief Smith reported that the line officers have demoed several brands of thermal imaging cameras over the course of this year and would like to purchase the K2 model of camera manufactured by Flir. Chief Smith further reported that the Fire Department approved the purchase of two cameras utilizing a donation from a location church. Chief Smith requested approval from the Commissioners to order (2) additional cameras, as well as (4) vehicle chargers and (4) retractable lanyards at a cost not to exceed \$3,500.00.

Comm. Wolfe made a motion to approve the purchase of the thermal imaging cameras and accessories at a cost not to exceed \$3,500.00, seconded by Comm. Smith.

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

Chief Smith reported that the line officers would like to purchase a training prop that can be used to construct walls to practice hoseline advancement. Chief Smith reported that the prop is manufactured by Canvas Corners in Colorado and that he received a quote in the amount of \$3,421.00. Chief Smith further reported that the product is sold directly from the manufacturer and as such a second quote cannot be obtained.

Comm. Smith made a motion to approve the purchase of the wall training prop from Canvas Corners in the amount of \$3,421.00, seconded by Comm. Wolfe.

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

Chief Smith requested approval for the installation of the thermal imaging camera chargers and foot pedal siren controls in Engines 204 & 206 at a cost not to exceed \$2,500.00.

Comm. Smith made a motion to approve the installation of the chargers and siren controls at a cost not to exceed \$2,500.00, seconded by Comm. Wolfe.

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

#### **B. Discussion on VFIS Group Term Life Insurance Policy Renewal**

Coordinator Smith reported he received the 2019 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$4,695.92, which is a decrease of \$3,139.05 from the 2018 policy cost of \$7,834.97. Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Young made a motion to renew the Group Term Life Insurance policy with VFIS at a total cost of \$4,695.92, seconded by Comm. Smith.

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

#### **C. 2019 Budget Status**

Comm. Young reported that following the approval of the 2019 budget at the special meeting two weeks ago, the budget was mailed to DCA on December 6<sup>th</sup>. Comm. Young further reported that the budget was also sent electronically and has been posted on the district's website. Comm. Young reported that he has not received any questions from the DCA regarding the budget as of yet.

Coordinator Smith reported that he spoke with a representative from the County Clerk's office last month and was informed that they may need up to 1,000 ballots for those that request a mail-in ballot due to changes in the law. Coordinator Smith further reported that he left a message last week for an update but has not heard back. Coordinator Smith reported that he has obtained a quote from a local vendor to print ballots for the fire district election that are sequentially numbered and perforated.

#### **D. Resolution #18-27, Adoption of Temporary Budget for 2019**

Comm. Smith made a motion to approve Resolution #18-27, seconded by Comm. Wolfe.

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

#### **E. Items Timely and Important**

Comm. Young reported that a budget transfer is needed to accommodate upcoming legal classified ads as well as the potential need to have election ballots printed, due to the higher than anticipated cost for the absentee ballot notice that was published earlier this month.

Comm. Wolfe made a motion to approve Resolution #18-28, seconded by Comm. Smith.

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

Comm. Smith made a motion to authorize Coordinator Smith to order the printing of ballots for the fire district election by an outside vendor if needed, seconded by Comm. Wolfe.

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

#### **9. VOUCHER LIST**

Comm. Young reported that there is one change to the Voucher List. Item #DDD to CMF Business Supplies, Inc. has been added in the amount of \$37.55.

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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:51 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
November 2018

**INCIDENT RUNS**

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

**47 Total Runs for 227.62 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**251.00 Man-Hours**

**Total Man-Hours for the Month: 478.62**

**Fire Safety:**

*Referrals Sent – 8*

*Responded to Scene – 9*



## Fire District Coordinator's Report December 17, 2018

- A mechanic from Fire & Safety Services was on site on 11-26-2018 to address several minor issues on both Engines 204 & 206. Both trucks still have to go to their shop to address pump issues, which should be sometime in early January.
- Matt Pinter Door Company was at Station 21 on 11-26-2018 to replace a damaged coil cord for a bay door safety sensor.
- One of our thermal imaging cameras was dropped off at Continental Fire & Safety on 11-27-2018 to be shipped back to Bullard (manufacturer) for diagnosis and repair of an issue with the display. The camera was purchased in March 2016 and should still be under warranty.
- Two plumbers from the Board of Education were at Station 20 on 11-30-2018 to replace an automatic flush sensor on a urinal in the men's bathroom.
- I dropped off the recorder for the sound system in the meeting room at Station 20 to RHA Communications to diagnose an issue with the machine. They will provide a quote to repair and also a quote to upgrade to a digital recorder.
- A tech from Donald C. Rodner, Inc. was at Station 20 on 12-10-2018 to perform the quarterly maintenance on the HVAC units. A thermostat had to be adjusted on one system and all are in proper working order at this time.
- Engine 208 was taken to Campbell Supply Company on 12-11-2018 to troubleshoot an engine power issue.
- Cummins Power Systems was on site on 12-12-2018 to perform the 6-month preventive maintenance of the emergency generators at both stations.
- A rep from the Township Data Processing office was at Station 20 on 12-12-2018 to troubleshoot and repair a poor connection on one of the phones in the communications room.

### **Insurance:**

- As reported last month, one of our members suffered a foot injury on 11-13-2018 while attending Firefighter I at the Somerset County Fire Academy. The member went for two follow-up visits at Brunswick Urgent Care and as the injury had not healed, he was referred to an orthopedic doctor. He was diagnosed with a fractured bone in his right foot and was given an air cast.
- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.

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

RESOLUTION 18-27

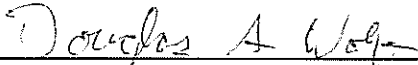
Adoption of Temporary Budget for 2019

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, 2019, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 16, 2019;

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 17, 2018.

  
\_\_\_\_\_  
Douglas Wolfe, District Clerk

**Resolution 18-28**

**Authorizing the Transfer of Funds  
Relative to 2018 Budget**

---

In accordance with N.J.S. 40A:14-78.9, be it resolved on this 17th day of December, 2018 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers be made as follows:

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-3	Election	\$1,200.00	\$3,000.00
A-8	Travel Expenses	\$1,800.00	\$0.00

The reason for the requested change is to accommodate higher than anticipated costs for the newspaper publication of Notice of Absentee Ballot and for the printing of ballots.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 17th day of December, 2018.

**Douglas Wolfe  
District Clerk**