

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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

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

## ***AGENDA*** ***March 18, 2019*** ***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. February 19, 2019 Regular Meeting
- B. March 5, 2019 Re-Organization 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 Apparatus Preventive Maintenance Service
- B. Discussion on Hurst Rescue Equipment Preventive Maintenance
- C. Discussion on Renewal of Photo Copier Maintenance Contract
- D. Discussion on Renewal of Roof Preventive Maintenance Contract
- E. Discussion on Renewal of Station Alarm Monitoring Contract
- F. Discussion on Fire Station Spring Cleaning
- G. Discussion on Purchase of Equipment for Operations
- H. Discussion on Fire District Elections
- I. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Adjournment***

***Voucher List***

|                  |                                                     |           |
|------------------|-----------------------------------------------------|-----------|
| <b><i>A</i></b>  | Republic Services #689                              | 394.44    |
| <b><i>B</i></b>  | Kleen-Tec Maintenance, LLC                          | 415.00    |
| <b><i>C</i></b>  | Verizon Wireless                                    | 291.20    |
| <b><i>D</i></b>  | PSE&G Co.                                           | 3,281.76  |
| <b><i>E</i></b>  | Verizon                                             | 326.15    |
| <b><i>F</i></b>  | Ready Refresh                                       | 51.90     |
| <b><i>G</i></b>  | Fire Apparatus Repair, Inc.                         | 371.00    |
| <b><i>H</i></b>  | McMaster-Carr                                       | 189.12    |
| <b><i>I</i></b>  | GSB                                                 | 1,439.00  |
| <b><i>J</i></b>  | Somerset County Emergency Services Training Academy | 700.00    |
| <b><i>K</i></b>  | South Brunswick Township Water & Sewer Revenue      | 1,473.52  |
| <b><i>L</i></b>  | Fire Security Technologies, Inc.                    | 1,068.00  |
| <b><i>M</i></b>  | Image Systems                                       | 360.00    |
| <b><i>N</i></b>  | Access Health Systems                               | 345.00    |
| <b><i>O</i></b>  | Scott Smith                                         | 54.11     |
| <b><i>P</i></b>  | Monmouth Junction Vol. Fire Department              | 872.08    |
| <b><i>Q</i></b>  | Monmouth Junction Vol. Fire Department              | 10,917.80 |
| <b><i>R</i></b>  | Treasurer, State of New Jersey                      | 512.00    |
| <b><i>S</i></b>  | Postmaster                                          | 92.00     |
| <b><i>T</i></b>  | Thomas Kazanski                                     | 851.66    |
| <b><i>U</i></b>  | Charles Smith                                       | 851.65    |
| <b><i>V</i></b>  | Charles Spahr                                       | 958.11    |
| <b><i>W</i></b>  | Douglas Wolfe                                       | 1,064.57  |
| <b><i>X</i></b>  | Thomas Young, Jr.                                   | 2,129.13  |
| <b><i>Y</i></b>  | IEH Auto Parts LLC                                  | 111.63    |
| <b><i>Z</i></b>  | Richard M. Braslow, Esq.                            | 54.00     |
| <b><i>AA</i></b> | Middlesex County Treasurer                          | 2,503.75  |
| <b><i>BB</i></b> | 1 <sup>st</sup> Choice Safety Equipment             | 3,272.00  |
| <b><i>CC</i></b> | Packet Media LLC                                    | 82.20     |

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 18, 2019

APPROVED

**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. February 19, 2019 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the February 19, 2019 regular meeting, seconded by Comm. Young.

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

**B. March 5, 2019 Re-organization Meeting**

Comm. Smith made a motion to approve the minutes of the March 5, 2019 re-organization meeting, seconded by Comm. Young.

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

**6. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

Chief Scott Smith reviewed the Fire Department's February 2019 activity report (see attached).

Chief Smith reported that the Fire Department participated in a multi-agency drill with the Plainsboro Fire Company on February 28<sup>th</sup>.

Chief Smith reported that the four new Flir thermal imaging cameras that were ordered last year have been placed in service. Chief Smith further reported that a follow-up thank you letter was mailed to St. Cecelia's Catholic Church to notify them of our use of their donation

to purchase two of the cameras. Chief Smith also thanked the Board for their approval of the purchase of the two additional cameras and accessories.

**B. District Coordinator's Report**

Coordinator Scott Smith reviewed the March 2019 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

Coordinator Smith read the March 2019 Insurance Report (see attached).

**D. Treasurer's Report**

Comm. Young reported that there have been no deposits since the last meeting.

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

Comm. Young reported that the Board will have to examine the election budget later in the year due to the increased expenses surrounding the fire district election and will have to do a transfer of funds.

Comm. Young mentioned that as reported at the re-organization meeting two weeks ago, the auditors completed the on-site visit and he anticipates receiving a draft report shortly.

**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 Apparatus Preventive Maintenance Service**

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company.

Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$4,450.00 for Tower 201, \$2,250.00 for Engines 204 & 208, and \$3,050.00 for Engine 206.

Comm. Smith made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, seconded by Comm. Young.

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

**B. Discussion on Hurst Rescue Equipment Preventive Maintenance**

Coordinator Smith reported that he received the renewal of the preventive maintenance contract for the Hurst rescue equipment by TASC in the amount of \$1,825.00.

Comm. Young made a motion to approve the renewal of the Hurst rescue equipment preventive maintenance contract with TASC in the amount of \$1,825.00, seconded by Comm. Wolfe.

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

#### **C. Discussion on Renewal of Photo Copier Maintenance Contract**

Coordinator Smith reported that he received the annual maintenance contract for the new Konica photo copier from Image Systems in the amount of \$360.00, which is a savings of \$126.00 from the previous contract for the old copier.

Comm. Wolfe made a motion to approve the photo copier maintenance contract with Image Systems at a cost of \$360.00, seconded by Comm. Young.

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

#### **D. Discussion on Renewal of Roof Preventive Maintenance Contract**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$1,995.17.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$1,995.17, seconded by Comm. Smith.

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

#### **E. Discussion on Renewal of Station Alarm Monitoring Contract**

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Wolfe made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, seconded by Comm. Smith.

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

#### **F. Discussion on Fire Station Spring Cleaning**

Coordinator Smith reported that he obtained a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,050.00.

Comm. Smith made a motion to approve the window cleaning by Clearview Window Washing at a cost of \$1,050.00, seconded by Comm. Kazanski.

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

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

Chief Smith reported that he received a quote from All Hands Fire Equipment for the purchase of Sterling bail-out systems in the amount of \$275.00 per kit, and requested approval to purchase nine kits at a total cost of \$2,475.00.

Comm. Smith made a motion to approve the purchase of nine bail-out kits from All Hands Fire Equipment at a cost of \$2,475.00, seconded by Comm. Kazanski.

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

Chief Smith reported that the battery-operated Hurst combination cutter-spreader rescue tool that was purchased last October was placed on Engine 204 and has been used multiple times on calls in just a couple months. Chief Smith reported that the tool has exceeded expectations and the line officers request approval to purchase the Hurst Strong Arm to be placed on Engine 206. Chief Smith reported that he received a quote from Municipal Emergency Services for the purchase of a demo tool in the amount of \$5,688.00. Chief Smith also obtained a quote from Fire & Safety Services in the amount of \$2,350.00 to install a receptacle in the compartment on Engine 206 to power the tool's charger, as well as a shelf to hold the charger, tool and accessories.

Comm. Young reported that both requests, if approved, would be paid out of the \$60,000.00 firefighting equipment capital appropriation, which has approximately \$24,000.00 remaining.

Comm. Smith made a motion to approve the purchase of the Hurst Strong Arm tool from Municipal Emergency Services in the amount of \$5,688.00 and the installation of a receptacle and shelf fabrication in Engine 206 by Fire & Safety Services in the amount of \$2,350.00, seconded by Comm. Kazanski.

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

#### **H. Discussion on Fire District Elections**

Comm. Young reported that approximately \$5,600 was spent on the fire district election, which required two separate budget transfers to cover the expenses. Comm. Young further reported that a great deal of extra effort was expended this year in planning for the election, including frequent communication with the County Clerk. Comm. Young reported that he is aware of at least three fire districts in the state that passed resolutions last fall to move their 2019 election to November. Comm. Young expressed his opinion that the Board should continue to investigate the details of moving the fire district election to November, and further recommended working with the Township Clerk to have the voting district boundaries coincide with the fire district boundaries to eliminate the confusion that was encountered with this year's election.

Coordinator Smith reported that he has been in contact with the Township Clerk and was told that the voting districts are scheduled to be examined this year. Coordinator Smith further reported that there are specific guidelines that must be followed to set the voting districts and was told by the clerk that they will try to accommodate our request.

Comm. Smith made a motion to authorize Coordinator Smith to investigate the alignment of the voting districts and fire district boundaries, seconded by Comm. Wolfe.

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

### **I. Items Timely and Important**

Comm. Young reported that he has heard there will be an additional 5,000 to 7,000 housing units being constructed in the township in the coming years and as such, the Board should possibly start looking at the potential longer-term impact on operations. Comm. Young further reported that the Board may want to consider another master plan study to help guide that planning process for the future. After a brief discussion, Comm. Young will speak with the rest of the Commissioners individually and look to have further discussion in the coming months.

### **9. VOUCHER LIST**

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

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

### **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 7:56 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
February 2019

**INCIDENT RUNS**

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

**48 Total Runs for 169.33 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**128.73 Man-Hours**

**Total Man-Hours for the Month: 298.06**

**Fire Safety:**

*Referrals Sent – 13*

*Responded to Scene – 13*



## Fire District Coordinator's Report March 18, 2019

- Image Systems was on site on 2-21-2019 to deliver and set-up the new photo copier.
- A tech from Donald C. Rodner, Inc. was at Station 20 on 2-25-2019 to perform the quarterly maintenance on the HVAC systems.
- Ready Refresh was on site on 3-5-2019 to clean and service the water coolers at both stations.
- A mechanic from Fire & Safety Services was at Station 20 on 3-11-2019 to troubleshoot a fluid leak on Tower 201. It was determined that the site glasses on the air conditioning compressor are leaking and need to be replaced. They provided a quote of \$963.00 to make the necessary repairs, which have to be completed at their shop. We will look to have the repairs made the next time the truck has to go to their facility, hopefully not until the next regular service later this year.
- Municipal Emergency Services was on site on 3-13-2019 to perform the annual flow-testing of all air packs. Several minor repairs were completed and all packs are in service.
- Alan Landscaping performed the spring clean-up at both stations over several days starting on 3-13-2019.
- A mechanic from Campbell Supply Company replaced the tank fill hose and the fitting where the hose goes into the tank on Engine 208 on 3-14-2019 after a leak was discovered.
- Quick Response Fire Protection performed the quarterly inspection of the fire sprinkler systems at both stations on 3-15-2019 and are in proper working order.

### **Insurance:**

- As a final update to the member who was injured in November while attending Firefighter I, he was cleared by the doctor on 2-28-2018 to return to full duty. He has been in contact with the fire academy to make-up missed classes. He has already successfully passed all written exams. We received notification from Travelers that all expenses have been paid and the claim has been closed.
- There is an invoice on the Voucher List to Glatfelter Specialty Benefits in the amount of \$1,439.00 for the second installment on the Group Term Life Insurance Policy.