

# 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*** ***April 15, 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, The Princeton Packet, and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2019.

***3. Roll Call***

***4. Public Comment***

***5. Approval of Minutes***

A. March 18, 2019 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 Purchase of Storage Shed
- B. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	391.03
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	257.46
<b><i>D</i></b>	PSE&G Co.	2,544.08
<b><i>E</i></b>	Verizon	327.57
<b><i>F</i></b>	Ready Refresh	219.88
<b><i>G</i></b>	Alan Landscaping LLC	1,670.00
<b><i>H</i></b>	Municipal Emergency Services Depository Account	1,467.90
<b><i>I</i></b>	Agin Signs & Designs	35.00
<b><i>J</i></b>	Home News Tribune	163.28
<b><i>K</i></b>	Auto King Parts & Supplies	259.75
<b><i>L</i></b>	Continental Fire & Safety	118.00
<b><i>M</i></b>	Campbell Supply Company	1,023.85
<b><i>N</i></b>	First Battalion Firefighting-Equipment, LLC	4,692.80
<b><i>O</i></b>	Redicare LLC	602.05
<b><i>P</i></b>	Scott Smith	787.50
<b><i>Q</i></b>	Approved Fire Protection Company	229.71
<b><i>R</i></b>	New Jersey Fire Equipment	966.60
<b><i>S</i></b>	New Jersey Fire Equipment	10.80
<b><i>T</i></b>	South Brunswick Township	59,141.96
<b><i>U</i></b>	K.C. Service	95.62
<b><i>V</i></b>	Absolute Fire Protection Company, Inc.	120.00
<b><i>W</i></b>	Fire & Safety Services, LTD.	250.00
<b><i>X</i></b>	Holman Frenia Allison, P.C.	5,246.00
<b><i>Y</i></b>	New Pig Corporation	267.04
<b><i>Z</i></b>	New Pig Corporation	322.34
<b><i>AA</i></b>	Treasurer, State of New Jersey	100.00
<b><i>BB</i></b>	Access Health Systems	1,154.00
<b><i>CC</i></b>	All Hands Fire Equipment	2,475.00
<b><i>DD</i></b>	Clearview Washing, LLC	1,050.00
<b><i>EE</i></b>	Tactical Public Safety LLC	266.00
<b><i>FF</i></b>	Monmouth Junction Vol. Fire Department	294.11
<b><i>GG</i></b>	Monmouth Junction Vol. Fire Department	736.95
<b><i>HH</i></b>	Witmer Public Safety Group, Inc.	602.00
<b><i>II</i></b>	Joseph Malkiewicz	350.00
<b><i>JJ</i></b>	Travelers	16,695.00
<b><i>KK</i></b>	Antczak's Complete Service Co., LLC	698.00

*APP REVISED*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
April 15, 2019

**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. March 18, 2019 Regular Meeting**

Comm. Young made a motion to approve the minutes of the March 18, 2019 regular meeting, seconded by Comm. Wolfe.

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 March 2019 activity report (see attached).

Chief Smith reported that the Fire Department has one new member, Thomas Kang.

Chief Smith reported that the Fire Department participated in the Little League opening ceremonies this past weekend with the Kingston Fire Company and the Police Department.

Chief Smith reported that the old Engine 204, which was sold to Fire District #3 in 2017, will be donated to a fire department in Puerto Rico. Chief Smith further reported that Kingston Fire Chief George Luck, Jr. has invited our fire department and the Commissioners of Fire District #2 to a donation ceremony to be held this Friday evening.

**B. District Coordinator's Report**

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

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

Coordinator Smith read the April 2019 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 March 20<sup>th</sup> in the amount of \$72.42 from Fire District #3 for their one-third share of ID card maker printer ribbon. The second deposit was made on March 29<sup>th</sup> in the amount of \$249,305.25 from South Brunswick Township for first quarter taxation.

Comm. Young reported that he received the draft of the audit report last Friday afternoon, which he forwarded to the members of the Board. Comm. Young asked the Commissioners to review the report and forward any questions to him by next Monday. There were no findings or recommendations and the Board should be able to formally accept the report at next month's meeting

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

Comm. Young reminded the Commissioners to complete the financial disclosure statements by April 30<sup>th</sup> if they haven't done so already.

### **E. Legislative Report**

Chairman Spahr reported that he checked the State Association of Fire Districts website, which contains meeting minutes through the end of 2018.

## **7. OLD BUSINESS**

There was no old business to discuss.

## **8. NEW BUSINESS**

### **A. Discussion on Purchase of Storage Shed**

Chief Smith reported that with the purchase or construction of multiple training props over the years, which take up a great deal of space inside the station, the line officers request the Board to purchase a storage shed. Chief Smith reported that he researched several options, including the purchase of a shipping container, but it was his recommendation to purchase a shed which would be more secure and look better aesthetically on the property. Chief Smith reported that he has obtained 3 written quotes and that he will be contacting several other vendors. The low quote obtained thus far was \$3,895.00 for a 10 foot by 18 foot wooden shed with vinyl siding, an overhead door and man door. Chief Smith further reported that a quote was obtained from White Brothers Masonry to construct a 12 foot by 20 foot concrete slab to serve as a foundation for the shed in the amount of \$2,590.00.

After a discussion, the final location for the shed on the property will be discussed further. Comm. Young reported that the funding for the shed will come from the Building Facilities & Outside Appurtenances capital appropriation that was approved in 2018.

Comm. Wolfe made a motion to approve the purchase of a storage shed and the construction of a concrete slab at a cost not to exceed \$7,000.00, seconded by Comm. Kazanski.

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

#### **B. Items Timely and Important**

Comm. Smith reported that he received the 2019 first quarter summary for LOSAP from Lincoln Financial Services, which lists a total account balance of \$972,106.16.

Comm. Young reported that following the brief discussion at last month's meeting for long-term planning regarding operations, he found the copy of the last master plan study which was performed in 2008.

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

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

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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:37 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
March 2019

**INCIDENT RUNS**

2 Structure Fires  
1 Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
2 Trees, Brush, Grass, Mulch Fires  
3 Fires, Other  
1 Vehicle Extrications (Jaws)  
1 Motor Vehicle Accident (No Extrication)  
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)  
3 Haz-Mat Spill / Leak No Ignition  
Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
Hazardous Condition  
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  
10 System Malfunctions  
13 Unintentional System / Detector Operation  
4 False Calls / Good Intent  
Other

**42 Total Runs for 322.34 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**228.37 Man-Hours**

**Total Man-Hours for the Month: 550.71**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 11*

## Fire District Coordinator's Report April 15, 2019

- We replaced a 1" valve last month on the skid unit on the brush truck, as the valve was difficult to open and close. Continental Fire & Safety/Fire Apparatus Repair sent the valve back to the manufacturer (CET) for inspection. They determined there was an issue with the valve and will be reimbursing the Fire District for the purchase of the new valve.
- We had a fire last month at High Grade Beverage on Georges Road resulting from a broken telephone pole where we used haz-mat supplies to contain transformer oil-contaminated water run-off. As past practice, we submitted a reimbursement request to the Township Fire Official for the supplies used, who in turn cited PSE&G. Rather than issue a check for the cost, PSE&G delivered replacement supplies last week.
- TruGreen performed a lawn treatment at both stations on 4-1-2019.
- Clearview Washing was at Station 20 on 4-8-2019 to clean the windows inside and out as well as the window blinds.
- Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 4-12-2019.
- Engine 206 was taken to Atlantic-Detroit Diesel-Allison in Piscataway on 4-12-2019 to troubleshoot a potential engine problem. It was determined several drain plugs were loose causing an oil leak and that there was no significant engine or coolant system issue as originally feared. The plugs were tightened, and the truck was taken to Fire & Safety Services to address several minor items as well as perform the fabrication for installation of the Hurst tool as approved by the Board last month.

### **Insurance:**

- There is an invoice on the voucher list to Travelers in the amount of \$16,695.00 for the balance of the 2019 worker's compensation coverage. This represents a total cost of \$23,540.00 for the year, which is a decrease of \$1,455.00 from 2018.