

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
August 19, 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. July 15, 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. Resolution #19-18, Declaration of Surplus Equipment
 - B. Discussion on Annual Hose Testing
 - C. Discussion on Station Maintenance Projects
 - D. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

A	Republic Services #689	395.58
B	Kleen-Tec Maintenance, LLC	415.00
C	Verizon Wireless	258.26
D	Verizon	340.23
E	Ready Refresh	100.83
F	Alan Landscaping LLC	1,663.75
G	Olson's Air Conditioning & Heating Inc.	1,700.00
H	Q.R.F.P. Special Services	400.00
I	CMF Business Supplies, Inc.	174.14
J	Alizio Sealcoating & Maintenance Inc.	6,184.00
K	Fire & Safety Services, LTD.	61.48
L	Fire & Safety Services, LTD.	1,440.27
M	Gino's Auto Body Shop	1,566.00
N	Monmouth Junction Volunteer Fire Department	245.13
O	Monmouth Junction Volunteer Fire Department	10,570.23
P	Access Compliance, LLC	718.00
Q	Scott Smith	140.29
R	Budget Property Maintenance	275.00
S	Donald C. Rodner, Inc.	612.50
T	VFIS	591.00
U	On Scene Training Associates, LLS	450.00
V	Agin Signs & Designs	85.00
W	<i>ABLE MECHANICAL INC.</i>	<i>388.00</i>
X	<i>MATT PINTER DOOR COMPANY</i>	<i>250.00</i>
Y	<i>MERCER COUNTY COMMUNITY COLLEGE</i>	<i>325.00</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 19, 2019

DANA ACQULEA

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. July 15, 2019 Regular Meeting

Comm. Young made a motion to approve the minutes of the July 15, 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 July 2019 activity report (see attached).

Chief Smith reported that the Fire Department participated in several community relations events over the last month, including the Township's National Night Out on August 6th, a street naming ceremony for Roger Potts on August 10th, and a standby at the Middlesex County fair on August 10th.

Chief Smith reported that an instructor from On Scene Training Associates presented a training program entitled "Big Box Store Firefighting" on August 15th.

Chief Smith reported that the Township Fire Chiefs and Fire Official met with a salesman from the Knox Company to review new additions to their product line.

Chief Smith reported that the Township's Data Processing department issued 11 new portable radios and installed 2 new mobile radios so far in preparation for the anticipated switch to the county radio system.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there was one deposit made since the last meeting. The deposit was made on July 26th from South Brunswick Township in the amount of \$8,038.00 for reimbursement of an equipment purchase utilizing dedicated penalty funds.

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

Comm. Young reported that he and Comm. Wolfe will meet with the committee from the Fire Department at some point in September to begin negotiations on a new fire protection contract.

E. Legislative Report

Chairman Spahr reported that the minutes of the second quarter meeting of the State Association of Fire Districts were received and are available for review.

Comm. Young reported that the next meeting of the State Association will be during the Wildwood convention where there will be discussion with one of the state senators regarding several topics including mail-in ballot procedures and required notifications for special elections for capital appropriations.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Resolution #19-18, Declaration of Surplus Equipment

Comm. Young made a motion to approve Resolution #19-18, seconded by Comm. Wolfe.
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

Comm. Smith made a motion to post an auction on the Gov Deals auction website to sell the 2005 Ford Expedition at a starting price of \$3,000.00 for a time frame of two weeks, 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 Annual Hose Testing

Coordinator Smith reported that he received a quote from Waterway, Inc. to perform the annual hose testing at a cost of \$0.21 per foot of hose.

Comm. Young made a motion to approve the annual hose testing by Waterway, Inc. at a cost not to exceed \$2,600.00, seconded by Comm. Smith.

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

C. Discussion on Station Maintenance Projects

Coordinator Smith reported that he received a quote from Able Mechanical to replacing the condensing unit on the Station 20 refrigerator in the amount of \$1,541.85.

Comm. Smith made a motion to approve the replacement of the refrigerator condensing unit by Able Mechanical in the amount of \$1,541.85, seconded by Comm. Kazanski.

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

Coordinator Smith reported that he received two quotes to replace the wood boards on the dumpster enclosure gates at Station 20, with the low quote from Mar-Nic General Contractors in the amount of \$815.00.

Comm. Smith made a motion to approve the replacement of the wood boards on the dumpster enclosure gates by Mar-Nic General Contractors in the amount of \$815.00, seconded by Comm. Young.

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

Coordinator Smith reported that he received a quote from Matt Pinter Door Company to replace the opener motor on one of the bay doors at Station 21 in the amount of \$1,800.00.

Comm. Smith made a motion to approve the replacement of the opener motor on one of the bay doors at Station 21 by Matt Pinter Door Company in the amount of \$1,800.00, seconded by Comm. Kazanski.

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

D. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2018 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Comm. Young reported that he asked Coordinator Smith to look into pricing for electronic message boards for the fire stations.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item W to Able Mechanical Inc. in the amount of \$388.00, Item X to Matt Pinter Door Company in the amount of \$250.00, and Item Y to Mercer County Community College in the amount of \$325.00.

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

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 7:43 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2019

INCIDENT RUNS

2 Structure Fires
2 Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
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
5 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
2 Hazardous Condition
2 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
Assist Police / EMS / Landing Zone / Missing Person
Stand-By / Cover Assignment
1 Dispatched & Cancelled En Route
1 Smoke Scare / Odor Removal / Problem
33 System Malfunctions
17 Unintentional System / Detector Operation
3 False Calls / Good Intent
Other

75 Total Runs for 390.61 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
OEM Meeting
1 Meetings, Committee Function, Other
Work Night
Work Detail
1 Drills
2 Training Sessions
Parade/Wetdown
2 Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

135.03 Man-Hours

Total Man-Hours for the Month: 525.64

Fire Safety:

Referrals Sent – 28

Responded to Scene – 29

Fire District Coordinator's Report August 19, 2019

- Olson's Heating & AC was at Station 21 on 7-19-2019 to make the necessary repairs to the member's room air conditioner.
- The new chief's car was taken to Gino's Auto Body on Route 27 on 7-19-2019 to paint the roof and roof posts and was completed on 7-26-2019. The car was taken to Agin Signs on Route 1 for lettering on 7-29-2019 and was completed on 7-31-2019. The car is scheduled to go to East Coast Emergency Lighting the end of this week for equipment installation.
- Alizio Seal Coating & Maintenance performed the driveway seal coating at both fire stations the weekend of 7-27-2019 & 7-28-2019.
- I met with a Field Representative from the Insurance Services Office (ISO) on 8-1-2019 for review of our Fire Suppression Rating. We were last visited in 2012 and had a rating of 4 out of 9. They reviewed a great deal of information including number of firefighters, stations, apparatus (pump and tank sizes), incident runs and average turnout, as well as pump, aerial and hose test records. They will also be contacting the township water department and PD dispatch as those areas are examined and affect our ISO rating. We can anticipate hearing back from ISO in late 2019 early 2020. They are changing the visit schedule to every 4 or 5 years going forward.
- The salesman from Dry Gear Solutions was at Station 21 on 8-5-2019 to assemble the turnout gear dryer that was approved for purchase in June.
- I reached out to the Township Clerk on 8-6-2019 to inquire about the redistricting of the voting districts, as we discussed earlier in the year. I was told that there are no plans to do so until 2020 at this point.
- Budget Property Maintenance was at Station 20 on 8-7-2019 to remove the cherry tree off the corner of the building outside the offices. They also ground the stump, put down top soil and seeded.
- A mechanic from Fire & Safety Services was at Station 20 on 8-9-2019 to replace the siren in Tower 201.
- A mechanic from Fire & Safety Services was at Station 20 starting on 8-14-2019 to perform the annual preventive maintenance on Engines 208, 204 & 206.
- The 2014 Chevrolet Tahoe chief's vehicle was taken to Agin Signs on 8-16-2019 to make minor lettering changes as it will be assigned to the Deputy Chief when the new car is placed in service.

Insurance:

- As a final update to our member who was involved in an accident in his personal vehicle when returning from the fire academy on 5-18-2019, the vehicle was determined to be totaled due to the cost for repairs. VFIS issued a check to the member for the value of the vehicle and to cover the towing fees paid by the member.
- As reported previously, the storage shed purchased and delivered to Station 20 was added to our insurance coverage effective 6-14-2019. We received the endorsement paperwork from VFIS and were informed that there was no charge for the addition to our coverage.
- There is an invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.

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

Resolution #19-18

Declaration of Surplus Equipment

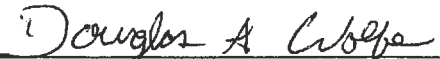
WHEREAS, the Board of Fire Commissioners of Fire District No. 2 in the Township of South Brunswick are the owners of a 2005 Ford Expedition XLT 4WD Special Service Vehicle (Vehicle Identification Number 1FMFU16505LA78285); and

WHEREAS, the Board of Fire Commissioners of Fire District #2 in the Township of South Brunswick deem that this vehicle is no longer needed for public use.

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 Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex deem the property to be surplus.
- (2) The Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are hereby authorized to sell the surplus property as indicated at either public auction or by the advertised bid process.
- (3) If the property so described has no monetary value it shall be disposed of as junk.

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 19th day of August 2019.



Douglas A. Wolfe / District Clerk