

# 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

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## ***AGENDA*** ***October 21, 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. September 16, 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 Station 20 HVAC Maintenance Contract
  - B. Resolution #19-20, Authorizing an Increase in the 2019 LOSAP Award
  - C. Discussion on Traffic Signal Preemption Systems for Intersections
  - D. 2020 Budget Discussion
  - E. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
  - A. Resolution #19-21, Authorizing a Closed Session at the October 21, 2019 Regular Meeting
- 12. Executive Session***
  - A. Contractual Negotiations
  - B. Personnel Matters
- 13. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	397.75
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>C</i></b>	Verizon Wireless	258.26
<b><i>D</i></b>	PSE&G Co.	1,747.43
<b><i>E</i></b>	Verizon	330.90
<b><i>F</i></b>	Ready Refresh	88.84
<b><i>G</i></b>	Alan Landscaping LLC	668.75
<b><i>H</i></b>	Diversified Inspections/ITL Inc.	1,726.85
<b><i>I</i></b>	Tactical Public Safety LLC	798.00
<b><i>J</i></b>	Monmouth Junction Vol. Fire Department	463.97
<b><i>K</i></b>	Monmouth Junction Vol. Fire Department	92.04
<b><i>L</i></b>	Campbell Supply Company	308.88
<b><i>M</i></b>	Electronic Measurement Labs, Inc.	568.00
<b><i>N</i></b>	Minerva Cleaners	193.50
<b><i>O</i></b>	First Battalion Fire Fighting Equipment	74.00
<b><i>P</i></b>	First Battalion Fire Fighting Equipment	5,034.40
<b><i>Q</i></b>	Municipal Emergency Services Depository Account	1,055.13
<b><i>R</i></b>	Municipal Emergency Services Depository Account	2,337.28
<b><i>S</i></b>	East Coast Emergency Lighting, Inc.	101.71
<b><i>T</i></b>	Continental Fire & Safety	1,110.50
<b><i>U</i></b>	Fire & Safety Services, LTD.	2,150.00
<b><i>V</i></b>	Fire & Safety Services, LTD.	632.74
<b><i>W</i></b>	Scott Smith	88.33
<b><i>X</i></b>	Approved Fire Protection Company	398.83
<b><i>Y</i></b>	Approved Fire Protection Company	93.50
<b><i>Z</i></b>	United Communications Corp.	310.71
<b><i>AA</i></b>	South Brunswick Township	59,116.93
<b><i>BB</i></b>	Bio Shine	106.81
<b><i>CC</i></b>	McMaster-Carr	30.73
<b><i>DD</i></b>	IEH Auto Parts LLC	112.21
<b><i>EE</i></b>	CMF Business Supplies, Inc.	508.12
<b><i>FF</i></b>	Mar-Nic General Contractors, LLP	815.00
<b><i>GG</i></b>	Able Mechanical Inc.	1,541.85

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 21, 2019

*APPROVED*

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Comm. Smith at 7:00 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Comm. Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. ROLL CALL**

Present:     Comm. Kazanski  
              Comm. Smith  
              Comm. Wolfe  
              Comm. Young

Not Present: Chairman Spahr

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. September 16, 2019 Regular Meeting**

Comm. Young made a motion to approve the minutes of the September 16, 2019 regular meeting, seconded by Comm. Wolfe.

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

**6. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

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

Chief Smith reported that the Fire Department conducted extrication training with George's Garage on September 19<sup>th</sup>.

Chief Smith reported that the Fire Department participated in a touch-a-truck event for the South Brunswick Mom's Club at the High School on September 22<sup>nd</sup>.

Chief Smith reported that the Fire Department participated in a large-scale training exercise with the other township emergency services on September 25<sup>th</sup>.

Chief Smith reported that the Fire Department held an open house at Station 20 for fire prevention week on October 5<sup>th</sup>.

Chief Smith reported that the Fire Department attended a soccer tournament for special needs children on Culver Road on October 6<sup>th</sup>.

Chief Smith reported that the Township's Data Processing department & Tactical Public Safety completed the replacement of the mobile radios in all vehicles. Chief Smith further reported that the township finalized an agreement with the county to move on to their radio system, which should be completed within a year. Chief Smith reported that the remaining radio equipment has been ordered and there will be no expense to the fire departments or fire districts for the changeover.

Chief Smith reported that the township fire chiefs have discussed the use of the jointly-owned fire safety trailer and whether there is a desire to keep it going forward. Chief Smith further reported that all of the chiefs are in favor of disposing of the trailer due to a lack of use. The chiefs will discuss different disposal options and report back to their respective commissioners with a recommendation.

#### **B. District Coordinator's Report**

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

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

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

#### **D. Treasurer's Report**

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on October 1<sup>st</sup> for two checks at a total amount of \$253,694.26; the first check was from South Brunswick Township for third quarter taxation in the amount of \$249,305.25; the second check was from Gov Deals for the online sale of the 2005 Ford Expedition in the amount of \$4,389.01. The second deposit was made on October 8<sup>th</sup> in the amount of \$196.18 from Glatfelter Insurance Group for reimbursement of remaining coverage for the 2005 Ford Expedition.

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

Comm. Young reported that he has been working on a preliminary draft of the 2020 fire district budget, which will be reviewed under New Business.

#### **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 Station 20 HVAC Maintenance Contract**

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,525.00 paid in four quarterly installments of \$631.25 following service.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,525.00, seconded by Comm. Kazanski. Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes. Motion Passed.

**B. Resolution #19-20, Authorizing an Increase in the 2019 LOSAP Award**

Comm. Wolfe made a motion to approve Resolution #19-20, seconded by Comm. Kazanski. Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes. Motion Passed.

Comm. Smith reported that the third quarter statement from Lincoln Financial Services was received and that there is \$981,420.51 in LOSAP funds invested.

**C. Discussion on Traffic Signal Preemption Systems for Intersections**

Chief Smith reported that the topic of traffic signal preemption systems was first discussed early last year when the county agreed to install a system at the intersection of Route 522 & Georges Road as part of their re-engineering project. Chief Smith further reported that preemption systems have been installed this year at the intersections of Route 522 & New Road and Route 522 & Summerfield Blvd./Scene Drive. Chief Smith reported that he received a quote from Signal Control Products to install emitters at a cost of \$1,900 per vehicle, and requested approval to install emitters in six vehicles at a total cost of \$11,400.00.

Comm. Kazanski made a motion to approve the installation of emitters in six vehicles by Signal Control Products at a total cost of \$11,400.00, seconded by Comm. Wolfe. Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes. Motion Passed.

**D. 2020 Budget Discussion**

Comm. Young reviewed the preliminary 2020 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

**E. Items Timely and Important**

Comm. Smith informed the members of the Board that a construction trailer is parked in the lot at Station 21 for the intersection project at Route 522 and Georges Road.

**9. VOUCHER LIST**

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

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

## **10. PUBLIC COMMENT**

No one from the floor desired to address the Board.

## **11. EXECUTIVE SESSION RESOLUTION**

### **A. Resolution #19-21, Authorizing a Closed Session at the October 21, 2019 Regular Meeting**

Comm. Young made a motion to approve Resolution #19-21, seconded by Comm. Wolfe.

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

Comm. Young made a motion to move into executive session seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

Executive session commenced at 7:45 pm.

## **12. EXECUTIVE SESSION**

### **A. Contractual Negotiations**

### **B. Personnel Matters**

Comm. Smith excused himself at 8:03 pm due to a personal conflict.

## **13. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:30 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2019

**INCIDENT RUNS**

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

**48 Total Runs for 178.91 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  
Meetings, Committee Function, Other  
Work Night  
Work Detail  
3 Drills  
1 Training Sessions  
Parade/Wetdown  
3 Public Relations  
Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**203.01 Man-Hours**

**Total Man-Hours for the Month: 381.92**

**Fire Safety:**

*Referrals Sent – 11*

*Responded to Scene – 13*

## Fire District Coordinator's Report October 21, 2019

- A plumber from the Board of Education was at Station 20 on 9-17-2019 to replace the flush valve on one of the toilets in the women's bathroom.
- Able Mechanical, Inc. was at Station 20 on 9-17-2019 to replacing the condensing unit on the refrigerator, as approved in August.
- The new 2019 Chevrolet Tahoe chief's vehicle was placed in service as Car 200 on 9-17-2019. The 2014 Chevrolet Tahoe was re-assigned as Car 210.
- Donald C. Rodner, Inc. was at Station 20 on 9-19-2019 to perform the quarterly service on the HVAC systems.
- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 10-3-2019.
- I started the fire prevention presentations at the schools and day care centers on October 7<sup>th</sup> with the Fire Safety Bureau. The presentations will continue into November.
- Mar-Nic General Contractors was at Station 20 on 10-8-2019 to replace the wood pickets on the dumpster enclosure gates, as approved in August.
- Waterway, Inc. was on site on 10-16-2019 to perform the annual hose testing. One length of 2-1/2" hose and three pony sections of 3" hose failed testing. Replacement lengths of 3" hose have been ordered; we have spare 2-1/2" hose so there is no need to replace the one failed length.

### **Insurance:**

- With the removal of the 2005 Ford Expedition last month from insurance coverage, we received a check from VFIS in the amount of \$196.18 for remaining coverage under the current policy term.



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

Resolution #19-20

Authorizing an Increase in the 2019 Length of Service Award Program

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2019 at a maximum of 0.49%; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments; and


WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2019 budget for this purpose.

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 year 2018 LOSAP award of \$1,709.00 shall be increased by the addition of a Cost of Living Increase of 0.49% equal to \$8.00 for a 2019 award of \$1,717.00, this being the maximum permitted for those who meet the criteria so established.

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 21<sup>st</sup> day of October 2019.

  
Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr				✓

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

Resolution #19-21

Authorizing a Closed Session at the October 21, 2019 Regular Meeting

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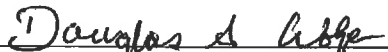
WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the October 21, 2019 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 21<sup>st</sup> day of October 2019.

  
\_\_\_\_\_  
Douglas A. Wolfe / District Clerk

EXECUTIVE SESSION  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMM. DISTRICT #2  
RESOLUTION # 19-26  
October 21, 2019

*APPROVED*

The meeting was called to order at 8:05pm

ROLL CALL

Present: Comm. Kazanski  
Comm. Smith  
Comm. Wolfe  
Comm. Young

Absent: Comm. Spahr

Comm. Smith excused himself due to a conflict of subject matter.

BUSINESS OF MEETING

Fire Coordinator, Scott Smith has requested to open his current contract that would expire in 2020 extended to 2021 for Salary and Medical changes. After a lengthy discussion, the Commissioners agreed that they would rather open the current contract for 2 more years expiring 2022.

Comm. Kazanski reported that he sat down with a supervisor from the township to gather information from their contract that may help us. Unfortunately, they are in contract negotiations with the township and did not have much information to help with Scott's contract.

The meeting ended with the three of us to think about the number to use for a salary increase, and Comm. Wolfe will talk

to Scott to inform him that the board would like to open his contract for two more years ending 2022.

Meeting adjourned at 8:30pm  
Doug Wolfe, Clerk