

# 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*

*November 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, 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. October 21, 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 I Am Responding Subscription Renewal

B. Discussion on Station Lawn Treatment Contract Renewal

C. Discussion on Chief's Request for Equipment Purchases

D. Resolution #19-22, Authorizing Execution of a Fire Protection Services

. Agreement with the Monmouth Junction Volunteer Department

E. 2020 Budget Discussion

F. Resolution #19-23, Authorizing the Transfer of Funds Relative to the 2019 Budget

G. Items Timely and Important

**9. *Voucher List***

(See Attached)

**10. *Public Comment***

**11. *Adjournment***

***Voucher List***

<b><i>A</i></b>	Kleen-Tec Maintenance, LLC	415.00
<b><i>B</i></b>	Verizon Wireless	258.38
<b><i>C</i></b>	PSE&G Co.	2,389.00
<b><i>D</i></b>	Verizon	335.92
<b><i>E</i></b>	Ready Refresh	67.87
<b><i>F</i></b>	Alan Landscaping LLC	668.75
<b><i>G</i></b>	Q.R.F.P. Special Services	675.00
<b><i>H</i></b>	Preferred Batteries	117.26
<b><i>I</i></b>	Thomson Reuters – West	1,041.00
<b><i>J</i></b>	Continental Fire & Safety	54.00
<b><i>K</i></b>	Somerset County Emergency Services Training Academy	950.00
<b><i>L</i></b>	Donald C. Rodner, Inc.	631.25
<b><i>M</i></b>	Municipal Emergency Services Depository Account	1,270.00
<b><i>N</i></b>	Monmouth Junction Volunteer Fire Department	11,423.99
<b><i>O</i></b>	New Jersey Fire Equipment Co.	195.00
<b><i>P</i></b>	Waterway New Jersey	2,353.68
<b><i>Q</i></b>	Valley Distributors Inc.	246.88
<b><i>R</i></b>	South Brunswick Fire District No. 2	250,000.00
<b><i>S</i></b>	South Brunswick Fire District No. 2	413,905.00

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
November 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. October 21, 2019 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the October 21, 2019 regular meeting, seconded by Comm. Smith.

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

**6. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

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

Chief Smith reported that the Fire Department held a live-burn drill at the Somerset County Fire Academy on October 24<sup>th</sup>.

Chief Smith reported that the Fire Department covered fire calls for the Kingston Fire Company on November 2<sup>nd</sup> during their annual dinner.

Chief Smith reported that PSE&G gave a presentation on natural gas and electrical emergencies at Station 20 on November 7<sup>th</sup>.

Chief Smith reported that member Luis Ruiz-Roncal completed Firefighter I at the Middlesex County Fire Academy.

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

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

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

Coordinator Smith reported that there is nothing new to discuss at this time.

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

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on November 14<sup>th</sup> in the amount of \$102.96 from South Brunswick Township Fire District #1 for their one-third share of the preventive maintenance performed on the fire safety trailer by Campbell Supply Company.

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

Comm. Young reported that the 2020 budget will be discussed under New Business, as well as a resolution for a possible budget transfer.

Comm. Young reported that there are two vouchers on the list of note. The first voucher is for a transfer of funds in the amount of \$250,000.00 from the New Jersey Cash Management Fund to the PNC Bank checking account. The second voucher is for a transfer of funds in the amount of \$413,905.00 from the checking account to the District capital fund for budgeted reserve for future capital outlay.

## **E. Legislative Report**

Comm. Young reported that the minutes of the State Association of Fire District's quarterly meeting in September in Wildwood was received.

## **7. OLD BUSINESS**

There was no old business to discuss.

## **8. NEW BUSINESS**

### **A. Discussion on I Am Responding Subscription Renewal**

Coordinator Smith reported that he received the renewal of the I Am Responding subscription service, which expires in January. Coordinator Smith recommended renewing the subscription service for three years at a total cost of \$2,205.00, paid annually at a cost of \$735.00 per year.

Comm. Smith made a motion to approve the renewal of the I Am Responding subscription for three years at a total cost of \$2,205.00, 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 Station Lawn Treatment Contract Renewal**

Coordinator Smith reported that he received the lawn treatment contract renewal for 2020 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are

for 3 treatments at each station, at a cost of \$443.41 each for Station 20 and \$110.84 each for Station 21, for a total cost of \$1,662.75.

Comm. Smith made a motion to approve the 2020 renewal of the lawn treatment contract with TruGreen at a cost of \$1,662.75, seconded by Comm. Young.

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

#### **C. Discussion on Chief's Request for Equipment Purchases**

Chief Smith submitted a list of equipment the line officers request permission to purchase before the end of the year, including replacement defibrillators, training books and videos, turnout gear, battery-operated ventilation fans, (2) nozzles, and miscellaneous other items.

Comm. Young made a motion to approve the Chief's request for equipment purchases as follows: \$400.00 from the O-4 account, \$250.00 from the O-7 account, \$10,000.00 from the O-8 account, and \$14,000.00 from the O-11 account, seconded by Comm. Wolfe.

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

#### **D. Resolution #19-22, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Fire Department**

Comm. Young reported that Commissioners Smith & Wolfe met with representatives from the Fire Department to negotiate a new agreement. Comm. Young reported the agreement includes a 2% increase in the yearly appropriation, an increase in the clothing allowance, and an increase in the LOSAP appropriation. Comm. Smith reported that the negotiation went smoothly, with the new contract running from January 1, 2020 to December 31, 2022.

Comm. Young made a motion to approve Resolution #19-22, seconded by Comm. Smith.

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

#### **E. 2020 Budget Discussion**

Comm. Young reviewed the 2020 preliminary budget status. Comm. Young expressed his opinion to approve a .045 per hundred tax rate in the 2020 budget, which is the same rate as realized in 2019.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special meeting in two weeks.

#### **F. Resolution #19-23, Authorizing the Transfer of Funds Relative to the 2019 Budget**

Comm. Smith made a motion to approve Resolution #19-23, seconded by Comm. Kazanski.

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

#### **G. Items Timely and Important**

There were no items Timely and Important to discuss.

**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 8:08 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

- Tower 201 was taken to Fire & Safety Services on 10-21-2019 for its annual preventive maintenance and completion of several modifications including changing of ground ladder storage and fabrication of a hose tray on the platform. The truck was back in service on 11-8-2019.
- Alan Landscaping was at Station 20 on 10-22-2019 to trim the bushes around the building and parking lot and also removed two bushes along the driveway.
- Station 20 was used as a polling place for the general election on 11-6-2019.
- Donald C. Rodner, Inc. was at Station 20 on 11-12-2019 to perform the quarterly service on the HVAC systems.
- The fire safety presentations wrapped up last week. We gave presentations at 14 schools and day care centers in our district.
- As brought up by Commissioner Young several meetings ago, I have contacted several companies to obtain information on LED message board signs. A representative from K.C. Signs brought a demo sign to the station on 11-14-2019. I will be meeting with several vendors this week.

### **Insurance:**

- There is nothing new to report this month.

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
October 2019

**INCIDENT RUNS**

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

**65 Total Runs for 206.53 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**324.52 Man-Hours**

**Total Man-Hours for the Month: 531.05**

**Fire Safety:**

*Referrals Sent – 10*

*Responded to Scene – 13*



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

Resolution #19-22

Authorizing Execution of a Fire Protection Services Agreement with the  
Monmouth Junction Volunteer Fire Department

---

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction Volunteer Fire Department within its jurisdiction upon terms that are fair and proper for the providing of fire protection services to the fire district.

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 Chairman and District Clerk are hereby authorized to execute a fire protection services agreement with the Monmouth Junction Volunteer Fire Department covering the time period of January 1, 2020 through December 31, 2022.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the Fire Department.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the Fire Department.

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 18<sup>th</sup> day of November 2019.

Douglas A Wolfe  
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 #19-23

Authorizing the Transfer of Funds Relative to the 2019 Budget

In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 18<sup>th</sup> day of November, 2019 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-1	Salary & Wages (excl. Commissioners)	\$112,000.00	\$95,250.00
A-1	Salary & Wages – Commissioners	\$27,500.00	\$28,000.00
A-3	Election	\$750.00	\$6,000.00
A-5	Membership/Dues	\$500.00	\$1,500.00
O-8	Uniforms (Turnout Gear)	\$20,000.00	\$30,000.00

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 18<sup>th</sup> day of November 2019.

  
Douglas A. Wolfe / District Clerk

<b>BOARD MEMBER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			