

**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***  
***February 17, 2020***  
***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. January 21, 2020 Regular Meeting
6. ***Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
7. ***Old Business***
  - A. Discussion on Disposal of Fire Safety Education Trailer
8. ***New Business***
  - A. Election Results
  - B. Discussion on Air Pack Preventive Maintenance
  - C. Discussion on Installation of Knox Box Key Secure Devices
  - D. Discussion on Capital Purchase of Turnout Gear Washer/Extractor
  - E. Resolution #20-02, Authorizing the Transfer of Funds Relative to 2019 Budget
  - F. 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	455.00
<b><i>B</i></b>	Verizon Wireless	257.82
<b><i>C</i></b>	PSE&G Co.	2,756.41
<b><i>D</i></b>	Verizon	326.16
<b><i>E</i></b>	Ready Refresh	27.92
<b><i>F</i></b>	The Language Center	250.00
<b><i>G</i></b>	VFIS	500.00
<b><i>H</i></b>	Witmer Public Safety Group, Inc.	170.00
<b><i>I</i></b>	Scott Smith	7.85
<b><i>J</i></b>	Matt Pinter Door Company	150.00
<b><i>K</i></b>	Q.R.F.P. Special Services	400.00
<b><i>L</i></b>	CMF Business Supplies, Inc.	91.14
<b><i>M</i></b>	East Coast Emergency Lighting, Inc.	971.40
<b><i>N</i></b>	Donald C. Rodner, Inc.	631.25
<b><i>O</i></b>	Home News Tribune	87.89
<b><i>P</i></b>	Nat Alexander Company	2,268.00
<b><i>Q</i></b>	Lincoln Financial Services	34,340.00
<b><i>R</i></b>	Anne Chibbaro	120.00
<b><i>S</i></b>	Patricia Wolfe	120.00
<b><i>T</i></b>	OK Enterprises, LLC	2,300.00
<b><i>U</i></b>	Delaware Valley Tesla Owners Club	1,000.00

APPROVE

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 18, 2020

**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. Smith  
Comm. Wolfe  
Comm. Young  
Chairman Spahr

Not Present: Comm. Kazanski

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. January 21, 2020 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the January 21, 2020 regular meeting, seconded by Comm. Wolfe.

Roll call: 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 January 2020 activity report (see attached).

Chief Smith reported that the Fire Department completed the annual mandatory training earlier this month and has started facemask fit-testing.

Chief Smith reported that the Township's Data Processing department completed the replacement of all of the mobile and portable radios used by the Fire Department in preparation for the switch to the county radio system.

**B. District Coordinator's Report**

Coordinator Scott Smith reviewed the February 2020 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the February 2020 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 the 1099-MISC forms were received from the auditor and were distributed by the January 31<sup>st</sup> due date.

Comm. Young reported that he distributed two financial reports this month. The first report covers the 2020 expenditures through tonight's meeting under the adopted budget. The second report covers the status of the 2019 budget.

Comm. Young reported there are still outstanding invoices from last year, including charges from the county for election fees. Comm. Young reported that he plans to close out the 2019 financials by the end of the month in anticipation of the audit on-site visit on March 2<sup>nd</sup>.

Comm. Young reported that there will be a discussion under New Business regarding a resolution concerning a budget transfer.

#### **E. Legislative Report**

There was no legislative information to discuss.

### **7. OLD BUSINESS**

#### **A. Discussion on Disposal of Fire Safety Education Trailer**

Chief Smith reported that he first brought up the topic of the jointly owned fire safety education trailer last year and the lack of use by the township fire departments. Chief Smith reported that all three fire chiefs are in favor of disposing of the trailer, and that he reached out to the county fire academies to see if there is an interest in acquiring the trailer. Chief Smith reported that the Middlesex County Fire Marshal has offered a \$3,000 training credit for the fire academy in exchange for the trailer, and that the Somerset County Fire Academy is interested in the trailer and will get back with a training credit offer.

After a discussion, Comm. Smith made a motion to proceed with disposal of the fire safety education trailer pending receipt of an offer from Somerset County, seconded by Comm. Wolfe.

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

### **8. NEW BUSINESS**

#### **A. Election Results**

Comm. Wolfe reported that the fire district election was held this past Saturday, February 15<sup>th</sup> and a total of 31 votes were cast at the poll. Comm. Wolfe further reported that preliminary results for the mail-in ballots were received from the County Clerk earlier today, but that a final total would not be available until later this week. Comm. Wolfe reported that based on the preliminary results, Comm. Smith was re-elected to the Board but the 2020 budget did not pass. Final election results will be announced next meeting.

#### **B. Discussion on Air Pack Preventive Maintenance**

Coordinator Smith reported that quotes were obtained for the annual air pack preventive maintenance from Municipal Emergency Services and Nat Alexander Company, with the low quote from MES at a cost of \$864.00, not including the cost of any needed repairs.

Comm. Young made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$864.00, seconded by Comm. Smith.

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

#### **C. Discussion on Installation of Knox Box Key Secure Devices**

Chief Smith reported that Township Fire Official John Funcheon has asked for the installation of boxes in the fire trucks to secure the Knox Box master keys. Chief Smith further reported that the Fire Safety Bureau will purchase the key secure boxes, and reimburse the fire districts for their installation. Chief Smith reported that he has obtained a quote from East Coast Emergency Lighting for the installation of the box in the two chief's vehicles at a cost of \$150.00 per vehicle for a total cost of \$300.00. Chief Smith further reported that he received a quote from Fire & Safety Services to install the box in four apparatus at a cost of \$206.25 per vehicle for a total cost of \$825.00. Chief Smith requested permission to install the key secure box in six vehicles at a total cost of \$1,125.00.

Comm. Smith made a motion to approve the installation of the Knox key secure boxes by East Coast Emergency Lighting and Fire & Safety Services at a total cost of \$1,125.00, seconded by Comm. Young.

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

#### **D. Discussion on Capital Purchase of Turnout Gear Washer/Extractor**

Chief Smith reported that he received a quote from Direct Machinery Corp. for the purchase and installation of a turnout gear washer/extractor at Station 21 at a total cost of \$14,124.50. As the budget did not pass, pending receipt of the final mail-in ballot vote count, this item was tabled until next meeting.

#### **E. Resolution #20-02 Authorizing the Transfer of Funds Relative to the 2019 Budget**

Comm. Smith made a motion to approve Resolution #20-02, seconded by Comm. Wolfe.

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

#### **F. Items Timely and Important**

Comm. Young reported that with the apparent defeat of the fire district budget, the Township Council has 30 days to review the budget and decide to either make cuts or leave as adopted. After a discussion, Comm. Young will reach out to the Township CFO regarding the defeat of the district budget to start the review process.

### **9. VOUCHER LIST**

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

Roll call: 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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:03 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2020

**INCIDENT RUNS**

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

**41 Total Runs for 154.29 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**221.99 Man-Hours**

**Total Man-Hours for the Month: 376.28**

**Fire Safety:**

*Referrals Sent – 8*

*Responded to Scene – 15*

## Fire District Coordinator's Report February 18, 2020

- Car 210 (2014 Chevrolet Tahoe) went to East Coast Emergency Lighting on 1-22-2020 to install warning lights in the lift gate to increase safety when parked on a scene and the gate is open. They also modified the lighting in the light bar in response to the Opticom emitter that was installed.
- A mechanic from Fire & Safety Services was on site for several days starting on 1-23-2020 to make several repairs to the engines for issues that were found last year during service. The mechanic also installed a receptacle in one of the compartments on Engine 206 as approved last year. The mechanic will be returning in the coming weeks to complete repairs on Engines 204 & 208 and install the receptacle in a compartment on 204.
- The tech from OK Enterprises was on site for several days starting on 2-4-2020 to set-up the (4) new desktop computers that were purchased at the end of last year. The old computers will be cleared so they can be disposed of. The tech recommends upgrading the older software on the server at some point this year.
- A mechanic from Atlantic Detroit Diesel Allison replaced two engine sensors on Engine 206 on 2-6-2020 that were determined to be faulty when the Check Engine light came on.
- Car 200 (2019 Chevrolet Tahoe) went to Malouf Chevrolet in North Brunswick on 2-12-2020 to address a recall notice and to perform routine service (at no cost for either). The car was back in service on 2-13-2020.

### **Insurance:**

- There is an invoice on the Voucher List to VFIS for the increase of the loss of income benefit on the Accident & Sickness policy as approved last month.



**Resolution 20-02**

**Authorizing the Transfer of Funds  
Relative to 2019 Budget**


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**In accordance with N.J.S. 40A:14-78.10, be it resolved on this 18th day of February, 2020 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers relative to the 2019 Budget be made as follows:**

<u>Acct.#</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
O-1	Operations Fringe Benefits	\$10,000.00	
O-11	Purchases Non-Capital Assets		\$10,000.00

**The reason for the requested change is to accommodate the purchase and installation & programming of infrared emitters in six vehicles which allows emergency vehicles to control traffic signals at selected intersections within South Brunswick Township.**

**I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 18th day of February, 2020.**

  
**Douglas Wolfe**  
**District Clerk**