

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 ***March 16, 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. February 18, 2020 Regular Meeting
 - B. March 3, 2020 Re-Organization Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
 - A. Election Results
- 8. New Business***
 - A. Discussion on Replacement of Station 21 Furnace Units
 - B. Discussion on Capital Purchase of Turnout Gear Washer/Extractor
 - C. Discussion on Apparatus Preventive Maintenance Service
 - D. Discussion on Apparatus Fire Pump Testing
 - E. Discussion on Hurst Rescue Equipment Preventive Maintenance
 - F. Discussion on Renewal of Photo Copier Maintenance Contract
 - G. Discussion on Renewal of Station Alarm Monitoring Contract
 - H. Discussion on Fire Station Spring Cleaning
 - I. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	455.00
<i>B</i>	Verizon Wireless	257.82
<i>C</i>	Verizon	323.91
<i>D</i>	Ready Refresh	98.84
<i>E</i>	Monmouth Junction Vol. Fire Department	11,376.15
<i>F</i>	First Battalion Fire Fighting Equipment	649.66
<i>G</i>	GSB	1,680.00
<i>H</i>	Marco Technologies, LLC	38.75
<i>I</i>	Marco Technologies, LLC	396.00
<i>J</i>	South Brunswick Township Water & Sewer Revenue	1,603.76
<i>K</i>	Tactical Public Safety	152.00
<i>L</i>	Somerset County Emergency Services Training Academy	1,500.00
<i>M</i>	Fire and Safety Services, LTD	831.07
<i>N</i>	Fire and Safety Services, LTD	3,919.66
<i>O</i>	Fire and Safety Services, LTD	2,200.00
<i>P</i>	Thomas Kazanski	851.65
<i>Q</i>	Charles Smith	894.24
<i>R</i>	Charles Spahr	958.11
<i>S</i>	Douglas Wolfe	1,021.98
<i>T</i>	Thomas Young, Jr.	2,235.58
<i>U</i>	Fire Security Technologies, Inc.	1,068.00
<i>V</i>	Richard M. Braslow, Esq.	55.50
<i>W</i>	Miklos Tree Service, LLC	2,000.00
<i>X</i>	Postmaster	106.00
<i>Y</i>	Stewart & Stevenson Power Products LLC	2,239.63
<i>Z</i>	IEH Auto Parts LLC	11.20
<i>AA</i>	Treasurer, State of New Jersey	512.00
<i>BB</i>	Access Compliance, LLC	523.00
<i>CC</i>	OK Enterprises, LLC	1,500.00
<i>DD</i>	Travelers	18,936.00
<i>EE</i>	Matt Pinter Door Company	450.00
<i>FF</i>	Packet Media LLC	72.75

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 16, 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. 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. February 18, 2020 Regular Meeting

Comm. Smith made a motion to approve the minutes of the February 18, 2020 regular meeting, seconded by Comm. Wolfe.

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

B. March 3, 2020 Re-Organization Meeting

Comm. Smith made a motion to approve the minutes of the March 3, 2020 re-organization 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 February 2020 activity report (see attached).

Chief Smith reported that an instructor from the Somerset County Fire Academy presented the class "Coaching the Emergency Vehicle Operator – Fire" at Station 20 on February 20th.

Chief Smith reported that members of the Delaware Valley Tesla Owners Club gave a presentation on emergencies involving Tesla cars at Station 20 on February 27th.

Chief Smith reported that the Fire Department assisted in the search for a missing special needs juvenile on February 19th, who was ultimately found by a resident. Chief Smith reported that firefighters searched the neighborhood and chief officers assisted the police at the command post with resource coordination and tracking.

Chief Smith reported that several changes have been made to the box plans, specifically the order in which several mutual aid fire companies are utilized. Chief Smith further reported that procedures were changed to dispatch the first alarm for any reported structure fire, as well as for any incident at the assisted living facilities located in Fire District #3 at the request of the Kingston Fire Company.

Chief Smith reported that there have been several meetings regarding the coronavirus and that an operational plan has been developed and reviewed with all members. Chief Smith further reported that duty crews have been established to ensure coverage for calls while also limiting the number of firefighters together in a group at one time.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2020 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on February 20th in the amount of \$102.96 from Fire District #3 for their one-third share of the preventive maintenance performed on the fire safety trailer. The second deposit was made on February 26th in the amount of \$319.90 from Liberty Coca-Cola Beverage LLC for reimbursement of supplies used at a hazardous materials incident. The third deposit was made on February 28th in the amount of \$6,930.00 from South Brunswick Township for reimbursement out of the dedicated penalty account for the two Blowhard fans that were purchased last year.

Comm. Young reported that as he brought up at the re-organization meeting earlier this month, he and Chairman Spahr met with the Township Committee on February 27th to review the fire district's 2020 budget that was voted down by the public. Comm. Young reported that he and Chairman Spahr attended the Town Council meeting on March 10th where the public hearing on the budget was held. Comm. Young reported that the council passed a resolution approving and certifying the budget with no changes made. Comm. Young sent an email thanking the township mayor, council, manager, and CFO.

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

Comm. Young reported that he was informed by the auditors that they have split their office due to new guidelines governing audit management reports. Comm. Young reported that due

to the change, a new acceptance letter authorizing the 2019 audit was received and will need to be signed by he and Chairman Spahr.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Election Results

Comm. Wolfe reported the final results of the fire district election held on Saturday February 15th. For the position of fire commissioner, Charles Smith received a total of 29 votes at the polls and 170 votes via mail-in ballot for a total of 199 votes. There were no write-in candidates at the polls. Two individuals received one write-in vote each via mail-in ballot.

For the one appropriation question regarding the amount to be raised by taxation, there were 31 'yes' votes at the polls and 112 'yes' votes via mail-in ballot for total of 143 'yes' votes. There were zero 'no' votes at the polls and 185 'no' votes via mail-in ballot for a total of 185 'no' votes.

Comm. Wolfe thanked Coordinator Smith for his efforts regarding the organization of the district election.

Coordinator Smith reported that he spoke this week with a representative from the State Department of Community Affairs Division of Local Government Services and was informed that the budget of 14 fire districts were defeated this election. Coordinator Smith further reported that over 40 fire districts have yet to report the results of the election to the DLGS so the number of defeated budgets is likely higher.

Comm. Young expressed his opinion to speak with the Township Clerk to begin the groundwork to align the election districts with the voting districts to ensure proper receipt of the mail-in ballots and the possible move of the fire district election to November.

8. NEW BUSINESS

A. Discussion on Replacement of Station 21 Furnace Units

Coordinator Smith reported that one of the ceiling-mounted heaters in the engine bay at Station 21 has a malfunctioning blower motor with an approximate repair cost of \$400.00 provided by Olson's AC & Heating. Due to its age, it is recommended to replace the heater. Coordinator Smith obtained two quotes to replace the single heater, and also received quotes to replace 2 of the 4 heaters in the engine bays. Coordinator Smith reported that Olson's AC & Heating provided the low quote of \$3,500.00 to replace two heaters.

Comm. Smith made a motion to approve the replacement of two ceiling-mounted heaters by Olson's AC & Heating at a cost of \$3,700.00, in the event additional parts are needed, seconded by Comm. Wolfe.

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

B. 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.

Comm. Young reported that the purchase would close-out the 2017 capital appropriation for firefighting equipment, with the balance of the purchase going against the 2020 capital appropriation of \$60,000.00.

Comm. Smith made a motion to approve the purchase of a turnout gear washer/extractor from Direct Machinery Corp. in the amount of \$14,124.50, seconded by Comm. Wolfe.

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

C. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company.

Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$4,450.00 for Tower 201, \$2,250.00 for Engines 204 & 208, and \$3,050.00 for Engine 206.

Comm. Smith made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, seconded by Comm. Young.

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

D. Discussion on Apparatus Fire Pump Testing

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the NFPA fire pump testing on four fire trucks in the amount of \$1,100.00.

Comm. Young made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,100.00, seconded by Comm. Smith.

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

E. Discussion on Hurst Rescue Equipment Preventive Maintenance

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$1,850.00.

Comm. Wolfe made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$1,850.00, seconded by Comm. Young.

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

F. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$396.00.

Comm. Young made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$396.00, seconded by Comm. Wolfe.

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

G. Discussion on Renewal of Station Alarm Monitoring Contract

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Smith made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, seconded by Comm. Kazanski.

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

H. Discussion on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,050.00.

Comm. Smith made a motion to approve the window cleaning by Clearview Window Washing at a cost of \$1,050.00, seconded by Comm. Young.

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

I. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young 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 7:53 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2020

INCIDENT RUNS

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

45 Total Runs for 168.59 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
- 1 Work Night
- Work Detail
- 2 Drills
- 1 Training Sessions
- Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

230.48 Man-Hours

Total Man-Hours for the Month: 399.07

Fire Safety:

Referrals Sent – 14

Responded to Scene – 13

Fire District Coordinator's Report March 16, 2020

- A mechanic from Fire & Safety Services was on site for a couple days starting on 2-19-2020 to complete repairs to Engines 204 & 208. He also installed the receptacle in a compartment on Engine 204.
- An inspector from the Middlesex County Office of Environmental Health stopped by Station 20 on 2-24-2020 to perform an emergency generator inspection. The inspector confirmed all of the serial and model numbers were the same as what was on file for the permit on our generator. He also reviewed the most recent service report and confirmed that the mechanic checks the air quality levels while running the generator.
- Miklos Tree Service was at Station 20 on 3-2-2020 to remove over a dozen dead and/or leaning trees around the site.
- Donald C. Rodner, Inc. was at Station 20 on 3-10-2020 to perform the quarterly service on the HVAC systems.
- Municipal Emergency Services was on site on 3-11-2020 to perform the annual flow-testing of all air packs. Several minor repairs were completed and all packs are in service.
- Alan Landscaping performed the spring clean-up at both stations on 3-11-2020.
- TruGreen performed a lawn treatment at both stations on 3-12-2020.
- Following a power failure at Station 20 on 3-11-2020 due to a car accident on New Road, we had a tech from Cummins Power Systems respond as the generator transfer switch failed to operate properly. It was determined a bad circuit board caused the failure. The board was replaced the following day and the generator & transfer switch were tested and are working properly.
- Matt Pinter Door Company was at Station 20 on 3-11-2020 to troubleshoot a problem with a bay door during the above-mentioned power failure, and returned the following day to repair the door cables.

Insurance:

- I performed the driver's license status check on all active members on 2-28-2020 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years but we have been performing the checks annually since 2017.

- A representative from Travelers was on site on 3-13-2020 to perform an audit for our Worker's Compensation policy. All requested records are in proper order.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,680.00 for the second installment on the Group Term Life Insurance Policy.
- There is an invoice on the voucher list to Travelers in the amount of \$18,936.00 for the balance of the 2020 worker's compensation coverage. This represents a total cost of \$26,294.00 for the year, which is an increase of \$2,754.00 from 2019.