

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 ***May 18, 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 2020.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. April 20, 2020 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 Purchase of Equipment for Operations
 - B. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	57.59
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	257.54
<i>D</i>	PSE&G Co.	1,834.68
<i>E</i>	Verizon	318.56
<i>F</i>	Ready Refresh	39.91
<i>G</i>	Alan Landscaping LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	197.14
<i>I</i>	Monmouth Junction Vol. Fire Department	416.34
<i>J</i>	US Electrical Services, Inc.	80.66
<i>K</i>	Scott Smith	48.85
<i>L</i>	Witmer Public Safety Group, Inc.	220.00
<i>M</i>	Continental Fire & Safety	412.17
<i>N</i>	EZ Auto Glass Installers, Inc.	575.00
<i>O</i>	ESO Solutions, Inc.	938.20
<i>P</i>	Holt McNally & Associates Inc.	1,000.00
<i>Q</i>	Donald C. Rodner, Inc.	631.25
<i>R</i>	Home News Tribune	120.14
<i>S</i>	CMF Business Supplies, Inc.	628.01
<i>T</i>	Direct Machinery Sales Corp.	14,124.50

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

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.

Chairman Spahr also read the following statement:

In accordance with the Governor's issuance of Executive Order No. 107 in response to the COVID-19 pandemic, this meeting is being held via the Zoom web-based conference call platform. Electronic notice of this remote public meeting was posted on the official fire district website pursuant to N.J.S.A. 10:4-9.1.

3. ROLL CALL

Present: Comm. Kazanski (via call-in)
 Comm. Smith (via call-in)
 Comm. Wolfe (via call-in)
 Comm. Young (via call-in)
 Chairman Spahr (via call-in)

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. April 20, 2020 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the April 20, 2020 regular meeting, seconded by Comm. Young.

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 April 2020 activity report (see attached).

Chief Smith reported that the Township has made changes to EMS services in town effective May 1st, with at least one paid crew on at all times, and three paid crews on Monday to Friday from 6 AM to 6 PM.

Chief Smith reported that the Fire Department has created their own You Tube channel which will be used to post videos about the department with training information for current firefighters and to also recruit new members.

Chief Smith reported that the line officers have put together kits for the engines that contain information and resources when encountering special needs individuals.

Chief Smith reported that the Department continues to follow the operational plan developed in response to the Coronavirus pandemic, which still includes the use of duty crews on weeknights and weekends. Chief Smith further reported that the Department has been busy with emergency calls, including a two-alarm structure fire last week that occurred at a life member's home. Chief Smith reported that the line officers will be meeting later this week to develop a plan for a gradual return to normal operations.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the May 2020 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 was one deposit since the last meeting. The deposit was made on May 6th in the amount of \$252.90 from South Brunswick Township for reimbursement of supplies used at a hazardous materials incident.

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

Comm. Young reported that the final copies of the 2019 audit were received several weeks ago and distributed to each member of the Board.

E. Legislative Report

Comm. Young reported that there was no March meeting of the State Association of Fire Districts and that the June meeting has been cancelled.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Purchase of Equipment for Operations

Chief Smith requested permission to spend up to \$1,700.00 for the purchase of 5 helmets.

Comm. Wolfe made a motion to approved the purchase of 5 helmets at a cost not to exceed \$1,700.00, seconded by Comm. Kazanski.

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

B. Items Timely and Important

Comm. Smith made a motion to extend the deadline to have all firefighter physicals completed by July 31st, seconded by Comm. Young.

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

Comm. Young reported that Coordinator Smith was contacted by the Township Clerk via email on May 8th to inquire about the use of the fire station as a polling place for the primary election on July 7th. Coordinator Smith expressed his concerns in a reply email about opening the fire station to the public in light of the pandemic. Comm. Young reported that he subsequently spoke with the Township Clerk last week and further expressed our concerns, which the Clerk understands. Per the Clerk, state statute requires any publicly-funded building must be made available for use as a polling place. Comm. Young reported that the Governor released an executive order this past Friday concerning the primary election, which requires at least one polling place per municipality and that the counties only have to open up 50% of the total polling places. Comm. Young stated that he emailed the Township Clerk this morning regarding the executive order, and anticipates hearing back from the Clerk in the coming weeks.

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 7:50 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2020

INCIDENT RUNS

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

39 Total Runs for 209.71 Man-Hours

DEPARTMENT ACTIVITIES

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

16.84 Man-Hours

Total Man-Hours for the Month: 226.55

Fire Safety:

Referrals Sent – 15

Responded to Scene – 2

Fire District Coordinator's Report May 18, 2020

- A mechanic from Fire & Safety Services was on site on 5-4-2020 to troubleshoot an issue with the foam tank fill pump on Engine 206. The mechanic was back on 5-13-2020 to troubleshoot an issue with the foam system controller & air compressor, which would shut down and restart on its own. Due to the numerous issues we have experienced with the foam system on this truck since it was placed in service, the line officers have discussed abandoning completely the use of the compressed air foam system. Quotes will be provided by Fire & Safety Services and the line officers will report back to the Board with a recommendation going forward.
- E-Z Auto Glass was at Station 20 on 5-4-2020 to seal around the lobby windows.
- Cummins Power Systems performed the 6-month preventive maintenance service on the generators at both stations on 5-5-2020. Several minor issues were identified and a quote will be provided.
- A technician from Air & Gas Technologies was at Station 21 on 5-12-2020 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- Approved Fire Protection was at Station 20 on 5-14-2020 to perform the 6-month inspection on the kitchen hood fire suppression system.
- Trugreen performed a lawn treatment at both fire stations on 5-15-2020.
- Direct Machinery Corp. is scheduled to deliver and install the turnout gear washer/extractor at Station 21 on 5-20-2020. Thank you to Commissioner Smith & Chairman Spahr for setting up the utilities for the machine.
- We scheduled the annual firefighter physicals at the fire station by Access Health the evening of June 4th. They were originally scheduled for April 2nd but cancelled due to the pandemic. Per Board policy, the physicals were supposed to be completed by the end of May.

Insurance:

- There is nothing new to report this month.