

**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***  
***June 15, 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. May 18, 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 Renewal of Roof Preventive Maintenance Contract
  - B. Discussion on Use of Fire Station
  - C. Discussion on Repairs to Engine 206 Foam System
  - D. Discussion on Purchase of Equipment for Operations
  - E. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	93.27
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	257.54
<b><i>D</i></b>	PSE&G Co.	1,499.31
<b><i>E</i></b>	Verizon	320.41
<b><i>F</i></b>	Ready Refresh	27.92
<b><i>G</i></b>	Alan Landscaping LLC	668.75
<b><i>H</i></b>	Approved Fire Protection Company	211.17
<b><i>I</i></b>	Fire Flow Services Inc.	1,100.00
<b><i>J</i></b>	Cummins Sales and Service	1,071.00
<b><i>K</i></b>	Air & Gas Technologies	966.00
<b><i>L</i></b>	Continental Fire & Safety	100.25
<b><i>M</i></b>	Access Compliance, LLC	881.00
<b><i>N</i></b>	Access Compliance, LLC	7,966.00
<b><i>O</i></b>	Monmouth Junction Vol. Fire Department	10,904.88
<b><i>P</i></b>	Monmouth Junction Vol. Fire Department	802.15
<b><i>Q</i></b>	United Communications Corp.	916.53
<b><i>R</i></b>	Scott Smith	325.30
<b><i>S</i></b>	GSB	1,680.00
<b><i>T</i></b>	Holman Frenia Allison, P.C.	150.00
<b><i>U</i></b>	Holt McNally & Associates Inc.	300.00
<b><i>V</i></b>	Edwards Tire Co., Inc.	588.20
<b><i>W</i></b>	Thomson Reuters – West	198.00
<b><i>X</i></b>	Clearview Washing, LLC	1,050.00
<b><i>Y</i></b>	South Brunswick Township Water & Sewer Revenue	1,565.77
<b><i>Z</i></b>	Tasc Fire Apparatus Inc.	2,145.00
<b><i>AA</i></b>	TruGreen Limited Partnership	554.25

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
June 15, 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. May 18, 2020 Regular Meeting**

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

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 May 2020 activity report (see attached).

Chief Smith reported that he has updated the operational plan for the pandemic to include a gradual return to normal operations. Chief Smith reported the duty crews ended at the beginning of the month and training resumed this past weekend.

Chief Smith reported that the Township's Data Processing department anticipates switching over to the county radio system sometime in August or September. Chief Smith further reported that the Department will have training on the new system including a review of the

portable and mobile radios and their programming as well as new Standard Operating Guidelines.

Chief Smith reported that the Fire Department has one new member, Emmanuel Ajose.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the June 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 he distributed the latest financial reports to the Commissioner's mailboxes this morning.

**E. Legislative Report**

Comm. Young reported that the minutes of the March 2020 State Association of Fire Districts meeting was received. Comm. Young reported that the accountant will be auditing the financial records of the State Association for the past 4 years. Comm. Young reported that one bill that has been introduced in the State Assembly permits fire districts to undertake capital projects upon passage of a resolution by the Board of Fire Commissioners, thereby removing the voter approval mandate.

**7. OLD BUSINESS**

There was no old business to discuss.

**8. NEW BUSINESS**

**A. Discussion on Renewal of Roof Preventive Maintenance Contract**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$2,055.03.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$2,055.03, 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 Use of Fire Station**

Coordinator Smith reported that he was notified by the Township Clerk on June 5<sup>th</sup> that Station 20 would not be used as a polling place for the primary election on July 7<sup>th</sup>, but would be used for the general election in November. Coordinator Smith further reported that the Governor issued an Executive Order effective June 9<sup>th</sup> allowing indoor gatherings at 50% room capacity, while also wearing facial coverings and maintaining distancing. Based on the Executive Order, it was the consensus of the Board members to allow use of the fire station

for official fire district/fire department business only at this time, and use of the station weight room once private gyms are allowed to re-open.

### **C. Discussion on Repairs to Engine 206 Foam System**

Chief Smith reported that a quote was received from Fire & Safety Services to repair the foam tank fill and automatic water tank fill on Engine 206 at an approximate cost of \$4,200.00. Chief Smith reviewed a list of options concerning the foam system and the needed repairs, and reported that it was the recommendation of the line officers to forgo those repairs and disable the compressed air foam system due to numerous issues with the system over the years. Chief Smith further reported the desire of the line officers to maintain the ability to flow Class A and Class B foam after changing the system to be manually engaged.

Comm. Smith made a motion to approve the disabling of the compressed air foam system on Engine 206 as recommended by the line officers, with a quote to be obtained from Fire & Safety Services to perform the work, seconded by Comm. Wolfe.

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

### **D. Discussion on Purchase of Equipment for Operations**

Chief Smith requested permission to purchase 4 sets of turnout gear from Continental Fire & Safety at a cost of \$3,063.00 each for a total of \$12,252.00.

Comm. Young made a motion to approved the purchase of 4 sets of turnout gear from Continental Fire & Safety at a total cost of \$12,252.00, seconded by Comm. Wolfe.

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

Chief Smith reported that he obtained quotes from three different vendors for the purchase of four Task Force Tips fog nozzles, with the low quote from New Jersey Fire Equipment at a cost of \$578.95 each and a total cost of \$2,315.80.

Comm. Young made a motion to approve the purchase of 4 fog nozzles from New Jersey Fire Equipment at a cost not to exceed \$2,400.00, seconded by Comm. Wolfe.

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

### **E. Items Timely and Important**

Comm. Smith reported that the Fire Department completed their 2019 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

## **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, 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:41 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
May 2020

**INCIDENT RUNS**

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

**41 Total Runs for 305.61 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**71.76 Man-Hours**

**Total Man-Hours for the Month: 377.37**

**Fire Safety:**

*Referrals Sent – 15*

*Responded to Scene – 4*

## Fire District Coordinator's Report June 15, 2020

- Fire Flow Services performed the NFPA fire pump testing on Tower 201 and Engines 204, 206 & 208 on 5-19-2020. Several minor items in need of repair were identified and will be corrected during the annual PM's.
- Direct Machinery Corp. delivered and installed the new Milnor turnout gear washer/extractor at Station 21 on 5-20-2020.
- A mechanic from Fire & Safety Services was at Station 21 on 5-24-2020 to replace a hose on the coolant system on Engine 206 that was leaking.
- Tasc Fire Apparatus Inc. was at Station 20 on 6-1-2020 to perform the annual Hurst rescue tool preventive maintenance.
- Clearview Washing was at Station 20 on 6-2-2020 to wash the building's windows.
- Access Health Systems was at Station 20 on 6-4-2020 to perform the annual firefighter physicals. A total of 21 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the doctor's office in North Brunswick.
- Alan Landscaping trimmed the bushes around the building at Station 20 on 6-9-2020.

### **Insurance:**

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,680.00 for the third installment on the Group Term Life Insurance Policy.