

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 ***July 20, 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. June 15, 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 Fire Station Parking Lot Sealing

B. Discussion on Annual Hose Testing

C. Discussion on Purchase of Equipment for Operations

D. Discussion on Vehicle Replacement Schedule

E. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	108.07
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	366.26
D	PSE&G Co.	1,122.82
E	Verizon	323.11
F	Ready Refresh	27.92
G	Alan Landscaping, LLC	1,573.75
H	Leavitt Communications	173.93
I	Q.R.F.P. Special Services	400.00
J	Fire & Safety Services, LTD.	673.76
K	Continental Fire & Safety	1,693.50
L	Continental Fire & Safety	211.75
M	Continental Fire & Safety	454.24
N	Sean Wert	47.66
O	Matt Pinter Door Company	470.00
P	Connecticut Custom Fire Training, LLC	46.56
Q	OK Enterprises, LLC	1,750.00
R	VFIS	18,097.00
S	Monmouth Junction Vol. Fire Department	208.63
T	Monmouth Junction Vol. Fire Department	222.45
U	Antczak's Complete Service Co., LLC	689.00
V	Access Compliance, LLC	318.00
W	Witmer Public Safety Group, Inc.	38.50
X	South Brunswick Fire District No. 2	223,815.00
Y	<i>NEW JERSEY FIRE EQUIPMENT CO.</i>	<i>2,315.80</i>
Z	<i>SOUTH BRUNSWICK TOWNSHIP</i>	<i>53,899.07</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 20, 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.

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. June 15, 2020 Regular Meeting

Comm. Young made a motion to approve the minutes of the June 15, 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 June 2020 activity report (see attached).

Chief Smith reported that the Fire Department has decided not to attend any summer kids camps in town or hold an open house at the fire station during Fire Prevention Week in light of the pandemic. Chief Smith further reported that he has been in contact with the Township Fire Official to discuss giving the fire safety presentations at the schools and day care centers in the fall, with a decision to be made closer to the start of the school year.

Chief Smith reported that member Sakthi Saravanan joined as a junior member and has since turned 18 and is currently attending the daytime Firefighter I course at the Middlesex County Fire Academy.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on June 29th in the amount of \$254,900.00 from South Brunswick Township for second quarter taxation. The second deposit was made on July 6th in the amount of \$190.34 from Hometown Waste & Recycling Services, Inc. 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 this afternoon.

Comm. Young reported that he drafted a summary on capital project funds, which he will review later in the order of business.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Fire Station Parking Lot Sealing

Coordinator Smith reported that he obtained an estimate of \$2,000.00 from Alizio Seal Coating & Maintenance, Inc. to seal the cracks in the parking lots at both fire stations.

Comm. Young made a motion to approve the fire station parking lot sealing at a cost of \$2,000.00, 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 Annual Hose Testing

Coordinator Smith reported that he received quotes from Waterway, Inc. & Fire Flow Services to perform the annual hose testing both at a cost of \$0.21 per foot of hose. Coordinator Smith recommended using Waterway, Inc. to perform the hose testing as they have done the testing for the last number of years.

Comm. Smith made a motion to approve the annual hose testing by Waterway, Inc. at a cost not to exceed \$2,600.00, 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 Purchase of Equipment for Operations

Chief Smith requested permission to purchase 8 lengths of 1-3/4" hose to replace older hose. Chief Smith reported that he received a quote from New Jersey Fire Equipment to purchase the 8 lengths of hose at a cost of \$1,584.00.

Comm. Smith made a motion to approved the purchase of 8 lengths of hose from New Jersey Fire Equipment at a cost of \$1,584.00, 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 Vehicle Replacement Schedule

Chief Smith gave a presentation to the Board detailing proposed changes to the vehicle replacement schedule that was first presented back in September 2015. The main proposed change was to move up the replacement of Tower 201, which is a 2003 Emergency One with a 118' Bronto Sky-Lift aerial platform. Chief Smith reviewed numerous factors supporting the recommendation, including specifications and operation of the current truck, current trained operators and department manpower, maintenance and repairs on the truck, as well as trade-in value and cost for a new truck.

Following the presentation, Comm. Young reviewed the approved capital projects and the current available reserved capital funds. Following a discussion of the presentation and funding, Comm. Young mentioned that he will put together additional financial information to be discussed further at an upcoming meeting.

E. Items Timely and Important

Comm. Young reported that the bond coverage for the District and the Treasurer were increased from \$1.0 million to \$1.5 million in August 2018. Comm. Young recommended increasing the coverage to \$2.0 million due to the current fund balances.

Comm. Smith made a motion to increase the bond coverage to \$2.0 million, seconded by Comm. Wolfe.

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

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item Y to New Jersey Fire Equipment Co. in the amount of \$2,315.80, and Item Z to South Brunswick Township in the amount of \$53,899.07.

Comm. Smith made a motion to approve the voucher list as amended, 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 8:44 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2020

INCIDENT RUNS

- 3 Structure Fires
- 3 Vehicle Fires
- 2 Dumpster/Compactor/Trash/Refuse Fires
- 5 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- 1 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
- Hazardous Condition
- 3 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
- Assist Police / EMS / Landing Zone / Missing Person
- Stand-By / Cover Assignment
- 3 Dispatched & Cancelled En Route
- 1 Smoke Scare / Odor Removal / Problem
- 16 System Malfunctions
- 12 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

55 Total Runs for 287.95 Man-Hours

DEPARTMENT ACTIVITIES

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

198.49 Man-Hours

Total Man-Hours for the Month: 486.44

Fire Safety:

Referrals Sent – 20

Responded to Scene – 2

Fire District Coordinator's Report July 20, 2020

- A mechanic from Fire & Safety Services was on site on 6-19 & 6-20-2020 to replace the alternator on Tower 201.
- Alan Landscaping was at Station 20 on 6-29-2020 to trim several low-hanging branches along Ridge Road and also remove a downed tree in the corner of the property.
- Roth Bros. was at Station 20 on 6-30-2020 to perform the annual roof preventive maintenance.
- We received the preliminary report from the Insurance Services Office (ISO) from their visit that was performed back on 8-1-2019. Our total credit "score" did improve by over 5 credits, and we remain at a Fire Suppression Rating of 4 out of 9. We should be receiving the final report in the coming months.
- The construction trailer that was parked in the lot at Station 21 since last October as part of the intersection re-engineering project at Georges Road & Route 522 was removed from the site on 7-8-2020. As part of that project, the traffic signal preemption equipment that can be controlled by the emitters on our vehicles was installed. I have been in contact with the electrical contractor regarding the installation of equipment inside Station 21 that would also allow control of the traffic signals as trucks leave the building. The electrical contractor and the County are in discussions on how to proceed. I was told the County wants to close-out the project so hopefully this will be completed soon. They should be in contact to provide an update.
- Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 7-10-2020.
- Matt Pinter Door Company performed the preventive maintenance of the bay doors and motors at both stations on 7-10-2020.
- I am working on several projects that I would like to discuss at next month's Fire District meeting. First, I have been working on gathering information on LED message board signs for the stations. Second, I am gathering information on the upgrade/possible replacement of the vehicle exhaust removal system at Station 20.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$18,097.00 for the second and final installment for the insurance coverage under the Portfolio policy.