

# 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*** ***August 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 2020.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. July 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. Discussion on Capital Projects
  - C. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	107.82
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	259.12
<b>D</b>	PSE&G Co.	1,651.56
<b>E</b>	Verizon	326.28
<b>F</b>	Ready Refresh	76.85
<b>G</b>	Alan Landscaping LLC	668.75
<b>H</b>	McMaster-Carr	173.50
<b>I</b>	CMF Business Supplies, Inc.	149.50
<b>J</b>	New Pig Corporation	183.40
<b>K</b>	OK Enterprises, LLC	100.00
<b>L</b>	Monmouth Junction Vol. Fire Department	10,969.91
<b>M</b>	East Coast Emergency Lighting, Inc.	300.00
<b>N</b>	Donald C. Rodner, Inc.	631.25
<b>O</b>	Fire and Safety Services, LTD	5,030.14
<b>P</b>	Continental Fire & Safety	118.90
<b>Q</b>	Traditions Training, LLC	900.00
<b>R</b>	Scott Smith	342.69
<b>S</b>	In Our Gear, LLC	81.00
<b>T</b>	Water Supply Innovations LLC	690.00
<b>U</b>	Access Compliance, LLC	1,617.00
<b>✓</b>	<i>UNITED COMMUNICATIONS COOP.</i>	<i>199.92</i>
<b>W</b>	<i>FIRE &amp; SAFETY SERVICES, LTD</i>	<i>825.00</i>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
August 17, 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. July 20, 2020 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the July 20, 2020 regular 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 July 2020 activity report (see attached).

Chief Smith reported that the Fire Department has one new member, Jorge Robles.

Chief Smith reported that following last month's presentation to the Board, a truck committee was formed and a meeting was held with a salesman from Fire & Safety Services to review the different aerial platform models offered by Pierce. Chief Smith further reported that the committee will be looking at several new aerial trucks that were delivered in the state in the coming weeks.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

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

#### **D. Treasurer's Report**

Comm. Young reported that there were no deposits since the last meeting.

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

#### **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 Purchase of Equipment for Operations**

Chief Smith requested permission to purchase one Fire Hooks Unlimited Hydra Ram forcible entry tool from Continental Fire & Safety in the amount of \$2,185.00.

Comm. Smith made a motion to approved the purchase of the Hydra Ram forcible entry tool from Continental Fire & Safety in the amount of \$2,185.00, seconded by Comm. Young.

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

Chief Smith requested permission to purchase two Streamlight portable LED scene lights from Continental Fire & Safety for \$621.00 each and a total cost of \$1,242.00.

Comm. Wolfe made a motion to approved the purchase of two Streamlight portable LED scene lights from Continental Fire & Safety at a total cost of \$1,242.00, seconded by Comm. Kazanski.

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

#### **B. Discussion on Capital Projects**

Coordinator Smith reported that he has been researching several potential capital projects. The first project is an upgrade to the vehicle exhaust removal system at Station 20, as the current system could not be connected to a new bay door motor that was installed last year. Coordinator Smith reported that Chairman Spahr is working on connecting the system to the bay door motor and believes the upgrades will not be necessary.

Coordinator Smith reported that once the traffic signal preemption equipment is installed inside Station 21, he intends to research advanced warning devices that could be installed on Georges Road.

Coordinator Smith reported that he has been in contact with five different companies to obtain information on the installation of LED message boards at both stations to replace the current signs. Coordinator Smith provided drawings and quotes received from the sign

companies, and reported that he will be meeting with electrical contractors. After a brief discussion, Coordinator Smith will provide additional information and pricing details at an upcoming meeting.

Comm. Young reviewed financial information he compiled regarding the capital reserve component inventory, current available capital reserve funds, and a future projection of capital funds and possible capital expenditures. Comm. Young developed the information to aid in future budget planning and in response to the Fire Chief's presentation last month regarding the vehicle replacement schedule. Following the review of the financial information, a discussion was held on the possible move of the fire district election from February to the general election in November, and the subsequent changes that would result to the budget and capital expenditure approval process. Comm. Young will compile more information for additional discussion at next month's meeting.

### **C. Items Timely and Important**

There were no items Timely and Important to discuss.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include two additional items; Item V to United Communications Corp. in the amount of \$199.92, and Item W to Fire & Safety Services, LTD in the amount of \$825.00.

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 8:21 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
July 2020

**INCIDENT RUNS**

- 1 Structure Fires
- 1 Vehicle Fires
- 1 Dumpster/Compactor/Trash/Refuse Fires
- 5 Trees, Brush, Grass, Mulch Fires
- 1 Fires, Other
- 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
- 5 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
- Stand-By / Cover Assignment
- Dispatched & Cancelled En Route
- Smoke Scare / Odor Removal / Problem
- 18 System Malfunctions
- 17 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

**57 Total Runs for 280.98 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**156.12 Man-Hours**

**Total Man-Hours for the Month: 437.10**

**Fire Safety:**

*Referrals Sent – 16*

*Responded to Scene – 17*

## Fire District Coordinator's Report August 17, 2020

- A mechanic from Fire & Safety Services was on site for several days starting 8-3-2020 to install the Knox key secure boxes in Tower 201 and Engines 204, 206 & 208, which was approved earlier this year. The key secure boxes were installed in the chief's vehicles on 8-13-2020 by East Coast Emergency Lighting. The key secure boxes were provided by the Fire Official who will also be reimbursing the Fire District for the cost of their installation. One of the fire inspectors will be programming the boxes in the near future.
- Trugreen performed a lawn treatment at Station 21 on 8-6-2020.
- Alan Landscaping removed multiple downed tree limbs from behind Station 21 on 8-11-2020 that fell due to Hurricane Isaias.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 8-12-2020. All systems are in proper working order with no repairs needed.
- A tech from Airmatic Compressor Corp. was at Station 20 on 8-12-2020 to perform a service of the air compressor/dryer, which was last performed almost 5 years ago. A refrigerant leak was found during the service. They will be providing a quote to make the necessary repairs.
- Chairman Spahr and I met with representatives from several groups on 8-12-2020 to discuss the installation of preemption equipment inside Station 21 to control the traffic signal at the Georges Road & Route 522 intersection as part of the county's re-engineering project. The equipment will be ordered and should be installed in the next month or so.

### **Insurance:**

- We received formal notification from VFIS that the bond coverage was increased from \$1.5 million to \$2.0 million effective 7-22-2020 at no additional charge, as approved by the Board last month.