

# 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*** ***September 21, 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. August 17, 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 Moving of Annual Election to November
  - C. Discussion on Renewal of Shared Services Agreement for Deputy Fire Marshal Services
  - D. Preliminary Discussion on 2021 Budget Process
  - 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	107.82
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	259.08
<b><i>D</i></b>	PSE&G Co.	1,966.16
<b><i>E</i></b>	Verizon	327.90
<b><i>F</i></b>	Ready Refresh	53.89
<b><i>G</i></b>	Alan Landscaping LLC	2,118.75
<b><i>H</i></b>	Preferred Batteries	327.67
<b><i>I</i></b>	New Jersey Fire Equipment Co.	1,584.00
<b><i>J</i></b>	New Jersey Fire Equipment Co.	550.00
<b><i>K</i></b>	Access Compliance, LLC	508.00
<b><i>L</i></b>	GSB	1,679.40
<b><i>M</i></b>	Sodexo, Inc. & Affiliates	2,055.03
<b><i>N</i></b>	Fire & Safety Services, LTD.	362.86
<b><i>O</i></b>	Richard M. Braslow, Esq.	97.50
<b><i>P</i></b>	Monmouth Junction Vol. Fire Department	1,474.61
<b><i>Q</i></b>	Witmer Public Safety Group, Inc.	345.00
<b><i>R</i></b>	VFIS	591.00
<b><i>S</i></b>	Airmatic Compressor Systems, Inc.	1,514.16
<b><i>T</i></b>	Fire Security Technologies, Inc.	3,194.00
<b><i>U</i></b>	South Brunswick Township Water & Sewer Revenue	1,450.03
<b><i>V</i></b>	OK Enterprises, LLC	1,500.00
<b><i>W</i></b>	Continental Fire & Safety	1,242.00
<b><i>X</i></b>	Continental Fire & Safety	2,185.00
<b><i>Y</i></b>	All Hands Fire Equipment	105.96
<b><i>Z</i></b>	Electronic Measurement Labs, Inc.	396.07
<b><i>AA</i></b>	Scott Smith	126.61
<b><i>BB</i></b>	Waterway New Jersey	2,163.00
<b><i>CC</i></b>	Matt Pinter Door Company	900.00
<b><i>DD</i></b>	Commerce Bank	103,344.71
<b><i>EE</i></b>	<b><i>TAUGREEN</i></b>	<b><i>554.25</i></b>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
September 21, 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

Comm. Young made a motion to amend the meeting agenda to move Item B under New Business, seconded by Comm. Smith and by a voice vote all voted in affirmative.

**8. NEW BUSINESS**

**B. Discussion on Moving of Annual Election to November**

Comm. Young gave a presentation on the topic of moving the annual fire district election from the third Saturday in February to the general election in November. Following the presentation, there was a discussion between members of this Board and Commissioners of Fire District #3 who were also in attendance. After the discussion, it was decided that Comm. Young will contact the fire district attorney to discuss specifics of moving the election. Members of the Board will also contact the Township Clerk to discuss revising the voting district lines as there are two voting districts that do not match the fire district boundaries for Fire District #2 and Fire District #3.

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. August 17, 2020 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the August 17, 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 August 2020 activity report (see attached).

Chief Smith reported that Traditions Training gave a presentation on tower ladder operations on August 27<sup>th</sup>.

Chief Smith reported that the aerial truck committee has started looking at new Pierce rear-mount and mid-mount aerial trucks that have been delivered and has also started working on developing specifications for the new truck.

Chief Smith reported that he has met with a used fire truck dealer who has offered to list Tower 201. Chief Smith reported that he will present additional information on the sale of the truck at an upcoming meeting.

Chief Smith reported that the Township's switch to the county radio system is scheduled to start on September 28<sup>th</sup>. Chief Smith further reported that all radios have been replaced and a training class was held on the new system in preparation for the switch.

#### **B. District Coordinator's Report**

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

#### **C. Insurance Chairman's Report**

Coordinator Smith reviewed the September 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.

Comm. Young reported that the 2021 budget will be discussed under New Business.

#### **E. Legislative Report**

Chairman Spahr reported that the State Association of Fire Districts was scheduled to meet this past weekend.

Comm. Young reported that the Assembly bill that sought to eliminate certain requirements for capital appropriations appears to have stalled.

### **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 a Hurst e-Draulic combination cutter-spreader rescue tool from Municipal Emergency Services at a cost of \$10,900.00.

Comm. Wolfe made a motion to approved the purchase of the Hurst e-Draulic combination cutter-spreader from Municipal Emergency Services at a cost of \$10,900.00, seconded by Comm. Smith.

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

#### **B. Discussion on Moving of Annual Election to November**

*Discussed earlier in the meeting following Roll Call.*

#### **C. Discussion on Renewal of Shared Services Agreement for Deputy Fire Marshal Services**

Comm. Young reported that the current 3-year agreement expires at the end of this year, and that the agreement calls for the Fire District to contact the Township by October 1<sup>st</sup> if the Board desires to renew the agreement.

Comm. Smith made a motion to renew the shared services agreement for fire marshal services with the Township for a 3-year term at the same conditions as the current agreement, seconded by Comm. Wolfe.

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

#### **D. Preliminary Discussion on 2021 Budget Process**

Comm. Young reported that a Local Finance Notice was received from the DCA regarding the 2021 budget process, which stated that the budget will be submitted electronically as part of the DCA's Financial Automation Submission and Tracking (FAST) System. Comm. Young further reported that he will present a first cut of the 2021 budget at next month's meeting, and asked the commissioners to submit any preliminary budget requests in the coming weeks.

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

Coordinator Smith reported that the attorney drafted Terms & Conditions and a Privacy Policy for the fire district's website, which will be posted on the home page of the site.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item; Item EE to Trugreen in the amount of \$554.25.

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 8:18 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
August 2020

**INCIDENT RUNS**

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

**73 Total Runs for 304.80 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**142.84 Man-Hours**

**Total Man-Hours for the Month: 447.64**

**Fire Safety:**

*Referrals Sent – 21*

*Responded to Scene – 21*

*D. 10/23*

## Fire District Coordinator's Report September 21, 2020

- A tech from Verizon was at Station 20 on 8-18-2020 to troubleshoot a problem with one of the phone lines. It was determined that there was a short with the phone line and the necessary repairs were made.
- Waterway, Inc. was on site on 8-28-2020 to perform the annual hose testing. Three lengths of 1-3/4" hose, three pony sections of 3" hose, and one pony section of 5" hose failed testing. Replacement hose will be ordered as needed. The 3" hose that failed testing was placed in service late last year; I contacted the vendor and they have picked-up the hose to investigate.
- Donald C. Rodner, Inc. was on site on 8-31-2020 to perform the quarterly service on the HVAC systems.
- A tech from Airmatic Compressor Corp. was at Station 20 on 9-3-2020 to repair the leak on the air compressor refrigerated dryer that was found during service last month.
- Alizio Seal Coating & Maintenance sealed the cracks in the driveways at both stations on 9-7-2020.
- Engine 206 was taken to the Fire & Safety Services shop on 9-8-2020 for its annual preventive maintenance and disabling of the compressed air foam system.
- Trugreen performed a lawn treatment at Station 20 on 9-10-2020.
- Approved Fire Protection was on site on 9-10-2020 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging and hydrostatic testing and will be back in the next week or so.
- Matt Pinter Door Company was at Station 20 on 9-15-2020 to replace the safety seals on the bottom of the three bay doors.

### **Insurance:**

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,679.40 for the fourth and final installment on the Group Term Life Insurance Policy.
- There is an invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.