

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 ***October 19, 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. September 21, 2020 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
 - A. Discussion on Moving of Annual Election to November
- 8. New Business***
 - A. Discussion on Station 20 HVAC Maintenance Contract
 - B. Discussion on Purchase of Equipment for Operations
 - C. Resolution #20-17, Authorizing an Increase in the 2020 LOSAP
 - D. Resolution #20-18, Declaration of Surplus Equipment (Computer Equipment)
 - E. Resolution #20-19, Declaration of Surplus Equipment (Fire Safety Trailer)
 - F. 2021 Budget Discussion
 - G. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	107.74
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	259.08
<i>D</i>	PSE&G Co.	3,035.62
<i>E</i>	Verizon	324.16
<i>F</i>	Ready Refresh	64.88
<i>G</i>	Alan Landscaping LLC	668.75
<i>H</i>	Continental Fire & Safety	57.95
<i>I</i>	Monmouth Junction Vol. Fire Department	386.12
<i>J</i>	Fire and Safety Services, LTD.	41.00
<i>K</i>	Approved Fire Protection Company	351.06
<i>L</i>	Approved Fire Protection Company	194.30
<i>M</i>	Auto King Parts & Supplies	381.15
<i>N</i>	Minerva Cleaners	423.75
<i>O</i>	Richard M. Braslow, Esq.	1,170.00
<i>P</i>	Preferred Batteries	50.60
<i>Q</i>	Electronic Measurement Labs, Inc.	312.67
<i>R</i>	Municipal Emergency Services Depository Account	268.40
<i>S</i>	South Brunswick Township	57,408.28
<i>T</i>	Empire Fitness Services, Inc.	230.00
<i>U</i>	New Jersey Fire Equipment Co.	55.00
<i>V</i>	Alizio Sealcoating, Inc.	2,000.00
<i>W</i>	Sean Wert	109.54
<i>X</i>	Matt Pinter Door Company	349.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 19, 2020

AAA Arrived

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. September 21, 2020 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the September 21, 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 September 2020 activity report (see attached).

Chief Smith reported that the township fire chiefs met with the chief of Monroe Twp. Fire District #2 to look at an incident command software program he utilizes in his command vehicle. Chief Smith further reported that the township chiefs will discuss the program and may look to jointly purchase at some point in the future.

Chief Smith reported that the Township's transition to the county radio system started today. Chief Smith further reported that all radios will be reprogrammed shortly to finalize the switch.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on September 28th in the amount of \$254,900.00 from South Brunswick Township for third quarter taxation. The second deposit was made on September 29th in the amount of \$1,125.00 from South Brunswick Township for reimbursement of the costs to install the Knox Key Secure boxes in six vehicles.

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

A. Discussion on Moving of Annual Election to November

Comm. Young reported that following last month's meeting, he spoke with the Township Clerk to discuss the process for realigning the township's voting districts to coincide with the fire district boundaries. The Clerk said that she would contact the County but doubted anything would happen before November's general election.

Comm. Young reported that he asked attorney Richard Braslow to review the presentation he gave last month on this topic. Comm. Young further reported that Mr. Braslow advised that all information in the presentation appeared correct. After a brief discussion, all members of the Board were in favor of sharing the presentation with Fire Districts 1 & 3.

8. NEW BUSINESS

A. Discussion on Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the renewal of the Station 20 HVAC maintenance contract from Donald C. Rodner, Inc. in the amount of \$2,525.00, paid in four quarterly installments of \$631.25 following service, which is the same amount as the current contract.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,525.00, 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 Purchase of Equipment for Operations

Chief Smith submitted a list of equipment the line officers request permission to purchase before the end of the year, including maintenance supplies, personal protective equipment, and miscellaneous other fire equipment.

Comm. Smith made a motion to approve the Chief's request for equipment purchases at a cost not to exceed \$7,200.00, seconded by Comm. Young.

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

C. Resolution #20-17, Authorizing an Increase in the 2020 LOSAP

Comm. Smith made a motion to approve Resolution #20-17, seconded by Comm. Young.

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

D. Resolution #20-18, Declaration of Surplus Equipment (Computer Equipment)

Comm. Smith made a motion to approve Resolution #20-18, seconded by Comm. Wolfe.

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

E. Resolution #20-19, Declaration of Surplus Equipment (Fire Safety Trailer)

Comm. Smith made a motion to approve Resolution #20-19, seconded by Comm. Wolfe.

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

F. 2021 Budget Discussion

Comm. Young reviewed the preliminary 2021 budget. Following a discussion of the preliminary budget, Comm. Young requested that all Commissioners forward any needed figures or changes to him within the next two weeks.

G. Items Timely and Important

Comm. Young reported that there was an item on the Township Council's work session meeting agenda earlier this month to discuss the shared services agreement between the Township and the Fire District for Deputy Fire Marshal Services. Comm. Young further reported that he anticipates the Township approving a resolution at their regular meeting later this month.

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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:13 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2020

INCIDENT RUNS

- 1 Structure Fires
- Vehicle Fires
- 1 Dumpster/Compactor/Trash/Refuse Fires
- Trees, Brush, Grass, Mulch Fires
- 1 Fires, Other
- Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- 2 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 5 Haz-Mat Spill / Leak No Ignition
- 3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 3 Hazardous Condition
- 3 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
- 2 Smoke Scare / Odor Removal / Problem
- 19 System Malfunctions
- 14 Unintentional System / Detector Operation
- 9 False Calls / Good Intent
- Other

64 Total Runs for 139.49 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
- 5 Meetings, Committee Function, Other
- 1 Work Night
- Work Detail
- 2 Drills
- 1 Training Sessions
- 1 Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

181.84 Man-Hours

Total Man-Hours for the Month: 321.33

Fire Safety:

Referrals Sent – 14

Responded to Scene – 19

Fire District Coordinator's Report October 19, 2020

- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 9-28-2020.
- Matt Pinter Door Company was at Station 20 on 10-1-2020 working with Chairman Spahr attempting to tie-in a newer opener motor for one of the bay doors to the vehicle exhaust removal system. After much effort Chairman Spahr was able to complete the tie-in on 10-13-2020. We will operate and monitor the connection to confirm proper operation. It is my hope that the connection will continue to work properly and we can replace another opener motor this year.
- Fire Security Technologies was at Station 21 on 10-2-2020 to troubleshoot two false burglar alarms for a bay door zone. Replacement sensors have been ordered.
- Empire Fitness Services, Inc. was at Station 20 on 10-6-2020 to perform the preventive maintenance on the gym equipment.
- Engine 206 came back from the Fire & Safety Services shop on 10-7-2020. The truck received its annual preventive maintenance, and also had several repairs made as well as had the compressed air foam system disabled.
- A mechanic from Fire & Safety Services was at Station 20 on 10-8-2020 to make repairs to the electric and air auto ejects on Engine 204.
- The computer tech from OK Enterprises was on site on 10-12-2020 to work on changes to our back-up data storage, as the provider was bought-out by another company. He will be providing a quote to upgrade our server.
- The Fire Safety Bureau finished programming the Knox key secure boxes in all vehicles so equipped on 10-15-2020.

Insurance:

- I submitted a claim to VFIS on 10-16-2020 when a bay door at Station 20 was heavily damaged after it came down on top of Tower 201 as the truck was exiting the building to respond to a structure fire on Georges Road in the early morning hours. Fortunately, there was no damage to the truck. The required information was submitted and the claim approved. There is a \$250.00 deductible. Matt Pinter Door Company was contacted and they replaced three of the door panels on 10-19-2020 so the door can be operated and the building properly secured. Additional panels have been ordered to complete a full replacement of the door. We will also be obtaining a quote to repaint the trim around the door.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK
COUNTY OF MIDDLESEX

Resolution #20-17

Authorizing an Increase in the 2020 Length of Service Award Program

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2020 at a maximum of 1.5%; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2020 budget for this purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The year 2019 LOSAP award of \$1,717.00 shall be increased by the addition of a Cost of Living Increase of 1.5% equal to \$25.00 for a 2020 award of \$1,742.00, this being the maximum permitted for those who meet the criteria so established.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 19th day of October 2020.



Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr			✓	

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK
COUNTY OF MIDDLESEX

Resolution #20-18

Declaration of Surplus Equipment

WHEREAS, the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex has determined that the following property:

- (4) Dell Optiplex 790 Desktop Computers
 - Serial Number: 28998286093 Serial Number: 28997027677
 - Serial Number: 28998099469 Serial Number: 28998239437

- (1) Itronix Go Book III Rugged Laptop Computer
 - Serial Number: ZZGEG5174ZZ9233

- (1) General Dynamics Go Book VR-2 Rugged Laptop Computer
 - Serial Number: ZZGEG7295ZZ6210

- (1) General Dynamics GD6000 Rugged Laptop Computer
 - Serial Number: ZZSJC9348ZZ1044

are no longer need for public use; and


WHEREAS, the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex deem the property to be surplus.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex is hereby authorized to sell the surplus property as indicated at either Public Auction or by the advertised Bid Process.

- (2) If the property so described has no monetary value it shall be disposed of as junk.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 19th day of October 2020.



Douglas A. Wolfe / District Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK
COUNTY OF MIDDLESEX

Resolution #20-19

Declaration of Surplus Equipment

WHEREAS, the Commissioners of Fire District #2, in the Township of South Brunswick, County of Middlesex, along with the Commissioners of Fire District #1 & Fire District #3, jointly purchased a Surrey 29' Fire Safety Trailer in 1996; and

WHEREAS, the Commissioners of Fire District #2, in the Township of South Brunswick, County of Middlesex have determined that the Fire Safety Trailer is no longer needed for public use; and

WHEREAS, the Commissioners of Fire District #2, in the Township of South Brunswick, County of Middlesex deem the property to be surplus.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex is hereby authorized to sell the surplus property as indicated at either Public Auction or by the advertised Bid Process.
- (2) The Surrey Fire Safety Trailer will be eligible for sale upon passage of a resolution by the Commissioners of all three Fire Districts.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 19th day of October 2020.


Douglas A. Wolfe / District Clerk