

# 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***

***November 16, 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. October 19, 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
  - B. Discussion on Time Line for Acquisition of New Aerial
- 8. New Business***
  - A. Discussion on Breathing Air Compressor Preventive Maintenance Contract
  - B. Discussion on Purchase of Equipment for Operations
  - C. Resolution #20-20, Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick for Deputy Fire Marshal Services
  - D. 2021 Budget Discussion
  - E. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	94.23
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	259.38
<b>D</b>	PSE&G Co.	1,467.71
<b>E</b>	Verizon	327.63
<b>F</b>	Ready Refresh	44.40
<b>G</b>	Alan Landscaping LLC	668.75
<b>H</b>	Sean Wert	89.53
<b>I</b>	Monmouth Junction Vol. Fire Department	11,153.40
<b>J</b>	Matt Pinter Door Company	2,652.00
<b>K</b>	Scott Smith	124.47
<b>L</b>	On Scene Training Associates LLC	500.00
<b>M</b>	Richard M. Braslow, Esq.	292.50
<b>N</b>	Empire Fitness Services, Inc.	134.00
<b>O</b>	OK Enterprises, LLC	398.00
<b>P</b>	Sodexo, Inc & Affiliates	767.26
<b>Q</b>	Q.R.F.P. Special Services	675.00
<b>R</b>	CMF Business Supplies, Inc.	475.99
<b>S</b>	Continental Fire & Safety	1,567.05
<b>T</b>	Electronic Measurement Labs, Inc.	250.00
<b>U</b>	Vincze Home Improvement LLC	750.00
<b>V</b>	Emergency Services Marketing Corp., Inc.	735.00
<b>W</b>	Fire Security Technologies, Inc.	887.21
<b>X</b>	Red Line Fabrication & Machine LLC	720.00
<b>Y</b>	Donald C. Rodner, Inc.	631.25
<b>Z</b>	Witmer Public Safety Group, Inc.	1,335.00

<b>AA</b>	OAGON'S AIR CONDITIONING & HEATING INC	3,500.00
<b>AB</b>	APPROVED FIRE PROTECTION Co. INC.	220.89
<b>AC</b>	NEW JERSEY FIRE EQUIP. Co.	1,592.00
<b>AD</b>	WITMER PUBLIC SAFETY GROUP	170.00
<b>AE</b>	MUNICIPAL EMERGENCY SVCS DEPARTMENT ACCT	10,900.00

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
November 16, 2020

1700 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. October 19, 2020 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the October 19, 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 October 2020 activity report (see attached).

Chief Smith reported that the Township's transition to the county radio system has gone smoothly so far. Chief Smith further reported that the Township's Data Processing Department has re-programmed all radios to power-up on the county system.

Chief Smith reported the line officers are trying a new system through I Am Responding called Two-Tone Dispatch, which sends text notifications of fire calls.

Chief Smith reported that an instructor from On Scene Training Associates gave a training presentation on large area search on October 29<sup>th</sup>.

Chief Smith reported the Fire Department held a live-burn drill at the Somerset County Fire Academy on November 5<sup>th</sup>.

Chief Smith reported that the Fire Department will be hosting a regional water supply drill on November 22<sup>nd</sup>. Chief Smith further reported that he is working on an agreement with a property owner in town for the location to hold the drill.

Chief Smith reported that one member of the Fire Department has tested positive for the Coronavirus. Chief Smith further reported that the member has been isolating and it is unlikely that any other members have been in close contact. Chief Smith reported that the line officers will be discussing the current situation and will revise the operational plan as the number of cases throughout the state begin to increase again.

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

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

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

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

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

Comm. Young reported that there was one deposit since the last meeting. The deposit was made today in the amount of \$5,152.00 from VFIS for the claim for the damaged bay door at Station 20.

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 the Township Clerk has still not heard back from the County regarding the re-alignment of the voting districts and that the Board should plan on having the fire district election in February.

#### **B. Discussion on Time Line for Acquisition of New Aerial**

Comm. Young reported that he has been working on a projection of expenses out to the year 2025 and will present information at an upcoming meeting on timelines and payment options for the purchase of a new aerial.

### **8. NEW BUSINESS**

#### **A. Discussion on Breathing Air Compressor Preventive Maintenance Contract**

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,551.00. Coordinator Smith recommended renewing the maintenance contract with Air & Gas Technologies.

Comm. Young made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,551.00, 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 requested permission to purchase two thermal imaging cameras with vehicle chargers from Witmer Public Safety Group at a cost not to exceed \$3,500.00.

Comm. Young made a motion to approve the Chief's request to purchase two thermal imaging cameras with accessories from Witmer Public Safety Group at a cost not to exceed \$3,500.00, seconded by Comm. Smith.

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

#### **C. Resolution #20-20, Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick for Deputy Fire Marshal Services**

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

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

#### **D. 2021 Budget Discussion**

Comm. Young reviewed the 2021 preliminary budget status. Comm. Young expressed his opinion to approve a .044 per hundred tax rate in the 2021 budget, which is the same as the tax rate realized in 2020.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special budget meeting on December 7<sup>th</sup>.

#### **E. 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 five additional items; Item AA to Olson's Air Conditioning & Heating, Inc. in the amount of \$3,500.00; Item AB to Approved Fire Protection Co., Inc. in the amount of \$220.89; Item AC to New Jersey Fire Equipment Co. in the amount of \$1,592.00; Item AD to Witmer Public Safety Group in the amount of \$170.00; and Item AE to Municipal Emergency Services Depository Account in the amount of \$10,900.00.

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 8:26 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
October 2020

**INCIDENT RUNS**

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

**41 Total Runs for 131.67 Man-Hours**

**DEPARTMENT ACTIVITIES**

- 1 Board of Fire Commissioners Meeting
- 1 Chief's Meeting
- Line Officer's Meeting
- 1 Regular Department Monthly Meeting
- Relief Association Meeting
- OEM Meeting
- 4 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

**178.66 Man-Hours**

**Total Man-Hours for the Month: 310.33**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 13*

## Fire District Coordinator's Report November 16, 2020

- The online auction on the Gov Deals website for the computer equipment that was declared surplus last month started on 10-29-2020 and ended on 11-12-2020. The auction received a total of 11 bids and sold for a final price of \$210.00. The District will receive a check from Gov Deals in the amount of \$199.50 when auction fees are removed. The buyer paid for the equipment and picked-up everything on 11-13-2020.
- The online auction on the Gov Deals website for the fire safety trailer that was declared surplus last month started on 11-11-2020 and is scheduled to end on 11-25-2020. Fire District #3 approved a resolution to dispose of the fire safety trailer at their meeting on 10-20-2020. Fire District #1 approved their resolution on 11-9-2020.
- Empire Fitness Services was at Station 20 on 10-27-2020 to replace the wear covers on two incline benches.
- Roth Bros. was at Station 20 on 10-27-2020 to trouble shoot a roof leak in the main lobby adjacent to the large windows that face Ridge Road. Several spots were repaired along the roof flashing and skylight.
- Fire Security Technologies was at both stations on 10-29-2020 to replace sensors on bay doors for the burglar alarm system.
- Station 20 was not used as a polling place for the general election on 11-4-2020.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 11-4-2020. No violations were noted during the inspection.
- A mechanic from Fire & Safety Services was at Station 20 for several days starting on 11-4-2020 to perform the annual preventive maintenance on Engines 204 & 208 and Tower 201.
- Vincze Home Improvement was at Station 20 for two days starting on 11-9-2020 to paint man doors and bay door trim, including the trim around the bay door that was damaged last month.
- EZ Auto Glass was at Station 20 on 11-10-2020 to seal around several of the windows in the main lobby that were leaking.
- Alan Landscaping was on site on 11-10-2020 to trim the bushes around both stations. They also cut-back the overgrowth along the fence line at Station 21 between our property and the strip mall.



- Olson's Air Conditioning & Heating was at Station 21 on 11-12-2020 to replace two radiant heaters in the engine bays that was approved back in March.
- Red Line Fabrication was on site on 11-12-2020 to install the protective boxes for the battery-powered fans in Engines 204 & 206 that was approved last month.
- Approved Fire Protection was at Station 20 on 11-12-2020 to perform the 6-month inspection on the kitchen hood fire suppression system.
- Cummins Power Systems was at both stations today to perform the 6-month preventive maintenance service on the emergency generators. An exhaust leak was found on the generator at Station 20 and a quote will be provided for the necessary repairs.

**Insurance:**

- As reported last month, Matt Pinter Door Company replaced 3 of the damaged bay door panels at Station 20 on 10-19-2020; a copy of the invoice was submitted to VFIS. The remaining 4 panels in need of replacement have been ordered; anticipate up to a month for the panels to be manufactured; the quote was forwarded to VFIS. The invoice for the painting of the trim around the bay door was submitted to VFIS, as well as the invoice for the installation of a burglar alarm sensor on the new door. We received a check today from VFIS in the amount of \$5,152.00, covering the door panels already replaced, the quote for the remaining panels to be installed, and the painting of the trim (minus our \$250.00 deductible).

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

Resolution #20-20

Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick  
for Deputy Fire Marshal Services

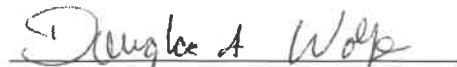
WHEREAS, the Township of South Brunswick and the Board of Fire Commissioners of Fire District No. 2 entered into an agreement whereby the Township agreed to provide five (5) Deputy Fire Marshals and the District agreed to reimburse the Township for a portion of such services; and

WHEREAS, the Township and the Fire District wish to provide these services, the terms of which are set forth in a shared services agreement between the Township and the Fire District, a copy of which is on file with the Clerk of the Board of Fire Commissioners.

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 Board of Fire Commissioners hereby authorizes the Chairman and District Clerk to execute a renewal of the shared services agreement with the Township of South Brunswick for fire marshal services.
- (2) The term of the agreement shall be for the period January 1, 2021 through December 31, 2023.
- (3) A copy of the agreement shall be kept on file with the District Clerk and available for public inspection.

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 16<sup>th</sup> day of November 2020.

  
Douglas A. Wolfe / District Clerk

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