

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
December 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. November 16, 2020 Regular Meeting
 - B. December 7, 2020 Special 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 VFIS Group Term Life Insurance Policy Renewal
 - B. Discussion on Purchase of Equipment for Operations
 - C. Discussion on Station Maintenance Projects
 - D. 2021 Budget Status
 - E. Resolution #20-22, Adoption of Temporary Budget for 2021
 - F. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	94.00
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	PSE&G Co.	1,446.50
<i>D</i>	Verizon	325.75
<i>E</i>	Ready Refresh	57.39
<i>F</i>	Alan Landscaping, LLC	1,503.75
<i>G</i>	Alan Landscaping, LLC	1,680.00
<i>H</i>	New Jersey Fire Equipment Co.	783.00
<i>I</i>	Richard M. Braslow, Esq.	370.50
<i>J</i>	Monmouth Junction Vol. Fire Department	845.56
<i>K</i>	Fire and Safety Services, LTD	1,084.38
<i>L</i>	Fire and Safety Services, LTD	2,555.55
<i>M</i>	Fire and Safety Services, LTD	8,882.51
<i>N</i>	Fire and Safety Services, LTD	2,250.00
<i>O</i>	Fire and Safety Services, LTD	3,250.00
<i>P</i>	Nat Alexander Company	850.00
<i>Q</i>	South Brunswick Township Water & Sewer Revenue	1,453.04
<i>R</i>	Continental Fire & Safety	12,252.00
<i>S</i>	Continental Fire & Safety	260.00
<i>T</i>	OK Enterprises, LLC	2,050.00
<i>U</i>	Witmer Public Safety Group, Inc.	665.00
<i>V</i>	Witmer Public Safety Group, Inc.	3,290.00
<i>W</i>	Cummins Sales and Service	1,719.72
<i>X</i>	WTH Technology, Inc.	619.09
<i>Y</i>	CMF Business Supplies, Inc.	523.95
<i>Z</i>	Scott Smith	168.96
<i>AA</i>	Valley Distributors, Inc.	135.30
<i>BB</i>	GSB	2,324.01
<i>CC</i>	Allied 100 LLC	330.00
<i>DD</i>	Matt Pinter Door Company	2,500.00
<i>EE</i>	Preferred Batteries	140.25
<i>FF</i>	<i>AIR & GAS TECHNOLOGIES</i>	<i>1,634.95</i>

APPROVED 1/19/2021

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 21, 2020

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. November 16, 2020 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the November 16, 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.

B. December 7, 2020 Special Meeting

Comm. Smith made a motion to approve the minutes of the December 7, 2020 special 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 November 2020 activity report (see attached).

Chief Smith reported that the regional water supply drill scheduled for November was cancelled and will be rescheduled for sometime in the new year.

Chief Smith reported that the fire department was asked to move up the aerial on some of the box alarm plans into Plainsboro at the request of their chief.

Chief Smith reported that OEM Fire Coordinator Jim Luck is stepping down from the position at the end of the year after serving for 15 years. Chief Smith further reported that the township fire chiefs are looking for a replacement.

Chief Smith reported that a second member of the Fire Department tested positive for the Coronavirus. Chief Smith further reported that the member isolated and has since returned to work and responding to calls. Chief Smith reported that the County Fire Marshal has sent out information regarding vaccinations for firefighters, which should hopefully take place in early 2021.

Chief Smith reported that the Fire Department held their annual elections earlier in the month and the line officers will remain the same for 2021.

Chief Smith thanked the Commissioners for their continued support this year and looks forward to the new year.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 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 November 24th in the amount of \$267.00 from VFIS for the claim for the damaged bay door at Station 20. The second deposit was made on December 8th in the amount of \$199.50 from Gov Deals for the sale of the surplus computer equipment.

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

Comm. Young reported that there are still outstanding expenditures and plans to close-out the 2020 financials by the February meeting.

E. Legislative Report

Chairman Spahr reported that the Board received the minutes of the September State Association of Fire Districts meeting.

Comm. Young reported that the minutes details increased penalties for violations of the State's move-over law, and that certain classes at the fire academies give students college credits as well. Comm. Young further reported that the Association is still looking for an official to sponsor the bill that would alter capital authorization requirements.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on VFIS Group Term Life Insurance Policy Renewal

Coordinator Smith reported he received the 2021 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,479.31, which is an increase of \$792.84 from the 2020 policy cost. Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Smith made a motion to renew the Group Term Life Insurance policy with VFIS at a total cost of \$7,479.31, seconded by Comm. Young.

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 equipment for operations including search rope kits, identification bands for the air packs, crosslay hose covers for Engine 206 & Tower 201, and touch-screen monitors for the chief's vehicles, at a cost not to exceed \$6,000.00.

Comm. Smith made a motion to approve the Chief's request for equipment for operations at a cost not to exceed \$6,000.00, seconded by Comm. Wolfe.

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

C. Discussion on Station Maintenance Projects

Coordinator Smith recommended performing several maintenance projects at Station 20, including replacing a bay door opener motor, upgrading computer server software, and replacing the water heater, at a cost not to exceed \$7,000.00.

Comm. Smith made a motion to approve the station maintenance projects at a cost not to exceed \$7,000.00, seconded by Comm. Young.

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

D. 2021 Budget Status

Comm. Young reported that following the approval of the 2021 budget at the meeting two weeks ago, he submitted the budget to the DCA electronically. Comm. Young further reported that he received a request for additional information on two items, which was completed. Comm. Young reported that the date of the election is being pushed back from February 20th to April 20th, but is still waiting for the governor to issue executive orders with additional guidance.

E. Resolution #20-22, Adoption of Temporary Budget for 2021

Comm. Young reported that the resolution allows for expenditures for the new year until the regularly scheduled date of the election in February. Comm. Young further reported that the Board may need to pass an additional resolution to increase and extend the temporary budget to the new date of the election.

Comm. Smith made a motion to approve Resolution #20-22, seconded by Comm. Wolfe.
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

F. 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 one additional item; Item FF to Air & Gas Technologies in the amount of \$1,634.95.

Comm. Wolfe made a motion to approve the voucher list as amended, 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. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:40 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2020

INCIDENT RUNS

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

45 Total Runs for 152.69 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
1 Meetings, Committee Function, Other
1 Work Night
Work Detail
1 Drills
1 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

86.34 Man-Hours

Total Man-Hours for the Month: 239.03

Fire Safety:

Referrals Sent – 7

Responded to Scene – 11

Fire District Coordinator's Report December 21, 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 ended on 11-25-2020. The auction received a total of 19 bids and sold for a final price of \$4,350.00. The District will receive a check from Gov Deals in the amount of \$4,132.50 when auction fees are removed. Each District will receive \$1,377.50. The seller made payment on 11-27-2020 and picked-up the trailer on 11-28-2020.
- Effective 11-17-2020, we moved our Verizon Wireless account onto NASPO, which is a national cooperative purchasing program and Verizon's public safety plan. Monthly charges should be slightly lower, and we should have priority calling as well as more choices for cell phone makes/models.
- Roth Bros. was at Station 20 on 11-20-2020 to troubleshoot and make repairs to a roof leak over the conference room.
- Air & Gas Technologies was at Station 20 on 11-20-2020 to perform the 6-month preventive maintenance on the Bauer breathing air compressor. During the maintenance a leak was detected on one of the valves and replacement parts were ordered. The technician returned on 12-14-2020 and completed the repairs and PM service.
- Tiffany Electric was at Station 21 on 11-24-2020 to install preemption equipment inside the building for the Georges Road/Route 522 traffic light as part of the County DOT's re-engineering of the intersection. Signal Control Products was at the station on 12-15-2020 to program and test the system, which is now operational.
- A tech from Cummins Power Systems was at Station 20 on 11-30-2020 to troubleshoot an issue with the emergency generator not performing its weekly automatic test cycle. A replacement timer was ordered and a tech was on site on 12-10-2020 to install. The timer apparently still isn't working and we have contacted a supervisor at Cummins for assistance. Cummins is also still attempting to locate parts to repair the exhaust manifolds on the generator that are leaking.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 12-18-2020.

Insurance:

- As an update for the claim for the damaged bay door at Station 20, we received a check from VFIS on 11-23-2020 in the amount of \$267.00 as reimbursement for the repairs to the burglar alarm sensor for the door. Matt Pinter Door Company was at the station on 12-16-2020 to replace the final door panels to close out the incident. Total cost for the door replacement was \$5,669.00. Minus the \$250.00 deductible, VFIS issued reimbursements totaling \$5,419.00.

- I met with a representative from VFIS on 11-24-2020 to perform a risk control survey. Surveys are completed every 3 to 5 years and look at numerous items including past insurance claims, building maintenance, incident statistics, and the driver training program. As we did last visit, which was on 7-30-2015, we received very high praise for our entire operation. The one area of improvement identified was a change to our facility use agreement.
- With the sale of the fire safety trailer, I contacted VFIS on 11-30-2020 to remove the trailer from our insurance coverage.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY

RESOLUTION 20-22

Adoption of Temporary Budget for 2021

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2021, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for ~~February 20, 2021;~~ ^{(Circled) APRIL}

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on December 21, 2020.

Douglas A. Wolfe
Douglas A. Wolfe, District Clerk

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Charles G. Spahr	✓			
Thomas A. Young, Jr.	✓			
Douglas A. Wolfe	✓			
Charles Smith	✓			
Thomas Kazanski	✓			