

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 ***February 16, 2021*** ***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. January 19, 2021 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
 - A. Discussion on Traffic Signal Preemption System Installation
- 8. New Business***
 - A. Discussion on Air Pack Preventive Maintenance
 - B. Discussion on Station Lawn Treatment Contract Renewal
 - C. Resolution #21-03, Authorizing the Transfer of Funds Relative to 2020 Budget
 - D. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
 - A. Resolution #21-04, Authorizing a Closed Session at the February 16, 2021 Regular Meeting
- 12. Executive Session***
 - A. Personnel Matters
- 13. Adjournment***

Voucher List

<i>A</i>	Republic Services #689	94.74
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.84
<i>D</i>	PSE&G Co.	2,674.53
<i>E</i>	Verizon	333.67
<i>F</i>	Ready Refresh	29.42
<i>G</i>	Scott Smith	346.57
<i>H</i>	Q.R.F.P. Special Services	400.00
<i>I</i>	Monmouth Junction Vol. Fire Department	51.32
<i>J</i>	Lincoln Financial Advisors	41,808.00
<i>K</i>	HFA	300.00
<i>L</i>	United Communications Corp.	210.90
<i>M</i>	Donald C. Rodner, Inc.	631.25
<i>N</i>	Somerset County Emergency Services Training Academy	950.00
<i>O</i>	Eckert Fire Tactics LLC	850.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 16, 2021

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. January 19, 2021 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the January 19, 2021 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 January 2021 activity report (see attached).

Chief Smith reported that the fire department is continuing to hold all drills and meetings virtually through at least the end of this month due to the pandemic. Chief Smith reported that a fourth active firefighter has tested positive. One life member/ex-chief who is no longer active also tested positive and is currently hospitalized. Chief Smith further reported that members continue to receive their first and second vaccination shots.

Chief Smith reported that he has signed an agreement with the Township that would allow the Fire Department to conduct training at several vacant single-family homes owned by the township that will be demolished at some point in the near future.

Chief Smith reported that the truck committee continues to make progress on the drafting of the specifications for the new aerial, with an anticipated completion date by the end of the summer.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the February 2021 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the February 2021 Insurance Report (see attached).

D. Treasurer's Report

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

Comm. Young reported that the 1099-MISC forms were received from the auditor and were distributed by the January 31st due date.

Comm. Young reported that he distributed two financial reports this month. The first report covers the 2021 expenditures through tonight's meeting. The second report covers the status of the 2020 budget.

Comm. Young reported that he still plans to close out the 2020 financials by the end of this month and will be contacting the auditor to schedule the on-site visit.

Comm. Young reported that he has not heard from the DCA regarding the 2021 budget.

Comm. Young reported that there will be a discussion under New Business regarding a resolution concerning a budget transfer.

E. Legislative Report

Chairman Spahr reported that the minutes of the December State Association of Fire Districts meeting are available for review. The next meeting will be held virtually on March 6th.

7. OLD BUSINESS

A. Discussion on Traffic Signal Preemption System Installation

Coordinator Smith reported that he received the draft agreement from the County for the new traffic signal to be installed at the Route 535/Canon Drive intersection. Coordinator Smith further reported that the agreement is almost identical to the agreement between the Board and the County for the Georges Road/Route 522 intersection that was signed in May 2018. Coordinator Smith reported that there was one spelling correction noted, and the name of the Fire District Clerk needs to be changed.

Comm. Smith made a motion to sign the agreement with the County for the installation of the traffic signal preemption system at the Route 535/Canon Drive intersection, seconded by Comm. Young.

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

Comm. Young reported that he attempted to contact the Township Clerk several times to discuss the re-aligning of the voting districts but has not heard back. Comm. Smith will reach out to the Clerk to discuss.

8. NEW BUSINESS

A. Discussion on Air Pack Preventive Maintenance

Coordinator Smith reported that quotes were obtained for the annual air pack preventive maintenance from Municipal Emergency Services and Nat Alexander Company, with the low quote from MES at a cost of \$1,064.00, not including the cost of any needed repairs.

Comm. Smith made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$1,064.00, seconded by Comm. Wolfe.

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

B. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2021 for both fire stations from TruGreen at the same cost as 2020. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$443.41 each for Station 20 and \$110.84 each for Station 21, for a total cost of \$1,662.75.

Comm. Young made a motion to approve the 2021 renewal of the lawn treatment contract with TruGreen at a cost of \$1,662.75, seconded by Comm. Wolfe.

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

C. Resolution #21-03, Authorizing the Transfer of Funds Relative to the 2020 Budget

Comm. Smith made a motion to approve Resolution #21-03, seconded by Comm. Wolfe.

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

D. Items Timely and Important

Comm. Smith reported that there is a voucher on the list for the 2020 LOSAP contribution to Lincoln Financial Services. Comm. Smith further reported that the 2020 certification letter was posted for one month and there were no grievances filed.

Comm. Young reported that he spoke with Attorney Richard Braslow to discuss the re-organization meeting and the effect of the move of the fire district election to April 20th. Comm. Young further reported that it is his recommendation to hold the re-organization meeting as scheduled, then hold the swearing-in of the elected commissioners at the May regular meeting.

Coordinator Smith reported that he drafted a letter to be posted on the fire district website intended to provide information on the election and budget in an effort to educate voters.

After a discussion, the members of the Board were in favor of posting the letter on the website.

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. EXECUTIVE SESSION RESOLUTION

A. Resolution #21-04, Authorizing a Closed Session at the February 16, 2021 Regular Meeting

Comm. Smith made a motion to approve Resolution #21-04, seconded by Comm. Wolfe.

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

Executive session commenced at 7:55 PM.

12. EXECUTIVE SESSION

A. Personnel Matters

Comm. Smith reported that the Board's policy concerning LOSAP requires an active volunteer firefighter to meet the qualifying standard for five years to become vested. Comm. Smith further reported that should a volunteer firefighter fail to meet the qualifying standard for two consecutive years prior to vesting, the firefighter shall forfeit all prior years of service. Comm. Smith reported that at the end of 2020, there were three individuals who are not vested that missed the qualifying standard for 2019 and 2020. Comm. Smith reported that two of those individuals resigned from the fire department after moving out of town. The third individual is still an active firefighter. Comm. Smith reported that through the end of 2020, there was a total of \$8,766.50 in the accounts for those three individuals.

Comm. Wolfe made a motion to retrieve the LOSAP funds for the three individuals in accordance with the Board's policy, seconded by Comm. Young.

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

13. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:07 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2021

INCIDENT RUNS

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

37 Total Runs for 155.11 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
- 1 Meetings, Committee Function, Other
- Work Night
- 1 Work Detail
- 2 Drills
- 3 Training Sessions
- Parade/Wetdown
- Public Relations
- 1 Stand-by Assignment (Non-Incident)
- Viewing/Funeral

314.57 Man-Hours

Total Man-Hours for the Month: 469.68

Fire Safety:

Referrals Sent – 5

Responded to Scene – 9

Fire District Coordinator's Report February 16, 2021

- Olson's Heating & Air Conditioning was at Station 20 on 1-20-2021 to install insulation on the piping for the new water heater that was installed at the end of December.
- Donald C. Rodner, Inc. was at Station 20 on 1-20-2021 to perform the quarterly maintenance on the HVAC systems.
- Matt Pinter Door Company was at Station 20 on 1-21-2021 to install an auxiliary card on the new bay door motor that was installed last month to connect the door to the vehicle exhaust removal system. They were back on 2-2-2021 to repair the wire on a safety eye that was preventing the door from closing properly.
- Ready Refresh was on site on 2-9-2021 to clean and service the water coolers at both stations.

Insurance:

- I performed the driver's license status check on all active members on 2-5-2021 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years but we have been performing the checks annually since 2017.

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

RESOLUTION 21-03

AUTHORIZING THE TRANSFER OF FUNDS
RELATIVE TO THE 2020 BUDGET

In accordance with N.J.S. 40A:14-78.10, be it resolved on this 16th day of February, 2021 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers relative to the 2020 Budget be made as follows:

Acct.#	Account Title	From	To
A-2	Administrative Fringe Benefits	\$72.00	
L-1	LOSAP Contributions		\$72.00

The reason for the requested change is to accommodate a higher CPI Adjustment Rate for Fire District LOSAPs for the Year 2020 than anticipated.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 16th day of February, 2021.



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	✓			

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

Resolution #21-04

Authorizing a Closed Session at the February 16, 2021 Regular Meeting

WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the February 16, 2021 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 16th day of February 2021.

Douglas A. Wolfe

Douglas A. Wolfe / District Clerk