

**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***  
***March 15, 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. February 16, 2021 Regular Meeting
  - B. March 2, 2021 Re-organization 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 Chief's Request for Training Class
  - B. Discussion on Apparatus Preventive Maintenance Service
  - C. Discussion on Ground & Aerial Ladder Testing
  - D. Discussion on Hurst Rescue Equipment Preventive Maintenance
  - E. Discussion on Renewal of Photo Copier Maintenance Contract
  - F. Discussion on Renewal of Station Alarm Monitoring Contract
  - G. Discussion on Fire Station Spring Cleaning
  - H. Discussion on Fire District Election
  - I. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	95.53
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.92
<b><i>D</i></b>	PSE&G Co.	3,137.58
<b><i>E</i></b>	Verizon	340.48
<b><i>F</i></b>	Ready Refresh	295.37
<b><i>G</i></b>	Monmouth Junction Vol. Fire Department	950.14
<b><i>H</i></b>	Monmouth Junction Vol. Fire Department	11,055.39
<b><i>I</i></b>	Richard M. Braslow, Esq.	117.00
<b><i>J</i></b>	Future Fire Service	450.00
<b><i>K</i></b>	GSB	1,718.00
<b><i>L</i></b>	South Brunswick Township Water & Sewer Revenue	1,665.26
<b><i>M</i></b>	Q.R.F.P. Special Services, Inc.	400.00
<b><i>N</i></b>	Packet Media LLC	74.85
<b><i>O</i></b>	Marco Technologies, LLC	435.60
<b><i>P</i></b>	Thomas Kazanski	950.55
<b><i>Q</i></b>	Charles Smith	998.08
<b><i>R</i></b>	Charles Spahr	1,069.37
<b><i>S</i></b>	Douglas Wolfe	1,140.66
<b><i>T</i></b>	Thomas Young, Jr.	2,614.02
<b><i>U</i></b>	Holt McNally & Associates Inc.	1,400.00
<b><i>V</i></b>	Witmer Public Safety Group, Inc.	280.00
<b><i>W</i></b>	Somerset County Emergency Services Training Academy	85.00
<b><i>X</i></b>	Municipal Emergency Services Depository Account	1,277.56
<b><i>Y</i></b>	Treasurer, State of New Jersey	512.00
<b><i>Z</i></b>	Home News Tribune	61.23
<b><i>AA</i></b>	Travelers	19,735.00
<b><i>BB</i></b>	OK Enterprises, LLC	1,750.00
<b><i>CC</i></b>	Postmaster	134.00
<b><i>DD</i></b>	RIT Safety Solutions	2,212.20
<b><i>EE</i></b>	<del>HOME NEWS TRIBUNE</del>	171.48

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 15, 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. February 16, 2021 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the February 16, 2021 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.

**B. March 2, 2021 Re-organization Meeting**

Comm. Wolfe made a motion to approve the minutes of the March 2, 2021 re-organization 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 February 2021 activity report (see attached).

Chief Smith reported that the Township Council approved a resolution and signed the agreement to allow the Fire Department to conduct training at several vacant single-family homes owned by the Township. Chief Smith further reported the Department is planning to resume in-person training this week provided the weather cooperates.

Chief Smith reported that a memo was received last month from the State Division of Fire Safety concerning an issue with the lenses cracking on Scott Safety air pack facemasks. The model is the AV3000HT facemask, which is the same model issued to all firefighters in the Department. Chief Smith reported that all masks have been inspected and none were found to have a cracked lens.

Chief Smith reported that the Township Fire Chief's Association has been unable to find someone to serve as the OEM Fire Coordinator and that the position will rotate each year between the chiefs going forward. Chief Smith further reported that he will serve in the position this year, and that the Fire/Rescue Annex in the Township Emergency Response Plan has been updated.

Chief Smith reported that the Department attended a virtual training class on March 4<sup>th</sup> entitled "The Urban Engine Playbook" presented by Eckert Fire Tactics.

Chief Smith reported that 6 firefighters participated in vehicle extrication training with the Plainsboro Fire Company over the last couple weeks. Chief Smith further reported that an advanced extrication class will be scheduled as well as a joint training scenario.

Chief Smith reported that with the weather starting to improve over the last week, all apparatus have been cleaned.

Chief Smith reported that the Department decided to cancel the 2021 installation dinner, which was originally scheduled for February and subsequently rescheduled for early May.

Chief Smith reported that a fifth active firefighter tested positive for the Coronavirus.

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

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

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

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

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

Comm. Young reported that there have been three deposits since the last meeting. All three deposits were from Lincoln Financial Services for the LOSAP fund forfeitures for three accounts that were closed. The first check was deposited on March 1<sup>st</sup> in the amount of \$1,917.73; the second check was deposited on March 5<sup>th</sup> in the amount of \$2,746.36; the third check was deposited on March 12<sup>th</sup> in the amount of \$3,888.06; for a total amount of \$8,552.15.

Comm. Young reported that the on-site visit by the auditors was performed on March 3<sup>rd</sup>. Comm. Young further reported that there were no subsequent requests from the auditors for additional information, and there is an invoice on the voucher list for progress billing.

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

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

Comm. Young reported that the State Association of Fire Districts met on March 6<sup>th</sup>.

### **7. OLD BUSINESS**

There was no old business to discuss.

### **8. NEW BUSINESS**

#### **A. Discussion on Chief's Request for Training Class**

Chief Smith requested permission to schedule a pump operator class with an instructor from the Somerset County Fire Academy to be taught at Station 20 at a cost of \$2,925.00. Chief Smith reported that all three township departments will participate in the class and the cost will be divided based on the number of students.

Comm. Smith made a motion to approve the pump operator class by the Somerset County Fire Academy at a cost of \$2,925.00, 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 Apparatus Preventive Maintenance Schedule**

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$4,450.00 for Tower 201, \$3,050.00 each for Engines 204 & 206, and \$2,250.00 for Engine 208.

Comm. Wolfe made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, seconded by Comm. Young.

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

#### **C. Discussion on Ground & Aerial Ladder Testing**

Coordinator Smith reported that he received a quote from Diversified Inspections to perform the aerial and ground ladder testing in the amount of \$1,835.25.

Comm. Young made a motion to approve the aerial and ground ladder testing by Diversified Inspections at a cost not to exceed \$1,900.00, seconded by Comm. Wolfe.

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

#### **D. Discussion on Hurst Rescue Equipment Preventive Maintenance**

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$2,250.00.

Comm. Wolfe made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$2,250.00, seconded by Comm. Young.

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

#### **E. Discussion on Renewal of Photo Copier Maintenance Contract**

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$435.60.

Comm. Smith made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$435.60, seconded by Comm. Kazanski.

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

#### **F. Discussion on Renewal of Station Alarm Monitoring Contract**

Coordinator Smith reported that the alarm monitoring contract has not been received yet from Fire Security Technologies and will be placed on the agenda for next month's meeting.

#### **G. Discussion on Fire Station Spring Cleaning**

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also reported that he received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,199.00.

Comm. Young made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,199.00, seconded by Comm. Smith.

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

#### **H. Discussion on Fire District Election**

Coordinator Smith reported that he has received information from the County Clerk concerning the use of voting machines for the fire district election. Coordinator Smith reported that the County will translate the ballot into the required three languages, deliver the voting machines, and train the Commissioners on their use at a cost of approximately \$80.

Comm. Smith made a motion to utilize the voting machines provided by the County for the upcoming fire district election, seconded by Comm. Young.

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

#### **I. Items Timely and Important**

Comm. Smith reported that all funds were received from Lincoln Financial Services for the three LOSAP accounts that were closed.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item; Item EE to the Home News Tribune in the amount of \$171.48.

Comm. Wolfe made a motion to approved 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.

#### **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 7:45 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
February 2021

**INCIDENT RUNS**

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

**45 Total Runs for 226.08 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**67.88 Man-Hours**

**Total Man-Hours for the Month: 293.96**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 16*



## Fire District Coordinator's Report March 15, 2021

- Engine 204 was taken to Fire & Safety Services on 2-22-2021 to address several issues identified during the preventive maintenance performed last year. The necessary repairs were made and the truck was back on 3-4-2021.
- Municipal Emergency Services was at Station 20 on 3-2-2021 to perform the annual flow-testing of all air packs and respirators. Several minor repairs were completed and all packs are in service.
- Quick Response Fire Protection performed the quarterly sprinkler system service at both stations on 3-3-2021.
- We received notification from Chevrolet on 3-4-2021 of a recall on Car 210 (2014 Chevy Tahoe) for the passenger's side airbag. They will notify us when parts are available.
- Tower 201 was taken to Fire & Safety Services on 3-8-2021 for aerial boom preventive maintenance, to address several items identified during the chassis preventive maintenance performed last year, and installation of equipment.

### **Insurance:**

- I performed the annual worker's compensation policy audit on 3-12-2021 over the phone with a representative from Travelers. All requested records were sent electronically and are in proper order.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,718.00 for the second installment on the Group Term Life Insurance Policy.
- There is an invoice on the voucher list to Travelers in the amount of \$19,735.00 for the balance of the 2021 worker's compensation coverage. This represents a total cost of \$26,294.00 for the year, which is an increase of \$27.00 from 2020.