

**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***  
***April 19, 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 2021.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. March 15, 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 Fire District Election
- 8. New Business***
  - A. Discussion on Renewal of Station Alarm Monitoring Contract
  - B. Discussion on Renewal of Roof Preventive Maintenance Contract
  - C. 2020 Audit Report Status
  - D. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	96.72
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	242.82
<b>D</b>	PSE&G Co.	1,955.75
<b>E</b>	Verizon	337.71
<b>F</b>	Ready Refresh	29.42
<b>G</b>	Alan Landscaping, LLC	1,780.00
<b>H</b>	Approved Fire Protection Company	317.60
<b>I</b>	Fire Protection Publications	360.00
<b>J</b>	Scott Smith	56.20
<b>K</b>	US Electrical Services, Inc.	40.83
<b>L</b>	Holt McNally & Associates Inc.	3,800.00
<b>M</b>	Holt McNally & Associates Inc.	29.00
<b>N</b>	Red Line Fabrication & Machine LLC	1,452.50
<b>O</b>	Richard M. Braslow, Esq.	39.00
<b>P</b>	Somerset County Emergency Services Training Academy	105.00
<b>Q</b>	Somerset County Emergency Services Training Academy	2,925.00
<b>R</b>	Fire and Safety Services, LTD	2,654.50
<b>S</b>	Fire and Safety Services, LTD	275.00
<b>T</b>	Fire and Safety Services, LTD	6,983.44
<b>U</b>	Treasurer, State of New Jersey	30.00
<b>V</b>	Monmouth Junction Vol. Fire Department	340.70
<b>W</b>	Trugreen	554.25
<b>X</b>	Jessica Arriaga	125.00
<b>Y</b>	Jillian Ryan	125.00
<b>Z</b>	Home News Tribune	84.02
<b>AA</b>	Fire Security Technologies, Inc.	1,068.00
<b>BB</b>	<i>SOMERSET COUNTY EMERGENCY SVCS. TRAINING ACAD.</i>	<i>95.00</i>
<b>CC</b>	<i>CMF BUSINESS SUPPLIES</i>	<i>293.86</i>
<b>DD</b>	<i>JAMES E. PHILLIPS, PH</i>	<i>1,250.00</i>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
April 19, 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. March 15, 2021 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the March 15, 2021 regular 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 March 2021 activity report (see attached).

Chief Smith reported that the Fire Department resumed in-person practical training last month.

Chief Smith reported that he signed an amended agreement with the Township Council regarding the use of several vacant single-family homes owned by the Township for training. Chief Smith further reported the agreement would allow certain operations such as ventilation or forcible entry that would damage the structures close to the date when they will be demolished.

Chief Smith reported that a joint crew from all three township departments provided coverage in Lawrenceville on Engine 206 on March 27<sup>th</sup> during the funeral services for Mercer County Fire Coordinator John Newbon, Sr.

Chief Smith reported that a pump operator class taught at Station 20 by an instructor from the Somerset County Fire Academy started earlier this month.

Chief Smith reported that the fire chiefs requested several changes to the police department procedure for dispatch of the fire departments, which have been approved and will be implemented.

Chief Smith reported that the fire department has two new junior firefighters.

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

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

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

Coordinator Smith reviewed the April 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 he distributed the latest financial reports to the Commissioner's mailboxes this afternoon.

Comm. Young reported that the district is still working off of a temporary budget until the final results of the election are known.

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

There was no legislative information to discuss.

### **7. OLD BUSINESS**

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

Coordinator Smith reported that all details are set for the fire district election to be held tomorrow. Two voting machines have been delivered, and poll workers have been scheduled. Coordinator Smith further reported that the final results of the election won't be known until the week of April 26<sup>th</sup>, as mail-in ballots will be counted as long as they are postmarked by the day of the election and received by April 26<sup>th</sup>. Coordinator Smith further reported that the election press release that was drafted was sent to the Tap into South Brunswick and South Brunswick Patch websites, as well as the North/South Brunswick Sentinel newspaper.

Comm. Young reported that the district will most likely have to finance the purchase of a new aerial, and that he is working on developing a timeline to hold a special election to obtain the required voter approval.

### **8. NEW BUSINESS**

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

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Young made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, 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 Renewal of Roof Preventive Maintenance Contract**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$2,116.68.

Comm. Smith made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$2,116.68, seconded by Comm. Young.

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

#### **C. 2020 Audit Report Status**

Comm. Young reported that the draft audit report was received on April 15<sup>th</sup> and that there were no findings or recommendations. Comm. Young asked all Commissioners to provide any comments or questions regarding the report by this Friday so they can be forwarded to the auditor. Comm. Young further reported that he anticipates receiving the final report from the auditor in time to formally accept it at the May meeting.

#### **D. Items Timely and Important**

Comm. Young reported that he has not heard from the Township Clerk as of yet regarding the filing of the Financial Disclosure Statements, which are typically required to be completed by the end of April. Coordinator Smith will follow-up with the Township Clerk on the matter.

### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include three additional items; Item BB to the Somerset County Emergency Services Training Academy in the amount of \$95.00; Item CC to CMF Business Supplies, Inc. in the amount of \$293.86; and Item DD to James E. Phillips, PH in the amount of \$1,250.00

Comm. Young made a motion to approved 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:28 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
March 2021

**INCIDENT RUNS**

Structure Fires  
2 Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
3 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  
24 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
1 Hazardous Condition  
4 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)  
2 Assist Police / EMS / Landing Zone / Missing Person  
Stand-By / Cover Assignment  
1 Dispatched & Cancelled En Route  
Smoke Scare / Odor Removal / Problem  
5 System Malfunctions  
16 Unintentional System / Detector Operation  
2 False Calls / Good Intent  
Other

**66 Total Runs for 246.25 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**123.32 Man-Hours**

**Total Man-Hours for the Month: 369.57**

**Fire Safety:**

*Referrals Sent – 2*

*Responded to Scene – 25*

## Fire District Coordinator's Report April 19, 2021

- Techs from Donald C. Rodner, Inc. were at Station 20 on 3-18-2021 to perform the quarterly maintenance on the HVAC systems.
- Alan Landscaping performed the spring cleanup of the grounds at Station 21 on 3-19-2021. The cleanup was done at Station 20 on 3-22-2021.
- A mechanic from Fire & Safety Services was at Station 20 on 3-24-2021 to perform two minor repairs on Engine 208 that were found during the annual preventive maintenance last year.
- Tower 201 was back from Fire & Safety Services on 3-30-2021 after completion of aerial preventive maintenance, installation of equipment, and several repairs. Additional parts had to be ordered and the truck will be going back to Fire & Safety Services at some point.
- First Due Fabrication installed the new crosslay covers on Tower 201 & Engine 206 on 4-1-2021, as approved last year.
- Trugreen performed a lawn treatment at both stations on 4-5-2021.
- Scheduled firefighter physicals at Station 20 with Access Compliance for Thursday May 6<sup>th</sup>. Recommend extending deadline to complete physicals.
- Techs from Donald C. Rodner, Inc. were at Station 20 on 4-12-2021 when the bathroom exhaust fan was found to be not working. The motor was found to be seized and a replacement has been ordered.
- Phillips Plumbing & Heating was at Station 21 on 4-16-2021 to perform the following plumbing work: replace the building main domestic water shut-off valve, replace the shut-off valves to the fixtures in both bathrooms, rebuild the ladies' room toilet, and replace the slop sink in the engine bay.

### **Insurance:**

- I met with a Risk Control Consultant from Travelers on 4-14-2021 at Station 21, who performed a loss analysis survey. Surveys are performed every 3 to 4 years, with the last survey performed in February 2017. Discussed injury reporting, driver training programs, and record keeping. Received complements on all programs with no recommendations at this time.