

# 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

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## ***AGENDA*** ***May 17, 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. Swearing In of Newly Elected Commissioners***
- 4. Roll Call***
- 5. Public Comment***
- 6. Approval of Minutes***
  - A. April 19, 2021 Regular Meeting
- 7. Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
- 8. Old Business***
  - A.
- 9. New Business***
  - A. Election Results
  - B. Discussion on Purchase of Equipment for Operations
  - C. Discussion on Fire Station Parking Lot Sealing
  - D. Resolution #21-18, Authorizing an Increase in the 2021 Length of Service Award Program
  - E. Discussion on 2020 Audit Report
  - F. Resolution #21-19, Acceptance of Audit Report for the Year 2020
  - G. Items Timely and Important
- 10. Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	98.47
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.90
<b><i>D</i></b>	PSE&G Co.	1,469.25
<b><i>E</i></b>	Verizon	336.17
<b><i>F</i></b>	Ready Refresh	34.93
<b><i>G</i></b>	Alan Landscaping, LLC	768.75
<b><i>H</i></b>	Scott Smith	28.29
<b><i>I</i></b>	Preferred Batteries	32.15
<b><i>J</i></b>	James E. Phillips, PH	1,650.00
<b><i>K</i></b>	McMaster-Carr	120.45
<b><i>L</i></b>	Municipal Emergency Services Depository Account	140.00
<b><i>M</i></b>	Monmouth Junction Vol. Fire Department	185.97
<b><i>N</i></b>	Monmouth Junction Vol. Fire Department	690.79
<b><i>O</i></b>	ESO Solutions, Inc.	967.24
<b><i>P</i></b>	South Brunswick Township	59,220.85
<b><i>Q</i></b>	Continental Fire & Safety	268.40
<b><i>R</i></b>	Continental Fire & Safety	236.50
<b><i>S</i></b>	Donald C. Rodner, Inc.	631.25
<b><i>T</i></b>	Donald C. Rodner, Inc.	475.94
<b><i>U</i></b>	Holt McNally & Associates Inc.	1,529.00
<b><i>V</i></b>	Somerset County Emergency Services Training Academy	345.00
<b><i>W</i></b>	Access Compliance, LLC	936.00
<b><i>X</i></b>	Air & Gas Technologies	966.00
<b><i>Y</i></b>	Electronic Measurements Labs, Inc.	896.40
<b><i>Z</i></b>	Approved Fire Protection Company	225.13

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
May 17, 2021

APPROVE

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Vice-Chairman Smith at 7:00 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Vice-Chairman Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. SWEARING-IN OF NEWLY ELECTED COMMISSIONERS**

Vice-Chairman Smith gave the oath of office to Charles Spahr and Douglas Wolfe, who were each re-elected to the office of Fire Commissioner for three-year terms.

**4. ROLL CALL**

Present:     Comm. Kazanski  
                  Comm. Smith  
                  Comm. Wolfe  
                  Comm. Young  
                  Chairman Spahr

*Note: Meeting turned over to Chairman Spahr.*

**5. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**6. APPROVAL OF MINUTES**

**A. April 19, 2021 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the April 19, 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.

**7. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

Chief Scott Smith reviewed the Fire Department's April 2021 activity report (see attached).

Chief Smith reported that the pump operator class being taught at Station 20 by an instructor from the Somerset County Fire Academy finished at the end of April.

Chief Smith reported that junior firefighter Mihika Yadav turned 18 years old and is now a probationary firefighter. Chief Smith also reported that the Fire Department has a new probationary firefighter, Aaradhana Natarajan.

Chief Smith reported that the township council has decided to cancel this year's Independence Day fireworks celebration.

Chief Smith reported that the Fire Department participated in a "welcome home" drive-by parade for Life Member/Ex-Chief John Brkal last week after he spent three months in the hospital and rehab after contracting the Coronavirus.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reported that there is nothing new to discuss at this time.

**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 \$732.25 from South Brunswick Township Fire District No. 1 for reimbursement of the joint pump operator training class.

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 minutes of the March meeting of the State Association of Fire Districts is available for review.

Comm. Young reported that per Attorney Richard Braslow, the Association is still looking for an official to sponsor the bill that would alter capital authorization requirements.

**8. OLD BUSINESS**

There was no old business to discuss.

**9. NEW BUSINESS**

**A. Election Results**

Comm. Wolfe reported the final results of the fire district election held on Tuesday April 20, 2021. For the position of fire commissioner, Charles Spahr received a total of 52 votes at the polls and 322 votes via mail-in ballot for a total of 374 votes; Douglas Wolfe received a total of 54 votes at the polls and 320 votes via mail-in ballot for a total of 374 votes. There was 1 write-in candidate at the polls. There were 0 write-in candidates via mail-in ballot.

For the one appropriation question regarding the amount to be raised by taxation, there were 57 'yes' votes at the polls and 259 'yes' votes via mail-in ballot for total of 316 'yes' votes. There was 1 'no' vote at the polls and 78 'no' votes via mail-in ballot for a total of 79 'no' votes.

Comm. Wolfe thanked Coordinator Smith for his efforts regarding the organization of the district election.

### **B. Discussion on Purchase of Equipment for Operations**

Chief Smith requested approval to purchase the following equipment: (3) sets of turnout gear at a total cost of \$9,648.75; (2) natural gas leak meters at a total cost of \$893.70; (2) confined space victim packaging harnesses at a cost not to exceed \$2,000.00; and (1) thermal imaging camera at a cost not to exceed \$4,900.00

Comm. Smith made a motion to approve the purchase of the Chief's requested equipment, 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 Fire Station Parking Lot Sealing**

Coordinator Smith reported that he contacted three vendors to obtain quotes to seal the driveways at both stations. Coordinator Smith reported that he received two quotes with the low quote from Alizio Seal Coating in the amount of \$6,184.00. Coordinator Smith reported that he did not hear back from the third vendor.

Comm. Wolfe made a motion to approve the seal coating of the driveways at Stations 20 & 21 by Alizio Seal Coating in the amount of \$6,184.00, seconded by Comm. Smith.

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

### **D. Resolution #21-18, Authorizing an Increase in the 2021 Length of Service Award Program**

Comm. Smith made a motion to approve Resolution #21-18, 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 2020 Audit Report**

Comm. Young reported that following receipt of the draft audit report just prior to last month's meeting and the subsequent review by members of the Board, several comments were submitted to the auditor and that the final audit report has been received. Comm. Young reported that all members of the Board will sign an affidavit that will be sent to the Local Finance Board, certifying that all members have reviewed the audit, along with a copy of the resolution accepting the audit. Comm. Young reported that the audit will be posted on the fire district website and a synopsis will be published in the newspaper.

### **F. Resolution #21-19, Acceptance of Audit Report for the Year 2020**

Comm. Smith made a motion to approve Resolution #21-19, seconded by Comm. Wolfe.

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

### **G. Items Timely and Important**

Comm. Young reported that as new guidelines are released concerning the Coronavirus pandemic, the Board can consider loosening certain restrictions that are in place.

## **10. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include three additional items; Item AA to Richard M. Braslow, Esq. in the amount of \$487.50; Item BB to Antczak's Complete Service Co., LLC in the amount of \$698.00; and Item CC to Access Compliance, LLC in the amount of \$7,875.00

Comm. Smith 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.

## **11. PUBLIC COMMENT**

No one from the floor desired to address the Board.

## **12. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:41 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
April 2021

**INCIDENT RUNS**

- 1 Structure Fires
- Vehicle Fires
- 1 Dumpster/Compactor/Trash/Refuse Fires
- 2 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.)
- 2 Haz-Mat Spill / Leak No Ignition
- 3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 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
- 3 Dispatched & Cancelled En Route
- 2 Smoke Scare / Odor Removal / Problem
- 5 System Malfunctions
- 13 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

**37 Total Runs for 122.78 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**199.18 Man-Hours**

**Total Man-Hours for the Month: 321.96**

**Fire Safety:**

*Referrals Sent – 3*

*Responded to Scene – 11*

## Fire District Coordinator's Report May 17, 2021

- Phillips Plumbing & Heating was at Station 20 on 4-26-2021 to perform the following plumbing work: replace a leaking hose bib on the outside of the building, replace the kitchen faucet, and replaced the slop sink faucet in the engine bay.
- Donald C. Rodner, Inc. was at Station 20 on 4-28-2021 to replace the bathroom exhaust fan motor.
- A mechanic from Fire & Safety Services was at Station 20 for two days starting on 4-29-2021 to repair an air leak and pump issues with Engine 208. The mechanic was back on 5-3-2021 when a coolant leak was discovered following driver training, and the truck was taken to the shop on 5-6-2021.
- Air & Gas Technologies was at Station 21 on 5-5-2021 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- Roth Bros. was at Station 20 on 5-6 & 5-7-2021 to perform the annual roof preventive maintenance.
- Access Compliance was at Station 20 on 5-6-2021 to perform the annual firefighter physicals. A total of 18 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the doctor's office in North Brunswick.
- Approved Fire Protection was at Station 20 on 5-7-2021 to perform the 6-month inspection on the kitchen hood fire suppression system.
- Cummins Power Systems performed the 6-month service on the emergency generators at both stations on 5-7-2021.
- I met with the Township Clerk at Station 20 on 5-11-2021 to discuss use of the fire station as a polling place for the primary election on 6-8-2021. PPE & cleaning supplies will be provided. They will also look to use a separate entrance and exit for voters.
- Antczak's Complete Service performed the carpet cleaning at Stations 20 & 21 on 5-14-2021.

### **Insurance:**

- There is nothing new to report this month.



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

Resolution #21-18

Authorizing an Increase in the 2021 Length of Service Award Program

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2021 at a maximum of 2.6%; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments; and

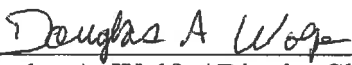
WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2021 budget for this purpose.

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 year 2020 LOSAP award of \$1,742.00 shall be increased by the addition of a Cost of Living Increase of 2.6% equal to \$45.00 for a 2021 award of \$1,787.00, this being the maximum permitted for those who meet the criteria so established.

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 17<sup>th</sup> day of May 2021.

  
\_\_\_\_\_  
Douglas A. Wolfe / District Clerk

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

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

**RESOLUTION #21-19**

**Acceptance of Audit Report for Year 2020**

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2020 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and


WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

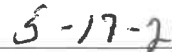
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2020, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON MAY 17, 2021.

  
\_\_\_\_\_  
Douglas A. Wolfe, District Clerk

  
\_\_\_\_\_  
(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY  
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2020, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young, Jr.

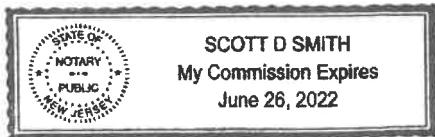
Douglas Wolfe

Thomas Kazanski

*Charles Spahr*  
*Charles M. Smith*  
*Thomas A. Young, Jr.*  
*Douglas A. Wolfe*  
*Thomas Kazanski*

Sworn to and subscribed before me this  
17<sup>th</sup> day of MAY, 2021

*Scott D. Smith*  
Notary Public of New Jersey



COMMISSION #50063018