

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 ***June 21, 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. May 17, 2021 Regular 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 Changes to BOFC Policy #012,
Station #20 Use of Building & Grounds
 - B. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	108.11
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.84
<i>D</i>	PSE&G Co.	1,210.15
<i>E</i>	Verizon	339.93
<i>F</i>	Ready Refresh	98.85
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Scott Smith	95.00
<i>I</i>	Agin Signs & Designs	24.00
<i>J</i>	Fire and Safety Services, LTD.	78.63
<i>K</i>	Continental Fire & Safety	536.80
<i>L</i>	Continental Fire & Safety	893.70
<i>M</i>	Continental Fire & Safety	649.60
<i>N</i>	Sodexo, Inc. & Affiliates	2,116.68
<i>O</i>	Fire Security Technologies, Inc.	3,354.00
<i>P</i>	Spike's Trophies Limited	194.00
<i>Q</i>	Thomson Reuters – West	228.00
<i>R</i>	South Brunswick Township Water & Sewer Revenue	1,593.51
<i>S</i>	GSB	1,718.00
<i>T</i>	Access Compliance, LLC	2,010.00
<i>U</i>	United Communications Corp.	210.63
<i>V</i>	Cummins Sales and Service	1,071.00
<i>W</i>	Witmer Public Safety Group, Inc.	1,970.00
<i>X</i>	Witmer Public Safety Group, Inc.	185.00
<i>Y</i>	Monmouth Junction Vol. Fire Department	11,085.78
<i>Z</i>	Gannett New Jersey Newspapers	143.36
<i>AA</i>	TruGreen	443.41
<i>BB</i>	Ring Rescue	414.00
<i>CC</i>	EZ Auto Glass Installers, Inc.	170.00
<i>DD</i>	Clearview Washing, LLC	1,199.00
<i>EE</i>	OK Enterprises, LLC	1,750.00
<i>FF</i>	OK Enterprises, LLC	2,195.00
<i>GG</i>	Tasc Fire Apparatus Inc.	2,250.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 21, 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. May 17, 2021 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the May 17, 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 May 2021 activity report (see attached).

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on June 16th.

Chief Smith reported that the Fire Department has one new firefighter, Tyler Steinfeld, who is already Firefighter I certified.

Chief Smith reported that the Fire Department implemented a revised operations plan for a return to normal operations concerning the pandemic following the Governor's Executive Order issued at the end of May.

Chief Smith reported that the first draft of the specs for a new aerial was received from Pierce and reviewed by the truck committee. Chief Smith further reported that it is the committee's goal to finalize the specs and have a price for the truck by the end of August.

Chief Smith reported that Engine 206 struck the front wall of Station 21 on May 23rd when backing into the building following driver training. Chief Smith reported that in response to the accident, driver training on the engines has been put on hold until 206 is repaired. Chief Smith further reported that the driver training and vehicle response policies were reviewed and discussed with all firefighters.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were 4 deposits since the last meeting. The first deposit was made on May 27th in the amount of \$975.00 from South Brunswick Township Fire District No. 3 for reimbursement of the joint pump operator training class; the second deposit was made on June 3rd in the amount of \$259,000.00 from South Brunswick Township for first quarter taxation; the third deposit was made on June 14th in the amount of \$14,170.53 from VFIS for reimbursement of the cost of the building damage repairs to Station 21 following the accident involving Engine 206; the fourth deposit was made on June 18th in the amount of \$4,859.00 from Travelers for worker's compensation premium reimbursement.

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

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Changes to BOFC Policy #012, Station #20 Use of Building & Grounds

Coordinator Smith presented several changes to the policy concerning use of the meeting/training room and visitors to the building.

Comm. Smith made a motion to approve the draft revision to Policy #012, seconded by Comm. Wolfe.

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

B. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young made a motion to approved the voucher list as posted, 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:42 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2021

INCIDENT RUNS

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

44 Total Runs for 190.22 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
- Meetings, Committee Function, Other
- Work Night
- Work Detail
- 2 Drills
- 6 Training Sessions
- 1 Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

122.47 Man-Hours

Total Man-Hours for the Month: 312.69

Fire Safety:

Referrals Sent – 12

Responded to Scene – 17

Fire District Coordinator's Report June 21, 2021

- Trugreen performed a lawn treatment at Station 20 on 5-19-2021.
- Tasc Fire Apparatus was at Station 20 on 5-21-2021 to perform the annual preventive maintenance on the Hurst rescue tools.
- A tech from Verizon was at Station 20 over the course of several days starting on 5-21-2021 to troubleshoot intermittent internet outages that occurred over the previous 3 afternoons. The tech first replaced the main FIOS box and router believing that to be the issue. The problem was ultimately found to be an issue with the fiber-optic line in the street, which was repaired on 5-24-2021.
- Clearview Washing was at Station 20 on 5-26-2021 to wash the building's windows inside and out.
- Fire Security Technologies performed the annual fire alarm system testing at both stations on 5-26-2021. All systems are in proper working order with no repairs needed.
- OK Enterprises was at Station 20 on 5-21-2021 to perform the server software upgrade as approved at the end of 2020, but could not complete it due to the above listed internet issues. The tech returned on 5-26-2021 but could not perform the upgrade due to changes with the software version. The upgrade was finally performed on 6-3-2021.
- Engine 208 was back from the Fire & Safety Services on 6-2-2021 after going to their shop on 5-6-2021 to address a radiator issue.
- Station 20 was used as a polling location for the primary election on 6-8-2021.
- PSE&G was at Station 21 on 6-9-2021 to replace the natural gas meter on the outside of the building as part of their preventive maintenance program.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,718.00 for the third installment on the Group Term Life Insurance Policy.
- We received a check from Travelers on 6-18-2021 in the amount of \$4,859.00 as reimbursement for overpayment on our worker's compensation policy following the annual audit.

(Over)

- We submitted a claim to VFIS on 5-23-2021 when Engine 206 struck the front wall of Station 21 when backing into the building following driver training. The truck suffered relatively minor body damage while the block wall of the building suffered extensive damage. Our Portfolio policy has a deductible waiver, so only one \$250 deductible will apply, not one each for the vehicle and the building. Met with an adjuster on 5-26-2021 to inspect the building damage, who provided his estimate of \$14,420.53. We received notification on 6-4-2021 that the building claim has been approved and a check was received in the amount of \$14,170.53 (\$250 deductible removed from the adjuster's estimate). Met with Don Salzmann, LLC (recommended by Fire & Safety Services) on 5-24-2021 in reference to the body damage on Engine 206. Took the truck to Salzmann's shop in North Brunswick on 6-8-2021 to further inspect the damage and use equipment to open the passenger's side rear compartment, which was jammed. Provided estimate of approximately \$6,700.00 to repair the truck, which was sent to the adjuster for VFIS. Looking at repairs being performed sometime in July or August.