

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 ***July 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. June 21, 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 Annual Hose Testing
 - B. Discussion on Changes to BOFC Policy #007,
Line of Duty Injury or Death to a Member
 - C. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	108.72
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.84
<i>D</i>	PSE&G Co.	1,994.94
<i>E</i>	Verizon	335.21
<i>F</i>	Ready Refresh	265.66
<i>G</i>	Alan Landscaping, LLC	1,163.75
<i>H</i>	Preferred Batteries	358.48
<i>I</i>	Monmouth Junction Vol. Fire Department	382.03
<i>J</i>	Ridgeway Leatherworks	64.05
<i>K</i>	TruGreen	110.84
<i>L</i>	Q.R.F.P. Special Services, Inc.	400.00
<i>M</i>	VFIS	19,225.00
<i>N</i>	South Brunswick Fire District No. 2	246,413.00
<i>O</i>	OK Enterprises, LLC	559.00
<i>P</i>	Access Compliance, LLC	453.00
<i>Q</i>	South Brunswick Township	54,657.62
<i>R</i>	Olson's Air Conditioning & Heating Inc.	144.00
<i>S</i>	Eckert Fire Tactics LLC	750.00
<i>T</i>	Witmer Public Safety Group, Inc.	162.00

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

Comm. Wolfe made a motion to approve the minutes of the June 21, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

Chief Smith reported that the Fire Department had a stand-by crew at the station the evening of June 12th to cover the Kendall Park Fire Company during their annual dinner.

Chief Smith reported that the Fire Department attended the viewing and funeral services for Life Member/Ex-Chief Gerald Schwear, who passed away on June 24th.

Chief Smith reported that the Fire Department attended the viewing and funeral services for Kingston Firefighter Dennis Shennard, who died in the line of duty during training on June 26th.

Chief Smith reported that he was advised by Township Fire Official John Funcheon on July 2nd that due to a question regarding workers compensation coverage, the Deputy Fire Marshals cannot be used as firefighters on scenes. Chief Smith further reported that he

anticipates that the issue will be resolved and firefighting activities will be put back in to the Deputy's job description.

Chief Smith reported that the Fire Department has one new probationary firefighter, Giuseppe Favaloro.

Chief Smith reported that the second draft of the specs for the new aerial was received and is being reviewed by the truck committee.

Chief Smith reported that the line officers have discussed an ongoing issue at Station 21 where vehicle traffic does not yield to fire trucks as they return to the station. Chief Smith further reported that several options have been discussed to increase safety by providing advanced warning for motorists and blocking traffic.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were 3 deposits since the last meeting. The first deposit was made on June 25th in the amount of \$259,000.00 from South Brunswick Township for second quarter taxation; the second deposit was made on July 7th in the amount of \$7,840.60 from VFIS for reimbursement of the cost of repairs to Engine 206; the final deposit was made on July 14th in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station for the primary election.

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 Annual Hose Testing

Coordinator Smith reported that he contacted two vendors to receive quotes for the annual hose testing. One quote was received from Waterway, Inc. at a cost of \$0.23 per foot of hose. Coordinator Smith reported that he has not received a quote from the second vendor, and recommends approving the hose testing at a cost not to exceed \$2,800.00.

Comm. Smith made a motion to approve the annual hose testing at a cost not to exceed \$2,800.00, seconded by Comm. Young.

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

B. Discussion on Changes to BOFC Policy #007, Line of Duty Injury or Death to a Member

Coordinator Smith reported that following the line of duty death of Kingston Firefighter Dennis Shennard, he reviewed the Board's policy and the folders containing all required forms and notification information that needs to be completed for an injury or death. Coordinator Smith further reported that the Public Safety Officer's Benefit, which is administered by the Department of Justice, no longer requires an autopsy to be performed. As such, Coordinator Smith presented a revision to the Board's policy reflecting the change.

Comm. Young made a motion to approve the draft revision to Policy #007, seconded by Comm. Wolfe.

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

C. Items Timely and Important

Comm. Young reported that he is compiling a list of the items that need to be completed to seek voter approval by the end of the year for the purchase of a new aerial truck. Comm. Young further reported that he will be speaking with the Board's attorney and examining capital funds to determine the amount of funding that will need to be financed.

Comm. Smith reported that the Fire Department completed their 2020 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

9. VOUCHER LIST

Comm. Smith 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 7:55 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2021 .

INCIDENT RUNS

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

36 Total Runs for 148.74 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
- 1 Meetings, Committee Function, Other
- 1 Work Night
- Work Detail
- 2 Drills
- Training Sessions
- Parade/Wetdown
- Public Relations
- 1 Stand-by Assignment (Non-Incident)
- 4 Viewing/Funeral

329.63 Man-Hours

Total Man-Hours for the Month: 478.37

Fire Safety:

Referrals Sent – 5

Responded to Scene – 15

Fire District Coordinator's Report July 19, 2021

- A tech from Cummins Power Systems was at Station 20 on 6-22-2021 to troubleshoot the cause of the emergency generator failing to start. The issue was found to be a blown fuse, which was replaced. We also replaced the battery.
- Alan Landscaping was at Station 20 on 6-22-2021 to trim the bushes around the site.
- A tech from Olson's Air Conditioning & Heating was at Station 21 on 6-23-2021 to service the air conditioner.
- Trugreen performed a lawn treatment at Station 21 on 6-23-2021.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-25-2021.
- Tower 201 was taken to Atlantic-Detroit Diesel-Allison in Piscataway on 6-28-2021 to address a fuel dilution issue discovered during the annual preventive maintenance that was completed earlier this year. After that repair was completed, the truck was taken to Fire & Safety Services on 7-13-2021 to address several truck and boom items that were also identified during the annual PM.
- Techs from Donald C. Rodner, Inc. were at Station 20 on 7-6-2021 to perform the quarterly service of the HVAC systems.
- Following the passing of Kingston Firefighter Dennis Shennard in the line of duty last month, I reviewed the Board's LODD/Serious Injury policy and the SOG on the topic. During the planning for the memorial services, we found that the Public Safety Officer's Benefit no longer requires an autopsy when submitting a death benefit claim, but they do say it may be helpful as part of the review of the claim. With this information, I have drafted proposed changes to the Board policy and the SOG. I have also gone through the folders kept in the trucks and command vehicles and updated the various forms and notifications that need to be completed in the event of an injury or death.
- With the State's legalization of marijuana and the subsequent memo received from our attorney, I have started working on a drug and alcohol policy. I have sent a draft to the FD President for review and comment.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$19,225.00 for the second and final installment for the insurance coverage under the Portfolio policy.

(over)

- As an update to the insurance claim regarding the accident at Station 21 last month where Engine 206 struck the building, masons from the Nu-Con Group were at the station on 7-7-2021 to build a temporary support for the steel lintel over the bay door in preparation to demo and re-build the damaged wall. Replacement blocks were ordered and received, and the repairs should be starting shortly, which are expected to only take several days. Also, we received a check from VFIS on 7-7-2021 in the amount of \$7,840.60 for the repairs to Engine 206.
- At the end of May, two months after the completion of the annual audit of our Travelers worker's compensation plan, I was informed that I should not be under the Fire District's WC plan and should be covered by the Township as I am listed on their payroll under their Federal Tax ID #. In going back and forth with the Township, I was ultimately informed that I was not covered on their WC plan; Travelers was adamant however that I would be covered under their WC plan due to federal law. To eliminate all confusion, the Township will begin processing our payroll under the Fire District's Federal Tax ID #. In a follow-up conversation with the auditor from Travelers, I confirmed that my classification will be updated to reflect my full-time position as Coordinator.