

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
September 20, 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. August 16, 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 Employee Payroll & Pension System
 - B. Discussion on New Aerial Timeline & Financing
- 8. *New Business***
 - A. 2022 Budget Discussion
 - B. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	109.04
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.84
<i>D</i>	PSE&G Co.	1,805.98
<i>E</i>	Verizon	338.92
<i>F</i>	Ready Refresh	130.81
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	235.47
<i>I</i>	Monmouth Junction Vol. Fire Department	453.05
<i>J</i>	Fire Flow Services Inc.	2,295.30
<i>K</i>	Continental Fire & Safety	355.00
<i>L</i>	Richard M. Braslow, Esq.	105.00
<i>M</i>	Scott Smith	80.00
<i>N</i>	VFIS	591.00
<i>O</i>	Access Compliance, LLC	323.00
<i>P</i>	Access Compliance, LLC	413.00
<i>Q</i>	Fire and Safety Services, LTD	190.00
<i>R</i>	Preferred Batteries	85.51
<i>S</i>	Diversified Inspections/ITL Inc.	1,890.33
<i>T</i>	South Brunswick Township Water & Sewer Revenue	1,410.90
<i>U</i>	OK Enterprises, LLC	1,500.00
<i>V</i>	TruGreen	110.84
<i>W</i>	GSB	1,719.30
<i>X</i>	Stewart & Stevenson Power Products LLC	4,811.36
<i>Y</i>	Witmer Public Safety Group, Inc.	327.00
<i>Z</i>	First Due Fabrication	88.70
<i>AA</i>	Edwards Tire Co., Inc.	558.08
<i>BB</i>	Commerce Bank	103,344.71

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 20, 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. August 16, 2021 Regular Meeting

Comm. Smith made a motion to approve the minutes of the August 16, 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 August 2021 activity report (see attached).

Chief Smith reported that Roadway Rescue gave a training presentation at Station 20 on August 26th on responding to emergencies involving hybrid and electric vehicles.

Chief Smith reported that the Fire Department participated in a memorial service at the municipal complex on September 11th.

Chief Smith reported that the Fire Department has two new members, Jeremy Savlov and Mohamed Elazhary.

Chief Smith reported that the truck committee completed the review of the third draft of the specs for the new aerial. Chief Smith further reported that he anticipates receiving a price for the truck in the coming weeks.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the September 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.

E. Legislative Report

Comm Young reported that the State Association of Fire Districts met last week in Wildwood.

Coordinator Smith reported that legislation was passed amending regulations for the creation and operation of junior firefighter programs. Coordinator Smith further reported that the State Fire Safety Commission will be reviewing the legislation and issuing guidance.

7. OLD BUSINESS

A. Discussion on Employee Payroll & Pension System

Coordinator Smith reported that following last month's discussion, he started researching the requirements to move from the Public Employee Retirement System to the Police & Fire Retirement System. Coordinator Smith further reported that the first step is to submit an application to the Division of Pensions and Benefits for consideration of eligibility of the "Fire District Coordinator" title/position to be enrolled in PFRS. If a positive determination is made, additional research would be needed to determine the potential cost to transfer years of service credit. If the title is declined for eligibility, there could be discussion on possibly changing the title to one that is eligible and any possible impacts of doing so, if the move is still desired.

B. Discussion on New Aerial Timeline & Financing

Comm. Young reported that it is his recommendation to hold a special election on December 2nd to obtain voter approval for the lease/purchase of a new aerial truck. Comm. Young further reported that he drafted a resolution setting the details of the special election, which he will review with the Fire District's attorney in anticipation of passage in October.

8. NEW BUSINESS

A. 2022 Budget Discussion

Comm. Young reported that he received today the Local Finance Notice from the Department of Community Affairs with 2022 fire district budget and election guidance.

Comm. Young further reported that the document lists a requirement to obtain approval from the municipal governing body for the compensation given to members of the board of fire commissioners before the fire district can submit its annual budget to the voters. Comm.

Young reported that he will research this requirement further.

Comm. Young reported that he issued the second cut of the proposed 2022 budget to the members of the Board following last month's meeting, and that he will present a line-by-line review at the October meeting. Comm. Young reported that he received the 2021 ratables from the Tax Assessor's office, which came in significantly higher than budgeted. Comm. Young asked for any comments on the budget by the first week of October.

B. Items Timely and Important

Comm. Smith made a motion to authorize the Fire District Coordinator to contact the Fire District's attorney to discuss the creation of a drug and alcohol policy, seconded by Comm. Wolfe.

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

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Smith.

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 7:50 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2021

INCIDENT RUNS

4 Structure Fires
3 Vehicle Fires
1 Dumpster/Compactor/Trash/Refuse Fires
1 Trees, Brush, Grass, Mulch Fires
Fires, Other
2 Vehicle Extrications (Jaws)
1 Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
4 Haz-Mat Spill / Leak No Ignition
6 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
2 Hazardous Condition
2 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
1 Smoke Scare / Odor Removal / Problem
20 System Malfunctions
11 Unintentional System / Detector Operation
2 False Calls / Good Intent
Other

63 Total Runs for 367.70 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
3 Drills
2 Training Sessions
Parade/Wetdown
Public Relations
1 Stand-by Assignment (Non-Incident)
Viewing/Funeral

209.50 Man-Hours

Total Man-Hours for the Month: 577.20

Fire Safety:

Referrals Sent – 10

Responded to Scene – 22

Fire District Coordinator's Report September 20, 2021

- Fire Flow Services was at Station 20 on 8-20-2021 to perform the annual hose testing. A total of 3 lengths of 1-3/4" hose failed testing. Replacement hose has been ordered. We also had one length of 5" hose tagged for a bad lock on one of the couplings. The lock was repaired and the hose was placed back in service.
- Trugreen performed a lawn treatment at Station 21 on 8-27-2021.
- Diversified Inspections/ITL was on site on 9-3-2021 to perform the UL/NFPA aerial testing on Tower 201 and the testing of the ground ladders on all trucks. The aerial and all ground ladders passed testing with no deficiencies noted.
- Approved Fire Protection was on site today to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging and hydrostatic testing and will be back in the next week or so.
- I've worked on drafting a drug and alcohol policy for the Fire District which would cover the Fire Department and employees of the District. The Fire Department discussed the policy at their last meeting, with some questions being raised for clarification. With approval of the Board, I would like to contact the Fire District's attorney to discuss.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$591.00 for renewal of the Special Risk policy.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,719.30 for the final installment on the Group Term Life Insurance Policy.
- Engine 206 was taken to Don Salzman, LLC in North Brunswick today for body repairs from the accident that occurred back in May. If the repairs go as planned the truck should be back the end of the week.