

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
October 18, 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. September 20, 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 New Aerial Timeline & Financing
- 8. *New Business***
 - A. Resolution #21-20, Establishing the Compensation for Members of the Board of Fire Commissioners
 - B. Resolution #21-21, Authorizing Special Election
 - C. Discussion on Creation of BOFC Policy #013, Drug & Alcohol Policy
 - D. Discussion on Breathing Air Compressor Preventive Maintenance Contract
 - E. Discussion on Station 20 HVAC Maintenance Contract
 - F. Discussion on Purchase of Equipment for Operations
 - G. 2022 Budget Discussion
 - H. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	109.22
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.68
<i>D</i>	PSE&G Co.	1,658.63
<i>E</i>	Verizon	343.84
<i>F</i>	Ready Refresh	105.39
<i>G</i>	Alan Landscaping, LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	329.63
<i>I</i>	Monmouth Junction Vol. Fire Department	502.59
<i>J</i>	New Jersey Fire Equipment Co.	438.00
<i>K</i>	New Jersey Fire Equipment Co.	39.60
<i>L</i>	Scott Smith	136.40
<i>M</i>	Continental Fire & Safety	768.00
<i>N</i>	CMF Business Supplies, Inc.	230.59
<i>O</i>	Approved Fire Protection Company	425.16
<i>P</i>	Approved Fire Protection Company	89.85
<i>Q</i>	Access Compliance, LLC	413.00
<i>R</i>	Access Compliance, LLC	363.00
<i>S</i>	Redicare LLC	494.69
<i>T</i>	Q.R.F.P. Special Services, Inc.	675.00
<i>U</i>	Empire Fitness Services, Inc.	250.00
<i>V</i>	Firehouse Pride	195.99
<i>W</i>	Middlesex County Treasurer	2,364.53
<i>X</i>	Fire and Safety Services, LTD	1,333.45
<i>Y</i>	Fire and Safety Services, LTD	2,454.66
<i>Z</i>	Fire and Safety Services, LTD	4,450.00
<i>AA</i>	Douglas Wolfe	111.00
<i>BB</i>	Preferred Batteries	73.80
<i>CC</i>	Mercer County Community College	250.00
<i>DD</i>	Donald Salzmann LLC	7,840.60
<i>EE</i>	Glatfelter Insurance Group.	2,580.53
<i>FF</i>	Matt Pinter Door Company	600.00
<i>GG</i>	Vincze Home Improvement LLC	600.00

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 18, 2021

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

Comm. Young made a motion to move the discussion on the agenda listed under Old Business regarding the new aerial timeline and financing, seconded by Comm. Wolfe. By a voice vote all voted in affirmative

7. OLD BUSINESS

A. Discussion on New Aerial Timeline & Financing

Fire District Attorney Richard Braslow called into the meeting via conference call and reviewed the necessary steps to hold a special election to secure voter approval to purchase a new aerial via lease-purchase financing. During the discussion, Mr. Braslow reported that the primary advantage of holding the special election would be the ability to order the truck sooner to avoid anticipated price increases from the manufacturer.

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. September 20, 2021 Regular Meeting

Comm. Smith made a motion to approve the minutes of the September 20, 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 September 2021 activity report (see attached).

Chief Smith reported that the Fire Department participated in the Township Mom's Club's Touch-A-Truck event at the High School on October 3rd.

Chief Smith reported that the truck committee finished the drafting of the specs for the new aerial. Chief Smith further reported that Pierce completed their engineering review of the specs and have submitted a preliminary drawing of the truck.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on October 1st for three checks received from South Brunswick Township totaling \$263,899.94; the first check was in the amount of \$4,745.00 for reimbursement of an equipment purchase using dedicated penalty funds; the second check was in the amount of \$154.94 for reimbursement of hazardous materials supplies; the third check was in the amount of \$259,000.00 for third quarter taxation.

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

Comm. Young reported that all budget line items are in good shape through this meeting, and that budget transfers can be made as needed starting next month.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on New Aerial Timeline & Financing

Comm. Young reported that the Board can pass a resolution under New Business authorizing a special election on December 16th to secure voter approval for the purchase of a new aerial via lease-purchase financing. Comm. Young further reported that he will review financials to present a recommendation at next month's meeting on the length of a lease as well as the amount of capital reserve funds to use towards the purchase.

8. NEW BUSINESS

A. Resolution #21-20, Establishing the Compensation for Members of the Board of Fire Commissioners

Comm. Smith made a motion to approve Resolution #21-20, seconded by Comm. Wolfe.

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

B. Resolution #21-21, Authorizing Special Election

Comm. Smith made a motion to approve Resolution #21-21, 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 Creation of BOFC Policy #013, Drug & Alcohol Policy

Comm. Smith made a motion to adopt Policy #013 Drug & 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.

D. Discussion on Breathing Air Compressor Preventive Maintenance Contract

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,558.00. Coordinator Smith recommended renewing the maintenance contract with Air & Gas Technologies.

Comm. Wolfe made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,558.00, 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 Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the Station 20 HVAC maintenance contract renewal from Donald C. Rodner, Inc. in the amount of \$2,652.00, paid in four quarterly installments of \$663.00 following service.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with Donald C. Rodner, Inc. at a price of \$2,652.00, seconded by Comm. Smith.

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

F. Discussion on Purchase of Equipment for Operations

Chief Smith requested permission to purchase the Wood's Forcible Entry Door Kit training prop at a cost of \$4,000.00. Chief Smith reported that he solicited quotes for other training props, which range from \$6,000 to nearly \$10,000.

Comm. Smith made a motion to approve the purchase of the Wood's Forcible Entry Door Kit at a cost of \$4,000.00, seconded by Comm. Wolfe.

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

G. 2022 Budget Discussion

Comm. Young reported that he will be performing a line-by-line review of the proposed 2022 budget at next month's meeting, with the budget eligible for adoption at the meeting on December 6th.

H. Items Timely & Important

Comm. Smith reported that the Fire Department authorized at their meeting earlier this month the replacement of the wooden doors on the storage shed at Station 21.

9. VOUCHER LIST

Comm. Smith made a motion to approve 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 8:28 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Fire District Coordinator's Report October 18, 2021

- Fire & Safety Services was on site starting on 9-28-2021 to perform the annual apparatus preventive maintenance on Engines 204, 206 & 208, which was completed on 10-5-2021. They will be providing a list of issues found during the service. While on site, I asked the mechanic to troubleshoot a rattling noise coming from the under-the-hood generator on Rescue 205. The manufacturer of the generator is out of business and they will be researching additional information and options.
- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 9-28-2021.
- Redicare LLC was on site on 9-28-2021 to replenish the supplies in the first aid kits in the stations and on the trucks.
- A tech from Donald C. Rodner, Inc. was at Station 20 on 9-28-2021 to perform the quarterly service on the HVAC systems.
- Empire Fitness Services, Inc. was at Station 20 on 9-30-2021 to perform the preventive maintenance on the gym equipment.
- Matt Pinter Door Company performed the preventive maintenance of the bay doors and motors at both stations on 10-13-2021.
- Vincze Home Improvement LLC was at Station 21 on 10-13 & 10-14-2021 to pressure wash the front of the building and paint the exterior doors.
- I spoke with a supervisor from the Township Public Works Road Dept. at Station 20 on 10-15-2021 after a member of the Shade Tree Commission identified an ash tree in the front of the site as needing to be taken down. The Township cannot take the tree down as it is outside the easement, and their equipment could not fell the tree without damaging the driveway. I will be obtaining quotes to take this and several other trees around the site down this fall season.

Insurance:

- As reported last month, Engine 206 was taken to Donald Salzmänn, LLC in North Brunswick on 9-20-2021 for the body repairs from the May accident. The repairs were completed and the truck was back on 9-28-2021. The cost of the repairs was \$7,840.60, which was the same price as estimated and the same amount as the check we already received from VFIS. I have contacted the agent from VFIS to close out the vehicle damage claim.

- Regarding the claim for the damage to Station 21, we had received a check from VFIS in the amount of \$14,170.53, based on the estimate from the adjuster. The cost of the repairs was \$11,590.00, which the Board paid. This leaves \$2,580.53 in excess funds received from VFIS. I contacted the agent from VFIS that handled the vehicle damage claim and he requested a check be issued in that amount. As such, there is a voucher on the list for the return of funds.

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2021

INCIDENT RUNS

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

78 Total Runs for 295.63 Man-Hours

DEPARTMENT ACTIVITIES

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

270.93 Man-Hours

Total Man-Hours for the Month: 566.56

Fire Safety:

Referrals Sent – 21

Responded to Scene – 21

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

Resolution #21-20

Establishing the Compensation for Members of the Board of Fire Commissioners
For Fiscal Year 2022

WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

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 Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

CHAIRMAN	\$4,500.00 x 1	=	\$4,500.00
VICE-CHAIRMAN	\$4,200.00 x 1	=	\$4,200.00
TREASURER	\$11,500.00 x 1	=	\$11,500.00
CLERK	\$4,800.00 x 1	=	\$4,800.00
COMMISSIONER	\$4,000.00 x 1	=	\$4,000.00

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 18th day of October 2021.


Douglas A. Wolfe / District Clerk

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

Resolution #21-21

Authorizing Special Election

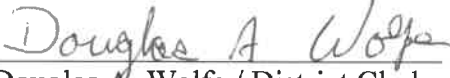
WHEREAS, the Fire District needs to purchase a new firetruck; and

WHEREAS, a special election shall be scheduled to seek voter approval concerning the purchase.

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) A special election is scheduled for Thursday December 16, 2021 at the Monmouth Junction Fire Station in accordance with New Jersey statute to seek voter approval to purchase a fire truck for an amount not exceeding \$1,950,000 and to secure lease-purchase financing relative to the purchase.

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 18th day of October 2021.


Douglas A. Wolfe / District Clerk

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