

**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

***AGENDA***  
***November 15, 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. October 18, 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. 2022 Budget Discussion
  - B. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	109.22
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.64
<b><i>D</i></b>	PSE&G Co.	1,198.14
<b><i>E</i></b>	Verizon	338.37
<b><i>F</i></b>	Ready Refresh	45.45
<b><i>G</i></b>	Alan Landscaping, LLC	668.75
<b><i>H</i></b>	Monmouth Junction Vol. Fire Department	11,447.46
<b><i>I</i></b>	New Jersey State Association of Fire Districts	300.00
<b><i>J</i></b>	South Brunswick Township	58,005.54
<b><i>K</i></b>	Fire and Safety Services, LTD.	1,448.25
<b><i>L</i></b>	W.B. Mason Co., Inc.	251.27
<b><i>M</i></b>	Richard M. Braslow, Esq.	1,008.00
<b><i>N</i></b>	Mercer County Community College	60.00
<b><i>O</i></b>	United Communications Corp.	310.65
<b><i>P</i></b>	Middlesex County Fire Academy	257.00
<b><i>Q</i></b>	Middlesex County Fire Academy	242.00
<b><i>R</i></b>	Donald C. Rodner, Inc.	663.00
<b><i>S</i></b>	Access Compliance, LLC	125.00
<b><i>T</i></b>	Firehouse Innovations Corp.	397.65
<b><i>U</i></b>	Scott Smith	58.00
<b><i>V</i></b>	Emergency Services Marketing Corp., Inc.	735.00
<b><i>W</i></b>	Firehouse Pride	587.97
<b><i>X</i></b>	Gannett New Jersey Newspapers	720.16

APPROVED

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
November 15, 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

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. October 18, 2021 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the October 18, 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 October 2021 activity report (see attached).

Chief Smith reported that two line officers attended a swift water rescue awareness class in Kingston on October 18<sup>th</sup>. Chief Smith further reported that the department will most likely hold the awareness class for all firefighters at some point in the new year.

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on October 28<sup>th</sup>.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the November 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 November 2<sup>nd</sup> from South Brunswick Township in the amount of \$291.86 for reimbursement of supplies used at a hazardous materials incident.

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

Comm. Young reported that all budget line items are in good shape through this meeting and no budget transfers are needed at this point.

#### **E. Legislative Report**

Comm. Young reported that the minutes were received from the State Association of Fire Districts meeting that was held in September.

### **7. OLD BUSINESS**

#### **A. Discussion on New Aerial Timeline & Financing**

Comm. Young reported that the required advertising has been published for the special election to be held on December 16<sup>th</sup>. Comm. Young further reported that the ballot question and explanatory statement need to be finalized, which will be discussed following the discussion of the 2022 budget.

### **8. NEW BUSINESS**

#### **A. 2022 Budget Discussion**

Comm. Young reviewed the 2022 proposed budget. Comm. Young expressed his opinion to approve a .043 per hundred tax rate in the 2022 budget, which is lower than the budgeted tax rate for 2021 but the same as the realized rate.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special budget meeting in three weeks on December 6<sup>th</sup>.

#### **B. Items Timely & Important**

Comm. Young reported that he drafted the ballot question and an explanatory statement for the special election, as follows:

Ballot Question: "Shall the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be authorized to purchase a fire truck for an amount not exceeding \$1,950,000 and secure lease-purchase financing relative to the fire truck purchase?"

Explanatory Statement: "The Fire District shall utilize \$1,100,000 in capital funds already accumulated in past budgets to substantially reduce the amount of borrowing costs relative to this purchase. The Fire District will then secure lease-purchase financing for the balance of the purchase costs not to exceed \$850,000."

Comm. Smith made a motion to approve the ballot question and explanatory statement, 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. 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.

Comm. Smith expressed his thanks to Comm. Young for his efforts on the 2022 budget.

#### **11. ADJOURNMENT**

Comm. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:01 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
October 2021

**INCIDENT RUNS**

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

**52 Total Runs for 153.35 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**160.66 Man-Hours**

**Total Man-Hours for the Month: 314.01**

**Fire Safety:**

*Referrals Sent – 8*

*Responded to Scene – 17*

## Fire District Coordinator's Report November 15, 2021

- Alan Landscaping trimmed the bushes and landscaping at both stations on 10-25-2021.
- Station 20 was used as a polling location for the general election on 11-2-2021.
- Air & Gas Technologies was at Station 21 on 11-10-2021 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- As I mentioned I would be doing in my report last month, I contacted three different vendors to provide quotes for the removal of approximately two-dozen trees around the site at Station 20. The low quote was from Miklos Tree Service in the amount of \$5,000.00. I have contacted Miklos and they will take down the trees as soon as they can fit us in. Asplundh Tree Service was on site on 11-12-2021 to take down the ash tree at the driveway into the site at the request of PSE&G, which will save the district money as quoted above.

### **Insurance:**

- There are no insurance items to discuss.