

# 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*** ***February 22, 2022*** ***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. January 18, 2022 Regular Meeting
- B. February 2, 2022 Special 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. Election Results
- B. LOSAP Certification for 2021
- C. Discussion on Air Pack Preventive Maintenance
- D. Discussion on 2021 Audit
- E. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	111.40
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.56
<b><i>D</i></b>	PSE&G Co.	3,356.71
<b><i>E</i></b>	Verizon	345.00
<b><i>F</i></b>	Ready Refresh	45.45
<b><i>G</i></b>	Monmouth Junction Vol. Fire Department	67.40
<b><i>H</i></b>	Packet Media LLC	33.90
<b><i>I</i></b>	Lincoln Financial Advisors	32,166.00
<b><i>J</i></b>	South Brunswick Township	58,044.64
<b><i>K</i></b>	Tactical Public Safety LLC	342.00
<b><i>L</i></b>	Richard M. Braslow, Esq.	525.00
<b><i>M</i></b>	Continental Fire & Safety	9,648.75
<b><i>N</i></b>	Miklos Tree Service, LLC	2,800.00
<b><i>O</i></b>	Holman Frenia Allison, P.C.	320.00
<b><i>P</i></b>	Middlesex County Treasurer	4,688.49
<b><i>Q</i></b>	Somerset County Emergency Services Training Academy	1,050.00
<b><i>R</i></b>	On Scene Training Associates LLC	425.00
<b><i>S</i></b>	Fire and Safety Services, LTD	2,653.60
<b><i>T</i></b>	OK Enterprises, LLC	200.00
<b><i>U</i></b>	Q.R.F.P. Special Services	400.00
<b><i>V</i></b>	Scott Smith	131.44
<b><i>W</i></b>	Travelers	22,099.00
<b><i>X</i></b>	Donald C. Rodner, Inc.	663.00
<b><i>Y</i></b>	Municipal Leasing Consultants	795.00
<b><i>Z</i></b>	Janice Rivera	70.00
<b><i>AA</i></b>	Jillian Ryan	125.00
<b><i>BB</i></b>	Bianca Caproni	125.00
<b><i>CC</i></b>	Gannett New Jersey Newspapers	54.35
<b><i>DD</i></b>	Gannett New Jersey Newspapers	195.30
<b><i>EE</i></b>	<b><i>MINNEVA CLEANERS</i></b>	<b><i>845.50</i></b>

APPROVED  
3/21/2022

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 22, 2022

**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. January 18, 2022 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the January 18, 2022 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.

**B. February 2, 2022 Special Meeting**

Comm. Smith made a motion to approve the minutes of the February 2, 2022 special 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 January 2022 activity report (see attached).

Chief Smith reported that three probationary members started Firefighter I at the Somerset County Fire Academy on February 15<sup>th</sup>.

Chief Smith reported that Captain Bobby Eckert from Eckert Fire Tactics gave a training class at Station 20 on building construction for the fire service on February 17<sup>th</sup>.

## **B. District Coordinator's Report**

Coordinator Scott Smith reviewed the February 2022 Coordinator's Report (see attached).

## **C. Insurance Chairman's Report**

Coordinator Smith reviewed the February 2022 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 two financial reports earlier today. The first report covers the 2022 expenditures through tonight's meeting. The second report covers the status of the 2021 budget.

## **E. Legislative Report**

There was no legislative information to discuss.

## **7. OLD BUSINESS**

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

Coordinator Smith reported that the completed application to the State's Local Finance Board was submitted on February 9<sup>th</sup> to be placed on the agenda and heard at their March 9<sup>th</sup> meeting. Coordinator Smith further reported that the credit application documents were completed and submitted to Municipal Leasing Consultants last week. If approved, final paperwork will be received and a closing date will be set. There is an invoice on the voucher list for documentation fees to the leasing company. Additional paperwork will be sent by the leasing company at some point prior to disbursement of funds from escrow to the manufacturer of the new truck.

Coordinator Smith reported that per the fire district's attorney, the Commissioners can pass a resolution awarding the contract for the new truck to Fire & Safety Services, LTD., contingent upon receiving approval from the Local Finance Board. Following the Local Finance Board meeting, the Commissioners will also need to pass a resolution accepting the results of the meeting.

## **8. NEW BUSINESS**

### **A. Election Results**

Coordinator Smith reported the preliminary counts of the mail-in-ballots and the votes cast at the polls for the fire district election held on February 19<sup>th</sup>. For the two Commissioner positions up for election, Thomas Kazanski received 429 votes, Thomas Young, Jr. received 425 votes, and there were 13 write-ins. For the question regarding the 2022 fire district budget, there were 328 'yes' votes and 127 'no' votes. Coordinator Smith further reported that final results should be received from the County Clerk's office on February 28<sup>th</sup>.

### **B. LOSAP Certifications for 2021**

Comm. Smith reported that there is a voucher on the list for the 2021 LOSAP contribution to Lincoln Financial Services. Comm. Smith further reported that the 2021 certification letter was posted for one month and there were no grievances filed.

Comm. Smith reported that a Local Finance Notice was received from the DCA documenting the increase for the 2022 LOSAP award, and a resolution will be discussed at an upcoming meeting to increase the amount.

### **C. Discussion on Air Pack Preventive Maintenance**

Coordinator Smith reported that quotes were obtained for the annual air pack preventive maintenance from Municipal Emergency Services and New Jersey Fire Equipment, with the low quote from MES at a cost of \$918.00, not including the cost of any needed repairs.

Comm. Smith made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$918.00, 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 2021 Audit**

Comm. Young reported that he recommends utilizing the firm of Holman Frenia Allison, P.C. to perform the 2021 audit, due to a restructuring of the company that performed the previous year's audit. Comm. Young further reported that a proposal was received in the amount of \$7,500.00, and a motion is needed to sign the audit engagement letter.

Comm. Smith made a motion to utilize Holman Frenia Allison, P.C. to perform the 2021 audit, and authorize the Chairman and Treasurer to sign the audit engagement letter, seconded by Comm. Wolfe.

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

Comm. Young reported that he spoke with the auditor this evening and that they will be looking to schedule the on-site visit in early March.

### **E. Items Timely and Important**

Comm. Young asked Chief Smith about the current inventory and replacement schedule for air packs. Chief Smith reported that there are three cylinders in need of replacement later this year and four cylinders in 2023. Chief Smith further reported that the cylinders that were purchased as part of the Assistance to Fire Grant are due to reach the end of their 15-year service life in early 2028. Chief Smith expressed his opinion to seek a grant to replace the air packs and cylinders, but also budget for such an expenditure should the grant application be unsuccessful.

## **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item: Item EE to Minerva Cleaners in the amount of \$845.50.

Comm. Smith made a motion to approve the voucher list as amended, 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 7:35 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2022

**INCIDENT RUNS**

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

**67 Total Runs for 201.23 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**180.75 Man-Hours**

**Total Man-Hours for the Month: 381.98**

**Fire Safety:**

*Referrals Sent – 15*

*Responded to Scene – 17*

Fire District Coordinator's Report  
February 22, 2022

- Majority of efforts over the last month have focused on preparation of the application to the Local Finance Board, completion of financing paperwork, and preparation for annual fire district election.
- Car 200 (2019 Chevrolet Tahoe) went to Malouf Chevrolet in North Brunswick earlier today for regular service.

**Insurance:**

- I performed the driver's license status check on all active members on 2-2-2022 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years, but we have been performing the checks annually since 2017.
- I was approached by a member of the Fire Department and asked about the disability benefits available to our volunteers should they be injured in the line of duty. The primary concern is whether or not a member would be fully compensated for loss of wages depending on their salary and other benefits available to them through their regular employment, such as 401k contributions and profit sharing. I have been in contact with VFIS regarding this topic and will present information to the Board at an upcoming meeting.