

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 ***March 21, 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. February 22, 2022 Regular Meeting
- B. March 1, 2022 Re-organization Meeting

6. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative

7. Old Business

- A. Update on Purchase of New Aerial

8. New Business

- A. Discussion on Apparatus Preventive Maintenance Service
- B. Discussion on Apparatus Fire Pump Testing
- C. Discussion on Hurst Rescue Equipment Preventive Maintenance
- D. Discussion on Renewal of Photo Copier Maintenance Contract
- E. Discussion on Fire Station Spring Cleaning
- F. Discussion on Renewal of Roof Preventive Maintenance Contract
- G. Discussion on Station Lawn Maintenance Projects
- H. Discussion on Chief's Request for Operations Items
- I. Discussion on Changes to Firefighter Physicals
- J. Resolution #22-16, Authorizing an Increase in the 2022 Length of Service Award Program
- K. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	111.03
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.60
<i>D</i>	PSE&G Co.	3,541.23
<i>E</i>	Verizon	341.36
<i>F</i>	Ready Refresh	35.47
<i>G</i>	Monmouth Junction Volunteer Fire Department	11,984.73
<i>H</i>	South Brunswick Water & Sewer Revenue	1,404.88
<i>I</i>	Malouf Chevrolet	256.89
<i>J</i>	New Jersey State Association of Fire Districts	300.00
<i>K</i>	Richard M. Braslow, Esq.	483.00
<i>L</i>	Marco Technologies, LLC	457.38
<i>M</i>	Thomas Kazanski	928.58
<i>N</i>	Charles Smith	975.00
<i>O</i>	Charles Spahr	1,044.65
<i>P</i>	Douglas Wolfe	1,114.29
<i>Q</i>	Thomas Young, Jr.	2,669.65
<i>R</i>	Packet Media LLC	75.90
<i>S</i>	GSB	1,859.00
<i>T</i>	CMF Business Supplies, Inc.	171.07
<i>U</i>	OK Enterprises, LLC	1,500.00
<i>V</i>	Miklos Tree Service, LLC	2,200.00
<i>W</i>	Gannett New Jersey Newspapers	140.52
<i>X</i>	Postmaster	166.00
<i>Y</i>	Treasurer, State of New Jersey	512.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 21, 2022

APPROVED
~~APPROVED~~
4-18-22

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. February 22, 2022 Regular Meeting

Comm. Young made a motion to approve the minutes of the February 22, 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. March 1, 2022 Re-Organization Meeting

Comm. Wolfe made a motion to approve the minutes of the March 1, 2022 re-organization 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 February 2022 activity report (see attached).

Chief Smith reported that On-Scene Training Associates presented a class at Station 20 on February 24th on Rapid Intervention Company Awareness.

Chief Smith reported that Ron Hoffman and Paul Daskiewicz from the Township's Data Processing Office retired at the end of February. Chief Smith further reported that the Township is looking into replacing the paging system due to its age, and it is unknown if the

Township will be paying the cost to replace the pagers used by the fire departments and first aid squads.

Chief Smith reported that the Fire Department has a new junior firefighter.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2022 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 February 25th from South Brunswick Township in the amount of \$4,000.00 for reimbursement out of the dedicated penalty account for the forcible entry door training prop purchased last year.

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

Comm. Young reported that the on-site visit by the auditors is scheduled for March 30th.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Update on Purchase of New Aerial

Coordinator Smith reported that the State Local Finance Board held a meeting on March 9th, which was virtually attended by Commissioners Smith & Young, as well as fire district attorney Richard Braslow. Mr. Braslow spoke on behalf of the district and presented details of the application, which was unanimously approved by the Local Finance Board. With the approval of the Local Finance Board, a voucher signed by all of the Commissioners was sent to Fire and Safety Services, LLC to formally order the new truck. Approval paperwork will be sent by the Local Finance Board, and the Commissioners will need to pass a resolution accepting the results and execute an affidavit that will be returned to the DCA.

Coordinator Smith reported that he has started looking into the sale of the current aerial. Due to the specialized nature of the truck, the Board may want to consider listing it for sale well before delivery of the new aerial to maximize advertising time and allow potential purchasers to secure funding.

8. NEW BUSINESS

A. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company.

Coordinator Smith further reported that the quote provided by Fire & Safety Services was

lowest for all apparatus as follows: \$4,450.00 for Tower 201, \$3,050.00 each for Engines 204 & 206, \$800.00 for Rescue 205, and \$2,250.00 for Engine 208.

Comm. Wolfe made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, 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 Apparatus Fire Pump Testing

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the NFPA fire pump testing on four fire trucks in the amount of \$1,400.00.

Comm. Young made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,400.00, seconded by Comm. Smith.

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

C. Discussion on Hurst Rescue Equipment Preventive Maintenance

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$2,250.00.

Comm. Wolfe made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$2,250.00, seconded by Comm. Young.

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

D. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$457.38.

Comm. Young made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$457.38, seconded by Comm. Smith.

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

E. Discussion on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,299.00.

Comm. Wolfe made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,299.00, seconded by Comm. Young.

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

F. Discussion on Renewal of Roof Preventive Maintenance Contract

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$2,180.18.

Comm. Smith made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$2,180.18, seconded by Comm. Young.

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

G. Discussion on Station Lawn Maintenance Projects

Coordinator Smith reported that he received a quote from Alan Landscaping, LLC to perform several lawn maintenance projects at the stations, including: top soil & seeding around the new message board sign at Station 21, top soil & seeding at Station 20 where several trees were removed around the site, and regrading & new stone in front of the Station 20 engine bay apron to address a drainage issue. The quote received was in the amount of \$2,610.00.

Comm. Smith made a motion to approve the station lawn maintenance projects by Alan Landscaping, LLC in the amount of \$2,610.00, seconded by Comm. Wolfe.

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

H. Discussion on Chief's Request for Operations Items

Chief Smith reported that the line officers have several operations items requests. The first request is to purchase four sets of turnout gear from Continental Fire & Safety at a total cost of \$15,996.00. The second request is for the purchase of six helmets from Continental Fire & Safety at a total cost of \$1,980.00. The final request is to approve a live-fire training class by Eckert Fire Tactics in the amount of \$2,350.00.

Comm. Wolfe made a motion to approve the chief's request for four sets of turnout gear from Continental Fire & Safety in the amount of \$15,996.00, six helmets from Continental Fire & Safety at a total cost of \$1,980.00, and the live-fire training class by Eckert Fire Tactics at a cost of \$2,350.00, seconded by Comm. Young.

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

I. Discussion on Changes to Firefighter Physicals

Chief Smith reported that he was approached by one of the Fire Department drivers and asked if he was required to get an annual physical since he no longer wears an air pack. Chief Smith reported that it has been the practice for all active firefighters, including drivers, to receive the physical by the district-designated health office. Chief Smith further reported that per OSHA's Respiratory Protection Standard, only those individuals who wear an air pack are required to obtain a physical.

During a discussion on the topic, several Board members, including Commissioner Kazanski and Chairman Spahr, expressed their opinions that drivers should be required to obtain the district-funded physical to ensure their ability to safely operate fire apparatus where they are

responsible for the safety of other firefighters in the truck as well as the general public. Following the discussion, it was decided that the Commissioners will review the Board's policy on the topic and discuss further at next month's meeting.

J. Resolution #22-16, Authorizing an Increase in the 2022 Length of Service Award Program

Comm. Young made a motion to approve Resolution #22-16, seconded by Comm. Wolfe.

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

K. Items Timely and Important

Comm. Smith reported that he will be meeting with a fence company to obtain a quote to make repairs to the chain-link fencing at Station 21.

Comm. Young expressed his thanks to Coordinator Smith for all of his efforts towards the purchase of the new tower ladder, including coordinating the special election, filing of the Local Finance Board Application, and submittal of the lease-financing paperwork. Comm. Young read Resolution #22-17, recognizing Coordinator Smith's efforts and awarding a one-time stipend.

Comm. Young made a motion to approve Resolution #22-17, Authorizing a One-Time Stipend to Fire District Coordinator Scott Smith, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - abstain, 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.

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 8:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2022

INCIDENT RUNS

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

38 Total Runs for 95.71 Man-Hours

DEPARTMENT ACTIVITIES

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

139.34 Man-Hours

Total Man-Hours for the Month: 235.05

Fire Safety:

Referrals Sent – 10

Responded to Scene – 9

Fire District Coordinator's Report March 21, 2022

- Trugreen performed a lawn treatment at both stations on 3-16-2022.
- Alan Landscaping started the spring cleanup and mulching of the grounds at the stations earlier today.
- I first reported last October an issue with the generator on Rescue 205, and we have continued to use the generator only as needed. The manufacturer of the generator has gone out of business, and I have been in contact with several vendors to get options on repair or replacement of the unit. Depending on the cost, we may also want to consider removal of the generator and changing the scene lights on the truck over 12-volt. I will report more at an upcoming meeting once we have a course of action.
- I have started looking into several grant programs that are available. One is for the replacement of our air packs, as the majority of the air cylinders will be reaching the end of their service life in early 2028 and the cost for new air packs have gone up drastically. The second grant is from the State and targets replacement of aging diesel-powered vehicles. This grant might be an option to pay for a portion up to the entire replacement cost of Support Unit 207 (1989 GMC).

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,859.00 for the second installment on the Group Term Life Insurance Policy?

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

Resolution #22-16

Authorizing an Increase in the 2022 Length of Service Award Program

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2022 at a maximum of 0.96%; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments; and


WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2022 budget for this purpose.

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 year 2021 LOSAP award of \$1,787.00 shall be increased by the addition of a Cost of Living Increase of 0.96% equal to \$17.00 for a 2022 award of \$1,804.00, this being the maximum permitted for those who meet the criteria so established.

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 21st day of March 2022.


Douglas A. Wolfe / District Clerk

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

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

RESOLUTION #22-17

Authorizing a One-Time Stipend to Fire District Coordinator Scott Smith

WHEREAS, the Fire District was desirous of seeking voter approval to purchase a new aerial ladder to replace an aging piece of apparatus and to secure lease-purchase financing relative to same; and

WHEREAS, Fire District Coordinator Scott Smith worked both diligently and tirelessly to coordinate the special election activities, the filing of the Local Finance Board Application to the Department of Community Affairs, and the submittal of the lease credit application package relative to the purchase; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 2 desire to express their sincere appreciation for Fire Coordinator Smith's outstanding efforts on behalf of the residents of the Fire District; and

WHEREAS, funds are available within the 2022 Fire District Budget;

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.) Effective upon approval by the Board of Fire Commissioners, Fire Coordinator Smith shall receive a one-time stipend of \$3,000.00 that shall not be added to his base salary.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on March 21, 2022.

Douglas A. Wolfe

Douglas A. Wolfe, District Clerk

3-21-22

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
T. Kazanski	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			