

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 ***April 18, 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 2022.
3. ***Roll Call***
4. ***Public Comment***
5. ***Approval of Minutes***
 - A. March 21, 2022 Regular 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
 - B. Discussion on Firefighter Physicals
8. ***New Business***
 - A. Discussion on Renewal of Station Alarm Monitoring Contract
 - B. Discussion on Station 21 Fencing Repairs
 - C. Discussion on Chief's Request for Operations Items
 - D. Items Timely and Important
9. ***Voucher List***

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

Voucher List

A	Republic Services #689	132.32
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.58
D	PSE&G Co.	2,273.41
E	Verizon	341.16
F	Ready Refresh	55.44
G	Alan Landscaping, LLC	2,100.00
H	Scott Smith	86.01
I	Municipal Emergency Svcs	1,123.02
J	Paramount Exterminating Co.	100.00
K	K.C. Service	45.90
L	Clearview Washing, LLC	1,249.00
M	TruGreen	581.96
N	Middlesex County Treasurer	5,105.68
O	Campbell Supply Company	374.89
P	Treasurer, State of New Jersey	30.00
Q	Richard M. Braslow, Esq.	924.50
R	South Brunswick Township	56,608.00
S	First Due Fabrication	534.90
T	Access Compliance, LLC	956.00
U	HFA	64.00
V	Monmouth Junction Vol. Fire Department	219.70
W	Fire Flow Services, Inc.	1,400.00
X	Fire Security Technologies, Inc.	1,068.00
Y	<i>HFA</i>	<i>6,500.00</i>
Z	<i>ACCESS COMPLIANCE, LLC</i>	<i>6,049.00</i>
AA	<i>GANNETT NEW JERSEY NEWSPAPERS</i>	<i>1,169.76</i>
BB	<i>MONMOUTH JCT. VOL. FIRE DEPT</i>	<i>275.88</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 18, 2022

APPROVED
5-16-22

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. March 21, 2022 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the March 21, 2022 regular meeting, seconded by Comm. Smith.

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 March 2022 activity report (see attached).

Chief Smith reported that the Fire Department went to the Mercer County Fire Academy on March 24th for a car fires drill.

Chief Smith reported that an instructor from START Rescue Training gave a swift water rescue awareness class on March 30th.

Chief Smith reported that one of his goals for the year was to review the Department's current manpower situation, which he has completed. Chief Smith further reported that he will be reviewing his findings with the membership at an upcoming meeting.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

There was no insurance information to discuss.

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.

Comm. Young reported that the on-site visit by the auditors was completed on March 30th. Comm. Young further reported that the auditors requested several reports regarding LOSAP, which were provided by Lincoln Financial Services. A draft of the audit should be available prior to next month's meeting.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Update on Purchase of New Aerial

Coordinator Smith reported he and Comm. Young completed lease-purchase agreement paperwork and submitted to the financing company on March 24th.

Comm. Young reported that funds for the new truck in the amount of \$650,000 have been released into escrow and will be held by the leasing company. Comm. Young further reported that there will be no lease payment until 2023.

B. Discussion on Firefighter Physicals

Coordinator Smith reported that at last month's meeting, the Board discussed the policy on physicals for firefighters. Specifically, the topic of requiring physicals for those members who are drivers that will not be wearing respiratory protection was discussed.

Following a brief discussion, it was the consensus of the Board that no changes are needed to the current policy on physicals, requiring all firefighters and drivers to obtain an annual physical from the Board's designated health office.

8. NEW BUSINESS

A. Discussion on Renewal of Station Alarm Monitoring Contract

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,068.00, which is the same as the last several years.

Comm. Smith made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,068.00, 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 Station 21 Fencing Repairs

Comm. Smith reported that he met with Mar-Nic Contractors to discuss several fencing repairs at Station 21, including repairs along the property line with Quincy Circle, and the removal of overgrown roots and replacement of fencing along the property line with Liberty Mall. Comm. Smith reported a quote was obtained in the amount of \$1,695.00.

Comm. Smith made a motion to approve the fencing repairs at Station 21 by Mar-Nic Contractors in the amount of \$1,695.00, seconded by Comm. Wolfe.

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

C. Discussion on Chief's Request for Operations Items

Chief Smith requested approval to purchase three lengths of 5" suction hose from Continental Fire & Safety at a cost of \$1,815.75.

Comm. Young made a motion to approve the purchase of three lengths of 5" suction hose from Continental Fire & Safety at a cost of \$1,815.75, seconded by Comm. Wolfe.

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

D. Items Timely and Important

Chief Smith reported that he would like to schedule a meeting with Fire Official John Funcheon to discuss use of the fire inspectors as firefighters during the daytime. Chief Smith further reported that he would look to schedule a subsequent meeting with Township administration to discuss the topic. The current inter-local agreement between the district and the township for the fire inspector position expires at the end of next year, which will also be discussed with administration.

Chairman Spahr reported that he received an email from Fire District #3 Chairman Steve Manobianco, who asked about setting up a meeting to improve communications between the fire districts. After a brief discussion, Chairman Spahr and Comm. Smith will look to schedule a meeting.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include four additional items; Item Y to HFA in the amount of \$6,500.00; Item Z to Access Compliance, LLC in the amount of \$6,049.00; Item AA to Gannett New Jersey Newspapers in the amount of \$169.76; and Item BB to Monmouth Junction Volunteer Fire Department in the amount of \$275.88.

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 7:49 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2022

INCIDENT RUNS

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

44 Total Runs for 184.67 Man-Hours

DEPARTMENT ACTIVITIES

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

187.45 Man-Hours

Total Man-Hours for the Month: 372.12

Fire Safety:

Referrals Sent – 5

Responded to Scene – 19

Fire District Coordinator's Report April 18, 2022

- Quick Response Fire Protection was on site on 3-24-2022 to perform the quarterly sprinkler system inspection at both stations. The tech also replaced two leaking valves on the pre-action sprinkler system at Station 21.
- Municipal Emergency Services was at Station 20 on 3-24-2022 to perform the annual flow-testing of all air packs. Several minor repairs were completed and all packs are in service.
- Donald C. Rodner, Inc. was at Station 20 on 3-24-2022 to perform the quarterly service on the HVAC systems.
- A mechanic from Campbell Supply Company was at Station 20 on 3-24-2022 to troubleshoot the under-the-hood generator issues on Rescue 205. The generator was properly re-secured to the mounting bracket and the serpentine belt was properly aligned. The generator is running properly at this time.
- Paramount Exterminating was at Station 20 on 3-25-2022 to perform a treatment in the kitchen.
- Clearview Window Washing was at Station 20 on 3-30-2022 to clean the window blinds and the windows inside and out.
- Ready Refresh was on site on 4-6-2022 to clean and service the water coolers at both stations.
- Access Compliance was at Station 20 on 4-7-2022 to perform the annual firefighter physicals. A total of 13 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the Access Compliance office in North Brunswick.
- Fire Flow Services performed the NFPA fire pump testing on Tower 201 and Engines 204, 206 & 208 on 4-11-2022. All pumps passed testing. Two minor items in need of repair were identified on Engine 208 and will be corrected during the annual PM's.

Insurance:

- There are no insurance items to report.