

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
May 16, 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. April 18, 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
- 8. *New Business***
 - A. Discussion on Fire Safety Bureau
 - B. Discussion on Sale of 2003 E-One Bronto Sky-Lift
 - C. Discussion on Summer/Part-Time Intern Position
 - D. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	132.32
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.54
<i>D</i>	Verizon	344.67
<i>E</i>	Ready Refresh	334.42
<i>F</i>	Alan Landscaping, LLC	758.75
<i>G</i>	Monmouth Junction Vol. Fire Department	854.97
<i>H</i>	Continental Fire & Safety	2,431.90
<i>I</i>	Antczak's Complete Service Co., LLC	698.00
<i>J</i>	QFRP Special Services Inc.	1,879.96
<i>K</i>	Electronic Measurement Labs, Inc.	660.00
<i>L</i>	Richard M. Braslow, Esq.	64.50
<i>M</i>	Sodexo, Inc. & Affiliates	2,180.18
<i>N</i>	Scott Smith	41.00
<i>O</i>	Access Compliance, LLC	498.00
<i>P</i>	ESO Solutions, Inc.	997.15
<i>Q</i>	Chas. L. Smith Plumbing & Heating	500.00
<i>R</i>	<i>PSE & G</i>	<i>1,607.72</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 16, 2022

APPROVED
6-20-22

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. April 18, 2022 Regular Meeting

Comm. Smith made a motion to approve the minutes of the April 18, 2022 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 April 2022 activity report (see attached).

Chief Smith reported that the Fire Department participated in a 3-company school bus extrication drill with Kingston and Kendall Park on April 21st at Circle Garage.

Chief Smith reported that the Fire Department held their annual dinner on May 14th. The Kendall Park Fire Company had a crew on stand-by during the event.

Chief Smith reported that junior members Sean Hernandez and Nishant Nair both turned 18 and are now probationary firefighters.

Chief Smith reported that he reviewed a manpower presentation with the Fire Department membership at the regular monthly meeting last week.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the May 2022 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on May 2nd in the amount of \$264,000.00 from South Brunswick Township for first quarter taxation. The second deposit was made on May 16th in the amount of \$2,391.00 from Travelers for worker's compensation premium reimbursement.

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

Comm. Young reported that he received the draft audit report on May 13th, and that the audit contains no findings or recommended corrective actions. Comm. Young further reported that the report has been forwarded to all of the Commissioners for review, and will look to accept the report at the June meeting. The report will be forwarded to the DCA via the FAST portal upon final approval.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Update on Purchase of New Aerial

Comm. Young reported that a statement was received from the financing company noting the funds have been deposited into escrow.

8. NEW BUSINESS

A. Discussion on Fire Safety Bureau

Coordinator Smith reported that he and Commissioner Smith met with Fire Official John Funcheon and Deputy Fire Official Josh Kamen on April 27th to discuss the desire to have the fire inspectors assist with firefighting during their regular work hours. Coordinator Smith also reported that he and Commissioners Smith and Wolfe met with the Township Manager on May 6th. Topics discussed included history of Township employees serving as members of the fire department, the inter-local agreement between the township and fire district, and the past use of fire inspectors as firefighters. Coordinator Smith further reported that the Manager seemed very receptive to the idea of using the fire inspectors as firefighters, and that he will research the matter and be in contact.

Commissioner Smith reported that one obstacle to using the fire inspectors may be the need for additional insurance, which the Board may consider off-setting such cost.

B. Discussion on Sale of 2003 E-One Bronto Sky-Lift

Coordinator Smith reported that he has been researching the sale of the current aerial with the recent order of the new truck, and recommends listing with Brindlee Mountain Fire

Apparatus. Coordinator Smith further reported that he will need to complete the appraisal form and submit pictures to get the recommended listing price.

Comm. Smith made a motion to authorize the Fire District Coordinator to continue research on the sale of the 2003 E-One Bronto Sky-Lift and contact the Fire District's Attorney regarding same, 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 Summer/Part-Time Intern Position

Coordinator Smith reported that it is his recommendation for the Board to hire a part-time/intern over the summer to work on numerous projects, including visiting summer camps, clean-up around the stations, maintenance of apparatus, and pre-planning. Coordinator Smith recommended the hiring of Pedro Sanchez, who is currently attending college with a goal of a career in the emergency services.

Comm. Young agreed with the hiring of a part-time/intern over the summer, and recommended payment at a rate of \$20/hour, which there is sufficient funds available in the Salaries & Wages budget line item.

Comm. Young made a motion to approve Resolution #22-18, Authorizing Hiring Relative to Summer/Part-Time Intern Position, 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

Coordinator Smith reported that a resolution was received earlier today from the State Local Finance Board, formally documenting that Board's approval on March 9th of the financing application for the purchase of a new fire truck. Coordinator Smith further reported that the Commissioners need to pass a resolution accepting the Local Finance Board's findings.

Comm. Young made a motion to approve Resolution #22-19, Approval of Local Finance Board Findings, seconded by Comm. Smith.

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

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item R to PSE&G Co. in the amount of \$1,607.72.

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 7:50 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2022

INCIDENT RUNS

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

50 Total Runs for 186.45 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
3 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

178.45 Man-Hours

Total Man-Hours for the Month: 364.90

Fire Safety:

Referrals Sent – 9

Responded to Scene – 17

Fire District Coordinator's Report May 16, 2022

- Roth Bros. was at Station 20 on 4-20-2022 to perform the annual roof preventive maintenance.
- Antczak's Complete Service performed the carpet cleaning at both stations on 4-22-2022.
- Chas. L. Smith Plumbing & Heating was at Station 21 on 4-27-2022 to repair the plumbing on a urinal that was leaking.
- Cummins Power Systems performed the 6-month preventive maintenance on the generators at both stations on 5-4-2022.
- Mar-Nic General Contractors, LLP was at Station 21 on 5-4-2022 to remove the overgrowth and replace the fencing along the property line on the Liberty Mall side of the building. They will be returning to repair the fencing along the Quincy Circle side of the building.
- Alan Landscaping performed several lawn maintenance projects at the stations on 5-14-2022, 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 Station 20 engine bay apron to address a drainage issue.

Insurance:

- We received a check from Travelers on 5-16-2022 in the amount of \$2,391.00 for worker's compensation premium reimbursement following the annual audit.

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

Resolution #22-18

Authorizing Hiring Relative to Summer/Part-Time Intern Position


WHEREAS the Fire District previously created the above referenced position in accordance with statute; and,

WHEREAS the Fire District wishes to appoint an individual to serve in said position.

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) Pedro Sanchez is hereby appointed to the position.
- (2) The position shall be a maximum of twenty (20) hours per week at the rate of \$20 per hour.
- (3) The individual shall serve under the supervision of the Fire District coordinator.
- (4) The Fire District reserves the right to alter the terms and conditions of employment and to terminate the individual from said position as deemed appropriate.

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 16th day of May 2022.



Douglas A. Wolfe / District Clerk

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

Resolution #22-19

Approval of Local Finance Board Findings

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, applied to the Local Finance Board for capital project financing; and

WHEREAS, the Local Finance Board adopted a resolution approving same as attached; and

WHEREAS, the Commissioners have reviewed the resolution and agree with the findings of same.

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) In accordance with statute, the Commissioners hereby acknowledge receipt of and review of the resolution of the Local Finance Board as attached and approve of same.
- (2) A copy of this resolution upon adoption and the required affidavit shall be provided to the Local Finance Board.

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 16th day of May 2022.


Douglas A. Wolfe / District Clerk

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

AFFIDAVIT

We, the undersigned, hereby acknowledge that we have received and reviewed the Local Finance Board resolution attached and approve of same.

(1) CHARLES G SPAHR
Print Name

Charles G Spahr
Signature

(2) CHARLES M. SMITH
Print Name

Charles M. Smith
Signature

(3) DOUGLAS A WOLFE
Print Name

Douglas A Wolfe
Signature

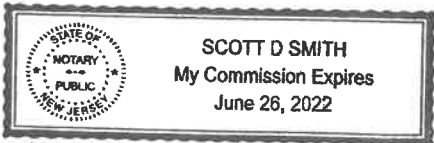
(4) THOMAS KAZANSKI
Print Name

Thomas Kazanski
Signature

(5) THOMAS A. YOUNG JR
Print Name

Thomas A. Young Jr.
Signature

Scott D. Smith 5/16/2022



COMMISSION #50063018