

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 ***June 20, 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. May 16, 2022 Regular Meeting

6. Professional Reports

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

7. Old Business

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

8. New Business

- A. Discussion on Chief's Request for Operations Items
- B. Discussion on Fire Station Parking Lot Sealing
- C. Discussion on Fire Safety Bureau & Firefighter Manpower
- D. Discussion on 2021 Audit Report
- E. Resolution #22-20, Acceptance of Audit Report for the Year 2021
- F. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	131.92
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	239.94
<i>D</i>	PSE&G Co.	1,342.10
<i>E</i>	Verizon	342.65
<i>F</i>	Ready Refresh	76.42
<i>G</i>	Alan Landscaping, LLC	688.75
<i>H</i>	Alan Landscaping, LLC	2,610.00
<i>I</i>	Air & Gas Technologies	973.00
<i>J</i>	Cummins Sales and Service	1,071.00
<i>K</i>	Approved Fire Protection Company	238.24
<i>L</i>	Richard M. Braslow, Esq.	408.50
<i>M</i>	Donald C. Rodner, Inc.	442.00
<i>N</i>	Monmouth Junction Vol. Fire Department	11,192.96
<i>O</i>	OK Enterprises, LLC	1,750.00
<i>P</i>	GSB	1,859.00
<i>Q</i>	Malaika Jawed	151.00
<i>R</i>	South Brunswick Township Water & Sewer Revenue	1,404.88
<i>S</i>	Thomson Reuters – West	261.00
<i>T</i>	Fire and Safety Services, LTD.	694.07
<i>U</i>	Mar-Nic General Contractors, LLP	1,695.00
<i>V</i>	HFA	1,000.00
<i>W</i>	Gear Wash	1,097.50
<i>X</i>	Continental Fire & Safety	157.39
<i>Y</i>	Access Compliance, LLC	2,303.00
<i>Z</i>	Somerset County Emergency Services Training Academy	445.00
<i>AA</i>	Somerset County Emergency Services Training Academy	350.00
<i>BB</i>	Scott Smith	58.00
<i>CC</i>	Trugreen	581.96

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 20, 2022

APPROVED
7-18-22

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. May 16, 2022 Regular Meeting

Comm. Smith made a motion to approve the minutes of the May 16, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's May 2022 activity report (see attached).

Chief Smith reported that three members, Mohamed Elazhary, Giuseppe Favaloro, and Jeremy Savlov, all completed Firefighter I at the Somerset County Fire Academy at the end of May.

Chief Smith reported that one member, Sean Hernandez, starts Firefighter I at the Somerset County Fire Academy next week.

Chief Smith reported that the Fire Department held a live-burn drill at the Mercer County Fire Academy on May 26th.

Chief Smith reported that the three township fire departments held joint member recruitment efforts at the High School on June 2nd and June 9th.

Chief Smith reported that the County Fire Marshal's office is working on a replacement of the Class B foam currently used due to its harmful components.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the June 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 the latest financial reports to the Commissioner's mailboxes earlier today.

Comm. Young reported that the 2021 audit will be discussed under New Business.

E. Legislative Report

Coordinator Smith reported that Harry Carter passed away on June 17th.

7. OLD BUSINESS

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

Coordinator Smith reported that following last month's meeting, he was in contact with Red Truck Sales in Florham Park, NJ and received a copy of their standard agreement for the sale of a used fire truck. Coordinator Smith further reported that they list a 10% sales commission, and that they will be contacting Pierce Manufacturing regarding a trade-in of the truck. This topic will be discussed further next month.

8. NEW BUSINESS

A. Discussion on Chief's Request for Operations Items

Chief Smith reported that he received quotes for the purchase of three SCBA cylinders to replace cylinders that reach the end of their service life in September. Chief Smith further reported that the low quote was from MES at a cost of \$1,606.21 each and a total cost of \$4,818.63.

Comm. Smith made a motion to approve the purchase of three SCBA cylinders from MES at a total cost of \$4,818.63, seconded by Comm. Wolfe.

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

Chief Smith requested approval to order three headsets with direct connection to portable radios from Eastern Fire Equipment Services at a cost of \$475.00 each and a total cost of \$1,425.00.

Comm. Wolfe made a motion to approve the purchase of three headsets with direct connection to portable radios from Eastern Fire Equipment Services at a total cost of \$1,425.00, 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 Fire Station Parking Lot Sealing

Coordinator Smith reported that the parking lots at both stations are due to have crack sealing performed this year. Coordinator Smith further reported that he spoke with the owner of Alizio Seal Coating, and he recommends waiting on the work due to the significant cost increase in raw materials. Coordinator Smith recommended sealing several areas of the driveway at Station 20 due to significant cracks.

Comm. Smith made a motion to approve driveway crack sealing at Station 20 by Alizio Seal Coating up to \$2,500.00, 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 Fire Safety Bureau & Firefighter Manpower

Coordinator Smith reported that following last month's meeting, he spoke with the Fire Officials from several towns to discuss their use of fire inspectors as firefighters. Coordinator Smith further reported he spoke with the Fire Official of Franklin Township, where there is a Shared Services Agreement between the township and three of the four fire districts to utilize the fire inspectors as firefighters. Coordinator Smith stated that he spoke with fire district attorney Richard Braslow regarding this topic, and that he will be contacting the State Division of Pensions to determine whether the fire inspectors can perform firefighting duties when in the Public Employee's Retirement System, as opposed to the Police & Fire Retirement System. This topic will be discussed further next month.

D. Discussion on 2021 Audit Report

Comm. Young reported that the final audit report has been received and that there were no findings. Comm. Young further reported that the Board can pass a resolution accepting the audit report, and that all of the Commissioners will need to sign an affidavit certifying that everyone has reviewed the audit. Copies of the resolution and the affidavit will be sent to the DCA via the FAST portal, an audit synopsis will be published twice in the newspaper, and the audit report will be posted on the fire district website.

E. Resolution #22-20, Acceptance of Audit Report for the Year 2021

Comm. Wolfe made a motion to approve Resolution #22-20, seconded by Comm. Smith.

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

F. Items Timely and Important

Comm. Young reported that the employment contract with the Fire District Coordinator expires at the end of the year, and recommends finishing negotiations for a new contract

before the start of 2022 budget planning. After a brief discussion, Comm. Kazanski will meet with Coordinator Smith to discuss terms of a new contract.

Comm. Young reported that he read that the Tuckerton Fire Department was shut-down by the municipality due to numerous issues identified in a review by the State Division of Fire Safety.

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. Smith made a motion to adjourn seconded by Comm. Young 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
May 2022

INCIDENT RUNS

2 Structure Fires
1 Vehicle Fires
1 Dumpster/Compactor/Trash/Refuse Fires
3 Trees, Brush, Grass, Mulch Fires
Fires, Other
Vehicle Extrications (Jaws)
1 Motor Vehicle Accident (No Extrication)
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
Hazardous Condition
Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
3 Assist Police / EMS / Landing Zone / Missing Person
Stand-By / Cover Assignment
2 Dispatched & Cancelled En Route
Smoke Scare / Odor Removal / Problem
21 System Malfunctions
9 Unintentional System / Detector Operation
1 False Calls / Good Intent
Other

50 Total Runs for 213.01 Man-Hours

DEPARTMENT ACTIVITIES

1 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
1 Work Night
Work Detail
2 Drills
3 Training Sessions
Parade/Wetdown
1 Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

159.66 Man-Hours

Total Man-Hours for the Month: 372.67

Fire Safety:

Referrals Sent – 14

Responded to Scene – 16

Fire District Coordinator's Report June 20, 2022

- We took Tower 201 to the High School on 5-18-2022 to give a fire safety presentation to the Little Vikings day care class.
- Tasc Fire Apparatus was at Station 20 on 5-18-2022 to perform the annual service on the Hurst rescue tools.
- Air & Gas Technologies was at Station 21 on 5-19-2022 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- Approved Fire Protection was at Station 20 on 5-25-2022 to perform the 6-month inspection on the kitchen hood fire suppression system.
- A mechanic from Fire & Safety Services was on site on 5-31-2022 to address a coolant system leak on Engine 206, which was determined to be caused by a loose hose.
- A mechanic from Campbell Supply Company was on site on 6-1-2022 to troubleshoot a coolant leak on Engine 208. It was determined the core on the windshield defroster needs to be re-cored, if a replacement cannot be found. They will be providing a quote for the repair.
- Station 20 was used as a polling location for the primary election on 6-7-2022.
- A tech from Donald C. Rodner, Inc. was at Station 20 on 6-7-2022 to troubleshoot an issue with the meeting room air conditioning system. A tripped breaker was found inside the roof-top unit. The breaker was reset and the system is operating properly at this time. On a related note, Donald C. Rodner, Inc. sold their accounts to T.L.P. Climate Control Systems, Inc. in Millstone Township. The new company will be in contact to discuss a maintenance contract for the HVAC systems.
- Mar-Nic General Contractors, LLP was at Station 21 on 6-9-2022 to repair the fencing along the Quincy Circle side of the building.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-10-2022.
- Trugreen performed a lawn treatment at the stations on 6-10-2022.
- Fire Security Technologies performed the annual fire alarm system inspection at both stations on 6-13-2022.

- We took Tower 201 to Honey Bee Montessori day care on Route 130 on 6-14-2022 to give a fire safety presentation.
- Our Part-Time/Summer Intern Pedro Sanchez started on 6-13-2022.
- Probationary Firefighter Sean Hernandez used the Fire Department for his High School Senior Society service program the week of 6-13 to 6-17-2022. He was at the station 5 hours per day, and assisted with various items around the stations, including various maintenance projects, recruitment efforts, and training details.
- The company that owns Firehouse Software will be terminating the service and support for the program at the end of the year, and is looking for customers to switch to their other records management software. I have been researching software programs, including looking at various blogs to get information on the experiences of other fire departments. The Fire Safety Bureau, who uses the program ESP, has also started looking into a replacement and likes the EZ Fire Records program from Pro Phoenix. I have attended two in-person demos of the program on 5-17 and 6-6-2022. The program seems to meet all needs of our operation, with many additional features. Representatives from Fire Districts 1 & 3 also attended the demos. Prior to those demos, I was contacted by Fire District #3 about our use of Firehouse Software and asked if we wanted to look into a joint purchase of a new program. We have requested pricing information for the program, including migration of our data from Firehouse Software, as well as annual maintenance/support costs. More to come on this topic.
- The State has created the American Rescue Plan Firefighter Grant Program. \$10 million has been made available, with grants of up to \$75,000 per department. The grant will be administered by the DLGS and is intended to equipment first responders with proper protective, cleaning and sanitization equipment.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,859.00 for the 3rd 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 #22-20

Acceptance of Audit Report for Year 2021

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2021 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and


WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,


NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON JUNE 20, 2022.



Douglas A. Wolfe, District Clerk



(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young, Jr.

Douglas Wolfe

Thomas Kazanski

Charles Spahr
Charles Smith
Thomas A. Young, Jr.
Douglas Wolfe
Thomas Kazanski

Sworn to and subscribed before me this
20th day of June 2022

Scott D. Smith
Notary Public of New Jersey



COMMISSION # 50063018