

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
September 19, 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. August 15, 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
 - B. Discussion on Fire Safety Bureau & Firefighter Manpower
8. **New Business**
 - A. Discussion on Station 20 HVAC Maintenance Contract
 - B. Discussion on Station 20 Landscaping Project
 - C. Discussion on Chief's Request for Operations Items
 - D. Preliminary Discussion on 2023 Budget
 - E. Resolution #22-23, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2023
 - F. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Executive Session Resolution**
 - A. Resolution #22-24, Authorizing a Closed Session at the September 19, 2022 Regular Meeting
12. **Executive Session**
 - A. Personnel Matters / Contractual Negotiations
13. **Adjournment**

Voucher List

A	Republic Services #689	137.87
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	152.38
D	PSE&G Co.	2,044.88
E	Verizon	342.86
F	Ready Refresh	145.35
G	Alan Landscaping, LLC	688.75
H	Monmouth Junction Vol. Fire Department	1,476.67
I	Monmouth Junction Vol. Fire Department	550.70
J	First Battalion Fire Fighting Equipment	75.00
K	Continental Fire & Safety	2,116.50
L	Continental Fire & Safety	159.80
M	Access Compliance, LLC	498.00
N	OK Enterprises, LLC	2,050.00
O	Scott Smith	100.00
P	Fire and Safety Services, LTD	4,450.00
Q	Municipal Emergency Svcs	843.15
R	South Brunswick Township Water & Sewer Revenue	1,407.89
S	Campbell Supply Company	1,543.77
T	Campbell Supply Company	978.75
U	Richard M. Braslow, Esq.	43.00
V	Preferred Batteries	69.92
W	Commerce Bank	103,344.71
X	W.B. Mason Co., Inc.	153.00
Y	GSB	1,862.70
Z	Matt Pinter Door Company	1,465.00
AA	Witmer Public Safety Group, Inc.	307.49
BB	Fire-Dex, GW LLC	598.25
CC	US Electrical Services, Inc.	553.58
DD	Circle Automotive Inc.	150.00
EE	McMaster-Carr	271.11
FF	Creative Solutions	157.50
GG	WATERWAY MID-ATLANTIC LLC	2,716.75
HH	ALIZO SEALCOATING, INC.	2,500.00
II	APPROVED FIRE PROTECTION CO. INC.	834.75
JJ	TAVOAEEN	581.96

A P P A O V E D

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 19, 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. August 15, 2022 Regular Meeting

Comm. Smith made a motion to approve the minutes of the August 15, 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 August 2022 activity report (see attached).

Chief Smith reported that the Fire Department participated in a medevac training class presented by the State Police on August 25th, which included a landing by the helicopter.

Chief Smith reported that the Fire Department displayed the American Flag from Tower 201 during the opening ceremonies for a State Police charity softball tournament at Rowland Park on September 17th.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the September 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.

E. Legislative Report

Comm. Young reported that the State Association of Fire Districts was scheduled to meet last week during the annual firefighter's convention in Wildwood.

Comm. Young reported that the Department of Community Affairs has not yet issued the Local Finance Notice for the 2023 budget process.

7. OLD BUSINESS

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

Chief Smith reported that he received an update from the Pierce salesman that the build completion of the new aerial has been pushed back 4 months, with the final inspection tentatively scheduled for May 2024. Chief Smith further reported that with the delay, the new truck most likely won't be in service for 2 years from now, so there is no rush in his opinion to list the Bronto Sky-Lift for sale.

B. Discussion on Fire Safety Bureau & Firefighter Manpower

Coordinator Smith reported that he, Comm. Smith, and Kendall Park Fire Chief Chris Perez met with Fire Official John Funcheon and Deputy Fire Official Josh Kamen earlier this month and reviewed the Shared Services Agreement between Franklin Township and the Franklin Fire Districts. DFO Kamen will provide a copy of the agreement to the FMBA labor attorney for review.

Coordinator Smith further reported that he, Comm. Smith and Comm. Wolfe met with Township Manager Brian Bidlack last week to review Franklin Township's agreement.

This topic will be discussed further next month.

8. NEW BUSINESS

A. Discussion on Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the Station 20 HVAC maintenance contract from TLP Climate Control Systems, who took over our account from Donald C. Rodner, Inc. The contract is in the amount of \$2,652.00, paid in four quarterly installments of \$663.00 following service, the same amount as the previous agreement with Rodner. Coordinator Smith further reported that the HVAC tech from Rodner that would service the systems at Station 20 was hired by TLP Climate Control Systems.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with TLP Climate Control Systems at a price of \$2,652.00, seconded by Comm. Smith.

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

B. Discussion on Station 20 Landscaping Project

Coordinator Smith reported that he has contacted two landscapers to obtain quotes for two projects at Station 20. The first project is to remove the bushes along the Ridge Road side of the main parking lot and replace with new green giant arbs, with a quote received from Alan Landscaping, LLC in the amount of \$3,570.00. The second project is to remove the bushes in the center island of the main parking lot, as well as the bushes along the sidewalk in the front of the building, with a quote received from Alan Landscaping, LLC in the amount of \$1,855.00. Coordinator Smith reported that he has contacted a second vendor, but is still waiting on the quotes.

Comm. Smith made a motion to approve the two landscaping projects at costs not to exceed \$3,570.00 and \$1,855.00 respectively, upon receipt of the second quotes, 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 have the hose tray in the front bumper of Engine 206 modified to hold additional hose. Chief Smith reported that he received a quote of \$1,451.57 from Fire & Safety Services.

Comm. Smith made a motion to approve the modification to the front bumper hose tray on Engine 206 by Fire & Safety Services at a cost of \$1,451.57, seconded by Comm Young.

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

D. Preliminary Discussion on 2023 Budget

Comm. Young reported that he has started working on preliminary numbers for the 2023 budget, but is still waiting on the ratable figures from the Tax Assessor's office. Comm.

Young asked for the Commissioners to submit budget input by the first week of October, and that he will present a first cut of the budget at the October meeting.

E. Resolution #22-23, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2023.

Comm. Young reported that the Board needs to pass the resolution as part of the 2023 budget planning process. A copy of the resolution will be submitted to the Township Council for their review and if in agreement, also pass a resolution.

Chairman Spahr expressed his opinion that the compensation for the Treasurer should be increased due to the amount of work involved in the position.

Comm. Smith made a motion to approve Resolution #22-23, seconded by Comm Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - no. Motion Passed.

F. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2021 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include four additional items; Item GG to Waterway Mid-Atlantic LLC in the amount of \$2,716.75; Item HH to Alizio Seal Coating, Inc. in the amount of \$2,500.00; Item II to Approved Fire Protection Co., Inc. in the amount of \$834.75; and Item JJ to Trugreen in the amount of \$581.96.

Comm. Wolfe made a motion to approve the voucher list as amended, seconded by Comm. Smith.

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. EXECUTIVE SESSION RESOLUTION

A. Resolution #22-24, Authorizing a Closed Session at the September 19, 2022 Regular Meeting

Comm. Wolfe made a motion to approve Resolution #22-24, seconded by Comm. Young.

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

Comm. Young made a motion to move into executive session seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

The executive session commenced at 7:53 pm, at which point Comm. Smith excused himself due to a personal conflict.

12. EXECUTIVE SESSION

A. Personnel Matters / Contractual Negotiations

13. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 10:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2022

INCIDENT RUNS

- 1 Structure Fires
- 1 Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 4 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 2 Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 2 Haz-Mat Spill / Leak No Ignition
- 2 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
- 2 Dispatched & Cancelled En Route
- 2 Smoke Scare / Odor Removal / Problem
- 20 System Malfunctions
- 16 Unintentional System / Detector Operation
- 5 False Calls / Good Intent
- Other

60 Total Runs for 219.42 Man-Hours

DEPARTMENT ACTIVITIES

- 1 Board of Fire Commissioners Meeting
- Chief's Meeting
- 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
- 11 Training Sessions
- Parade/Wetdown
- 2 Public Relations
- 1 Stand-by Assignment (Non-Incident)
- Viewing/Funeral

189.36 Man-Hours

Total Man-Hours for the Month: 408.78

Fire Safety:

Referrals Sent – 16

Responded to Scene – 31

Fire District Coordinator's Report September 19th, 2022

- A mechanic from Fire & Safety Services was at Station 20 on 8-15-2022 to troubleshoot an electrical issue with Tower 201. Several loose connections were tightened and the issue appears to have been repaired.
- Fire & Safety Services was at Station 20 for several days starting on 8-22-2022 to perform the annual preventive maintenance on Tower 201. There were several minor items identified in need of repair.
- Fire & Safety Services was at Station 21 on 8-24-2022 to diagnose an engine power issue on Engine 206. The truck had a similar issue in June and went to Stewart & Stevenson/Atlantic Detroit to have the turbo replaced. The mechanic replaced the fuel filter as a possible cause. There were no engine codes on the computer, and no issue could be found during a road test. We will continue to monitor.
- Engine 208 was back from Campbell Supply on 8-25-2022 after having the defroster repaired.
- Tasc Fire Apparatus was at Station 20 on 8-31-2022 to troubleshoot an issue with the electronic starter on the main Hurst rescue tool pump on Rescue 205. It was determined that the starter needs to be replaced; a replacement has been ordered.
- Approved Fire Protection was on site on 9-2-2022 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging or hydrostatic testing and have since been returned.
- Matt Pinter Door Company was at Station 20 on 9-2-2022 to replace the electric coil cable on one of the bay doors. They were at Station 21 on 9-8-2022 to install an antenna extender on one of the bay doors, and completed PM on the bay doors and motors at both stations on 9-8 & 9-9-2022.
- Car 200 (2019 Chevrolet Tahoe) was towed to Malouf Chevrolet in North Brunswick on 9-7-2022 for diagnosis of a significant coolant leak. The water pump was replaced and the truck was back on 9-8-2022.
- Waterway, Inc. was on site on 9-8-2022 to perform the annual hose testing. Only one 50' length of 5" hose failed testing. A replacement length has been ordered.
- TruGreen performed a lawn treatment at both stations on 9-10-2022.
- Alizio Seal Coating was at Station 20 on 9-17 & 9-18-2022 to seal coat the main driveway into the site and the member's parking lot, and re-stripe.

- I am continuing to research a replacement for Firehouse Software. The Fire Safety Bureau has not yet made a decision about whether they will continue with their current software (ESP), or look to switch to a different software program. We had a demo of ESP at our station on 8-25-2022. More to come.
- Our Part-Time/Summer Intern, Pedro Sanchez', last day was 8-24-2022 before going back to college. He will be working several days before the end of the year to assist with other projects/programs.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,862.70 for the final 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 #22-23

Establishing the Compensation for Members of the Board of Fire Commissioners
For Fiscal Year 2023

WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.


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 Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

CHAIRMAN	\$4,800.00 x 1 = \$4,800.00
VICE-CHAIRMAN	\$4,500.00 x 1 = \$4,500.00
TREASURER	\$12,000.00 x 1 = \$12,000.00
CLERK	\$5,000.00 x 1 = \$5,000.00
COMMISSIONER	\$4,200.00 x 1 = \$4,200.00

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 19th day of September 2022.



Douglas A. Wolfe / District Clerk

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

Resolution #22-24

Authorizing a Closed Session at the September 19, 2022 Regular Meeting

WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the September 19, 2022 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 19th day of September 2022.


Douglas A. Wolfe / District Clerk

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

APPROVED

Minutes for Closed Session on September 19, 2022

Members present:

Commissioner Chuck Spahr
Commissioner Tom Kazanski
Commissioner Doug Wolfe
Commissioner Tom Young

Meeting notes:

Commissioner Kazanski reported on the negotiation meeting that Commissioners Kazanski and Wolfe had with Coordinator Scott Smith to review a proposal for a new three year employment contract. After a lengthy discussion, the board agreed to the minor changes of the main body of the contract and the % changes to Scott's salary for the next three years (2023 – 2025 Contract). Commissioners Kazanski and Wolfe will take the revised contract Back to Scott for review and acceptance.

Meeting adjourned at 10:05pm

Clerk, Doug Wolfe