

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

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## ***AGENDA*** ***October 17, 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. September 19, 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 Fire Safety Bureau & Firefighter Manpower
- 8. New Business***
  - A. Discussion on Chief's Request for Operations Items
  - B. Discussion on Emergency Generator Preventive Maintenance Contract
  - C. Discussion on Breathing Air Compressor Preventive Maintenance Contract
  - D. Discussion on Records Management Software
  - E. Resolution #22-25, Approval of Coordinator's Contract & Salary
  - F. 2023 Budget Discussion
  - G. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
  - A. Resolution #22-26, Authorizing a Closed Session at the October 17, 2022 Regular Meeting
- 12. Executive Session***
  - A. Contractual Negotiations
- 13. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	135.26
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.56
<b><i>D</i></b>	PSE&G Co.	1,612.37
<b><i>E</i></b>	Verizon	342.16
<b><i>F</i></b>	Ready Refresh	67.43
<b><i>G</i></b>	Alan Landscaping, LLC	688.75
<b><i>H</i></b>	Monmouth Junction Vol. Fire Department	502.63
<b><i>I</i></b>	Monmouth Junction Vol. Fire Department	265.90
<b><i>J</i></b>	Witmer Public Safety Group Inc.	325.17
<b><i>K</i></b>	US Electrical Services, Inc.	114.33
<b><i>L</i></b>	Somerset County Emergency Services Training Academy	890.00
<b><i>M</i></b>	Scott Smith	147.98
<b><i>N</i></b>	Richard M. Braslow, Esq.	21.50
<b><i>O</i></b>	South Brunswick Township	65,195.63
<b><i>P</i></b>	Access Compliance, LLC	463.00
<b><i>Q</i></b>	QRFP Special Services Inc.	675.00
<b><i>R</i></b>	<i>MUNICIPAL EMERGENCY SVCS., INC.</i>	<i>1,574.50</i>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 17, 2022

APPROVED

**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. September 19, 2022 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the September 19, 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 September 2022 activity report (see attached).

Chief Smith reported that members of the Fire Department attended a thank you picnic hosted by the Kingston Fire Department on September 24<sup>th</sup>, given in appreciation for our support following the line of duty death last year of Dennis Shennard.

Chief Smith reported that the Fire Department attended the homecoming football game at the High School on October 7<sup>th</sup>, and a fire safety event at The Home Depot on October 8<sup>th</sup>.

Chief Smith reported that the Fire Department held an open house for Fire Prevention Week on October 8<sup>th</sup>, which was well attended by the public.

Chief Smith reported that the Fire Department has two new members, Junior Firefighter Zi'yanah Baker and Probationary Firefighter Jonathan Kim.

**B. District Coordinator's Report**

Coordinator Scott Smith reviewed the October 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 has been one deposit since the last meeting. The deposit was made on September 28<sup>th</sup> from South Brunswick Township in the amount of \$264,000.00 for 3<sup>rd</sup> quarter taxation.

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

**E. Legislative Report**

There was no legislative information to discuss.

**7. OLD BUSINESS**

**A. Discussion on Fire Safety Bureau & Firefighter Manpower**

Coordinator Smith reported that he spoke with Deputy Fire Official Josh Kamen earlier this month, who forwarded a copy of the Franklin Township Shared Services Agreement to the FMBA rep for review and comment.

**8. NEW BUSINESS**

**A. Discussion on Chief's Request for Operations Items**

Chief Smith requested approval to purchase a Hurst Jaws of Life Ram Claw Set at a cost not to exceed \$1,100.00, and water rescue equipment at a cost not to exceed \$1,600.00.

Comm. Young made a motion to approve the purchase of the Hurst Jaws of Life Ram Claw set at a cost not to exceed \$1,100.00, and the water rescue equipment at a cost not to exceed \$1,600.00, seconded by Comm. Wolfe.

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

**B. Discussion on Emergency Generator Preventive Maintenance Contract**

Coordinator Smith reported that he received the preventive maintenance contract renewal from Cummins Sales & Service for the emergency generators at both stations. The contract is for three years at a total cost of \$8,372.16.

Comm. Smith made a motion to approve the renewal of the emergency generator preventive maintenance contract with Cummins Sales & Service at a cost of \$8,372.16, seconded by Comm Young.

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

### **C. Discussion on Breathing Air Compressor Preventive Maintenance Contract**

This item has been tabled until next month.

### **D. Discussion on Records Management Software**

Coordinator Smith reported that with the technical support for Firehouse Software ending at the end of this year, he recommends switching to ESO's records management software program. Coordinator Smith further reported that the cost for the first year is \$4,020.00, which should go down slightly in subsequent years due to one-time fees that are paid upon the initial transition.

Comm. Wolfe made a motion to approve the switch to the ESO records management software at a cost of \$4,020.00, seconded by Comm Smith.

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

### **E. Resolution #22-25, Approval of Coordinator's Contract & Salary**

Comm. Young made a motion to approve Resolution #22-25, seconded by Comm Wolfe.

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

### **F. 2023 Budget Discussion**

Comm. Young reviewed the preliminary 2023 budget. Following a discussion of the preliminary budget, Comm. Young requested that the Commissioners forward any needed figures or changes to him within the next three weeks, with the goal to finalize the budget at the November meeting and approve at the meeting in early December.

### **G. Items Timely and Important**

There were no items Timely and Important to discuss.

## **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item; Item R to Municipal Emergency Services, Inc. in the amount of \$1,574.50.

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 #22-26, Authorizing a Closed Session at the October 17, 2022 Regular Meeting**

Comm. Wolfe made a motion to approve Resolution #22-26, seconded by Comm. Smith.

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 8:07 pm.

## **12. EXECUTIVE SESSION**

### **A. Contractual Negotiations**

## **13. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:36 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

Minutes for Closed Session on October 17, 2022

Members present:

Comm. Kazanski  
Comm. Smith  
Comm. Wolfe  
Comm. Young  
Chairman Spahr

## 12. Executive Session

### A. Contractual Negotiations

Comm. Smith reported that he & Coordinator Smith met with the President and Chief of the Monmouth Junction First Aid Squad to discuss renewal of the First Aid Squad Services Agreement. Comm. Smith further reported that the compensation issued to the First Aid Squad is deposited into an account used for the purchase of equipment and supplies used by both the volunteer and paid EMS crews. Comm. Smith reported that the EMS in the township is better organized, with a significant reduction in mutual aid coverage of calls.

Comm. Smith expressed his opinion to move forward with a renewal of the agreement with the Monmouth Junction First Aid Squad, pending approval of the agreement by the members of the Squad.

Comm. Smith reported that he met with the Treasurer of the Monmouth Junction Volunteer Fire Department to discuss renewal of the 3-year Fire Protection Services agreement, and that the Fire Department provided a proposal during the discussion. Comm. Smith recommended a counter proposal to include payment to the Fire Department in the amount of \$46,500 for 2023, \$47,500.00 for 2024, and \$48,500.00 for 2025, and increasing the clothing allowance to \$400.00.

After a discussion, Comm. Smith will schedule a meeting with the Fire Department President and Treasurer to discuss the counter-proposal.

Meeting adjourned at 8:36 pm

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2022

**INCIDENT RUNS**

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

**37 Total Runs for 139.02 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
- 3 Drills
- 2 Training Sessions
- 1 Parade/Wetdown
- 2 Public Relations
  - Stand-by Assignment (Non-Incident)
  - Viewing/Funeral

**221.30 Man-Hours**

**Total Man-Hours for the Month: 360.32**

**Fire Safety:**

*Referrals Sent – 3*

*Responded to Scene – 13*



## Fire District Coordinator's Report October 17<sup>th</sup>, 2022

- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 9-22-2022.
- A tech from TLP Climate Control Systems was at Station 20 on 9-30-2022 to perform the regular preventive maintenance on the HVAC systems.
- Alan Landscaping was at Station 20 on 10-10-2022 to perform the (2) landscaping projects that were approved last month, including removal of the shrubs/bushes around the parking lots & sidewalks, and replacement of the bushes along the side of the lot parallel with Ridge Road.
- A tech from Municipal Emergency Services was at Station 20 on 10-12-2022 to replace the blades on one of the Hurst hydraulic cutters.
- Engine 206 was taken to Fire & Safety Services on 10-17-2022 for the modification of the front bumper hose tray, as approved last month.
- After speaking with Fire Official John Funcheon, we are in the process of scheduling the fire safety presentations for the kindergarten and 1<sup>st</sup> grade classes at the public schools, after not giving the presentations the last two years due to the pandemic. Next school year, we will look to give the presentations to only the kindergarten classes.

### **Insurance:**

- There are no insurance items to report

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

Resolution #22-25

Authorizing a Contract and Annual Salary for the Fire District Coordinator

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WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2023 budget concerning this position; and


WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are desirous of increasing the annual salary of the Fire District Coordinator; and

WHEREAS, the Commissioners and the Fire District Coordinator have negotiated and agreed to a three-year contract for the years 2023, 2024 & 2025.

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) Fire District Coordinator Scott Smith shall receive an annual salary of \$95,850.00 for the year 2023, \$102,000.00 for the year 2024 and \$108,500.00 for the year 2025.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to the 2023, 2024 & 2025 budgets.
- (4) The contract between the Commissioners and the Fire District Coordinator shall be deemed approved upon adoption of this resolution.

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 17<sup>th</sup> day of October 2022.

  
Douglas A. Wolfe / District Clerk

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

Resolution #22-26

Authorizing a Closed Session at the October 17, 2022 Regular Meeting

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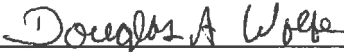
WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Legal Matters and Contracts; and

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 October 17<sup>th</sup>, 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 17<sup>th</sup> day of October 2022.

  
\_\_\_\_\_  
Douglas A. Wolfe / District Clerk