

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 ***November 21, 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 Closed Session
- B. September 19, 2022 Closed Session
- C. October 17, 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 I Am Responding Subscription Renewal
- B. Discussion on Breathing Air Compressor Preventive Maintenance Contract
- C. Discussion on Station Lawn Treatment Contract Renewal
- D. Discussion on American Rescue Plan Firefighter Grant
- E. Resolution #22-27, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Department
- F. Resolution #22-28, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad
- G. 2023 Budget Discussion
- H. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	133.13
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	319.36
D	PSE&G Co.	1,255.94
E	Verizon	345.12
F	Ready Refresh	49.45
G	Alan Landscaping, LLC	688.75
H	Scott Smith	186.23
I	Tactical Public Safety LLC	532.00
J	TLP Climate Control Systems, Inc.	932.01
K	Approved Fire Protection Co Inc	169.02
L	Campbell Supply Company	9,083.71
M	Monmouth Junction Vol. Fire Department	11,878.81
N	All Hands Fire Equipment	641.93
O	Richard M. Braslow, Esq.	21.50
P	Continental Fire & Safety	191.66
Q	Fire and Safety Services, LTD	1,451.57
R	CMF Business Supplies, Inc.	408.84
S	Rescue Source	184.10
T	Eckert Fire Tactics LLC	2,350.00
U	Eckert Fire Tactics LLC	1,750.00
V.	<i>FIRE AND SAFETY SERVICES, LTD</i>	<i>2,250.00</i>
W.	<i>FIRE AND SAFETY SERVICES, LTD</i>	<i>3,050.00</i>

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 21, 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. Smith
 Comm. Wolfe
 Comm. Young
 Chairman Spahr

Not Present: Comm. Kazanski

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. August 15, 2022 Closed Session

Comm. Young made a motion to approve the minutes of the August 15, 2022 closed session, seconded by Comm. Wolfe.

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

B. September 19, 2022 Closed Session

Comm. Young made a motion to approve the minutes of the September 19, 2022 closed session, seconded by Comm. Wolfe.

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

C. October 17, 2022 Regular Meeting

Comm. Smith made a motion to approve the minutes of the October 17, 2022 regular meeting, seconded by Comm. Wolfe.

Roll call: 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 October 2022 activity report (see attached).

Chief Smith reported that the Fire Department attended the 95th anniversary celebration event for Hermann's Total Distribution on October 20th.

Chief Smith reported that the Fire Department had a crew on stand-by at the station to cover calls during the Kingston Fire Company's banquet on October 22nd.

Chief Smith reported that Eckert Fire Tactics gave a practical drill on extinguishing fires in void spaces on October 27th, as well as a practical drill on large area search on November 17th.

Chief Smith reported that the Fire Department has enrolled in a program offered by the State that provides the opioid antidote naloxone to first responders. Antidote kits will be placed on the apparatus with the intent to protect firefighters in the event of accidental exposure. Chief Smith further reported that an instructor from the Department of Health gave a class on naloxone on November 10th, and that the township fire chiefs are drafting a standard operating guidelines policy on the topic.

Chief Smith reported that the Fire Department has a new Probationary Firefighter, Aryan Dubey.

Chief Smith reported that the township's paging system went down for approximately 12 hours on November 9th. Chief Smith further reported that a meeting will be scheduled with all township emergency services to discuss the outage and the future replacement of the paging system.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the November 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

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on Fire Safety Bureau & Firefighter Manpower

There was no new information to discuss on this topic.

8. NEW BUSINESS

A. Discussion on I Am Responding Subscription Renewal

Coordinator Smith reported that he received the renewal of the I Am Responding subscription service, which expires in January. Coordinator Smith recommended renewing the subscription service for three years at a total cost of \$2,205.00, paid annually at a cost of \$735.00 per year.

Comm. Young made a motion to approve the renewal of the I Am Responding subscription for three years at a total cost of \$2,205.00, seconded by Comm. Wolfe.

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

B. Discussion on Breathing Air Compressor Preventive Maintenance Contract

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,671.00. Coordinator Smith recommended renewing the maintenance contract with Air & Gas Technologies.

Comm. Smith made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,671.00, seconded by Comm. Wolfe.

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

C. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2023 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$495.84 each for Station 20 and \$123.94 each for Station 21, for a total cost of \$1,859.34. Coordinator Smith recommended renewing the station lawn treatment contract with TruGreen.

Comm. Wolfe made a motion to approve the 2023 renewal of the lawn treatment contract with TruGreen at a cost of \$1,859.34, seconded by Comm. Young.

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

D. Discussion on American Rescue Plan Firefighter Grant

Coordinator Smith reported that the Fire District has been awarded a \$27,000 grant under the American Rescue Plan Firefighter Grant program. The original grant application requested \$49,300.00 for the purchase of 10 sets of turnout gear, 10 helmets, and 10 hoods. Due to the reduced amount of the grant, Coordinator Smith recommends the purchase of 5 sets of turnout gear, 6 helmets, and 10 hoods at a cost of \$25,270.00.

Comm. Young will review the financial details of the grant as well as the budget impact, and the topic will be discussed further next month.

E. Resolution #22-27, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Department

Comm. Smith made a motion to approve Resolution #22-27, seconded by Comm Young.
Roll call: Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

F. Resolution #22-28, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad

Comm. Smith made a motion to approve Resolution #22-28, seconded by Comm Young.
Roll call: Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

G. 2023 Budget Discussion

Comm. Young reviewed the 2023 proposed budget. Comm. Young expressed his opinion to approve a .043 per hundred tax rate in the 2023 budget, which is the same as the budgeted tax rate for 2022 but .001 higher than the realized rate.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special budget meeting in two weeks on December 5th.

H. Items Timely and Important

Comm. Wolfe made a motion to increase the weekly income benefit under the VFIS Accident & Sickness policy from \$1,000 to \$2,000, seconded by Comm. Smith
Roll call: 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 two additional items; Item V to Fire and Safety Services, LTD in the amount of \$2,250.00 and Item W to Fire and Safety Services, LTD in the amount of \$3,050.00.

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

Roll call: 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 8:27 pm.

Respectfully Submitted,
Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2022

INCIDENT RUNS

- 1 Structure Fires
- Vehicle Fires
- 2 Dumpster/Compactor/Trash/Refuse Fires
- 1 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- 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
- 1 Hazardous Condition
- 1 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
- Smoke Scare / Odor Removal / Problem
- 18 System Malfunctions
- 19 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

52 Total Runs for 154.14 Man-Hours

DEPARTMENT ACTIVITIES

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

390.24 Man-Hours

Total Man-Hours for the Month: 544.38

Fire Safety:

Referrals Sent – 17

Responded to Scene – 18

Fire District Coordinator's Report November 21st, 2022

- As reported last month, Engine 206 was taken to Fire & Safety Services on 10-17-2022 for the modification of the front bumper hose tray. The fabrication was performed and the truck was back on 10-19-2022.
- Tasc Fire Apparatus was at Station 20 on 10-20-2022 to replace the electronic starter on the main Hurst rescue tool pump on Rescue 205.
- Support Unit #207 was back from Campbell Supply Co. on 10-20-2022 after brake system repairs were completed.
- We held an orientation on the use of the weight room at Station 20 on 10-20-2022. 11 new users attended the training and several members also attended as a refresher.
- We completed fire safety presentations for the kindergarten & 1st grade classes at the elementary schools over the last month, including: (4) presentations at Dayton School on 10-15-2022, (2) presentations at Monmouth Junction School on 10-27-2022, (2) presentations at Indian Fields School on 11-1-2022, & (4) presentations at Deans School on 11-15-2022. We are scheduled to visit Brooks Crossing School on 11-29-2022 to complete the presentations.
- A mechanic from Campbell Supply Co. was on site on 11-7-2022 to replace the siren speakers on Engine 208.
- Station 20 was used as a polling place for the general election on 11-8-2022.
- A mechanic from Fire & Safety Services was on site over the course of several weeks starting on 11-8-2022 to perform the annual preventive maintenance on Engines 204, 206, 208, and Rescue 205. All of the maintenance has been completed. They will be providing a list of items found in need of repair.
- Cummins Power Systems performed the 6-month preventive maintenance on the emergency generators at both stations today. The block heater on the generator at Station 21 needs to be replaced and a quote will be provided.
- As approved last month, I've started the migration from Firehouse Software to ESO. I submitted an initial data extraction on 10-27-2022, and had a "kick-off call" with our account's Implementation Coordinator on 11-14-2022. I have scheduled the main data import for early December. I have also spoken with our computer/server maintenance tech, who will assist with the data migration. I will be scheduling user training on the program, and anticipate going live with ESO sometime late December to mid-January.

Insurance:

- Our Accident & Sickness, Portfolio, & Workers Compensation policies expire at the beginning of February. A question was posed by one of the members about income benefits should an injury occur.
 - Our coverages under the Accident & Sickness and Workers Compensation policies equate to a \$101,140 salary.
 - We can only increase coverage under the A&S policy as W.C. amount is regulated by the State.
 - Current A&S Benefit = \$1,000/week for Total Benefit of \$101,140
 - 2023 Premium \$3,229.00 (2022 Premium was \$4,182.00)
 - Increase A&S Benefit to \$1,500/week for Total Benefit of \$127,140
 - 2023 Premium of \$4,122.00
 - Increase A&S Benefit to \$2,000/week for Total Benefit to \$153,140
 - 2023 Premium of \$5,012.00

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

Resolution #22-27

Authorizing Execution of a Fire Protection Services Agreement with the
Monmouth Junction Volunteer Fire Department

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction Volunteer Fire Department within its jurisdiction upon terms that are fair and proper for the providing of fire protection services to the fire district.

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 Chairman and District Clerk are hereby authorized to execute a fire protection services agreement with the Monmouth Junction Volunteer Fire Department covering the time period of January 1, 2023 through December 31, 2025.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the Fire Department.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the Fire Department.

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 21st day of November 2022.


Douglas A. Wolfe / District Clerk

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

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

Resolution #22-28

Authorizing Execution of a First Aid Services Agreement with the
Monmouth Junction First Aid Squad

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction First Aid Squad upon terms that are fair and proper for the providing of first aid services to support the Monmouth Junction Volunteer Fire Department.

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 Chairman and District Clerk are hereby authorized to execute a first aid services agreement with the Monmouth Junction First Aid Squad covering the time period of January 1, 2023 through December 31, 2025.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the First Aid Squad.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the First Aid Squad.

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 21st day of November 2022.

Douglas A. Wolfe
Douglas A. Wolfe / District Clerk

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