

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 ***February 21, 2023*** ***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. January 17, 2023 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
- B. Discussion on American Rescue Plan Firefighter Grant

8. New Business

- A. Election Results
- B. Discussion on Air Pack Preventive Maintenance
- C. Discussion on Renewal of VFIS Portfolio Policy
- D. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	158.88
<i>B</i>	Kleen-Tec Maintenance, LLC	350.00
<i>C</i>	Verizon Wireless	242.28
<i>D</i>	PSE&G Co.	2,815.62
<i>E</i>	Verizon	351.68
<i>F</i>	Ready Refresh	57.94
<i>G</i>	All Hands Fire Equipment	649.89
<i>H</i>	Monmouth Junction Vol. Fire Department	353.98
<i>I</i>	Monmouth Junction Vol. Fire Department	121.63
<i>J</i>	Q.R.F.P. Special Services, Inc.	400.00
<i>K</i>	South Brunswick Township	66,138.66
<i>L</i>	Cummins Sales and Service	1,622.56
<i>M</i>	Witmer Public Safety Group Inc.	70.49
<i>N</i>	Witmer Public Safety Group Inc.	419.78
<i>O</i>	Middlesex County Fire Academy	236.00
<i>P</i>	1 st Responder Newspaper	65.00
<i>Q</i>	VFIS	21,069.62
<i>R</i>	New Jersey Fire Equipment Co.	596.00
<i>S</i>	K.C. Service	126.72
<i>T</i>	Municipal Emergency Services, Inc.	446.00
<i>U</i>	HFA	435.00
<i>V</i>	Treasurer, State of New Jersey	30.00
<i>W</i>	Lincoln Financial Advisors	36,080.00
<i>X</i>	Gannett New Jersey Newspapers	130.20
<i>Y</i>	Ideal Plumbing & Heating LLC	885.00
<i>Z</i>	Alpha Card	134.99
<i>AA</i>	Jack Hueston	225.00
<i>BB</i>	Michelle Regula	150.00
<i>CC</i>	Adam Regula	150.00
<i>DD</i>	<i>DOUGLAS WOLFE</i>	<i>23.00</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 21, 2023

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. January 17, 2023 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the January 17, 2023 regular meeting, seconded by Comm. Smith.

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 January 2023 activity report (see attached).

Chief Smith reported that the Fire Department completed the mandatory classroom refresher training, and is in the process of performing the annual SCBA face-mask fit-testing.

Chief Smith reported that the Fire Department has one new probationary firefighter, Aybars Tabur.

Chief Smith reported that probationary firefighter Jonathan Kim started Firefighter I this evening at the Middlesex County Fire Academy.

Chief Smith reported that he attended a meeting on January 18th to discuss the issues with the township radio and paging systems, which date back to last November. Chief Smith reported that representatives from the township fire departments, first aid squads, police department,

Data Processing, and dispatch attended the meeting. Chief Smith reported that the township has the capability to page off of the county radio system, as a replacement to the current low-band frequency system. The only need is to purchase new pagers and chargers, which cost approximately \$700 each. Chief Smith reported that there has been at least two failures of the paging system to transmit the voice message for fire calls since the meeting last month. Chief Smith anticipates a follow-up meeting in the coming months.

Chief Smith reported that a new intersection with traffic signal light was created on Cranbury-South River Road, north of Ridge Road across from the Canon building. Chief Smith reported that the traffic signal has been equipped with the Opticom traffic signal preemption system.

Chief Smith reported that he attended the county fire chief's meeting at the fire academy on February 15th. Chief Smith reported that new training requirements issued by the State Division of Fire Safety were discussed, as well as a replacement of the Class B foam used by the majority of the fire departments in the county.

Chief Smith reported that an instructor from the Middletown Township Fire Academy presented a class entitled "The Battle-Ready Engine – Water Supply for Initial Fire Attack" at Station 20 on February 16th.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the February 2023 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the February 2023 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were no deposits since the last meeting.

Comm. Young reported that following the public hearing and adoption of the 2023 budget at last month's meeting, he uploaded the required documentation into the DCA's FAST portal. Comm. Young further reported that he received subsequent notification that the budget was approved by the DCA.

Comm. Young reported that he did not issue a financial report this month as he works on the financial records in preparation for the 2022 audit, which he anticipates finalizing by the March re-organization meeting.

E. Legislative Report

Comm. Young reported that there has been no correspondence received from the State Association of Fire Districts, and that there are no updates on their website.

7. OLD BUSINESS

A. Discussion on Fire Safety Bureau & Firefighter Manpower

There was no new information to discuss on this topic.

B. Discussion on American Rescue Plan Firefighter Grant

Coordinator Smith reported that Chairman Spahr submitted the Board's acceptance of the grant award on January 18th, with the executed grant agreement received from the DCA on January 19th. Coordinator Smith further reported that with the agreement, the approved equipment has been ordered including (10) Nomex hoods, (6) helmets, and (6) sets of turnout gear.

8. NEW BUSINESS

A. Election Results

Coordinator Smith reported the preliminary counts of the mail-in-ballots and the votes cast at the polls for the fire district election held on February 18th. For the one Commissioner position up for election, Charles Smith received 264 votes, and there was 1 write-in. For the question regarding the 2023 fire district budget, there were 198 'yes' votes and 78 'no' votes. For the question regarding the authority to expend monies for the purchase of a new Command Vehicle, there were 223 'yes' votes and 47 'no' votes. Coordinator Smith further reported that final results should be received from the County Clerk's office sometime in the next week.

B. Discussion on Air Pack Preventive Maintenance

Coordinator Smith reported that he contacted two vendors to obtain quotes for the annual air pack preventive maintenance. The first quote was from Municipal Emergency Services at a cost of \$1,016.00, not including the cost of any needed repairs. Coordinator Smith reported that he has not received a quote yet from the second vendor.

Comm. Young made a motion to approve the air pack preventive maintenance by Municipal Emergency Services in the amount of \$1,016.00, seconded by Comm. Smith.

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

C. Discussion on Renewal of VFIS Portfolio Policy

Coordinator Smith reported that he received the renewal of the Portfolio policy from VFIS in the amount of \$41,929.62 for the period February 1, 2023 to February 1, 2024. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$21,069.92. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Smith made a motion to renew the Portfolio policy with VFIS at a cost of \$41,929.62, 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

Comm. Smith reported that the 2022 LOSAP certification letter has been posted for 30 days. As there were no questions regarding the certification letter, there is a voucher on the list for the payment to Lincoln Financial Services for the 2022 LOSAP award.

Comm. Smith reported that there are (4) individuals who are not vested that have failed to meet the qualifying standard for LOSAP the last two years, and as per the Board's policy, the accounts can be closed and funds retrieved. Comm. Smith will present additional details at next month's meeting for the Board to discuss.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item DD to Douglas Wolfe in the amount of \$23.00.

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 - abstain, 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2023

INCIDENT RUNS

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

34 Total Runs for 94.22 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
- 1 Work Night
- Work Detail
- 2 Drills
- 1 Training Sessions
- Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

156.67 Man-Hours

Total Man-Hours for the Month: 250.89

Fire Safety:

Referrals Sent – 10

Responded to Scene – 18

Fire District Coordinator's Report February 21, 2023

- Ideal Plumbing & Heating was at Station 20 on 2-13-2023 to replace the valve on a urinal. They also replaced a quarter-turn valve on a water line in the engine bays.
- A mechanic from Fire & Safety Services was on site the week of 2-13-2023 to address several repairs on Tower 201 identified during last year's preventive maintenance. The mechanic will be returning to address repairs on several other trucks.
- I am continuing to work on our switch to the ESO software program. I have additional training scheduled for early next month on generating reports. The property records were migrated from Firehouse Software. I am working to get our past NFIRS reports as well as our training and activity records moved over.

Insurance:

- I performed the driver's license status check on all active members on 2-6-2023 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years, but we have been performing the checks annually since 2017.
- There is an item for discussion under New Business for renewal of the Portfolio policy.