

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 ***March 20, 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. February 21, 2023 Regular Meeting
- B. March 7, 2023 Re-organization Meeting

6. Professional Reports

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

7. Old Business

- A. Discussion on Paging System Replacement

8. New Business

- A. Discussion on Apparatus Preventive Maintenance Service
- B. Discussion on Ground & Aerial Ladder Testing
- C. Discussion on Hurst Rescue Equipment Preventive Maintenance
- D. Discussion on Renewal of Photo Copier Maintenance Contract
- E. Discussion on Fire Station Spring Cleaning
- F. Discussion on Renewal of Roof Preventive Maintenance Contract
- G. Resolution #23-15, Authorizing an Increase in the 2023 Length of Service Award Program
- H. Resolution #23-16, Authorizing Hiring Relative to Summer/Part-Time Intern Position
- I. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	153.74
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	243.67
<i>D</i>	PSE&G Co.	2,779.94
<i>E</i>	Verizon	350.77
<i>F</i>	Middlesex County Fire Academy	104.00
<i>G</i>	Witmer Public Safety Group	339.99
<i>H</i>	Monmouth Junction Vol. Fire Department	12,615.38
<i>I</i>	Continental Fire & Safety	2,385.00
<i>J</i>	New Jersey State Association of Fire Districts	300.00
<i>K</i>	GSB	1,876.00
<i>L</i>	South Brunswick Township Water & Sewer Revenue	1,401.87
<i>M</i>	OK Enterprises, LLC	89.00
<i>N</i>	Access Compliance, LLC	483.00
<i>O</i>	Marco Technologies, LLC	480.25
<i>P</i>	Travelers	19,999.00
<i>Q</i>	Middlesex County Fire Academy	535.00
<i>R</i>	TLP Climate Control Systems, Inc.	866.76
<i>S</i>	Mercer County Community College	40.00
<i>T</i>	Postmaster	176.00
<i>U</i>	Packet Media LLC	71.74
<i>V</i>	Treasurer, State of New Jersey	512.00
<i>W</i>	Scott Smith	12.60
<i>X</i>	Gannett New Jersey Newspapers	84.14

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 20, 2023

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. February 21, 2023 Regular Meeting

Comm. Young made a motion to approve the minutes of the February 21, 2023 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.

B. March 7, 2023 Re-organization Meeting

Comm. Smith made a motion to approve the minutes of the March 7, 2023 re-organization meeting, seconded by Comm. Young.

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 February 2023 activity report (see attached).

Chief Smith reported that probationary firefighters Aybars Tabur and Kyle Wert started Firefighter I earlier this month at the Middlesex County Fire Academy, giving the Fire Department three students in Firefighter I this semester.

Chief Smith reported that Junior Firefighter Akshay Kamat turned 18 earlier this month and is now a probationary firefighter.

Chief Smith reported that he obtained an update from the Pierce salesman for the construction of the new aerial, with the pre-construction meeting to be held this November and the final inspection planned for August 2024.

Chief Smith stated that all three township fire departments participated in a joint recruitment effort at the High School on March 16th.

Chief Smith reported that the line officers will be discussing the apparatus replacement schedule at an upcoming meeting and will come back to the Commissioners with a recommendation.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on March 7th from the Kendall Park Volunteer Fire Company in the amount of \$45.00 for reimbursement of ID card maker supplies. The second deposit was made on March 17th from Lincoln Financial Services in the amount of \$8,356.64 for forfeiture of funds from four LOSAP accounts.

Comm. Young reported that he has closed-out the 2022 financials, and also distributed the final pre-audit report as well as the first 2023 financial report to the Commissioner's mailboxes this afternoon.

Comm. Young reported that he and Coordinator Smith spoke with a representative from leasing company Municipal Leasing Consultants regarding the funds for the new aerial being held in escrow by Signature Bank of New York, which is one of the banks involved in the recent financial crisis. Comm. Young reported that the leasing company has been in contact with Signature Bank and they have no concern with the funds being held in escrow, and that they are continuing to monitor the situation.

Comm. Young reported that he updated the fixed asset account spreadsheet for the district, which is the same as the previous year as there were no capital item additions or removals.

Comm. Young reported that he will be compiling the 2022 financial documents including bank statements, monthly meeting folders and financial reports and will be delivering the records to the auditor this week. Comm. Young further reported that the auditor created a portal to upload documents as they work on the 2022 audit.

E. Legislative Report

Comm. Young reported that Coordinator Smith contacted the Secretary of the State Association of Fire Districts to obtain the meeting minutes, which are not easily found on their website.

7. OLD BUSINESS

A. Discussion on Paging System Replacement

Comm. Smith reported that he, Comm. Wolfe and Chief Smith met with Township Manager Brian Bidlack on March 13th to discuss the issues with the current paging system and request the township to fund the purchase of new pagers for the fire departments and first aid squads for the switch to paging from the Middlesex County radio system. Comm. Smith further reported that the Manager was receptive to the request, and was told that he will look into the issue further. Comm. Smith reported that the paging system experienced issues again later the same day, and that he spoke with the Manager to inform him of the situation.

Comm. Smith reported that he spoke with the Manager earlier today, who stated he spoke with members of the Township Council and the Police Chief. The Manager stated that it was the opinion of the Police Chief that the purchase of the pagers is not emergent at this time. Comm. Smith reported that the Manager informed him that he will discuss the situation further and be in contact.

A discussion followed and the Commissioners all expressed their concern of the reliability of the current paging system given the multiple issues over the last couple months. It was the consensus of the Board that it may be necessary to schedule a meeting with the Township Council involving all agencies to discuss the situation further, pending the next update from the Manager.

8. NEW BUSINESS

A. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$5,300.00 for Tower 201, \$4,400.00 each for Engines 204 & 206, and \$3,100.00 for Engine 208.

Comm. Young made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, 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 Ground & Aerial Ladder Testing

Coordinator Smith reported that he received a quote from Diversified Inspections to perform the aerial and ground ladder testing in the amount of \$2,184.75.

Comm. Smith made a motion to approve the aerial and ground ladder testing by Diversified Inspections at a cost not to exceed \$2,300.00, 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 Hurst Rescue Equipment Preventive Maintenance

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by Municipal Emergency Services in the amount of \$2,322.90 for the high-pressure equipment and \$823.00 for the battery-powered equipment.

Comm. Wolfe made a motion to approve the Hurst rescue equipment preventive maintenance by Municipal Emergency Services, seconded by Comm. Smith.

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

D. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$480.25.

Comm. Young made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$480.25, seconded by Comm. Wolfe.

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

E. Discussion on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,349.00.

Comm. Young made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,349.00, seconded by Comm. Smith.

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

F. Discussion on Renewal of Roof Preventive Maintenance Contract

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Roth Bros. in the amount of \$2,245.59.

Comm. Wolfe made a motion to approve the renewal of the roof preventive maintenance contract with Roth Bros. at a cost of \$2,245.59, seconded by Comm. Smith.

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

G. Resolution #23-15, Authorizing an Increase in the 2023 Length of Service Award Program

Comm. Smith made a motion to approve Resolution #23-15, seconded by Comm. Wolfe.

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

H. Resolution #23-16, Authorizing Hiring Relative to Summer/Part-Time Intern Program

Comm. Young made a motion to approve Resolution #23-16, seconded by Comm. Wolfe.

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

I. Items Timely and Important

Comm. Young expressed his opinion to move funds for the down payment of the new aerial to a new account in the New Jersey Cash Management Program.

Comm. Smith made a motion to move the funds to a new account in the New Jersey Cash Management Program, seconded by Comm. Wolfe.

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

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 - 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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:22 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2023

INCIDENT RUNS

- 1 Structure Fires
- Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 4 Vehicle Extrications (Jaws)
- 2 Motor Vehicle Accident (No Extrication)
- 1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 5 Haz-Mat Spill / Leak No Ignition
- Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 3 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
- 5 Smoke Scare / Odor Removal / Problem
- 8 System Malfunctions
- 12 Unintentional System / Detector Operation
- 5 False Calls / Good Intent
- Other

48 Total Runs for 214.61 Man-Hours

DEPARTMENT ACTIVITIES

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

163.62 Man-Hours

Total Man-Hours for the Month: 378.23

Fire Safety:

Referrals Sent – 8

Responded to Scene – 15

Fire District Coordinator's Report March 20, 2023

- A mechanic from Fire & Safety Services was on site the week of 2-27-2023 to address several repairs on Engine 208 identified during last year's preventive maintenance.
- A tech from TLP Climate Control Systems was at Station 20 on 3-2-2023 to perform the regular preventive maintenance on the HVAC systems.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 3-10-2023.
- Rescue 205 was taken to Malouf Ford in North Brunswick today to troubleshoot a possible engine issue and coolant leak.
- A mechanic from Fire & Safety Services was on site today to diagnose a coolant leak on Engine 204 which occurred when the truck was returning from a call. It was determined a coolant hose burst, which has been replaced.
- Marin Landscaping (which purchased Alan Landscaping and all accounts) performed the spring clean-up and mulching at both stations today.
- As an update to our transition to ESO, we have officially gone "live" on the program on 2-23-2023, retro-active to January 1st. The program will automatically submit our NFIRS reports to the State at the start of each month. Re-scheduled to attend virtual training scheduled on generating reports in early April.

Insurance:

- One of our firefighters suffered a trip and fall injury at Station 20 the evening of 3-2-2023. He was transported to the Princeton Medical Center by the Monmouth Junction First Aid Squad. I contacted VFIS (Accident & Sickness Policy) and Travelers (Workers Comp. Policy) that evening to report the injury.
- There is an invoice on the voucher list to Travelers in the amount of \$19,999.00 for the balance of the 2023 worker's compensation coverage. This represents a total cost of \$26,664.00 for the year, which is an increase of \$396.00 from 2022.

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

Resolution #23-15

Authorizing an Increase in the 2023 Length of Service Award Program

WHEREAS, the Department of Community Affairs, Division of Local Government Services has set the Cost of Living Increase (COLI) for the year 2023 at a maximum of 7.3%; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services has provided that those sponsoring agencies that have participated in the program since its inception in 1999 and are not at the maximum allowable amount may make such adjustments; and

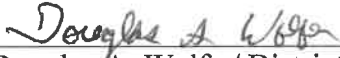
WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex desire to increase the LOSAP contribution to its Firefighters by the allowable Cost of Living Increase; and

WHEREAS, funds are available in the 2023 budget for this purpose.

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 year 2022 LOSAP award of \$1,804.00 shall be increased by the addition of a Cost of Living Increase of 7.3% equal to \$132.00 for a 2023 award of \$1,936.00, this being the maximum permitted for those who meet the criteria so established.

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 20th day of March 2023.


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 #23-16

Authorizing Hiring Relative to Summer/Part-Time Intern Position


WHEREAS the Fire District previously created the above referenced position in accordance with statute; and,

WHEREAS the Fire District wishes to appoint an individual to serve in said position.

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) Pedro Sanchez is hereby appointed to the position.
- (2) The position shall be a maximum of twenty (20) hours per week at the rate of \$21 per hour.
- (3) The individual shall serve under the supervision of the Fire District coordinator.
- (4) The Fire District reserves the right to alter the terms and conditions of employment and to terminate the individual from said position as deemed appropriate.

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 20th day of March 2023.



Douglas A. Wolfe / District Clerk