

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 ***April 17, 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 2023.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. March 20, 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 Paging System Replacement
- 8. New Business***
 - A. Discussion on Chief's Request for Operations Items
 - B. Discussion on Capital Equipment Replacement Schedule
 - C. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Adjournment***

Voucher List

A	Republic Services #689	153.90
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	243.85
D	PSE&G Co.	2,399.69
E	Verizon	354.88
F	Ready Refresh	69.93
G	OK Enterprises, LLC	1,750.00
H	Preferred Batteries	88.08
I	Monmouth Junction Vol. Fire Department	97.22
J	Firefighter One LLC	945.00
K	Access Compliance, LLC	996.00
L	VFIS	65.32
M	Gannett New Jersey Newspapers	160.48
N	Fire and Safety Services, LTD	1,014.60
O	Fire and Safety Services, LTD	3,754.85
P	QRFP Special Services Inc.	400.00
Q	Malouf Ford-Lincoln	420.00
R	Skylands Area Fire Equipment & Training LLC	890.00
S	Somerset County Emergency Services Training Academy	300.00
T	TruGreen	619.78
U	Agin Signs & Designs	32.00
V	Municipal Emergency Services, Inc.	1,935.11
W	Municipal Emergency Services, Inc.	544.00
X	HFA	8,070.00
Y	Middlesex County Treasurer	6,316.80
Z	<i>MALOUF CHEVROLET</i>	<i>1,557.23</i>
AA	<i>ACCESS COMPLIANCE, LLC</i>	<i>6,828.00</i>
BB	<i>MAJIN LANDSCAPING, LLC</i>	<i>2,100.00</i>
CC	<i>SO. BARNSWICK TOWNSHIP</i>	<i>58,556.80</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 17, 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. March 20, 2023 Regular Meeting

Comm. Smith made a motion to approve the minutes of the March 20, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's March 2023 activity report (see attached).

Chief Smith reported that the Fire Department operated for over 7 hours at a large fire involving unprocessed materials at Reliable Wood Products on April 9th. Chief Smith reported that 17 departments responded, flowing over 280,000 gallons of water. Chief Smith further reported that he will be meeting with the Fire Official to discuss the incident and the site.

Chief Smith reported that he attended a pre-construction meeting on April 12th for the re-engineering of the Route 130/Route 522 intersection. Chief Smith further reported that the project does not include the installation of traffic signal preemption equipment, and that he is putting together cost information with the hopes of having that equipment included.

Chief Smith reported that the Fire Department participated in the little league baseball opening day ceremonies at Rowland Park on April 15th.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on April 12th from Travelers in the amount of \$1,752.00 for worker's compensation premium reimbursement following the annual audit.

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

Comm. Young reported that as approved last month, he opened a new account in the State's Cash Management Program on March 29th and moved \$1 million.

Comm. Young reported that following last month's meeting, he delivered the financial documents to the auditor's Lakewood office. Comm. Young further reported that he anticipates the draft audit being completed by next month's meeting.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on Paging System Replacement

Comm. Smith reported that he spoke with Township Manager Bryan Bidlack last week as a follow-up to the March 13th meeting. Comm. Smith reported that the Manager has not had any additional discussions regarding the matter. Comm. Smith expressed his opinion to schedule a meeting with the mayor to discuss the topic. After a discussion, all Commissioners were in agreement to schedule the meeting.

8. NEW BUSINESS

A. Discussion on Chief's Request for Operations Items

Chief Smith reported that four SCBA cylinders reach their 15-year end of service life next month, and that he has obtained quotes from two vendors to purchase three replacements. The lowest quote was received from Firefighter One in the amount of \$4,297.20.

Comm. Smith made a motion to approve the purchase of three SCBA cylinders from Firefighter One in the amount of \$4,297.20, 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 Capital Equipment Replacement Schedule

Chief Smith reported that the line officers discussed the replacement of capital equipment, and expressed their opinion to make Engine 208, a 1992 Spartan, the next apparatus to be replaced. Chief Smith reported that apparatus manufacturers are still reporting extended build-times of up to three years, along with rising costs. Chief Smith further reported that the district may want to consider combining the replacement of Rescue 205 and Support Unit 207 into one vehicle at some point in the future.

Chief Smith also reported that the SCBA cylinders that were purchased as part of the successful 2012 Assistance to Firefighters Grant reach their end of service life starting January 2028. Chief Smith expressed his desire to apply for another grant for SCBA's and cylinders in the next couple years, but the Board may need to budget for at least new cylinders if the grant is not successful.

After a discussion, Comm. Young reported that he will continue to review the replacement proposal and come back with financial details at an upcoming meeting.

C. Items Timely and Important

Comm. Young reminded the Commissioners that the Financial Disclosure Statements are due at the end of this month.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include four additional items: Item Z to Malouf Chevrolet in the amount of \$1,557.23; Item AA to Access Compliance, LLC in the amount of \$6,828.00; Item BB to Marin Landscaping, LLC in the amount of \$2,100.00; and Item CC to South Brunswick Township in the amount of \$58,556.80.

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 - 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. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:07 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2023

INCIDENT RUNS

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

50 Total Runs for 223.72 Man-Hours

DEPARTMENT ACTIVITIES

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

233.15 Man-Hours

Total Man-Hours for the Month: 456.87

Fire Safety:

Referrals Sent – 10

Responded to Scene – 22

Fire District Coordinator's Report April 17, 2023

- Municipal Emergency Services was at Station 20 on 3-21-2023 to perform the annual flow-testing of all air packs and respirators.
- Trugreen performed the first of three lawn treatments at both stations on 3-25-2023.
- Rescue 205 returned from Malouf Ford on 4-3-2023, after going to the dealer on 3-20-2023 to troubleshoot a potential engine issue and possible coolant leak. The engine and coolant system were both checked and no issues were found.
- Access Compliance was at Station 20 on 4-6-2023 to perform the annual firefighter physicals. A total of 16 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the Access Compliance office in North Brunswick.
- Ready Refresh was on site on 4-11-2023 to clean and service the water coolers at both stations
- Our part-time/intern Pedro Sanchez worked two days last week to assist with clean-up of trucks and the stations.
- Car 210 (2014 Chevrolet Tahoe) went to Malouf Chevrolet on 4-13-2023 for routine service including oil change and tire rotation. A brake inspection was also performed, and the vehicle needed new brake pads & rotors.

Insurance:

- There is a voucher on the list to VFIS in the amount of \$65.32 to increase the bond coverage from \$2.25 million to \$3.0 million effective 3-2-2023.
- We received a check from Travelers on 4-12-2023 in the amount of \$1,752.00 for worker's compensation premium reimbursement following the annual audit.
- Update on member injured in trip at fall injury at Station 20 on 3-2-2023: Member visited emergency room at time of injury and had two additional doctor's office visits. Traveler's worker's comp. claim information has been provided to all health care providers to submit invoices for payment.