

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 ***June 19, 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. May 15, 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 Firefighter Manpower

B. Long Range Planning Discussion

C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	150.39
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	241.11
<i>D</i>	PSE&G Co.	1,078.64
<i>E</i>	Verizon	353.35
<i>F</i>	Ready Refresh	51.95
<i>G</i>	Marin Landscaping LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	1,268.09
<i>I</i>	Monmouth Junction Vol. Fire Department	11,659.44
<i>J</i>	Firefighter One LLC	4,297.20
<i>K</i>	Firefighter One LLC	417.58
<i>L</i>	TruGreen	619.78
<i>M</i>	Middlesex County Fire Academy	210.00
<i>N</i>	Middlesex County Fire Academy	63.00
<i>O</i>	Approved Fire Protection Company	287.47
<i>P</i>	Richard M. Braslow, Esq.	50.00
<i>Q</i>	Matt Pinter Door Company	717.00
<i>R</i>	Continental Fire & Safety	1,122.00
<i>S</i>	Continental Fire & Safety	148.00
<i>T</i>	Sodexo, Inc. & Affiliates	2,245.59
<i>U</i>	McMaster-Carr	377.56
<i>V</i>	McMaster-Carr	39.23
<i>W</i>	Witmer Public Safety Group, Inc.	149.81
<i>X</i>	Witmer Public Safety Group, Inc.	179.92
<i>Y</i>	Fire and Safety Services, LTD	704.04
<i>Z</i>	Fire and Safety Services, LTD	5,201.56
<i>AA</i>	Cummins Sales and Service	1,080.09
<i>BB</i>	South Brunswick Water & Sewer Revenue	1,407.89
<i>CC</i>	Mercer County Community College	30.00
<i>DD</i>	Municipal Emergency Services, Inc.	775.00
<i>EE</i>	Municipal Emergency Services, Inc.	2,322.90
<i>FF</i>	Malouf Chevrolet	102.37
<i>GG</i>	Poly-Tech America, LLC	2,021.62
<i>HH</i>	CMF Business Supplies, Inc.	173.21
<i>II</i>	GSB	1,876.00
<i>JJ</i>	Air & Gas Technologies	1,041.00
<i>KK</i>	Gannett New Jersey Newspapers	183.20
<i>LL</i>	Access Compliance, LLC	3,431.00
<i>MM</i>	Fire-Dex, GW LLC	222.50
<i>NN</i>	Fire Security Technologies, Inc.	3,626.00

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 19, 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. May 15, 2023 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the May 15, 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 May 2023 activity report (see attached).

Chief Smith reported that the Fire Department responded to a multiple-alarm warehouse fire at 2 Progress Road on May 17th, with crews on scene for nearly 23 hours. The incident required extensive mutual aid from five counties.

Chief Smith reported that there was an outage of the paging system on June 8th due to the smoke from the Canadian wildfires that also affected the radio system and dispatch consoles.

Chief Smith reported that the Fire Department held a live-burn at the Mercer County Fire Academy on June 15th.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits made since the last meeting. The first deposit was made on May 31st from Campbell Supply Company in the amount of \$1,700.00 for reimbursement of over-billing on parts for vehicle service. The second deposit was made on June 7th from VFIS in the amount of \$2,036.41 for replacement of equipment that was lost or damaged at the Progress Road warehouse fire.

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

E. Legislative Report

Comm. Young mentioned that he attended virtually the meeting of the State Association of Fire Districts on June 3rd. The following items of note were brought up: the State is expected to allocate \$10 million to re-authorize the American Rescue Plan Firefighter Grant; there was discussion on the requirement to get municipal approval for Commissioner salaries as part of the fire district budget process; agencies need to notify law enforcement in the event of cyber-security issues. The next meeting of the State Association is during the Wildwood convention in September.

7. OLD BUSINESS

A. Discussion on Paging System Replacement

Chief Smith reported that he left a message and sent an email to the Township Manager last week to inquire about an update on the verbal commitment to purchase new pagers, but has not heard back.

8. NEW BUSINESS

A. Discussion on Firefighter Manpower

Chief Smith reported that representatives from all three township fire districts and all three township fire chiefs met on May 23rd, as requested by District 3, to discuss sharing the services and costs of their daytime paid staff. Chief Smith reported that there was just a general discussion, with no specifics as to how it would be structured, and that a follow-up meeting has been scheduled for next week. Chief Smith reported that he brought up the meeting to the membership during the regular fire department meeting earlier this month. After a discussion, it was decided that there is interest in sharing the services, but there needs to be a better sense of what District 3 is looking for from the other districts as far as costs and the structure.

B. Long-Range Planning Discussion

Comm. Young distributed and reviewed a spreadsheet with the capital inventory for the fire district, along with replacement projections for the next 10 years. Comm. Young further reported that he will be putting together additional information for next month's meeting to review funding options to cover capital projects and future manpower needs.

C. Items Timely and Important

Comm. Smith reported that the Fire Department completed their 2022 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Comm. Young reported that a letter was received from Fire & Safety Services with two chassis pre-payment options for the new aerial. Comm. Young expressed his opinion to decline the two options based on the interest being gained on the funds for the new aerial that are currently invested in the State's Cash Management Program. After a brief discussion, all Commissioners were in favor of declining the pre-payment options.

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, 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. ADJOURNMENT

Comm. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:43 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2023

INCIDENT RUNS

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

58 Total Runs for 763.10 Man-Hours

DEPARTMENT ACTIVITIES

1 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
1 Drills
4 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

115.84 Man-Hours

Total Man-Hours for the Month: 878.94

Fire Safety:

Referrals Sent – 10

Responded to Scene – 30

Fire District Coordinator's Report June 19, 2023

- Approved Fire Protection was at Station 20 on 5-19-2023 to perform the 6-month inspection on the kitchen hood fire suppression system.
- As reported last month, Engine 206 was taken to the Fire & Safety Services shop in South Plainfield on 5-8-2023 to address several needed repairs identified during the annual service performed last year. The repairs were completed and the truck returned on 5-19-2023.
- Matt Pinter Door Company was at Station 20 on 5-25-2023 to make repairs to a bay door that was not closing properly.
- MES was at Station 20 on 5-26-2023 to perform the annual preventive maintenance on the Hurst rescue equipment.
- Air & Gas Technologies was at Station 21 on 5-31-2023 to perform the 6-month preventive maintenance service on the Bauer breathing air compressor.
- Station 20 was used as a polling place for the primary election on 6-6-2023.
- Car 200 (2019 Tahoe) went to Malouf Chevrolet on 6-6-2023 for routine service and was back the same day.
- I submitted the reimbursement paperwork to the State on 6-13-2023 for the equipment purchased under the American Rescue Plan Firefighter Grant. Our total request was in the amount of \$26,702.10. The grant award was \$27,000.00.
- A tech from TLP Climate Control Systems was at Station 20 on 6-13-2023 to perform the regular preventive maintenance on the HVAC systems.
- Fire Security Technologies performed the annual fire alarm system inspection at both stations on 6-15-2023.

Insurance:

- Update on member injured in trip and fall injury at Station 20 on 3-2-2023: All medical bills were submitted to Travelers and a total of \$1,083.47 was paid out. The claim was closed by Travelers as of 5-31-2023.
- The FD responded to a multiple-alarm building fire at 2 Progress Road on 5-17 to 5-18-2023. Had several pieces of equipment damaged/lost during the incident. Submitted claim to VFIS as the incident was not eligible for reimbursement per the County Fire Marshal. Total cost to replace equipment was \$2,136.41. We received a

check from VFIS on 6-7-2023 in the amount of \$2,036.41 (total cost minus \$100.00 deductible). All replacement equipment has been ordered and received with the exception of the replacement hose.

- An insurance claim was submitted to VFIS on 6-7-2023 for a member who accidentally damaged their personal cell phone on a fire call the night before. The claim was approved and a check has already been received for the full replacement cost of the phone.