

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
July 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. June 19, 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
 - B. Discussion on Firefighter Manpower
 - C. Long-Range Planning Discussion
- 8. New Business***
 - A. Discussion on Renewal of Station Alarm Monitoring Contract
 - B. Discussion on Annual Hose Testing
 - C. Discussion on Fire Station Parking Lot Sealing
 - D. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
 - A. Resolution #23-18, Authorizing a Closed Session at the July 17, 2023 Regular Meeting
- 12. Executive Session***
 - A. Contractual Negotiations
 - B. Personnel Matters
- 13. Adjournment***

Voucher List

A	Republic Services #689	149.81
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.38
D	PSE&G Co.	1,607.26
E	Verizon	351.67
F	Ready Refresh	159.83
G	Witmer Public Safety Group Inc.	145.21
H	TLP Climate Control Systems, Inc.	663.00
I	Firefighter One LLC	379.30
J	Middlesex County Fire Academy	1,000.00
K	OK Enterprises, LLC	1,500.00
L	Fire and Safety Services, LTD	1,181.07
M	Fire and Safety Services, LTD	760.31
N	Fire Security Technologies, Inc.	1,148.00
O	Continental Fire & Safety	432.00
P	Continental Fire & Safety	45.00
Q	Continental Fire & Safety	378.00
R	VFIS	20,860.00
S	Fire-Dex, GW LLC	571.75
T	Scott Smith	72.40
U	Mercer County Community College	125.00
V	Monmouth Junction Vol. Fire Department	54.77
W	Access Compliance, LLC	1,224.00
X	<i>TRUGREEN</i>	<i>619.78</i>
Y	<i>So. BRUNSWICK FIRE DISTRICT No. 2 - Acct # 7863064833</i>	<i>156,417.00</i>

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

Comm. Smith made a motion to approve the minutes of the June 19, 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 June 2023 activity report (see attached).

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 7th.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 14th.

Chief Smith reported that probationary firefighters Zi'yanah Baker and Nish Shah started the daytime Firefighter I & II program at the Middlesex County Fire Academy at the end of June.

Chief Smith reported that the Fire Department has a new probationary firefighter, Jeffrey Cole, Jr.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were three deposits made since the last meeting. The first deposit was made on June 29th from South Brunswick Township in the amount of \$264,000.00 for second quarter taxation. The second deposit was made on July 6th from South Brunswick Township in the amount of \$15,993.00 for dedicated penalty reimbursement for the purchase of four sets of turnout gear. The third deposit was made on July 10th from South Brunswick Township Election Account in the amount of \$250.00 for use of the fire station as a polling place for the primary election.

Comm. Young reported that he will distribute the latest financial report in the coming days.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on Paging System Replacement

Chief Smith reported that he spoke with Township Manager Bryan Bidlack following last month's Commissioners meeting and was informed that the township is in the process of soliciting bids for the new pagers.

B. Discussion on Firefighter Manpower

Chief Smith reported that there was a second meeting on June 27th with reps from all three fire districts and all three fire chiefs. Chief Smith further reported that there was a general discussion on a shared service. Chief Smith further reported that there was a meeting of all township fire chiefs on July 11th, with all chiefs in favor of utilizing a joint crew to cover fire calls in the township during the daytime.

Comm. Young expressed his opinion to hire an additional full-time employee as soon as possible, in advance of any potential joint effort with the other fire districts. Comm. Young further reported that he has been examining financials and that the hiring could be made on October 2nd without the need to perform a budget transfer.

Chairman Spahr expressed his opinion that it may be necessary to hire two full-time employees to ensure adequate staffing during the daytime, depending on what course of action is taken with the other districts. Chairman Spahr also expressed an interest in researching available grants for manpower as well as recruitment and retention.

Comm. Smith made a motion to research the necessary requirements for the hiring of a full-time employee, seconded by Comm. Wolfe.

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

C. Long-Range Planning Discussion

Comm. Young reported that he has been putting together a 5-year financial projection with a look at manpower, apparatus & vehicles, equipment, facilities, and available revenue. Comm. Young further reported that he will look to review the projections at an upcoming meeting.

8. NEW BUSINESS

A. Discussion on Renewal of Station Alarm Monitoring Contract

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,148.00.

Comm. Smith made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,148.00, seconded by Comm. Young.
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

B. Discussion on Annual Hose Testing

Coordinator Smith reported that he received two quotes for the annual hose testing, with the low quote from Waterway, Inc. in the amount of \$3,360.00.

Comm. Smith made a motion to approve the annual hose testing with Waterway, Inc. at a cost of \$3,360.00, 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 Fire Station Parking Lot Sealing

Coordinator Smith reported that he contacted several vendors to obtain quotes to seal the driveways at both stations. Coordinator Smith reported he has received two quotes, with the low quote from Alizio Seal Coating in the amount of \$10,500.00. Coordinator Smith reported that he is waiting to hear back from two other vendors.

Comm. Smith made a motion to approve the seal coating of the driveways at Stations 20 & 21 at a cost not to exceed \$10,500.00, 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

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item X to Trugreen in the amount of \$619.78; Item Y to South Brunswick Township Fire

District No. 2, for the transfer of budgeted reserve funds for future capital outlay, in the amount of \$156,471.00

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 - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. EXECUTIVE SESSION RESOLUTION

A. Resolution #23-18, Authorizing a Closed Session at the July 17, 2023 Regular Meeting

Comm. Young made a motion to table the executive session, seconded by Comm. Smith

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

12. EXECUTIVE SESSION

A. Contractual Negotiations

B. Personnel Matters

Executive session tabled.

13. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 8:40 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2023

INCIDENT RUNS

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

49 Total Runs for 154.17 Man-Hours

DEPARTMENT ACTIVITIES

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

276.26 Man-Hours

Total Man-Hours for the Month: 430.43

Fire Safety:

Referrals Sent – 11

Responded to Scene – 19

Fire District Coordinator's Report July 17, 2023

- A mechanic from Fire & Safety Services was on site over the course of several days starting the week of 6-19-2023 to make repairs to the monitor on Tower 201 as well as address a hydraulic leak from the generator and two minor air leaks on Engine 206.
- Marin Landscaping trimmed the bushes around Station 20 on 6-20-2023.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-30-2023.
- We visited several camps over the last couple weeks including Kindercare on 6-29-2023, St. Cecelia's Church on 6-29-2023, a township baseball camp at Rowland Park on 6-30-2023, the township summer camp at Woodlot Park on 7-7-2023, and The Learning Experience on 7-14-2023.
- We received a check from the State of New Jersey in the amount of \$26,702.10 for reimbursement of the PPE ordered under the American Rescue Plan Firefighter Grant. The close-out grant paperwork has been submitted.

Insurance:

- One of our firefighters was transported to RWJ University Hospital in New Brunswick on 7-7-2023 after suffering a medical episode while in training at the Middlesex County Fire Academy. The firefighter was released from the hospital the same day. Both VFIS (Accident & Sickness Policy) and Travelers (Workers Comp.) were notified.
- There is an invoice on the voucher list to VFIS in the amount of \$20,860.00 for the second and final installment for the insurance coverage under the Portfolio policy.