

**Board of Fire Commissioners**  
Fire District #2  
Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

***AGENDA***  
***August 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 2023.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. July 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 Paging System Replacement
  - B. Discussion on Firefighter Manpower
  - C. Long-Range Planning Discussion
- 8. New Business***
  - A. Resolution #23-20, Declaration of Surplus Equipment
  - B. Resolution #23-21, Authorizing Creation of Paid Position of Deputy Fire District Coordinator
  - C. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
  - A. Resolution #23-19, Authorizing a Closed Session at the August 21, 2023 Regular Meeting
- 12. Executive Session***
  - A. Contractual Negotiations
  - B. Personnel Matters
- 13. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	147.85
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.40
<b><i>D</i></b>	PSE&G Co.	2,581.76
<b><i>E</i></b>	Verizon	355.64
<b><i>F</i></b>	Ready Refresh	47.09
<b><i>G</i></b>	Marin Landscaping LLC	668.75
<b><i>H</i></b>	Marin Landscaping LLC	968.75
<b><i>I</i></b>	Fire & Safety Services, LTD.	2,181.98
<b><i>J</i></b>	Fire & Safety Services, LTD.	200.91
<b><i>K</i></b>	OK Enterprises, LLC	439.00
<b><i>L</i></b>	W.B. Mason Co., Inc.	177.55
<b><i>M</i></b>	Monmouth Junction Volunteer Fire Department	665.63
<b><i>N</i></b>	Monmouth Junction Volunteer Fire Department	11,911.14
<b><i>O</i></b>	Monmouth Junction Volunteer Fire Department	1,458.23
<b><i>P</i></b>	South Brunswick Township	67,554.71
<b><i>Q</i></b>	Scott Smith	288.20
<b><i>R</i></b>	QRFP Special Services Inc.	400.00
<b><i>S</i></b>	United Communications Corp.	234.72
<b><i>T</i></b>	Richard M. Braslow, Esq.	350.00
<b><i>U</i></b>	Fire Security Technologies, Inc.	1,624.00
<b><i>V</i></b>	Treasurer – State of New Jersey	885.00
<b><i>W</i></b>	Access Compliance, LLC	876.00
<b><i>X</i></b>	TLP Climate Control Systems, Inc.	560.00
<b><i>Y</i></b>	Firefighter One LLC	302.50
<b><i>Z</i></b>	Alizio Seal Coating, Inc.	10,500.00
<b><i>AA</i></b>	Middlesex County Fire Academy	236.00
<b><i>BB</i></b>	<i>ACCESS COMPLIANCE, LLC</i>	<i>438.00</i>
<b><i>CC</i></b>	<i>MIDDLESEX COUNTY FIRE ACADEMY</i>	<i>472.00</i>
<b><i>DD</i></b>	<i>TRUGREEN</i>	<i>619.78</i>

APPROVED  
9-18-2023

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
August 21, 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. July 17, 2023 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the July 17, 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 July 2023 activity report (see attached).

Chief Smith reported that the Fire Department attended the Police Dept.'s National Night Out event at Rowland Park on August 1<sup>st</sup>.

Chief Smith reported that the Fire Department provided an engine and standby crew at the Middlesex County Fair on August 8<sup>th</sup>.

Chief Smith reported that probationary firefighter Jonathan Kim completed Firefighter I at the Middlesex County Fire Academy at the end of July.

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

**B. District Coordinator's Report**

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

### **C. Insurance Chairman's Report**

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

### **D. Treasurer's Report**

Comm. Young reported that there was one deposit made since the last meeting. The deposit was made on June 29<sup>th</sup> from the State of New Jersey Department of the Treasury in the amount of \$26,702.10 for the personal protective equipment purchased under the American Rescue Plan Firefighter Grant award.

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

### **E. Legislative Report**

There was no legislative information to discuss.

## **7. OLD BUSINESS**

### **A. Discussion on Paging System Replacement**

Chief Smith reported that the Township has gone out to bid for the new pagers, chargers and programming.

### **B. Discussion on Firefighter Manpower**

Chief Smith reported that there was a third meeting on July 24<sup>th</sup> with reps from all three fire districts and all three fire chiefs. Chief Smith further reported that the consensus was for each district to have 1 full-time person, with 1 part-time person each day, to make-up a 4-person crew. The next meeting of the group is tomorrow afternoon.

Comm. Smith reported that he spoke with Township Deputy Manager/Police Chief Ray Hayducka to discuss use of the township fire inspectors as firefighters. Comm. Smith further reported that Mr. Hayducka was in favor of allowing the inspectors to perform firefighting duties, as long as insurance and pension benefits are provided, and the staff can remain in the Public Employee Retirement System. After a brief discussion, Coordinator Smith will contact the district's attorney to discuss the matter and obtain a formal opinion regarding the pension system question.

### **C. Long-Range Planning Discussion**

Comm. Young reviewed the highlights of a draft 5-year financial plan.

## **8. NEW BUSINESS**

### **A. Resolution #23-20, Declaration of Surplus Equipment**

Comm. Smith made a motion to approve Resolution #23-20, Declaration of Surplus Equipment, seconded by Comm. Young.

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

**B. Resolution #23-21, Authorizing Creation of Paid Position of Deputy Fire District Coordinator**

Coordinator Smith reported that the resolution was published in The Home News Tribune newspaper on August 11<sup>th</sup>, and posted on the bulletin board of the Municipal Building the same day. Coordinator Smith further reported that following the passage of the first reading of the resolution, the Board needs to hold a second reading of a resolution and a public hearing at the next meeting to create the position.

Comm. Smith made a motion to approve Resolution #23-21, Authorizing Creation of Paid Position of Deputy Fire District Coordinator, seconded by Comm. Young.

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

**C. Items Timely and Important**

Comm. Smith made a motion to schedule a meeting with township administration to discuss firefighter manpower and financial matters, 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. Young reported that the voucher list has been amended to include three additional items; Item BB to Access Compliance, LLC in the amount of \$438.00; Item CC to Middlesex County Fire Academy in the amount of \$472.00; and Item DD to Trugreen in the amount of \$619.78.

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 #23-19, Authorizing a Closed Session at the August 21, 2023 Regular Meeting**

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

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. Smith made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:18 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
July 2023

**INCIDENT RUNS**

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

**49 Total Runs for 156.70 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
- 1 Meetings, Committee Function, Recruitment Drive, Other
- 1 Work Night
- Work Detail
- 2 Drills
- 1 Training Sessions
- Parade/Wetdown
- 1 Public Relations
- 1 Stand-by Assignment (Non-Incident)
- Viewing/Funeral

**174.51 Man-Hours**

**Total Man-Hours for the Month: 331.21**

**Fire Safety:**

*Referrals Sent – 10*

*Responded to Scene – 17*

## Fire District Coordinator's Report August 21, 2023

- We visited several camps with a fire truck over the last couple weeks including Master Peter's Academy of Martial Arts in Liberty Mall on 7-18-2023 and Honey Bee Montessori on 8-2-2023.
- Fire Security Technologies replaced recalled heat detectors at both stations on 7-27-2023.
- Alizio Seal Coating performed the driveway seal coating at both stations over the course of several days starting on 7-30-2023.
- A tech from TLP Climate Control systems was at Station 20 on 8-2-2023 to diagnose a problem with the split air conditioner unit for the radio communications room. We replaced the remote control for the unit and it is working properly at this time.
- Tactical Public Safety was at Station 20 on 8-9-2023 to reprogram several portable radios, which was originally approved by the Board last year. We will be using the radios over the next month to confirm all programming is correct, then look to schedule a date to have all remaining radios reprogrammed.
- Trugreen performed a lawn treatment at both stations on 8-14-2023.
- An underground leak for the domestic water service to Station 21 was repaired by the DPW Water Dept. on 8-15-2023.

### **Insurance:**

- Update on our member that 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 claim was denied by Travelers under our workers compensation policy. Invoices for the ambulance transport to the hospital and the emergency room visit were submitted to VFIS under our Accident & Sickness policy for payment.



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

Resolution #23-20

Declaration of Surplus Equipment

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WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex has determined that the following property:

Miscellaneous Firefighting Nozzles, Fittings & Adapters (20 Total Pieces)

Akron 1.5" nozzles with shut-off (no tips), Qty. 2  
Akron Model 3488 10.5" Stream Shaper, Qty. 1  
Task Force Tips 100 PSI Automatic Fog Nozzles, Qty. 2  
Akron Style 1523 100 PSI Saberjet Dual Shut-off Nozzles, Qty. 4  
Akron Turbojet Adjustable Gallonage 1.5" Fog Nozzle Tip (no shut-off), Qty. 1  
Goodall Super Fog III Fog Nozzle Tip (no shut-off), Qty. 1  
4" Storz x 2.5" NH Female Adapters, Qty. 4  
4" Storz x 4" NH Male Adapter, Qty. 1  
4" Storz x 4.5" NH Female Adapters, Qty. 3  
4" Storz x 4.5" NH Female 30-Degree Elbow Adapter, Qty. 1


is no longer needed for public use; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex deem the property to be surplus;

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) Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex is hereby authorized to sell the surplus property as indicated at either Public Auction or by the advertised Bid Process.
- (2) If the property so described has no monetary value it shall be disposed of as junk.

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 21<sup>st</sup> day of August 2023.

  
Douglas A. Wolfe / District Clerk

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

Resolution #23-21

Authorizing Creation of Paid Position of Deputy Fire District Coordinator

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WHEREAS, there exists a need within Fire District No. 2 in the Township of South Brunswick, County of Middlesex, to create a paid position entitled "Deputy Fire District Coordinator" to perform those duties as necessary; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex have determined that they are desirous of creating 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) The position of Deputy Fire District Coordinator is hereby established.
- (2) The annual salary, benefits, and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey statutory law.
- (3) The Deputy Fire District Coordinator shall undertake any and all responsibilities and administrative obligations relative to the fire district, as determined necessary by the Commissioners.
- (4) The Deputy Fire District Coordinator shall be under the supervision of the Commissioners as designated by the Commissioners pursuant to N.J.S.A. 40A: 14-81.3.
- (5) This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE is hereby given that the above resolution will be introduced for a first reading at a regular meeting of the Commissioners to be held on August 21, 2023, and will be considered for final passage at a regular meeting to be held on September 18, 2023, at 7:00 P.M., at the Monmouth Junction Fire House, 573 Ridge Road, Monmouth Junction, New Jersey, at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of said resolution shall be made available to each person requesting a copy of same during the week prior to the second reading of this resolution and during the hearing concerning the same, and said copies may be obtained from the Commissioners.

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 21<sup>st</sup> day of August 2023.

  
Douglas A. Wolfe / District Clerk