

# 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***

***September 18, 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. August 21, 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 Breathing Air Compressor Preventive Maintenance Contract
- B. Public Hearing on Creation of Paid Position of Deputy Fire District Coordinator
- C. Resolution #23-22, Authorizing Creation of Paid Position of Deputy Fire District Coordinator
- D. Resolution #23-23, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2024
- E. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Executive Session Resolution***

- A. Resolution #23-24, Authorizing a Closed Session at the September 18, 2023 Regular Meeting

***12. Executive Session***

- A. Contractual Negotiations
- B. Personnel Matters

***13. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	147.35
<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.	1,748.45
<b><i>E</i></b>	Verizon	348.37
<b><i>F</i></b>	Ready Refresh	149.85
<b><i>G</i></b>	Marin Landscaping LLC	668.75
<b><i>H</i></b>	Scott Smith	20.40
<b><i>I</i></b>	Preferred Batteries	106.48
<b><i>J</i></b>	GSB	1,874.25
<b><i>K</i></b>	South Brunswick Township Water & Sewer Revenue	1,416.92
<b><i>L</i></b>	Mid-Atlantic Rescue Systems, Inc.	900.00
<b><i>M</i></b>	Monmouth Junction Vol. Fire Department	398.00
<b><i>N</i></b>	United Communications Corp.	158.35
<b><i>O</i></b>	Commerce Bank	103,344.71
<b><i>P</i></b>	Gannett New Jersey Newspapers	82.97
<b><i>Q</i></b>	Somerset County Emergency Services Training Academy	300.00
<b><i>R</i></b>	Access Compliance, LLC	483.00
<b><i>S</i></b>	Witmer Public Safety Group, Inc.	480.30
<b><i>T</i></b>	<b><i>OK ENTERPRISES, LLC</i></b>	<b><i>2,009.00</i></b>

APPROVED

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
September 18, 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. August 21, 2023 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the August 21, 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 August 2023 activity report (see attached).

Chief Smith reported that probationary firefighters Aybars Tabur and Kyle Wert completed Firefighter I at the Middlesex County Fire Academy last month.

Chief Smith reported that the Fire Department has two new junior firefighters, Aryan Kakar and Nicholas Miele.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

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

**D. Treasurer's Report**

Comm. Young reported that there were no deposits made since the last meeting.

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

#### **E. Legislative Report**

Comm. Young reported that he attended virtually the meeting of the State Association of Fire Districts on September 15<sup>th</sup>. Comm. Young reported that the DCA should be releasing the instructions on the 2024 fire district budgets shortly, and that there are no anticipated changes to the process.

### **7. OLD BUSINESS**

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

Comm. Smith reported that he received an update on the pager replacement from Police Chief Ray Hayducka last week. The bid opening for the new pagers will be on September 26<sup>th</sup>, with the delivery of the pagers anticipated 60 to 90 days later. A representative from the Police Dept. should be in contact with the fire chiefs to discuss the programming of the pagers, which is included in the bid request.

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

Coordinator Smith reported that he spoke with fire district attorney Richard Braslow to discuss the pension question regarding the fire inspectors performing firefighting duties. Coordinator Smith further reported that he sent a letter to a rep from the State Division of Pensions and Benefits to request a determination.

Chief Smith reported that there was a fourth meeting on August 22<sup>nd</sup> with reps from all three fire districts and all three fire chiefs. Chief Smith further reported that the group continues to discuss details of a joint program. The next meeting of the group is at the end of September.

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

Comm. Young reported that he has continued to review the 5-year financial plan that was discussed last month, which will also help in the 2024 budget planning process. Comm. Young expressed his opinion that the Board can order the replacement for Engine 208 by next year, and is considering a lease-finance over a 10-year period. Comm. Young will have a formal presentation on the plan in the next month or two with discussion on the course of action for the new engine.

Comm. Smith reported that he and Comm. Young met with Township Manager Bryan Bidlack and Deputy Manager/Police Chief Ray Hayducka last week to discuss the firefighter manpower situation, fire district funding situation/projected future expenditures, and the inter-local agreement between the district and township for the Deputy Fire Marshal position. Comm. Smith reported that it was a very positive meeting and that Mr. Bidlack and Mr. Hayducka were very receptive to the concerns of the Board.

### **8. NEW BUSINESS**

#### **A. Discussion on Breathing Air Compressor Preventive Maintenance Contract**

Coordinator Smith reported that he received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,855.00. Coordinator Smith recommended renewing the maintenance contract with Air & Gas Technologies.

Comm. Young made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,855.00, seconded by Comm. Wolfe.

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

#### **B. Public Hearing on Creation of Paid Position of Deputy Fire District Coordinator**

Comm. Smith made a motion to open the meeting to the public for discussion on the creation of the paid position of Deputy Fire District Coordinator, seconded by Comm. Young. By a voice vote all voted in affirmative.

As there were no questions or comments from the public, Comm. Young made a motion to close the public portion, seconded by Comm. Smith. By a voice vote all voted in affirmative.

#### **C. Resolution #23-22, Authorizing Creation of Paid Position of Deputy Fire District Coordinator**

Coordinator Smith reported that the second resolution was published in The Home News Tribune newspaper on September 8<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 second reading of the resolution, he will speak with the attorney to discuss next steps regarding the new position.

Comm. Smith made a motion to approve Resolution #23-22, Authorizing Creation of Paid Position of Deputy Fire District Coordinator, seconded by Comm. Wolfe.

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

#### **D. Resolution #23-23, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2024.**

Comm. Young reported that the Board needs to pass the resolution as part of the 2024 budget planning process. A copy of the resolution will be submitted to the Township Council for their review and if in agreement, also pass a resolution. Comm. Young reported that the resolution does not request an increase in the compensation for the members of the Board for 2024.

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

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - no. Motion Passed.

#### **E. 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 one additional item; Item T to OK Enterprises, LLC in the amount of \$2,009.00.

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 #23-24, Authorizing a Closed Session at the September 18, 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:36 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
August 2023

**INCIDENT RUNS**

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

**48 Total Runs for 119.52 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  
1 Meetings, Committee Function, Recruitment Drive, Other  
1 Work Night  
Work Detail  
3 Drills  
Training Sessions  
1 Parade/Wetdown  
1 Public Relations  
1 Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**278.74 Man-Hours**

**Total Man-Hours for the Month: 398.26**

**Fire Safety:**

*Referrals Sent – 17*

*Responded to Scene – 13*

## Fire District Coordinator's Report September 18, 2023

- A mechanic from Fire & Safety Services was on site on 9-5 & 9-6-2023 to re-build the large diameter discharge valves on Engines 204 & 206. The mechanic also swapped out the Knox Key Secure boxes on Engines 204, 206 & 208, Tower 201, and both chief's vehicles, at the request of the Knox Company and Fire Official Funcheon. The district will be reimbursed by the Fire Official for the cost of the work on the Knox Key Secure boxes.
- Approved Fire Protection was on site on 9-8-2023 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging or hydrostatic testing and have since been returned.
- A tech from TLP Climate Control Systems was at Station 20 on 9-14-2023 to perform the regular preventive maintenance on the HVAC systems.

### **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. As reported last month, invoices for the ambulance transport to the hospital and the emergency room visit were submitted to VFIS. We are still waiting for payment to be issued under our Accident & Sickness policy.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,874.25 for the final installment on the Group Term Life Insurance Policy



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

Resolution #23-22

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 was introduced and passed upon first reading at a regular meeting of the Commissioners 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 18<sup>th</sup> day of September 2023.

  
Douglas A. Wolfe / District Clerk

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

Resolution #23-23

Establishing the Compensation for Members of the Board of Fire Commissioners  
For Fiscal Year 2024

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WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

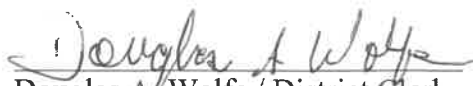
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

CHAIRMAN	\$4,800.00	x 1	=	\$4,800.00
VICE-CHAIRMAN	\$4,500.00	x 1	=	\$4,500.00
TREASURER	\$12,000.00	x 1	=	\$12,000.00
CLERK	\$5,000.00	x 1	=	\$5,000.00
COMMISSIONER	\$4,200.00	x 1	=	\$4,200.00

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 18<sup>th</sup> day of September 2023.

  
Douglas A. Wolfe / District Clerk