

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 ***March 18, 2024*** ***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. February 20, 2024 Regular Meeting
- B. March 5, 2024 Re-organization Meeting

6. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative

7. Old Business

- A. Discussion on Firefighter Manpower

8. New Business

- A. Discussion on Apparatus Preventive Maintenance Service
- B. Discussion on Apparatus Fire Pump Testing
- C. Discussion on Hurst Rescue Equipment Preventive Maintenance
- D. Discussion on Renewal of Photo Copier Maintenance Contract
- E. Discussion on Fire Station Spring Cleaning
- F. Discussion on Renewal of Roof Preventive Maintenance Contract
- G. Discussion on Purchase of Equipment for Operations
- H. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	175.23
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.64
D	PSE&G Co.	3,172.07
E	Verizon	461.40
F	Ready Refresh	117.88
G	South Brunswick Township Water & Sewer Revenue	1,407.89
H	Monmouth Junction Vol. Fire Department	12,533.36
I	GSB	1,890.00
J	Richard M. Braslow, Esq.	2,500.00
K	Middlesex County Fire Academy	210.00
L	Access Compliance, LLC	503.00
M	Packet Media LLC	62.26
N	Marco Technologies, LLC	552.29
O	The Blowhard Company	388.00
P	All Hands Fire Equipment	732.00
Q	New Jersey Fire Equipment Co.	991.00
R	Scott Smith	68.00
S	Sodexo, Inc. & Affiliates	1,633.10
T	Treasurer, State of New Jersey	512.00
U	Postmaster	182.00
V	Gannett New York-New Jersey LocaliQ	184.17
W	Gannett New York-New Jersey LocaliQ	72.44
X	<i>ALL HANDS FIRE EQUIPMENT</i>	<i>316.93</i>
Y	<i>MUNICIPAL EMERGENCY SERVICES, INC</i>	<i>2,496.74</i>
Z	<i>TLP CLIMATE CONTROL SYSTEMS, INC.</i>	<i>663.00</i>

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 18, 2024

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Smith at 7:00 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Kazanski
Comm. Spahr
Comm. Wolfe
Comm. Young
Chairman Smith

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. February 20, 2024 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the February 20, 2024 regular meeting, seconded by Comm. Spahr.

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

B. March 5, 2024 Re-organization Meeting

Comm. Wolfe made a motion to approve the minutes of the March 5, 2024 re-organization meeting, seconded by Comm. Spahr.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's February 2024 activity report (see attached).

Chief Smith reported that instructor Jack Hueston from the Monmouth County Fire Academy gave a training class on initial attack lines and master streams at Station 20 on February 22nd.

Chief Smith reported that Akshay Kamat successfully completed Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that the Fire Department has a new probationary firefighter, Srinivas Subban.

Chief Smith reported that the county will be disposing of the current Class B foam in the apparatus and flushing the on-board tanks before issuing new, environmentally friendly foam. A timeline has not been set as of yet.

Chief Smith reported that the Fire Department attended a presentation at the High School on March 12th entitled "After the Fire," given by two survivors of the dormitory fire at Seton Hall in 2000. Chief Smith reported that the program was arranged by Fire Official Funcheon, with the hope to make this an annual presentation for the senior class.

Chief Smith reported that the Middlesex County DOT will install additional signage and striping along Georges Road on the approaches to Station 21 to provide notification for motorists for emergency vehicles that may be exiting or returning to the building.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the March 2024 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2024 Insurance Report (see attached).

D. Treasurer's Report

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

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

Comm. Young reported that the audit is in progress, and that he has been answering several requests for additional information. Comm. Young further reported that he should be able to pick-up the 2023 financial records next week, and that he anticipates receiving a draft of the audit within the next couple weeks.

E. Legislative Report

Comm. Young reported that he attended a portion of the last virtual meeting of the State Association of Fire Districts, but the meeting minutes are not yet available.

7. OLD BUSINESS

A. Discussion on Firefighter Manpower

Chief Smith reported that there was a 10th meeting of the joint committee on February 27th, where the group discussed the draft agreement for the daytime program. Chief Smith reported that all Commissioners were satisfied with the draft, and that it was forwarded to the district's respective attorneys for review. Attorney Richard Braslow reviewed the document and made several minor wording changes. A resolution has been drafted to approve and authorize the agreement, which will be discussed later in the meeting under Timely and Important.

Chief Smith reported that he met with Kendall Park Fire Chief Chris Perez and District 3 Coordinator Chuck Pisano last week for several hours to discuss operational specifics of the program, which is tentatively scheduled to begin on April 1st.

8. NEW BUSINESS

A. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith further reported that the quote provided by Fire & Safety Services was lowest for all apparatus as follows: \$5,300.00 for Tower 201, \$4,400.00 each for Engines 204 & 206, \$1,200.00 for Rescue 205, and \$3,100.00 for Engine 208.

Comm. Young made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, seconded by Comm. Wolfe.

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

B. Discussion on Apparatus Fire Pump Testing

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the NFPA fire pump testing on four fire trucks in the amount of \$1,600.00.

Comm. Wolfe made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,600.00, seconded by Comm. Spahr.

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

C. Discussion on Hurst Rescue Equipment Preventive Maintenance

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$2,250.00.

Comm. Wolfe made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$2,250.00, seconded by Comm. Spahr.

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

D. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$552.29.

Comm. Young made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$552.29, seconded by Comm. Spahr.

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

E. Discussion on Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,449.00.

Comm. Young made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,449.00, seconded by Comm. Spahr.

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

F. Discussion on Renewal of Roof Preventive Maintenance Contract

Coordinator Smith reported that he has not yet received the maintenance contract renewal from Sodexo Roth. This item has been tabled until next month's meeting.

G. Discussion on Purchase of Equipment for Operations

Coordinator Smith reported that the fire district has been awarded a \$45,000 grant from the State of New Jersey as part of the American Rescue Plan Firefighter Grant program. The original grant request was for the purchase of (8) helmets, (10) sets of turnout gear and (10) nomex hoods at a total cost of \$51,406.00, which included a 10% cost match by the district. Due to not receiving the full grant request, Coordinator Smith recommended the purchase of (9) helmets, (9) sets of turnout gear and (15) nomex hoods at a total cost of \$48,041.85, of which \$43,237.67 is grant funds and \$4,804.18 for the 10% cost match.

Comm. Young reported that as the 2024 fire district budget did not include the grant, the budget will need to be amended to realize these funds before the equipment can be ordered. Coordinator Smith will contact the attorney and the DCA to determine the proper actions necessary to amend the budget.

H. Items Timely and Important

Comm. Spahr made a motion to approve Resolution #24-23, Approving and Authorizing Execution of an Agreement with Fire Districts No. 1 and No. 3 relative to Weekday Daytime Staff Coverage, seconded by Comm. Wolfe.

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

Comm. Young asked Coordinator Smith to look into vendors to clean and polish the floors in the bathrooms and main hallway.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items; Item X to All Hands Fire Equipment in the amount of \$316.93; Item Y to Municipal Emergency Services, Inc. in the amount of \$2,496.74; and Item Z to TLP Climate Control Systems, Inc. in the amount of \$663.00.

Comm. Wolfe made a motion to approve the voucher list as amended, seconded by Comm. Spahr.

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

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Spahr and by a voice vote all voted in affirmative. Meeting adjourned at 7:50 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2024

INCIDENT RUNS

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

40 Total Runs for 175.21 Man-Hours

DEPARTMENT ACTIVITIES

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

261.02 Man-Hours

Total Man-Hours for the Month: 436.23

Fire Safety:

Referrals Sent – 5

Responded to Scene – 12

Fire District Coordinator's Report
March 18, 2024

- Quick Response Fire Protection performed the quarterly inspection of the sprinkler systems at both stations on 3-1-2024.
- Municipal Emergency Services was at Station 20 on 3-6-2024 to perform the annual flow-testing of all air packs.
- TLP Climate Controls Systems was at Station 20 on 3-7-2024 to perform the quarterly service on the HVAC systems. The tech also replaced the ignition module on one of the ceiling radiant heaters in the engine bays.
- A mechanic from Fire & Safety Services was on site for several days starting on 3-7-2024 to address repairs needed on the apparatus following the annual preventive maintenance performed late last year.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,890.00 for the second installment on the group term life insurance policy.

Old Business:

- Discussion on Firefighter Manpower
 - Held the 10th meeting of the joint committee on 2-27-2024. Discussed the draft interlocal agreement. After submitting to the Commissioners of all three Boards, the agreement was forwarded to our respective attorneys for review.
 - Targeting start date of 4-1-2024 for the joint crew.
 - Next meeting scheduled for 3-26-2024

New Business:

- Discussion on Apparatus Preventive Maintenance Service
 - Obtained quotes for preventive maintenance service on apparatus
 - 201:
 - **\$5,300.00 by Fire & Safety Services**
 - \$6,600.00 by Campbell Supply Company
 - 204:
 - **\$4,400.00 by Fire & Safety Services**
 - \$5,325.00 by Campbell Supply Company
 - 205:
 - **\$1,200.00 by Fire & Safety Services**
 - \$1,400.00 by Campbell Supply Company
 - 206:
 - **\$4,400.00 by Fire & Safety Services**
 - \$5,325.00 by Campbell Supply Company
 - 208:
 - **\$3,100.00 by Fire & Safety Services**
 - \$3,600.00 by Campbell Supply Company
 - Recommend authorizing service by Fire & Safety Services at above pricing, which is the same as 2023.
- Discussion on Apparatus Fire Pump Testing
 - The NFPA fire pump testing on our 4 fire trucks is due this year. The testing was last performed by Fire Flow Services in 2022.
 - They provided a quote of \$400.00 per pump for a total cost of \$1,600.00.
 - I recommend having Fire Flow Services perform the NFPA fire pump testing.
- Discussion on Hurst Rescue Equipment Preventive Maintenance
 - Received preventive maintenance contract for Hurst rescue equipment from TASC. The total cost is \$2,250.00.
 - I recommend approving the Hurst rescue equipment preventive maintenance with TASC. Schedule in May.

- Discussion on Renewal of Photo Copier Maintenance Contract
 - Received the annual maintenance contract renewal for the photo copier from Marco Technologies, LLC. The cost of the contract is \$552.29, an increase of \$72.04 from the previous contract.
 - I recommend approving the maintenance contract with Marco Technologies, LLC.

- Discussion on Fire Station Spring Cleaning
 - Received a verbal quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00, same price as last year.
 - Contacted Clearview Window Washing to provide quote for cleaning of the blinds & interior/exterior of windows Station 20. Provided a quote of \$1,449.00, an increase of \$100.00 over last year's price

- Discussion on Renewal of Roof Preventive Maintenance Contract
 - *E-mail sent to Sodexo Roth on 2-29-2024.*

- Discussion on Purchase of Equipment for Operations
 - The State put out a press release on 3-5-2024 announcing recipients of the American Rescue Plan Firefighter Grant. Our District was awarded a \$45,000 grant.
 - Request permission to purchase the following:
 - (9) helmets at \$455.00 each = \$4,095.00
 - (9) sets of turnout gear at \$4,618.00 each = \$41,562.00
 - (15) nomex hoods at \$158.99 each = \$2,384.85
 - Total Cost: \$48,041.85
 - Grant Funds Used: \$43,237.67
 - 10% District Funds Used: \$4,804.19

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

Resolution #24-23

Approving and Authorizing Execution of Agreement with Fire Districts No. 1 and No. 3 Relative
to Weekday Daytime Staff Coverage

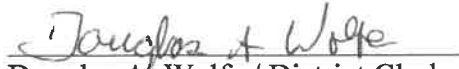
WHEREAS, the Fire Districts have negotiated an agreement to provide for weekday daytime staff coverage; and

WHEREAS, the Fire District deems it to be in the best interest of the Fire District to approve and execute the agreement.

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 referenced agreement is hereby approved and may be executed by the appropriate 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 18th day of March 2024.


Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Spahr	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Smith	✓			