

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 17, 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 2024.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. May 20, 2024 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
- 8. New Business***
 - A. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Executive Session Resolution***
 - A. Resolution #24-28, Authorizing a Closed Session at the June 17, 2024 Regular Meeting
- 12. Executive Session***
 - A. Contractual/Personnel Matters
- 13. Adjournment***

Voucher List

<i>A</i>	Republic Services #689	176.67
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.60
<i>D</i>	PSE&G Co.	1,664.95
<i>E</i>	Verizon	459.41
<i>F</i>	Ready Refresh	183.83
<i>G</i>	Marin Landscaping LLC	668.75
<i>H</i>	Evertex LLC	239.91
<i>I</i>	Fire and Safety Services, LTD.	2,724.88
<i>J</i>	Fire and Safety Services, LTD.	1,102.09
<i>K</i>	Trugreen	644.56
<i>L</i>	Monmouth Junction Vol. Fire Department	12,064.13
<i>M</i>	GSB	1,890.00
<i>N</i>	Scott Smith	76.00
<i>O</i>	Continental Fire & Safety	1,365.00
<i>P</i>	Continental Fire & Safety	285.00
<i>Q</i>	Douglas Wolfe	156.00
<i>R</i>	Douglas Wolfe	111.00
<i>S</i>	VFIS	1,601.97
<i>T</i>	Tasc Fire Apparatus, Inc.	2,250.00
<i>U</i>	Thomson Reuters – West	345.00
<i>V</i>	South Brunswick Township	76,230.12
<i>W</i>	OK Enterprises, LLC	1,500.00
<i>X</i>	South Brunswick Township Water & Sewer Revenue	1,513.08
<i>Y</i>	Mercer County Community College	40.00
<i>Z</i>	Municipal Emergency Services, Inc.	861.31
<i>AA</i>	Q.R.F.P. Special Services	400.00
<i>BB</i>	Access Compliance, LLC	2,000.00
<i>CC</i>	Witmer Public Safety Group Inc.	3,867.76
<i>DD</i>	Rowan College of South Jersey	350.00
<i>EE</i>	<i>HIDDEN VALLEY OUTDOORS LLC</i>	<i>1,099.00</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 17, 2024

APPROVED

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. May 20, 2024 Regular Meeting

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

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were two deposits since the end of April. The first deposit was made on May 13th in the amount of \$119.70 from Gov Deals for the sale of surplus equipment. The second deposit was made on May 23rd in the amount of \$1,622.00 from Travelers for worker's compensation premium reimbursement following the annual audit.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's prior to the meeting.

E. Legislative Report

Comm. Young reported that the last meeting of the State Association of Fire Districts was on June 1st, but minutes have not yet been posted for that meeting or the March meeting.

7. OLD BUSINESS

There was no Old Business to discuss.

8. NEW BUSINESS

A. Items Timely and Important

Chief Smith reported that he and Kendall Park Fire Chief Chris Perez met with the daytime staff last week to discuss the daytime program. Topics discussed include the daily station assignments and standardization of the crew's turnout gear. The items will be discussed further at the next joint meeting in early July.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item EE to Hidden Valley Outdoors, LLC in the amount of \$1,099.00.

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

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. EXECUTIVE SESSION RESOLUTION

A. Resolution #24-28, Authorizing a Closed Session at the June 17, 2024 Regular Meeting

Comm. Young made a motion to approve Resolution #24-28, seconded by Comm. Spahr.

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

The executive session commenced at 7:27 pm.

12. EXECUTIVE SESSION

A. Contractual/Personnel Matters

After the discussion was completed, Comm. Wolfe made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 8:28 pm.

13. ADJOURNMENT

Comm. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:29 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

APPROVED

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

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

Minutes for Executive Session on June 17, 2024

Members present:

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

Executive session commenced at 7:27 PM.

12. Executive Session

A. Contractual/Personnel Matters

Chairman Smith reported that he recently had a discussion with Captain Chuck Pisano from the daytime crew. During the conversation, Captain Pisano asked if the Board would consider changing the title of fire district employee Pedro Sanchez from Deputy Fire District Coordinator to Firefighter, as he is now part of the joint daytime program with the other districts. Captain Pisano also asked if it would be possible to move Deputy Coordinator Sanchez from the Public Employees Retirement System (PERS) to the Police & Fire Retirement System (PFRS). Fire District No. 1 created the position of Firefighter to be part of the joint daytime crew, and is in the process of moving their employee from PERS to PFRS. Fire District No. 3 is also in the process of moving Captain Pisano in to PFRS.

Chairman Smith expressed his opinion to make the title and pension system changes in order to have uniformity between the districts. The Board could elect to change the title of the Deputy Fire District Coordinator position, or look to create a new position of Firefighter. Chairman Smith expressed his opinion to create a new position, in the event the Board wants to fill the administrative position at some point in the future.

Comm. Young expressed his opinion to also make the changes, and that he will need the financial details regarding increased pension costs, cost to buy-back time accrued, and potential overtime costs as the Board is only a couple months away from beginning the 2025 budget planning process.

After a discussion, all members of the Board were in favor of pursuing the title and pension system changes. Chairman Smith reported that he will follow-up with the township's payroll officer to obtain financial details of a potential pension system change, as well as draft a job description for the Firefighter position.

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After the discussion was completed, Comm. Wolfe made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 8:28 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2024

INCIDENT RUNS

- Structure Fires
- 2 Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- Trees, Brush, Grass, Mulch Fires
- 1 Fires, Other
- Vehicle Extrications (Jaws)
- 4 Motor Vehicle Accident (No Extrication)
- 1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 7 Haz-Mat Spill / Leak No Ignition
- 1 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- Hazardous Condition
- 4 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
- 2 Smoke Scare / Odor Removal / Problem
- 9 System Malfunctions
- 9 Unintentional System / Detector Operation
- 4 False Calls / Good Intent
- Other

46 Total Runs for 187.39 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
- Meetings, Committee Function, Recruitment Drive, Other
- 1 Work Night
- Work Detail
- 3 Drills
- Training Sessions
- Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

163.68 Man-Hours

Total Man-Hours for the Month: 351.07

Fire Safety:

Referrals Sent – 5

Responded to Scene – 25

Fire District Coordinator's Report June 17, 2024

- A mechanic from Fire & Safety Services was at Station 20 on 5-22-2024 to troubleshoot an issue with the reverse alarm on Truck #201. A replacement alarm was ordered and installed on 5-28-2024.
- The 2003 E-One Bronto Sky-Lift (Truck #201) was listed for sale online by Firetac Sales on 5-22-2024 and Brindlee Mountain Fire Apparatus on 5-23-2024.
- We took delivery of the new 2024 Chevrolet Tahoe Chief's vehicle on 5-23-2024. The MVC issued the title, registration and license plates on 5-24-2024. The car was taken to Gino's Auto Body today to have the roof and roof posts painted white to match the rest of the fleet.
- Tasc Fire Apparatus was at Station 20 on 5-24-2024 to perform the annual preventive maintenance on the Hurst rescue equipment.
- Station 20 was used as a polling place for the primary election on 6-4-2024.
- Quick Response Fire Protection performed the quarterly inspection of the sprinkler systems at both stations on 6-5-2024.
- A tech from TLP Climate Control Systems was at Station 20 on 6-7-2024 to perform the quarterly preventive maintenance on the HVAC systems.
- A tech from Fire Security Technologies was at Station 21 on 6-13-2024 to replace a horn/strobe device for the fire alarm system.
- Hidden Valley Outdoors was at Station 20 on 6-15-2024 to perform pressure washing of the sidewalks.
- Marin Landscaping was at Station 20 on 6-17-2024 to trim the bushes around the building.

Insurance:

- We received a check from Travelers on 5-23-2024 in the amount of \$1,622.00 for worker's compensation premium reimbursement following the annual audit.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,890.00 for the third installment on the group term life insurance policy.
- There is an invoice on the voucher list to VFIS in the amount of \$1,601.97 for the addition of the new Chief's vehicle to the portfolio policy.

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

Resolution #24-28

Authorizing a Closed Session at the June 17, 2024 Regular Meeting


WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Contractural/Personnel Matters; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the June 17, 2024 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 17th day of June 2024.


Douglas A. Wolfe / District Clerk