

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 ***September 16, 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. August 19, 2024 Regular Meeting

6. Professional Reports

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

7. Old Business

A.

8. New Business

- A. Resolution #24-31, Authorizing Creation of Paid Position of Firefighter
- B. Resolution #24-32, Authorizing Title Change for Deputy Fire District Coordinator Pedro Sanchez
- C. Discussion on Renewal of Station 20 HVAC Maintenance Contract
- D. Discussion on Breathing Air Compressor Preventive Maintenance Contract
- E. Discussion on Chief's Request for Operations Equipment Purchase
- F. Resolution #24-33, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2025
- G. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	174.84
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	310.43
<i>D</i>	PSE&G Co.	2,388.88
<i>E</i>	Verizon	462.01
<i>F</i>	Ready Refresh	113.90
<i>G</i>	Marin Landscaping LLC	668.75
<i>H</i>	East Coast Emergency Lighting Inc.	62.40
<i>I</i>	W.B. Mason Co., Inc.	237.79
<i>J</i>	Antczak's Complete Service Company	698.00
<i>K</i>	Continental Fire & Safety	5,005.00
<i>L</i>	Continental Fire & Safety	36,944.00
<i>M</i>	Monmouth Junction Vol. Fire Department	59.90
<i>N</i>	Tactical Public Safety LLC	239.40
<i>O</i>	CMF Business Supplies, Inc.	131.28
<i>P</i>	CMF Business Supplies, Inc.	73.71
<i>Q</i>	TLP Climate Control Systems Inc.	600.00
<i>R</i>	OK Enterprises, LLC	100.00
<i>S</i>	TruGreen	644.56
<i>T</i>	Richard M. Braslow, Esq.	625.00
<i>U</i>	GSB	1,887.75
<i>V</i>	Everttek LLC	98.24
<i>W</i>	Scott Smith	433.74
<i>X</i>	South Brunswick Township Water & Sewer Revenue	1,522.74
<i>Y</i>	Q.R.F.P. Special Services	675.00
<i>Z</i>	Waterway Mid-Atlantic LLC	3,028.18
<i>AA</i>	Witmer Public Safety Group Inc.	487.95
<i>BB</i>	South Brunswick Township Fire District No. 3	1,837.95
<i>CC</i>	Bunker Hill Tree Service	400.00
<i>DD</i>	Middlesex County Fire Academy	472.00
<i>EE</i>	Gannett New York – New Jersey LocaliQ	70.88
<i>FF</i>	Somerset County Emergency Services Training Academy	900.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 16, 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. August 19, 2024 Regular Meeting

Comm. Spahr made a motion to approve the minutes of the August 19, 2024 regular meeting, seconded by Comm. Wolfe.

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 August 2024 activity report (see attached).

Chief Smith reported that the Middlesex County DOT installed signage and put down striping on the roadway in front of Station 21 last month to provide warning for motorists to increase safety as fire apparatus exits and returns to the building.

Chief Smith reported that two members started Firefighter I at the Middlesex County Fire Academy and three others started Firefighter II at the Somerset County Fire Academy earlier this month. Chief Smith further reported that several members are taking part in joint motor vehicle extrication training with the other township departments.

Chief Smith reported that the Fire Department has one new junior firefighter, Diya Shah.

Chief Smith reported that Tactical Public Safety is troubleshooting intermittent issues with the paging system. It is believed that a cell tower on Route 1 is causing the interference.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on August 30th in the amount of \$9,853.25 from South Brunswick Township out of the dedicated penalty account for reimbursement of the purchase of a portable radio from Fire District #3.

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

Comm. Young reported that he continues to work on the draft 2025 budget and an updated 5-year projection. Comm. Young further reported that the State released the budget forms and that he has begun imputing figures. There will be a first review of the 2025 budget next month.

E. Legislative Report

Comm. Young reported that he attempted to connect virtually to the State Association of Fire Districts meeting last week but was unable to do so.

7. OLD BUSINESS

There was no Old Business to discuss.

8. NEW BUSINESS

A. Resolution #24-31, Authorizing Creation of Paid Position of Firefighter

Comm. Spahr made a motion to approve Resolution #24-31, seconded by Comm. Wolfe
Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

B. Resolution #24-32, Authorizing Title Change for Deputy Fire District Coordinator Pedro Sanchez

Comm. Spahr made a motion to approve Resolution #24-32, seconded by Comm. Wolfe
Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

C. Discussion on Renewal of Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the maintenance contract renewal for the Station 20 HVAC systems from TLP Climate Control Systems at a cost of \$1,326.00. The contract is for the remainder of 2024, which includes two service visits at a cost of \$663.00 per visit. Coordinator Smith recommended renewing the maintenance contract with TLP Climate Control Systems.

Comm. Young made a motion to approve the renewal of the Station 20 HVAC maintenance contract with TLP Climate Control Systems at a price of \$1,326.00, 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 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 \$1,858.00. 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 \$1,858.00, seconded by Comm. Wolfe

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

E. Discussion on Chief's Request for Operations Equipment Purchases

Chief Smith requested authorization to purchase (3) pairs of structural firefighting boots and (3) SCBA facemasks at a cost not to exceed \$2,600.00.

Comm. Wolfe made a motion to approve the purchase of personal protective equipment at a cost not to exceed \$2,600.00, seconded by Comm. Young.

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

Chief Smith requested approval to purchase a total of (72) shirts printed with the new township fire service logo for the Fire Department membership at a cost of \$865.00.

Comm. Wolfe made a motion to approve the purchase of shirts for the Fire Department membership at a cost of \$865.00, seconded by Comm. Spahr.

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

Chief Smith requested approval to schedule an Advanced SCBA two-night training class with All Hands Fire Equipment at a cost of \$3,000.00.

Comm. Spahr made a motion to approve the Advanced SCBA training class with All Hands Fire Equipment at a cost of \$3,000.00, seconded by Comm. Wolfe.

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

F. Resolution #24-33, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2025.

Comm. Wolfe made a motion to table Resolution #24-33, seconded by Comm. Spahr.
Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

G. Items Timely and Important

Chairman Smith reported that a proposal for contract changes and salary figures was received from the full-time staff and discussed at the joint meeting last week. Chairman Smith expressed his goal to standardize the contracts and salaries as much as possible. Chairman Smith has reviewed the proposal in detail and will speak with the members of the Board to develop a consensus proposal, and present that proposal to the representatives of the fire districts at the next joint meeting.

Coordinator Smith reported that Deputy Fire District Coordinator Pedro Sanchez completed the Fire Inspector program and will need to submit the application and fee to the State to obtain certification. Coordinator Smith asked the Board to consider paying the fee for the certification, which is renewed every 3 years. After discussion, it was the consensus of the Board to reimburse employees for renewal of certifications.

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2024

INCIDENT RUNS

- 1 Structure Fires
- Vehicle Fires
- 2 Dumpster/Compactor/Trash/Refuse Fires
- 2 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- 2 Motor Vehicle Accident (No Extrication)
- 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
- 2 Hazardous Condition
- 1 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
- Assist Police / EMS / Landing Zone / Missing Person
- 1 Stand-By / Cover Assignment
- 2 Dispatched & Cancelled En Route
- 1 Smoke Scare / Odor Removal / Problem
- 22 System Malfunctions
- 15 Unintentional System / Detector Operation
- 3 False Calls / Good Intent
- Other

57 Total Runs for 177.42 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
- Work Night
- Work Detail
- 4 Drills
- 1 Training Sessions
- Parade/Wetdown
- 2 Public Relations
- Stand-by Assignment (Non-Incident)
- 2 Viewing/Funeral

222.31 Man-Hours

Total Man-Hours for the Month: 399.73

Fire Safety:

Referrals Sent – 17

Responded to Scene – 19

Fire District Coordinator's Report September 16, 2024

- As reported last month, the new chief's vehicle went to East Coast Emergency Lighting on 8-19-2024 for the up-fitting including warning package, front console, rear command cabinet, and equipment chargers. East Coast should finish their work by the end of this week. The last part of the project is the installation of the mobile radio, which should be completed next week.
- Trugreen performed a lawn treatment at both stations on 8-21-2024.
- Antczak's Complete Service was at Station 20 on 8-26-2024 to steam clean the tile floors in the men's and women's bathrooms.
- We received emails from the State Government Records Council on 8-28-2024 regarding OPRA requests. The State requires all agencies subject to OPRA to adopt their model form going forward. The form has been downloaded and will be submitted to any individual who wishes to submit a request.
- Sodexo Roth was at Station 20 on 9-8-2024 to perform the annual roof preventive maintenance.
- Quick Response Fire Protection performed the annual sprinkler system inspection at both stations on 9-9-2024.
- Waterway, Inc. performed the annual hose testing on 9-11-2024. One length of 5" hose failed; as we had a spare length a replacement is not needed.
- TLP Climate Control Systems was at Station 20 on 9-12-2024 to perform scheduled maintenance on the HVAC systems. The techs also replaced a defective motor, blade and capacitor for the member's room air conditioner.
- Approved Fire Protection was on site on 9-12-2024 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.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$1,887.75 for the fourth and 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 #24-31

Authorizing Creation of Paid Position of Firefighter

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 "Firefighter" 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 "Firefighter" 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 position of "Firefighter" shall undertake any and all duties, responsibilities and functions as determined necessary by the Commissioners.
- (4) The position of "Firefighter" 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 19, 2024 and will be considered for final passage at a regular meeting to be held on September 16, 2024, 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 16th day of September 2024.


Douglas A. Wolfe / District Clerk

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

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

Resolution #24-32

Authorizing Title Change for Deputy Fire District Coordinator Pedro Sanchez

WHEREAS, the position of Deputy Fire District Coordinator was previously created by the Fire District in accordance with statute; and

WHEREAS, Pedro Sanchez was hired by the Fire District to the position of Deputy Fire District Coordinator effective November 6, 2023; and

WHEREAS, Pedro Sanchez has been fulfilling the duties and responsibilities of a firefighter since the implementation of a Township-wide joint daytime manpower program on April 1, 2024; and


WHEREAS, the position of Firefighter has been created by the Fire District in accordance with statute; and

WHEREAS, the Fire District wishes to appoint an individual to serve in said position of Firefighter.

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) Pedro Sanchez is hereby appointed to the position of Firefighter.
- (2) The appointment is deemed effective as of September 17, 2024.

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 16th day of September 2024.


Douglas A. Wolfe / District Clerk

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