

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 ***December 16, 2019*** ***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 2019.

3. Roll Call

4. Public Comment

5. Approval of Minutes

- A. October 21, 2019 Executive Session
- B. November 18, 2019 Regular Meeting
- C. December 2, 2019 Special 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. Discussion on VFIS Group Term Life Insurance Policy Renewal
- B. Discussion on Purchase of New Computer Equipment
- C. Resolution #19-27, Declaration of Surplus Equipment
- D. Discussion on Disposal of Fire Safety Trailer
- E. Resolution #19-28, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad
- F. 2020 Budget Status
- G. Resolution #19-29, Adoption of Temporary Budget for 2020
- H. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	415.00
<i>B</i>	Verizon Wireless	258.38
<i>C</i>	PSE&G Co.	534.52
<i>D</i>	Verizon	337.14
<i>E</i>	Ready Refresh	27.92
<i>F</i>	Alan Landscaping LLC	2,163.75
<i>G</i>	New Jersey Fire Equipment Co.	570.00
<i>H</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>I</i>	CMF Business Supplies, Inc.	611.16
<i>J</i>	Firstline Locksmith, LLC	209.00
<i>K</i>	Preferred Batteries	34.40
<i>L</i>	Monmouth Junction Volunteer Fire Department	973.91
<i>M</i>	Air & Gas Technologies	585.00
<i>N</i>	Fire and Safety Services, LTD	950.00
<i>O</i>	Scott Smith	287.20
<i>P</i>	Richard M. Braslow, Esq.	37.00
<i>Q</i>	South Brunswick Township Water & Sewer Revenue	1,462.07
<i>R</i>	Thomas Kazanski	3,148.35
<i>S</i>	Charles Smith	3,305.76
<i>T</i>	Charles Spahr	3,541.89
<i>U</i>	Douglas Wolfe	3,778.02
<i>V</i>	Thomas Young, Jr.	8,264.42
<i>W</i>	Brookview Volunteer Fire Company	750.00
<i>X</i>	Cranbury Volunteer Fire Company	750.00
<i>Y</i>	Jamesburg Fire Department	750.00
<i>Z</i>	North Brunswick Volunteer Fire Company #2	750.00
<i>AA</i>	Monmouth Junction First Aid Squad	11,600.00
<i>BB</i>	David Brown	350.00
<i>CC</i>	Matthew Doktor	350.00
<i>DD</i>	Tyler Goldin	350.00
<i>EE</i>	Kyle Grennen	350.00
<i>FF</i>	Michael Grennen	350.00
<i>GG</i>	Mohammed Junaid	350.00
<i>HH</i>	Joseph Malkiewicz	350.00
<i>II</i>	Daniel Murphy	350.00
<i>JJ</i>	Timothy Murphy	350.00
<i>KK</i>	Ronald Neville	350.00
<i>LL</i>	Mark Ragnoli	350.00
<i>MM</i>	Justin Rogers	350.00
<i>NN</i>	Pedro Sanchez	350.00
<i>OO</i>	Jim Shearer	350.00
<i>PP</i>	James T. Shearer	350.00
<i>QQ</i>	Scott Smith	350.00
<i>RR</i>	Charles Spahr	350.00
<i>SS</i>	Sean Wert	350.00
<i>TT</i>	Douglas Wolfe	350.00

UU	GSB	1,647.07
VV	Approved Fire Protection Company	314.45
WW	Cummins Sales and Service	1,686.00
XX	Cummins Sales and Service	1,154.80
YY	WTH Technology, Inc.	619.09
ZZ	IEH Auto Parts LLC	111.52
AAA	Allegra	35.00
BBB	Skylands Area Fire Equipment & Training	6,930.00
CCC	Allied 100 LLC	2,535.50
DDD	Mid-Atlantic Rescue Systems, Inc.	586.23
EIEI	FIRE & SAFETY SERVICE, LTD	6,824.01

12-17-2019

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 16, 2019

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. October 21, 2019 Executive Session

The minutes of the executive session were not ready for approval.

B. November 18, 2019 Regular Meeting

Comm. Smith made a motion to approve the minutes of the November 18, 2019 regular meeting, seconded by Comm. Young.

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

C. December 2, 2019 Special Meeting

Comm. Smith made a motion to approve the minutes of the December 2, 2019 special 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 November 2019 activity report (see attached).

Chief Smith reported that the Fire Department hosted a training presentation by the Colonial Pipeline Company at Station 20 on November 26th.

Chief Smith reported that the Township Fire Chief's completed an extensive revision of the Township-wide Standard Operating Guidelines, which included the creation of several new policies.

Chief Smith reported that member Thomas Kang completed Firefighter I at the Mercer County Fire Academy.

Chief Smith reported that the Fire Department held their annual elections last week and there will be two new Lieutenants for 2020.

Chief Smith thanked the Commissioners for their continued support this year and looks forward to the new year.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the December 2019 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 2019 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on December 2nd in the amount of \$5,380.00 from South Brunswick Township for the Supplemental Fire Services Grant. The second deposit was made on December 13th in the amount of \$249,305.25 from South Brunswick Township for fourth quarter taxation. The third deposit was made on December 16th in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station for the general election.

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

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on VFIS Group Term Life Insurance Policy Renewal

Coordinator Smith reported he received the 2020 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$6,686.47, which is an increase of \$1,990.55 from the 2019 policy cost. Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Young made a motion to renew the Group Term Life Insurance policy with VFIS at a total cost of \$6,686.47, seconded by Comm. Wolfe.

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

B. Discussion on Purchase of New Computer Equipment

Coordinator Smith reported that he received a quote from Dell for the purchase of (4) new desktop computers with Microsoft Office 365 software at a total cost of \$4,041.53. Coordinator Smith recommended approving the expenditure up to \$5,000.00 in the event additional hardware or software is needed.

Comm. Young made a motion to approve the purchase of (4) new computers at a cost not to exceed \$5,000.00, seconded by Comm. Kazanski.

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

C. Resolution #19-27, Declaration of Surplus Equipment

Comm. Wolfe made a motion to approve Resolution #19-27, seconded by Comm. Smith.

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

D. Discussion on Disposal of Fire Safety Trailer

Chief Smith reported that all 3 Township Fire Chiefs are in favor of disposing of the fire safety trailer due to a lack of use. Chief Smith recommended repairing the one turn signal that is not working, and then looking into options for disposal. Chief Smith will contact the county fire academies to see if there is an interest in the trailer in return for training credit, and will also look into selling the trailer on the government surplus auction website.

E. Resolution #19-28, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad

Comm. Smith made a motion to approve Resolution #19-28, seconded by Comm. Young.

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

F. 2020 Budget Status

Comm. Young reported that following the approval of the 2020 budget at the meeting two weeks ago, he received notification that the budget was approved by the DCA and is ready for adoption at the January meeting.

G. Resolution #19-29, Adoption of Temporary Budget for 2020

Comm. Smith made a motion to approve Resolution #19-29, seconded by Comm. Wolfe.

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

H. Items Timely and Important

Coordinator Smith reported that he received a quote from Matt Pinter Door Company to replace one of the bay door opener motors at Station 20 in the amount of \$2,400.00.

Comm. Smith made a motion to approve the replacement of one of the bay door opener motors at Station 20 in the amount of \$2,400.00, 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 there is one change to the Voucher List. Item #EEE to Fire and Safety Services LTD. has been added in the amount of \$6,824.01.

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. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2019

INCIDENT RUNS

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

49 Total Runs for 172.79 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, Other
- Work Night
- Work Detail
- 2 Drills
- Training Sessions
- Parade/Wetdown
- Public Relations
- 1 Stand-by Assignment (Non-Incident)
- Viewing/Funeral

108.67 Man-Hours

Total Man-Hours for the Month: 281.46

Fire Safety:

Referrals Sent – 10

Responded to Scene – 15

Fire District Coordinator's Report December 16, 2019

- Air & Gas Technologies was at Station 21 on 11-19-2019 to perform the 6-month service on the Bauer breathing air compressor.
- Approved Fire Protection was at Station 20 on 11-20-2019 to perform the 6-month inspection on the kitchen hood fire suppression system.
- A tech from Firstline Locksmith was at Station 20 on 11-20-2019 to perform maintenance on the electronic door locks.
- Cummins Power Systems was at Station 20 on 11-21-2019 to replace the thermostat on the emergency generator and perform the preventive maintenance. The service was performed on Station 21's emergency generator on 11-22-2019.
- Installers from Signal Control Products were on site a couple days starting on 12-2-2019 to install the emitters for the traffic signal preemption systems on Tower 201, Engines 204, 206 & 208, Rescue 205, and Car 210.

Insurance:

- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.

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

Resolution #19-27

Declaration of Surplus Equipment

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick has determined that the following property:

Duo-Safety Fiberglass 14' Roof Ladder

Duo-Safety Fiberglass 24' Extension Ladder

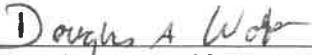
failed NFPA-required non-destructive testing on September 4, 2019 and is no longer safe for service; and

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) The Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are hereby authorized to dispose of the surplus property 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 16th day of December 2019.


Douglas A. Wolfe / District Clerk

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

Resolution #19-28

Authorizing Execution of a First Aid Services Agreement with the
Monmouth Junction First Aid Squad

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction First Aid Squad upon terms that are fair and proper for the providing of first aid services to support the Monmouth Junction Volunteer Fire Department.

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 Chairman and District Clerk are hereby authorized to execute a first aid services agreement with the Monmouth Junction First Aid Squad covering the time period of January 1, 2020 through December 31, 2022.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the First Aid Squad.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the First Aid Squad.

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 December 2019.


Douglas A. Wolfe / District Clerk

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

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY

RESOLUTION 19-29

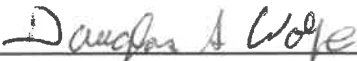
Adoption of Temporary Budget for 2020

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2020, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 15, 2020;

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

This is to certify that the foregoing is a true copy of a Resolution adopted by the Board of Fire Commissioners at its meeting held on December 16, 2019.



Douglas A. Wolfe, District Clerk