

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
January 22, 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 and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2018.
3. **Roll Call**
4. **Public Comment**
5. **Approval of Minutes**
 - A. December 17, 2018 Regular Meeting
6. **Professional Reports**
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. **Old Business**
 - A. Update on 2019 Fire District Election
8. **New Business**
 - A. LOSAP Certification for 2018
 - B. Discussion on Renewal of VFIS Accident & Sickness Policy
 - C. Discussion on Renewal of VFIS Portfolio Policy
 - D. Discussion on Renewal of Travelers Workers Compensation Coverage
 - E. Public Hearing on 2019 Budget
 - F. Resolution #19-01, Adoption of 2019 Budget
 - G. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Adjournment**

Voucher List

<i>A</i>	Republic Services #689	400.37
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	257.32
<i>D</i>	PSE&G Co.	2,747.88
<i>E</i>	Verizon	326.84
<i>F</i>	Ready Refresh	41.90
<i>G</i>	Gannett NJ	811.16
<i>H</i>	Home News Tribune	131.60
<i>I</i>	RHA Communications	55.00
<i>J</i>	Q.R.F.P. Special Services	400.00
<i>K</i>	South Brunswick Township	56,697.03
<i>L</i>	Campbell Supply Company	1,462.34
<i>M</i>	Continental Fire & Safety	465.00
<i>N</i>	Preferred Batteries	258.17
<i>O</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>P</i>	Monmouth Junction Volunteer Fire Department	190.88
<i>Q</i>	VFIS	4,135.00
<i>R</i>	Scott Smith	148.24
<i>S</i>	Travelers – RMD	6,845.00
<i>T</i>	Alpha Card	217.28
<i>U</i>	Team 20 LLC	3,421.00
<i>V</i>	IEH Auto Parts LLC	27.71
<i>W</i>	1 st Responder Newspaper	65.00
<i>X</i>	Cummins Sales and Service	1,686.00
<i>Y</i>	VFIS	17,764.61
<i>Z</i>	<i>FIRE & SAFETY SERVICES, LTD</i>	<i>3,923.93</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 22, 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. December 17, 2018 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the December 17, 2018 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 December 2018 and Year End 2018 activity reports (see attached).

Chief Smith reported that the Fire Department has started the annual mandatory drills, which should be completed by the end of the month.

Chief Smith reported that Tactical Public Safety has programmed the 3 portable radios that were purchased a couple months ago. Chief Smith reported that there are still some details to iron out and the programmer will be returning in the coming weeks. Chief Smith further reported that Ron Hoffman from Data Processing and OEM Fire Coordinator Jim Luck have been a big help in programming process.

Chief Smith reported that the Fire Department has one new member, Evan Avots.

Chief Smith reported that the 2 SCBA cylinders that were loaned to the Fire Safety Bureau back in August have been returned.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith read the January 2019 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there have been two deposits since the last meeting. The first deposit was made on December 18th from South Brunswick Township in the amount of \$242,097.75 for fourth quarter taxation. The second deposit was made on December 19th in the amount of \$250.00 for use of the fire station as a polling place for the general election.

Comm. Young reported that all revenue items were received before the end of the year.

Comm. Young reported that he generated a report showing all transactions for 2018, which is used to generate the information for the 1099-MISC forms and to document the vendors that were issued payments over \$17,500.00, which has to be listed on the Fire District website.

Comm. Young reported that he has answered several questions from DCA regarding the 2019 budget. Comm. Young further reported that the budget has been approved by DCA, and that the board can proceed with adoption at this meeting.

Comm. Young reported that he distributed an abbreviated financial report to the Commissioner's mailboxes earlier today. Comm. Young further reported that he plans to finalize the 2018 financials by the end of next month.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Update on 2019 Fire District Election

Coordinator Smith reported that since the last meeting he provided contact information and information on the voting districts within our fire district to the County Clerk's office as requested. Coordinator Smith reported that he is working to have the ballots printed to include the three languages required by federal law. Coordinator Smith further reported that the County is requesting a total of 1,750 ballots for mail-in voters. Coordinator Smith reported that after speaking with the County, the Board will be invoiced following the election for postage fees for each mail-in ballot sent, as well as a fee for the processing of each ballot returned.

8. NEW BUSINESS

A. LOSAP Certification for 2018

Comm. Smith reported that he received a letter from the Fire Chief certifying 19 members who qualified for the LOSAP program in 2018. Comm. Smith reported that 3 individuals who have not previously qualified have been issued enrollment paperwork and that the check to Lincoln Financial Services can be issued in February. Comm. Smith further reported that the District Coordinator can post the letter, and that any members who did not qualify have 30 days to file a grievance.

Comm. Smith reported that he received the 2018 year-end summary from Lincoln Financial Services, which lists a total account balance of \$838,143.72.

B. Discussion on Renewal of VFIS Accident & Sickness Policy

Coordinator Smith reported that he received the renewal of the Accident & Sickness policy from VFIS in the amount of \$4,135.00 for the period February 1, 2019 to February 1, 2020. Coordinator Smith further reported that the amount of the policy is \$96.00 less than the previous policy period. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Smith made a motion to renew the Accident & Sickness policy with VFIS in the amount of \$4,135.00, seconded by Comm. Young.

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

C. Discussion on Renewal of VFIS Portfolio Policy

Coordinator Smith reported that he received the renewal of the Portfolio policy from VFIS in the amount of \$35,310.61 for the period February 1, 2019 to February 1, 2020. Coordinator Smith further reported that the amount is \$855.10 more than the previous policy period, and that the policy is paid in two installments with the first installment in the amount of \$17,764.61. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Young made a motion to renew the Portfolio policy with VFIS in the amount of \$35,310.61, seconded by Comm. Wolfe.

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

D. Discussion on Renewal of Travelers Workers Compensation Coverage

Coordinator Smith reported that he received the renewal of the Workers Compensation policy from Travelers for the period February 1, 2019 to February 1, 2020, which included an invoice in the amount of \$6,845.00. Coordinator Smith further reported that this amount is for the first installment, with the second installment coming due following the annual audit. Coordinator Smith recommended renewing the Workers Compensation policy with Travelers.

Comm. Young made a motion to renew the Workers Compensation policy with Travelers in the amount of \$6,845.00, seconded by Comm. Smith.

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

E. Public Hearing on 2019 Budget

Comm. Young presented a summary of the 2019 budget. Total appropriations amount to \$1,410,922, an increase of \$145,000.00 over the 2018 budget. The amount to be raised by taxation is \$997,221.00, an increase of \$29,000.00 from 2018 and is Cap compliant. The 2019 ratable base is projected at \$2.234 billion, an increase of \$67 million compared to the 2018 actual ratable base. The 2019 tax rate of 0.45 per hundred is the same as the 2018 realized tax rate.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2019 budget, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

As there were no questions 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.

F. Resolution #19-01, Adoption of 2019 Budget

Comm. Smith made a motion to approve Resolution #19-01, seconded by Comm. Wolfe.
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

G. Items Timely and Important

Comm. Wolfe offered congratulations to Chief Smith on the birth last week of his son.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item; Item Z to Fire and Safety Services, LTD. in the amount of \$3,923.92.

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 7:46 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2018

INCIDENT RUNS

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

48 Total Runs for 298.35 Man-Hours

DEPARTMENT ACTIVITIES

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

291.19 Man-Hours

Total Man-Hours for the Month: 589.54

Fire Safety:

Referrals Sent – 9

Responded to Scene – 21

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year End 2018

INCIDENT RUNS

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

555 Total Runs for 2,656.65 Man-Hours

DEPARTMENT ACTIVITIES

15	Board of Fire Commissioners Meeting
7	Chief's Meeting
10	Line Officer's Meeting
12	Regular Department Monthly Meeting
5	Relief Association Meeting
1	OEM Meeting
1	Meetings, Committee Function, Other
12	Work Night
3	Work Detail
23	Drills
13	Training Sessions
2	Parade/Wetdown
8	Public Relations
6	Stand-by Assignment (Non-Incident)
3	Viewing/Funeral

3,067.87 Man-Hours

Total Man-Hours for the Year: 5,724.52

Fire Safety:

Referrals Sent – 116

Responded to Scene – 154

Fire District Coordinator's Report January 22, 2019

- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-20-2018. No violations were noted during the inspection.
- Quick Response Fire Protection performed the quarterly inspection of the sprinkler systems at both stations on 12-21-2018. All systems are in proper working order at this time.
- We received one of our thermal imaging cameras back from Bullard (manufacturer) on 12-24-2018 after it was dropped off Continental Fire & Safety on 11-27-2018 to troubleshoot an issue with the display. The camera was completely overhauled and is back in service.
- As I reported last month, I dropped off the recorder for the sound system in the meeting room at Station 20 to RHA Communications to diagnose an issue with the machine. Minor repairs were completed and the recorder is back in service. I obtained a quote of approximately \$400.00 for a digital recorder and will keep on file for future reference.
- Engine 204 was taken to Fire & Safety Services on 1-7-2019 to address two minor pump issues, one being a recall item from Hale. The shop also installed a foot pedal siren control for the officer's seat, a thermal imaging camera charger and a battery-operated rescue tool charger as previously approved. The truck was back in service on 1-17-2019.

Insurance:

- As an update to the member who was injured in November while attending Firefighter I, he has been cleared by the doctor to remove the cast and will be having physical therapy over the next month. In the meantime, he was able to complete and pass all written exams for Firefighter I. He will just need to make up the missed practical lessons.
- There are items for discussion under New Business for renewal of the Accident & Sickness policy, Portfolio policy, and Workers Compensation policy.

2019 ADOPTED BUDGET RESOLUTION 19-01

So. Brunswick Twp. – Fire District No. 2

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the “Fire District”) for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 22, 2019; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,410,922, which includes amount to be raised by taxation of \$997,221 and Total Appropriations of \$1,410,922; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 22, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,410,922, which includes amount to be raised by taxation of \$997,221, and Total Appropriations of \$1,410,922; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



Douglas Wolfe, District Clerk

1-22-19
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
T. Kazanski	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			