

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 21, 2020
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. December 16, 2019 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. LOSAP Certification for 2019
 - 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 2020 Budget
 - F. Resolution #20-01, Adoption of 2020 Budget
 - G. 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.	1,379.37
<i>D</i>	Verizon	318.26
<i>E</i>	Ready Refresh	51.90
<i>F</i>	Matt Pinter Door Company	2,400.00
<i>G</i>	New Jersey Motor Vehicle Commission	150.00
<i>H</i>	VFIS	4,135.00
<i>I</i>	Travelers – RMD	7,358.00
<i>J</i>	New Jersey Fire Equipment Co.	1,420.00
<i>K</i>	Continental Fire & Safety	1,110.50
<i>L</i>	Continental Fire & Safety	583.00
<i>M</i>	Municipal Emergency Services Depository Account	447.90
<i>N</i>	Fire and Safety Services, LTD	950.00
<i>O</i>	Monmouth Junction Vol. Fire Department	403.49
<i>P</i>	OK Enterprises, LLC	1,500.00
<i>Q</i>	Agin Signs & Designs	586.00
<i>R</i>	Dell Marketing L.P.	3,796.52
<i>S</i>	McMaster-Carr	365.03
<i>T</i>	Nat Alexander Company	160.00
<i>U</i>	Home News Tribune	128.20
<i>V</i>	Signal Control Products, Inc.	11,400.00
<i>W</i>	Witmer Public Safety Group, Inc.	931.00
<i>X</i>	Witmer Public Safety Group, Inc.	1,274.00
<i>Y</i>	IEH Auto Parts LLC	306.70
<i>Z</i>	Mid-Atlantic Rescue Systems, Inc.	85.59
<i>AA</i>	VFIS	18,319.19
<i>BB</i>	South Brunswick Township	51,852.01

MARRIUK

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 21, 2020

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

Comm. Young made a motion to approve the minutes of the October 21, 2019 executive session, seconded by Comm. Smith.

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

B. December 16, 2019 Regular Meeting

Comm. Smith made a motion to approve the minutes of the December 16, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's December 2019 and 2019 Year End 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.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2020 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2020 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on December 19th in the amount of \$318.40 from Black Rock Enterprises, LLC for reimbursement of supplies used at a hazardous materials incident. The second deposit was made on January 2nd in the amount of \$50.00 as a donation from resident Candice Sanchez.

Comm. Young reported that the 2020 budget was approved by DCA on December 12th and that the board can proceed with adoption at this meeting following the public hearing.

Comm. Young reported that he generated a report showing all transactions for 2019, 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 distributed an abbreviated financial report to the Commissioner's mailboxes earlier today.

Comm. Young report that the audit on-site visit has been scheduled for March 2nd.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. LOSAP Certification for 2019

Comm. Smith reported that he received a letter from the Fire Chief certifying 20 members who qualified for the LOSAP program in 2019. Comm. Smith reported that 2 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 certification letter has been posted, and that any member who did not qualify has 30 days to file a grievance.

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, 2020 to February 1, 2021. Coordinator Smith further reported that he received a quote to increase the loss of income benefit from \$800.00 a week to \$1,000.00 a week, which increases the premium amount by \$500.00 to \$4,635.00. Coordinator Smith recommended increasing the loss of income benefit and renewing the Accident & Sickness policy with VFIS.

Comm. Smith made a motion to renew the Accident & Sickness policy with VFIS and increase the loss of income benefit at a total cost of \$4,635.00, seconded by Comm. Wolfe.

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 \$36,416.19 for the period February 1, 2020 to February 1, 2021. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$18,319.19. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Smith made a motion to renew the Portfolio policy with VFIS in the amount of \$36,416.19, seconded by Comm. Young.

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, 2020 to February 1, 2021, which included an invoice in the amount of \$7,358.00. 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. Wolfe made a motion to renew the Workers Compensation policy with Travelers in the amount of \$7,358.00, 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 2020 Budget

Comm. Young presented a summary of the 2020 budget. Total appropriations amount to \$1,259,424.00, a decrease of over \$151,000.00 from the 2019 budget. The amount to be raised by taxation is \$1,019,600.00, an increase of approximately \$22,000.00 from 2019 and is Cap compliant. The 2020 tax rate is 0.45 per hundred and is the same as the 2019 realized tax rate.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2020 budget, seconded by Comm. Young. By a voice vote all voted in affirmative.

As there were no questions from the public, Comm. Smith made a motion to close the public portion, seconded by Comm. Young. By a voice vote all voted in affirmative.

F. Resolution #20-01, Adoption of 2020 Budget

Comm. Smith made a motion to approve Resolution #20-01, 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

Coordinator Smith reported that he received the renewal of the emergency generator preventive maintenance agreement from Cummins Sales & Service. Coordinator Smith further reported the agreement is for three years, with two service visits for each generator at Stations 20 & 21 per year, at a total cost of \$8,372.16. Coordinator Smith recommended renewing the preventive maintenance agreement with Cummins Sales & Service.

Comm. Smith made a motion to approve the renewal of the emergency generator preventive maintenance agreement with Cummins Sales & Service in the amount of \$8,372.16, seconded by Comm. Kazanski.

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 #CC to Allegra has been added in the amount of \$823.86

Comm. Smith made a motion to approve the voucher list as amended, seconded by Comm. Kazanski.

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 7:25 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2019

INCIDENT RUNS

- 1 Structure Fires
- 1 Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 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.)
- 3 Haz-Mat Spill / Leak No Ignition
- 6 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 2 Hazardous Condition
- 1 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
- 1 Assist Police / EMS / Landing Zone / Missing Person
- 1 Stand-By / Cover Assignment
- 2 Dispatched & Cancelled En Route
- 4 Smoke Scare / Odor Removal / Problem
- 9 System Malfunctions
- 7 Unintentional System / Detector Operation
- 3 False Calls / Good Intent
- Other

43 Total Runs for 301.35 Man-Hours

DEPARTMENT ACTIVITIES

- 2 Board of Fire Commissioners Meeting
- Chief's Meeting
- 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
- 1 Training Sessions
- Parade/Wetdown
- 1 Public Relations
- Stand-by Assignment (Non-Incident)
- 1 Viewing/Funeral

193.25 Man-Hours

Total Man-Hours for the Month: 494.60

Fire Safety:

Referrals Sent – 7

Responded to Scene – 11

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year End 2019

INCIDENT RUNS

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

629 Total Runs for 3,018.24 Man-Hours

DEPARTMENT ACTIVITIES

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

2,642.18 Man-Hours

Total Man-Hours for the Year: 5,660.42

Fire Safety:

Referrals Sent – 133

Responded to Scene – 196

Fire District Coordinator's Report January 21, 2020

- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 12-17-2019.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-27-2019. No violations were noted during the inspection.
- Agin Signs installed lettering reading "Tower 201" on three sides of the platform on the truck on 12-27-2019.
- Matt Pinter Door Company was at Station 20 on 12-30-2019 to install the new bay door opener as approved last month.
- I have been working to contact the county fire academies to determine interest in a donation of the fire safety trailer in return for training credit. I will have a report next month.
- I have also been working on obtaining information on LED message board signs for the stations and will have more to report next month.

Insurance:

- There are items for discussion under New Business for renewal of the Accident & Sickness policy, Portfolio policy, and Workers Compensation policy.

2020 ADOPTED BUDGET RESOLUTION 20-01

South Brunswick Fire District No. 2

FISCAL YEAR: January 1, 2020 to December 31, 2020

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2020 and ending December 31, 2020, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 21, 2020; 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 \$ 1,259,424, which includes amount to be raised by taxation of \$1,019,600, and Total Appropriations of \$1,259,424; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) 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 21, 2020 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2020 and ending December 31, 2020, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,259,424, which includes amount to be raised by taxation of \$1,019,600, and Total Appropriations of \$1,259,424; 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 (only if required) 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 A. Wolfe
Douglas A. Wolfe, District Clerk

1-21-20
(Date)

Board of Commissioners Recorded Vote

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