

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 ***April 20, 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 2020.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. March 16, 2020 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. Discussion on 2019 Audit Report
- B. Resolution #20-16, Acceptance of Audit Report for the Year 2019
- C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Kleen-Tec Maintenance, LLC	455.00
<i>B</i>	Verizon Wireless	257.82
<i>C</i>	PSE&G Co.	4,802.40
<i>D</i>	Verizon	322.21
<i>E</i>	Ready Refresh	259.79
<i>F</i>	Alan Landscaping LLC	1,770.00
<i>G</i>	Preferred Batteries	28.35
<i>H</i>	McMaster-Carr	197.16
<i>I</i>	McMaster-Carr	180.95
<i>J</i>	Home News Tribune	161.16
<i>K</i>	Municipal Emergency Services Depository Account	1,958.96
<i>L</i>	Continental Fire & Safety	5,836.00
<i>M</i>	Continental Fire & Safety	520.00
<i>N</i>	Monmouth Junction Vol. Fire Department	300.86
<i>O</i>	Monmouth Junction Vol. Fire Department	276.59
<i>P</i>	Treasurer, State of New Jersey	30.00
<i>Q</i>	Trugreen Limited Partnership	554.25
<i>R</i>	Scott Smith	121.55
<i>S</i>	Valley Distributors	327.96
<i>T</i>	Richard M. Braslow, Esq.	77.00
<i>U</i>	Witmer Public Safety Group, Inc.	19.96
<i>V</i>	Douglas Wolfe	111.00
<i>W</i>	New Jersey State Association of Fire Districts	300.00
<i>X</i>	Holt McNally & Associates Inc.	5,200.00
<i>Y</i>	Fire and Safety Services, LTD	2,628.23
<i>Z</i>	Access Compliance, LLC	448.00
<i>AA</i>	Q.R.F.P. Special Services	400.00
<i>BB</i>	Cummins Sales and Service	3,360.19
<i>CC</i>	South Brunswick Township	57,801.09

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 20, 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.

Chairman Spahr also read the following statement:

In accordance with the Governor’s issuance of Executive Order No. 107 in response to the COVID-19 pandemic, this meeting is being held via the Zoom web-based conference call platform. Electronic notice of this remote public meeting was posted on the official fire district website pursuant to N.J.S.A. 10:4-9.1.

3. ROLL CALL

Present: Comm. Kazanski (via call-in)
 Comm. Smith (via call-in)
 Comm. Wolfe (via call-in)
 Comm. Young (via call-in)
 Chairman Spahr (via call-in)

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. March 16, 2020 Regular Meeting

Comm. Smith made a motion to approve the minutes of the March 16, 2020 regular 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 March 2020 activity report (see attached).

Chief Smith reported that all efforts over the last month have been in preparation for the coronavirus pandemic. Chief Smith further reported that an operational plan was developed and has since been revised, sanitizing supplies and personal protective equipment was obtained, duty crews were implemented weekday nights and weekends, and all non-incident activities were cancelled. Chief Smith also reported that he has taken part in numerous conference call meetings at the county and township levels to discuss and coordinate response during the pandemic.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the April 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 April 8th in the amount of \$4,625.00 from Travelers for reimbursement of premium on the worker's compensation policy following the annual audit. The second deposit was made on April 9th in the amount of \$254,900.00 from South Brunswick Township for first quarter taxation.

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

Comm. Young reported that the 2019 audit report will be discussed under New Business.

E. Legislative Report

Comm. Young reported that he checked the State Association of Fire Districts website and the minutes were not available for the first quarter meeting due to a malfunctioning of its recording machine.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on 2019 Audit Report

Comm. Young reported that the draft audit report was received and that there were no findings or recommendations. Comm. Young further reported that all financial numbers were correct but he identified several minor corrections that were needed in the narrative sections. The auditor made the corrections and the final report was received. Comm. Young reported that all members of the Board will sign an affidavit that will be sent to the Local Finance Board, certifying that all members have reviewed the audit, along with a copy of the resolution accepting the audit. Comm. Young reported that the audit will be posted on the fire district website and a synopsis will be published in the newspaper.

B. Resolution #20-16, Acceptance of Audit Report for the Year 2019

Comm. Wolfe made a motion to accept Resolution #20-16, seconded by Comm. Smith. Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

C. Items Timely and Important

Comm. Smith reported that he received the quarterly LOSAP statement from Lincoln Financial Services and it is available for review.

Comm. Young reminded the Commissioners to complete the financial disclosure statements by the end of the month if they haven't done so already.

9. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, 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 7:21 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2020

INCIDENT RUNS

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

51 Total Runs for 238.12 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
1 Work Night
Work Detail
1 Drills
1 Training Sessions
Parade/Wetdown
Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

104.00 Man-Hours

Total Man-Hours for the Month: 342.12

Fire Safety:

Referrals Sent – 16

Responded to Scene – 7

Fire District Coordinator's Report
April 20, 2020

- Ready Refresh was on site on 3-17-2020 to clean and service the water coolers at both stations.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 3-25-2020.

Insurance:

- We received a check from Travelers on 4-7-2020 in the amount of \$4,625.00 as reimbursement for overpayment on our worker's compensation policy.

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

RESOLUTION #20-16

Acceptance of Audit Report for Year 2019

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2019 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

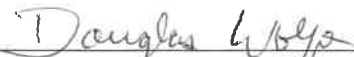
WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

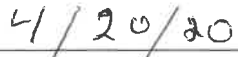
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2019, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON APRIL 20, 2020.



Douglas Wolfe, District Clerk



(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2019, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young, Jr.

Douglas Wolfe

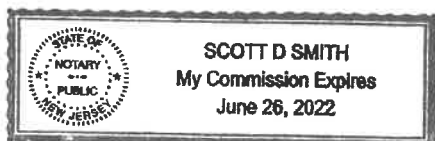
Thomas Kazanski

Charles A. Spahr
Charles Smith
Thomas A. Young, Jr.
Douglas Wolfe
Thomas Kazanski

Sworn to and subscribed before me this

20th day of APRIL, 2020

Scott D. Smith
Notary Public of New Jersey



COMMISSION #50063018