

**Board of Fire Commissioners**  
**Fire District #2**  
**Township of South Brunswick**

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

***AGENDA***  
***January 19, 2021***  
***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. December 21, 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. LOSAP Certification for 2020
  - B. Discussion on Traffic Signal Preemption System Installation
  - C. Discussion on Renewal of VFIS Accident & Sickness Policy
  - D. Discussion on Renewal of VFIS Portfolio Policy
  - E. Discussion on Renewal of Travelers Workers Compensation Coverage
  - F. Public Hearing on 2021 Budget
  - G. Resolution #21-01, Adoption of 2021 Budget
  - H. Resolution #21-02, Adoption of Revised Temporary Budget for 2021
  - I. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	93.94
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	855.55
<b><i>D</i></b>	PSE&G Co.	2,449.27
<b><i>E</i></b>	Verizon	336.69
<b><i>F</i></b>	Ready Refresh	29.42
<b><i>G</i></b>	Monmouth Junction Vol. Fire Department	444.58
<b><i>H</i></b>	Monmouth Junction Vol. Fire Department	77.72
<b><i>I</i></b>	Richard M. Braslow, Esq.	117.00
<b><i>J</i></b>	McMaster-Carr	243.57
<b><i>K</i></b>	Olson's Air Conditioning & Heating Inc.	2,350.00
<b><i>L</i></b>	New Jersey Motor Vehicle Commission	150.00
<b><i>M</i></b>	Budget Property Maintenance	1,875.00
<b><i>N</i></b>	SHI International Corp.	1,067.24
<b><i>O</i></b>	South Brunswick Township Fire District No. 1	1,377.50
<b><i>P</i></b>	South Brunswick Township Fire District No. 3	1,377.50
<b><i>Q</i></b>	VFIS	4,529.00
<b><i>R</i></b>	Travelers – RMD	6,586.00
<b><i>S</i></b>	Minerva Cleaners	261.60
<b><i>T</i></b>	All Hands Fire Equipment	1,132.64
<b><i>U</i></b>	Matt Pinter Door Company	2,300.00
<b><i>V</i></b>	1 <sup>st</sup> Responder Newspaper	65.00
<b><i>W</i></b>	KC Service	124.25
<b><i>X</i></b>	Home News Tribune	67.68
<b><i>Y</i></b>	VFIS	19,459.73
<b><i>Z</i></b>	Cummins Sales and Service	1,904.91
<b><i>AA</i></b>	Witmer Public Safety Group, Inc.	279.00
<b><i>BB</i></b>	Witmer Public Safety Group, Inc.	80.00
<b><i>CC</i></b>	<b><i>SODEXO, INC. &amp; AFFILIATES</i></b>	<b><i>1,087.92</i></b>
<b><i>DD</i></b>	<b><i>SOUTH BRUNSWICK TOWNSHIP</i></b>	<b><i>53,548.73</i></b>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
January 19, 2021

APPROVED

**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 21, 2020 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the December 21, 2020 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 2020 and 2020 Year End activity reports (see attached).

Chief Smith reported that the fire department will start the year by holding all drills virtually through the beginning of March due to the pandemic. Chief Smith also reported the annual facemask fit-testing will be put on hold.

Chief Smith reported that the township fire chiefs completed a revision to several standard operating guideline policies, which have been issued to all members and will be reviewed at an upcoming drill.

Chief Smith reported that three members completed the Fire Officer I program at the end of last year.

Chief Smith reported that the township fire chiefs drafted a recruitment press release, which was sent out by the police dept. via the Nixle messaging service. Chief Smith further reported that several residents have contacted the department to inquire about the application process.

Chief Smith reported that all firefighters have started to receive the Two-Tone Dispatch incident alerts through I Am Responding.

Chief Smith reported that a third member of the Fire Department tested positive for the Coronavirus. Chief Smith further reported that close to 20 members of the department have received the first vaccination shot.

**B. District Coordinator's Report**

Coordinator Scott Smith reviewed the January 2021 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the January 2021 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 28<sup>th</sup> in the amount of \$269,939.12 for four checks that were received; the first check was from Gov Deals in the amount of \$4,132.50 for the net profits from the sale of the fire safety trailer; the second check was from the United States Treasury in the amount of \$7.02 for filing of the 990-T forms; the third check was from South Brunswick Township in the amount of \$10,900.00 for reimbursement out of the dedicated penalty account for the capital purchase of the Hurst battery-powered extrication tool; the fourth check was from South Brunswick Township in the amount of \$254,900.00 for fourth quarter taxation. The second deposit was made on January 4<sup>th</sup> in the amount of \$5,380.00 from South Brunswick Township for the Supplemental Fire Services Grant.

Comm. Young reported that it is still his goal to close-out the 2020 financials by the February meeting.

Comm. Young reported that he distributed two sets of financial reports to the Commissioner's mailboxes this afternoon. This first report details the 2020 financials through tonight's meeting. The second is a statement of expenses thus far in 2021.

Comm. Young reported that he is keeping an eye on the outstanding expenditures from 2020 and will most likely need to do a budget transfer at next month's meeting.

Comm. Young reported that he is working on the 1099-MISC forms for 2020 so they can be issued by the auditor by the end of the month.

Comm. Young reported that an email was received on January 14<sup>th</sup> from the DCA that the 2021 budget was approved for adoption.

Comm. Young reported that there is a resolution on the agenda under New Business to revise the temporary budget for 2021 due to the postponing of the fire district election.

### **E. Legislative Report**

Chairman Spahr reported that the minutes of the December State Association of Fire Districts meeting have not yet been posted.

Comm. Young reported that per Attorney Richard Braslow, the Association is still looking for an official to sponsor the bill that would alter capital authorization requirements.

## **7. OLD BUSINESS**

Comm. Young reported that he has not heard back from or attempted to contact the Township Clerk to discuss realignment of the voting districts to coincide with fire district boundaries.

## **8. NEW BUSINESS**

### **A. LOSAP Certification for 2020**

Comm. Smith reported that he received a letter from the Fire Chief certifying 24 members who qualified for the LOSAP program in 2020. 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. Comm. Smith reported that of the 24 members who qualified last year, 1 member has now become vested, and that there are 5 new participants who completed the enrollment paperwork. Comm. Smith further reported that the enrollment paperwork has been submitted to Lincoln Financial and that the payment should be able to be issued at next month's meeting.

Comm. Smith reported that the year-end summary was received from Lincoln Financial, with the total funds in all accounts over \$1.2 million dollars.

Comm Smith reported that a Local Finance Notice was received from the DCA documenting the increase for the 2021 LOSAP award, which is typically approved by resolution later in the year at a regular board meeting.

### **B. Discussion on Traffic Signal Preemption System Installation**

Coordinator Smith reported that he spoke with an engineer working on the plans for a new intersection to be created on Route 535 across from the Canon building. Coordinator Smith reported that the engineer asked if the Fire Department would be in favor of the installation of a traffic signal preemption system, which the county would pay for, but the district would be responsible for maintaining going forward. Coordinator Smith reported that he forwarded a copy of the agreement between the board and the county for the installation of the preemption system at the Route 522/Georges Road intersection, which was approved by both sides in May 2018. Coordinator Smith recommended the board enter into an agreement for the installation and maintenance of the preemption system at the new intersection, provided both sides can agree on all terms.

Comm. Smith made a motion to have the Fire District Coordinator proceed with the discussion on the installation of a traffic signal preemption system at the new intersection to be created on Route 535, 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 VFIS Accident & Sickness Policy**

Coordinator Smith reported that he received the renewal of the Accident & Sickness policy from VFIS in the amount of \$4,529.00 for the period February 1, 2021 to February 1, 2022. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

#### **D. 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 \$38,684.73 for the period February 1, 2021 to February 1, 2022. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$19,459.73. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

#### **E. 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, 2021 to February 1, 2022, which included an invoice in the amount of \$6,586.00. 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. Smith made a motion to renew the Accident & Sickness policy with VFIS at a cost of \$4,529.00, the Portfolio policy with VFIS at a cost of \$38,684.73, and the Workers Compensation policy with Travelers in the amount of \$6,586.00, seconded by Comm. Wolfe.  
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes. Motion Passed.

#### **F. Public Hearing on 2021 Budget**

Comm. Young presented a summary of the 2021 budget. Total appropriations amount to \$1,200,668, a decrease of \$58,756 from the 2020 adopted budget. The amount to be raised by taxation is \$1,036,000.00, with utilization of \$159,038 in fund balance, and \$5,630 in other revenues. The amount to be raised by taxation is an increase of \$16,400 from the 2020 adopted budget and is Cap compliant. The 2021 tax rate is anticipated to remain at 0.44 per hundred, which is the same as the realized tax rate in 2020 and less than the .045 per hundred that was budgeted for in 2020.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2021 budget, seconded by Comm. Wolfe. 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.

**G. Resolution #21-01, Adoption of 2021 Budget**

Comm. Wolfe made a motion to approve Resolution #21-01, seconded by Comm. Smith.

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

**H. Resolution #21-02, Adoption of Revised Temporary Budget for 2021**

Comm. Young reported that the board passed a resolution at last month's meeting authorizing a temporary budget for 2021, which allowed for expenditures up to 14% of the 2020 appropriations until the date of the fire district election. Comm. Young further reported that with the Governor's passage of an executive order moving the fire district election from February 20<sup>th</sup> to April 20<sup>th</sup>, fire districts are now allowed to spend up to 30% of the previous year's appropriations until the election.

Comm. Smith made a motion to approve Resolution #21-02, seconded by Comm. Young.

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

**I. Items Timely and Important**

There were no items Timely and Important to discuss.

**9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include two additional items; Item CC to Sodexo, Inc. & Affiliates in the amount of \$1,087.92; and Item DD to South Brunswick Township in the amount of \$53,548.73.

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 7:43 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
December 2020

**INCIDENT RUNS**

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

**26 Total Runs for 157.30 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
- 1 Meetings, Committee Function, Other
- Work Night
- 1 Work Detail
- Drills
- 3 Training Sessions
- Parade/Wetdown
- 2 Public Relations
- 1 Stand-by Assignment (Non-Incident)
- Viewing/Funeral

**227.20 Man-Hours**

**Total Man-Hours for the Month: 384.50**

**Fire Safety:**

*Referrals Sent – 4*

*Responded to Scene – 7*



Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
Year End 2020

**INCIDENT RUNS**

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

**578 Total Runs for 2,531.20 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**1,871.46 Man-Hours**

**Total Man-Hours for the Year: 4,402.66**

**Fire Safety:**

*Referrals Sent – 159*

*Responded to Scene – 131*

## Fire District Coordinator's Report January 19, 2021

- Budget Property Management was at Station 20 on 12-29-2020 to remove one tree that snapped and about 8 other trees around the site that were dead and/or leaning.
- Olson's Heating & Air Conditioning was at Station 20 on 12-31-2020 to replace the water heater as approved last month. They also replaced the old circulator pump on the hot water system that was not working.
- Matt Pinter Door Company was at Station 20 on 1-6-2021 to replace one of the bay door motors as approved last month. They will be returning to install a part to connect the door to the station's vehicle exhaust removal system.
- A technician from Cummins Power Systems was at Station 20 on 1-6-2021 to program the exercise clock on the emergency generator to ensure it runs its weekly test cycle. They are still looking for the parts to replace the exhaust manifold, which is leaking.
- With the recommendation of VFIS, the Facility Use Agreement for Station 20 has been updated, after feedback from the Commissioners. The fire dept. membership was informed of the new agreement at their regular meeting last week.

### **Insurance:**

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

# 2021 ADOPTED BUDGET RESOLUTION

## South Brunswick Township FD No. 2

### FISCAL YEAR: January 1, 2021 to December 31, 2021

WHEREAS, the Annual Budget for the South Brunswick Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 19, 2021; 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 \$1,200,668.00 which includes amount to be raised by taxation of \$1,036,000.00, and Total Appropriations of \$1,200,668.00; 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 19, 2021 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,200,668.00, which includes amount to be raised by taxation of \$1,036,000.00, and Total Appropriations of \$1,200,668.00; 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.

dwolfe@sbf2.xom

(Secretary's Signature)

1/19/2021

(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Charles G. Spahr	X			
Thomas A. Young, Jr.	X			
Douglas A. Wolfe	X			
Charles Smith	X			
Thomas Kazanski	X			

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

RESOLUTION 21-02

AMENDING TEMPORARY BUDGET FOR 2021

WHEREAS, THE Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by Resolution 20-22, adopted a temporary budget on December 21, 2020 providing for the period between the beginning of the fiscal year, January 1, 2021, and the adoption of the budget by the legal voters of the fire district, which previously was scheduled for February 20, 2021; and

WHEREAS, pursuant to Governor Philip D. Murphy's Executive Order No. 211 dated and effective December 21, 2020, the date of the annual fire district election has been postponed to April 10, 2021 and N.J.S.A. 40A:14-78.17 was revised to increase to thirty percent the maximum appropriations to be made under a temporary budget to cover the period between the beginning of the fiscal year and the adoption of the fire district budget.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex that the previously adopted temporary budget is hereby amended to read 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 30% 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 January 19, 2021.

  
\_\_\_\_\_  
Douglas A. Wolfe, District Clerk

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Charles G. Spahr	✓			
Thomas A. Young, Jr.	✓			
Douglas A. Wolfe	✓			
Charles Smith	✓			
Thomas Kazanski	✓			