

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 20, 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 2021.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. November 15, 2021 Regular Meeting
 - B. December 6, 2021 Special Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
- 7. Old Business***
 - A. Discussion on New Aerial Timeline & Financing
- 8. New Business***
 - A. Preliminary Special Election Results
 - B. Discussion on VFIS Group Term Life Insurance Policy Renewal
 - C. Discussion on Station Lawn Treatment Contract Renewal
 - D. 2022 Budget Status
 - E. Resolution #21-23, Adoption of Temporary Budget for 2022
 - F. Items Timely and Important
- 9. Voucher List***

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

Voucher List

A	Republic Services #689	111.47
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.62
D	PSE&G Co.	2,189.26
E	Verizon	343.08
F	Ready Refresh	61.43
G	Alan Landscaping, LLC	2,286.25
H	Alan Landscaping, LLC	1,502.50
I	Air & Gas Technologies	585.00
J	Cummins Sales and Service	1,719.72
K	GSB	1,952.60
L	Richard M. Braslow, Esq.	189.00
M	Approved Fire Protection Co.	225.13
N	South Brunswick Township Water & Sewer Revenue	1,407.89
O	WTH Technology, Inc.	619.09
P	Scott Smith	178.87
Q	CMF Business Supplies, Inc.	633.98
R	OK Enterprises, LLC	1,750.00
S	Pro Poly of America, Inc.	811.43
T	Fire and Safety Services, LTD	1,426.95
U	Fire and Safety Services, LTD	1,086.19
V	Municipal Emergency Svcs	212.76
W	Monmouth Junction Vol. Fire Department	282.21
X	Gannett New Jersey Newspapers	45.75
Y	Access Compliance, LLC	125.00
Z	Chris Paskovich	200.00
AA	Air & Gas Technologies	3,513.21
BB	RELIANCE GRAPHICS, INC.	3,240.00
CC	McMASTEN - CAR	219.56
DD	P.A.R. TRAINING & PROPS LLC	4,000.00

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 20, 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. November 15, 2021 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the November 15, 2021 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.

B. December 6, 2021 Special Meeting

Comm. Smith made a motion to approve the minutes of the December 6, 2021 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 2021 activity report (see attached).

Chief Smith reported that an instructor gave CPR refresher training for the firefighters on November 18th and December 2nd.

Chief Smith reported that the Fire Department held their annual Santa Cade on December 12th.

Chief Smith reported that the Fire Department attended the viewing and funeral services for Monmouth Junction First Aid Squad EMT Manny Mulero last week.

Chief Smith reported that the Fire Department held their annual elections earlier in the month with several line officer positions changing. Chief Smith further reported that he held a meeting with the new line and invited all members to attend to discuss expectations and goals for the new year.

Chief Smith reported that he made several year-end purchases, including two combustible gas meters for the chief's vehicles and a battery-powered LED scene light for the rescue truck, at a total cost of \$1,589.66.

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 2021 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 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 November 29th from South Brunswick Township in the amount of \$5,380.00 for the supplemental fire services grant. The second deposit was made on December 15th from the South Brunswick Township Election Account in the amount of \$250.00 for use of the fire station as a polling place for the general election.

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

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on New Aerial Timeline & Financing

Comm. Young reported that although the final results of the special election are not in, the preliminary counts look favorable. Comm. Young recommended continuing the purchase process for the new aerial truck, which would include approving resolutions to solicit for financing bids and application to the Local Finance Board.

8. NEW BUSINESS

A. Preliminary Special Election Results

Coordinator Smith reported the preliminary results of the special election, with 582 'yes' votes and 65 'no' votes for the ballot question. Coordinator Smith further reported that the final results should be available in the coming days.

B. Discussion on VFIS Group Term Life Insurance Policy Renewal

Coordinator Smith reported he received the 2022 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,533.30, which is an increase of \$53.99 from the 2021 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 \$7,533.30, seconded by Comm. Smith.

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

C. Discussion on Station Lawn Treatment Contract Renewal

Coordinator Smith reported that he received the lawn treatment contract renewal for 2022 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$465.58 each for Station 20 and \$116.38 each for Station 21, for a total cost of \$1,745.88. Coordinator Smith recommended renewing the station lawn treatment contract with TruGreen.

Comm. Wolfe made a motion to approve the 2022 renewal of the lawn treatment contract with TruGreen at a cost of \$1,745.88, seconded by Comm. Smith.

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

D. 2022 Budget Status

Comm. Young reported that following the Board's approval of the 2022 budget at the meeting two weeks ago, he submitted the budget to the DCA electronically. Comm. Young further reported that the DCA approved the budget and that it is ready for the public hearing at the January meeting.

E. Resolution #21-23, Adoption of Temporary Budget for 2022

Comm. Smith made a motion to approve Resolution #21-23, seconded by Comm. Wolfe.

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

F. Items Timely and Important

Comm. Young made a motion to approve Resolution #21-24, Making Application to the Local Finance Board, contingent upon receiving favorable final election results, seconded by Comm. Smith.

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

Comm. Smith made a motion to approve Resolution #21-25, Authorizing Advertisement for Bids for Financing a Lease with an Option to Purchase Fire Apparatus, contingent upon receiving favorable final election results, seconded by Comm. Young.

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 the voucher list has been amended to include three additional items: Item BB to Reliance Graphics, Inc. in the amount of \$3,240.00; Item CC to McMaster-Carr in the amount of \$219.56; and Item DD to P.A.R. Training & Props LLC in the amount of \$4,000.00.

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 8:03 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2021

INCIDENT RUNS

- Structure Fires
- Vehicle Fires
- 1 Dumpster/Compactor/Trash/Refuse Fires
- Trees, Brush, Grass, Mulch Fires
- 2 Fires, Other
- Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
- 1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 4 Haz-Mat Spill / Leak No Ignition
- 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
- 1 Dispatched & Cancelled En Route
- Smoke Scare / Odor Removal / Problem
- 13 System Malfunctions
- 5 Unintentional System / Detector Operation
- 5 False Calls / Good Intent
- Other

35 Total Runs for 91.24 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: 195.24

Fire Safety:

Referrals Sent – 6

Responded to Scene – 10

Fire District Coordinator's Report December 20, 2021

- We received an OPRA request on 11-16-2021 from a website called OPRA Machine, which is apparently for submitting requests to NJ government entities. The request asked for copies of all correspondence between our district and Fire District #3 over the last 6 months. There was only 7 such contacts via email made in that time period. After first consulting with Commissioners Smith, Wolfe & Chairman Spahr, the emails were printed and submitted via the website. We do not know who made the request, and I did not receive a reply to my request to be contacted where I hoped to find out who made the request and their reason for doing so.
- Cummins Power Systems performed the 6-month preventive maintenance on the emergency generators at both stations on 11-19-2021.
- Approved Fire Protection was at Station 20 on 11-22-2021 to perform the 6-month inspection on the kitchen hood fire suppression system.
- A mechanic from Fire & Safety Services was on site over the course of several days starting on 11-30-2021 to make several repairs to Engines 204, 206 & 208 for deficiencies noted during the annual inspections earlier this year.
- Air & Gas Technologies was at Station 21 on 12-1-2021 to troubleshoot the reason why the circuit breaker for the Bauer breathing air compressor was tripping. The tech determined that the motor for the compressor was in need of replacement. Replacement parts were ordered and all repairs were completed on 12-9-2021.
- An inspector from the Middlesex County Office of Health Services stopped by Station 20 on 12-14-2021 to perform an emergency generator inspection. The inspector confirmed all of the serial and model numbers were the same as what was on file for the permit on our generator and checked the engine hours. An inspector was last on site on 2-24-2020.
- Quick Response Fire Protection performed the quarterly sprinkler system inspections at both stations on 12-16-2021. A quote will be provided to make several minors repairs to the pre-action sprinkler system at Station 21.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-17-2021. No violations were noted during the inspection.

Insurance:

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

- The Fire Department had a new LED message board installed at Station 21 on 9-30-2021 to replace the old internally-illuminated sign. With the installation, I contacted VFIS to inquire if there would be any additional charges to cover the new sign under the Portfolio policy. I was informed that the new sign is covered under the existing policy under “exteriors signs and permanently installed fixtures.”

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

RESOLUTION 21-23


Adoption of Temporary Budget for 2022

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, 2022, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 19, 2022;

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 20, 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	✓			

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

Resolution #21-24

Making Application to the Local Finance Board
Pursuant to N.J.S.A. 40A:5A-6

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick (“Board of Fire Commissioners”), County of Middlesex, desire to make application to the Local Finance Board for its review and/or approval of a proposed lease-purchase financing authorizing the South Brunswick Fire District No. 2 to finance a tower-ladder fire truck; and

WHEREAS, the Board of Fire Commissioners believes that:

- (a) It is in the public interest to accomplish such purpose;
- (b) Said purpose or improvements are for the health, wealth, convenience or betterment of the inhabitants of the local unit;
- (c) The amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) The proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the local unit and will not create an undue financial burden to be placed upon the local unit.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Fire Commissioners that the attorney, along with other representatives of the fire district, is hereby authorized to prepare such application and to represent the fire district in matters pertaining thereto; and

BE IT FURTHER RESOLVED that the Secretary of the Board of Fire Commissioners is hereby directed to prepare and file a copy of this resolution with the Local Finance Board as part of such application; and

BE IT FURTHER RESOLVED that the Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

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 20th day of December 2021.


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

Resolution #21-25

Authorizing Advertisement for Bids for Financing a Lease
with an Option to Purchase Fire Apparatus

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick (“Board of Fire Commissioners”), County of Middlesex, have approved the specifications for and have determined that they will advertise for sealed bids for Financing a Lease with an Option to Purchase Fire Apparatus, hereinafter referred to as LEASE;

NOW THEREFORE, BE IT RESOLVED BY, the Board of Fire Commissioners as follows:

- (1) Specifications are hereby approved and incorporated herein by reference.
- (2) Bids to be submitted shall fully comply with the specifications.
- (3) The Commissioners shall advertise for the receipt of sealed bids for the above-named purpose or project.
- (4) Each bid shall be submitted as a written proposal in the manner designated in the instructions to bidders and the specifications shall be signed by the bidder. The bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting on said envelope the name of the job for which said bid is submitted and addressed to Board of Fire Commissioners, South Brunswick Fire District No. 2, 573 Ridge Road, Monmouth Junction, NJ 08852, or if mailed, P.O. Box 114, Monmouth Junction, NJ 08852.
- (5) The specifications, instructions to bidders and related documents are on file with and may be obtained upon written or verbal request from the Commissioners’ attorney, Richard M. Braslow, Esq., 516 Fielders Lane, Toms River, NJ 08755 or by calling (732) 341-7537, during normal business hours.
- (6) Sealed bids shall be called for and shall be received, opened and read in public at the Monmouth Junction Volunteer Fire Department fire house, 573 Ridge Road, Monmouth Junction, NJ 08852 at 11:00 AM, prevailing time, on Thursday January 27, 2022.
- (7) Each sealed bid shall be hand delivered or mailed to the Board of Fire Commissioners, or to such other designated representative of the Commissioners who will be present at the opening of said bids at the time and place stated for the receipt of sealed bids. **NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN THE PUBLIC NOTICE.**
- (8) The bid quote shall be net to the Commissioners and shall be excluded from any state and federal taxes.
- (9) The contract will be awarded to the lowest, qualified, responsible bidder. The Commissioners reserve the right to reject any and all bids. The Commissioners also reserve the right to waive any insubstantial irregularities in any bid.
- (10) A non-collusion affidavit in the usual form will be supplied with the specifications. It shall be executed by the person or corporate officers submitting the bid. Said affidavit

must be properly notarized. A non-collusion affidavit must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.

- (11) An owner's list in accordance with P.L. 1977, Ch. 33, approved March 8, 1977, will also be supplied with the specifications in the usual form. It shall be completed by the person or corporate officers submitting the bid. Said owner's list must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.
- (12) All bids shall be accompanied by the appropriate form relative to mandatory equal employment opportunity.
- (13) Bidders are required to comply with the applicable statutory requirements and regulations adopted pursuant thereto, including but not limited to P.L. 1975, Ch. 127; P.L. 1977, Ch. 33; P.L. 1963, Ch. 150; and P.L. 1933, Ch. 277, including all amendments thereto.
- (14) No bidder may withdraw their proposal for a period of 60 days after the opening of bids; all proposals being binding upon all bidders for said 60-day period.

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 20th day of December 2021.



 Douglas A. Wolfe / District Clerk

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