

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 18, 2022*** ***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. December 20, 2021 Regular 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. Special Election Results
 - 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 2022 Budget
 - F. Resolution #22-01, Adoption of 2022 Budget
 - G. Items Timely and Important
- 9. Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	111.47
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	245.84
<i>D</i>	PSE&G Co.	2,579.90
<i>E</i>	Verizon	345.00
<i>F</i>	Ready Refresh	61.43
<i>G</i>	Preferred Batteries	30.69
<i>H</i>	Monmouth Junction Vol. Fire Department	149.90
<i>I</i>	Tasc Fire Apparatus Inc.	148.20
<i>J</i>	Allied 100 LLC	514.39
<i>K</i>	VFIS	4,182.00
<i>L</i>	New Jersey Motor Vehicle Commission	150.00
<i>M</i>	Continental Fire & Safety	1,589.66
<i>N</i>	Witmer Public Safety Group	125.98
<i>O</i>	McMaster-Carr	77.78
<i>P</i>	VFIS	20,388.77
<i>Q</i>	Eckert Fire Tactics LLC	750.00
<i>R</i>	Scott Smith	45.00
<i>S</i>	Travelers – RMD	6,560.00
<i>T</i>	Municipal Emergency Svcs	346.77
<i>U</i>	Skylands Area Fire Equipment & Training LLC	355.84
<i>V</i>	OK Enterprises, LLC	200.00
<i>W</i>	Janice Rivera	70.00
<i>X</i>	K.C. Service	14.00
<i>Y</i>	Fire and Safety Services, LTD	885.73
<i>Z</i>	<i>Scott SMITH</i>	<i>86.06</i>
<i>AA</i>	<i>Richard M. Braslow, Esq.</i>	<i>1,092.00</i>

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 18, 2022

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 20, 2021 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the December 20, 2021 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 2021 and 2021 Year End activity reports (see attached).

Chief Smith reported that the township fire chiefs completed a revision at the end of last year to several policies within the Standard Operating Guidelines, which are being issued to all firefighters.

Chief Smith reported that the fire department will be starting the annual mandatory refresher training this month, with at least the first drill being held virtually.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2022 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2022 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on December 31st in the amount of \$259,131.22 for two checks that were received; the first check was from South Brunswick Township in the amount of \$259,000.00 for fourth quarter taxation; the second check was from the United States Treasury in the amount of \$131.22 for filing of the 990-T forms.

Comm. Young reported that he emailed information to the auditor concerning the 1099-MISC forms for 2021.

Comm. Young reported that he distributed a financial report to the Commissioner's mailboxes this afternoon with 2021 financials through tonight's meeting.

Comm. Young reported that the public hearing on the 2022 budget will be held later in the meeting under New Business.

Comm. Young reported that he spoke with representatives from PNC Bank and interest will no longer be withheld, eliminating the need to file the 990-T forms with the IRS going forward.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on New Aerial Timeline & Financing

Coordinator Smith reported that with the approval of the ballot question from the special election last month, Attorney Richard Braslow finished the bid spec package for the financing of the purchase for the new aerial. The bid period opened on Monday January 17th and closes with the bid opening at 11 AM on Thursday January 27th. Coordinator Smith further reported that the Commissioners can pass a motion tonight to hold a special meeting to award the financing bid.

Comm. Young reported that the special election gave the Board approval to spend up to \$1.95 million on the new aerial. Comm. Young further reported that the anticipated cost of the truck should be closer to \$1.7 million, with the Board utilizing \$1.1 million in reserve capital funds and financing \$650,000.

8. NEW BUSINESS

A. Special Election Results

Coordinator Smith reported the final results of the special election, with 668 'yes' votes and 76 'no' votes for the ballot question.

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 \$4,182.00 for the period February 1, 2022 to February 1, 2023. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Smith made a motion to renew the Accident & Sickness policy with VFIS at a cost of \$4,182.00, 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 \$40,534.77 for the period February 1, 2022 to February 1, 2023. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$20,388.77. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Smith made a motion to renew the Portfolio policy with VFIS at a cost of \$40,534.77, 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, 2022 to February 1, 2023, which included an invoice in the amount of \$6,560.00. 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 Workers Compensation coverage with Travelers at a cost of \$6,560.00, seconded by Comm. Wolfe.

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

E. Public Hearing on 2022 Budget

Comm. Young presented a summary of the 2022 budget. Total appropriations amount to \$1,232,873, an increase of \$32,205 from the 2021 adopted budget. The amount to be raised by taxation is \$1,056,000, with utilization of \$12,000 in fund balance, and \$5,630 in other revenues. The amount to be raised by taxation is an increase of \$20,000 from the 2021 adopted budget and is Cap compliant. The 2022 tax rate is anticipated to remain at 0.043 per hundred, which is the same as the realized tax rate in 2021 and less than the 0.044 per hundred that was budgeted for in 2021 due to an increase in ratables.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2022 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. Wolfe. By a voice vote all voted in affirmative.

F. Resolution #22-01, Adoption of 2022 Budget

Comm. Smith made a motion to approve Resolution #22-01, 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. Smith made a motion to hold a special meeting at 7 PM on Wednesday February 2nd to review and award the financing bid for the new aerial, seconded by Comm. Wolfe.

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 two additional items: Item Z to Scott Smith in the amount of \$86.06; and Item AA to Richard M. Braslow, Esq. in the amount of \$1,092.00.

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

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 7:30 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2021

INCIDENT RUNS

- 2 Structure Fires
- 1 Vehicle Fires
 - Dumpster/Compactor/Trash/Refuse Fires
 - Trees, Brush, Grass, Mulch Fires
- 1 Fires, Other
- 1 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
- 2 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
- 2 Hazardous Condition
- 1 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
 - Assist Police / EMS / Landing Zone / Missing Person
 - Stand-By / Cover Assignment
 - Dispatched & Cancelled En Route
- 7 Smoke Scare / Odor Removal / Problem
- 12 System Malfunctions
- 14 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

48 Total Runs for 196.72 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
- 2 Work Night
 - Work Detail
 - Drills
- 1 Training Sessions
 - Parade/Wetdown
- 1 Public Relations
 - Stand-by Assignment (Non-Incident)
- 2 Viewing/Funeral

265.22 Man-Hours

Total Man-Hours for the Month: 461.94

Fire Safety:

Referrals Sent – 7

Responded to Scene – 19

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year End 2021

INCIDENT RUNS

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

597 Total Runs for 2,371.57 Man-Hours

DEPARTMENT ACTIVITIES

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

2,398.11 Man-Hours

Total Man-Hours for the Year: 4,769.68

Fire Safety:

Referrals Sent – 101

Responded to Scene – 194

Fire District Coordinator's Report
January 18, 2022

- A mechanic from Fire & Safety Services was on site over the course of several days starting on 12-28-2021 to finish the repairs to Engine 204 for deficiencies noted during the annual inspection last year. The mechanic also diagnosed and made repairs to an electrical issue on Tower 201.
- Miklos Tree Service was at Station 20 on 1-5-2022 to remove numerous dead and dying trees around the site.
- A tech from Think GIS was on site on 1-17-2022 to update the software and satellite images for the Think Map program on several of the station and vehicle computers. The tech is scheduled to return later this week to finish the updates on the remaining computers.

Insurance:

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

2022 ADOPTED BUDGET RESOLUTION

South Brunswick Township FD No. 2

FISCAL YEAR: January 1, 2022 to December 31, 2022

WHEREAS, the Annual Budget for the South Brunswick Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 18, 2022; 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 \$1,232,873.00 which includes amount to be raised by taxation of \$1,056,000.00, and Total Appropriations of \$1,232,873.00; 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 18, 2022 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,232,873.00, which includes amount to be raised by taxation of \$1,056,000.00, and Total Appropriations of \$1,232,873.00; 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@sbfd2.com

(Secretary's Signature)

1/18/2022

(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			