

# 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*** ***December 19, 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 2022.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. October 17, 2022 Closed Session
  - B. November 21, 2022 Regular Meeting
  - C. December 5, 2022 Special Meeting
- 6. Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
- 7. Old Business***
  - A. Discussion on Fire Safety Bureau & Firefighter Manpower
  - B. Discussion on American Rescue Plan Firefighter Grant
- 8. New Business***
  - A. Discussion on Chief's Request for Operations Items
  - B. Discussion on VFIS Group Term Life Insurance Policy Renewal
  - C. Final Presentation/Discussion on 2023 Budget
  - D. Resolution #22-29, Approval of 2023 Budget
  - E. Resolution #22-31, Adoption of Temporary Budget for 2023
  - F. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	133.81
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	242.48
<b>D</b>	PSE&G Co.	1,983.99
<b>E</b>	Verizon	344.38
<b>F</b>	Ready Refresh	75.92
<b>G</b>	Alan Landscaping, LLC	1,553.75
<b>H</b>	Alan Landscaping, LLC	1,855.00
<b>I</b>	Alan Landscaping, LLC	3,570.00
<b>J</b>	Municipal Emergency Services, Inc.	250.00
<b>K</b>	Municipal Emergency Services, Inc.	1,175.00
<b>L</b>	Empire Fitness Services, Inc.	367.50
<b>M</b>	Cummins Sales and Service	1,719.72
<b>N</b>	Scott Smith	249.95
<b>O</b>	South Brunswick Township Water & Sewer Revenue	1,413.91
<b>P</b>	WTH Technology, Inc.	619.09
<b>Q</b>	OK Enterprises, LLC	1,500.00
<b>R</b>	Emergency Services Marketing Corp., Inc.	735.00
<b>S</b>	Middlesex County Fire Academy	126.00
<b>T</b>	Air & Gas Technologies	630.00
<b>U</b>	ESO Solutions, Inc.	3,442.22
<b>V</b>	Approved Fire Protection Company	262.74
<b>W</b>	GSB	1,455.23
<b>X</b>	Fire and Safety Services, LTD	1,800.00
<b>Y</b>	Fire and Safety Services, LTD	3,800.00
<b>Z</b>	TLP Climate Control Systems, Inc.	350.00
<b>AA</b>	Monmouth Junction Vol. Fire Department	115.15
<b>AB</b>	<i>TASC FIRE ARMAMTUS, INC.</i>	<i>575.00</i>
<b>AC</b>	<i>MUNICIPAL EMERGENCY SERVICES, INC.</i>	<i>1,020.00</i>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
December 19, 2022

**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 17, 2022 Closed Session**

Comm. Smith made a motion to approve the minutes of the October 17, 2022 closed session, seconded by Comm. Young.

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

**B. November 21, 2022 Regular Meeting**

Comm. Smith made a motion to approve the minutes of the November 21, 2022 regular meeting, seconded by Comm. Young.

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

**C. December 5, 2022 Special Meeting**

Comm. Smith made a motion to approve the minutes of the December 5, 2022 special meeting, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - abstain, 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 2022 activity report (see attached).

Chief Smith reported that the Fire Department held the annual Santa Cade event around the district on December 10<sup>th</sup>.

Chief Smith reported that junior firefighter Kyle Wert has turned 18 years of age and is now a probationary firefighter.

Chief Smith reported that the Fire Department held their annual elections earlier in the month with all line officer positions remaining the same for 2023.

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 2022 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

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

**D. Treasurer's Report**

Comm. Young reported that there were no deposits since the last meeting.

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 Fire Safety Bureau & Firefighter Manpower**

Coordinator Smith reported that he spoke with Deputy Fire Official Josh Kamen last week, who reported that he is waiting to hear back from the State Division of Pensions for clarification on the use of the inspectors as firefighters.

**B. Discussion on American Rescue Plan Firefighter Grant**

Coordinator Smith reported that a formal letter was received via email on December 5<sup>th</sup> from the DCA informing the district that we were awarded a grant in the amount of \$27,000.00. Coordinator Smith further reported that the grant agreement documentation and instructions should be received shortly. Comm. Young reported that the grant award will be applied to the 2023 budget, at a total amount of \$30,000.00 consisting of \$27,000.00 in grant funds and a 10% match by the district in the amount of \$3,000.00. Due to the reduced amount of the grant award from what was requested, Coordinator Smith recommended the purchase of 6 sets of turnout gear, 6 structural firefighting helmets, and 10 Nomex hoods at a cost not to exceed \$30,000.00.

Comm. Smith made a motion to approve the purchase of 6 sets of turnout gear, 6 structural firefighting helmets, and 10 Nomex hoods out of the 2023 budget at a cost not to exceed \$30,000.00, seconded by Comm. Wolfe.

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

## **8. NEW BUSINESS**

### **A. Discussion on Chief's Request for Operations Items**

Chief Smith submitted a list of equipment and supplies to purchase at a cost of \$4,108.00.

Comm. Young made a motion to approve the purchase of the Chief's request for equipment and supplies at a cost of \$4,108.00, seconded by Comm. Wolfe.

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

### **B. Discussion on VFIS Group Term Life Insurance Policy Renewal**

Coordinator Smith reported he received the 2023 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,081.48, which is a decrease of \$451.82 from the 2022 policy cost. Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Smith made a motion to renew the Group Term Life Insurance policy with VFIS at a total cost of \$7,081.48, seconded by Comm. Young.

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

### **C. Final Presentation/Discussion on 2023 Budget**

Comm. Young distributed copies of the proposed 2023 budget and supporting documentation package to the Commissioners. Comm. Young reported that the total appropriations for 2023 is \$2,396,423, an increase of approximately \$1,163,370 from the 2022 budget. The total appropriations represent an increase of 94.4% from the 2022 budget, and is primarily due to a \$1,100,000 capital appropriation for the new tower ladder. The amount to be raised by taxation is \$1,081,430, an increase of \$25,430 from 2022. The amount to be raised by taxation is 2.4% higher than 2022 and is cap compliant. The tax rate for 2022 is budgeted at .043 per hundred, which is the same as the budgeted rate in 2022 and .001 higher than the 2022 realized rate. Comm. Young reported that with the approval of Resolution #22-29, the budget documentation can be sent electronically to the Department of Community Affairs and posted on the fire district website. Comm. Young reported that there will be a public hearing and formal adoption of the budget at the January 2023 regular meeting.

### **D. Resolution #22-29, Approval of 2023 Budget**

Comm. Smith made a motion to approve Resolution #22-29, seconded by Comm Wolfe.

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

### **E. Resolution #22-31, Adoption of Temporary Budget for 2023**

Comm. Smith made a motion to approve Resolution #22-31, 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. Wolfe made a motion to approve Resolution #22-32, Authorizing the Transfer of Funds Relative to the 2022 Budget, seconded by Comm Smith.

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

Coordinator Smith reported that he received a quote from Bunker Hill Tree Service to remove three trees from the Station 20 property that have fallen or are leaning around the site.

Comm. Smith made a motion to approve the tree removal by Bunker Hill Tree Service at a cost of \$1,200.00, 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 AB to Tasc Fire Apparatus, Inc. in the amount of \$575.00; and Item AC to Municipal Emergency Services, Inc. in the amount of \$1,020.00.

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 7:42 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
November 2022

**INCIDENT RUNS**

- 1 Structure Fires
- 1 Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 1 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
- Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 7 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
- 3 Dispatched & Cancelled En Route
- 2 Smoke Scare / Odor Removal / Problem
- 19 System Malfunctions
- 11 Unintentional System / Detector Operation
- False Calls / Good Intent
- Other

**48 Total Runs for 172.20 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
- Work Night
- 1 Work Detail
- 2 Drills
- 4 Training Sessions
- Parade/Wetdown
- Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

**125.66 Man-Hours**

**Total Man-Hours for the Month: 297.86**

**Fire Safety:**

*Referrals Sent – 11*

*Responded to Scene – 20*

## Fire District Coordinator's Report December 19<sup>th</sup>, 2022

- Air & Gas Technologies was at Station 21 on 11-29-2022 to perform the 6-month preventive maintenance on the Bauer breathing air compressor.
- We completed the fire safety presentations for the kindergarten & 1<sup>st</sup> grade classes at the elementary schools in our district with (2) presentations at Brooks Crossing School on 11-29-2022.
- Approved Fire Protection was at Station 20 on 11-30-2022 to perform the 6-month inspection on the kitchen hood fire suppression system.
- Empire Fitness Services was at Station 20 on 11-30-2022 to perform the annual service on the weight room equipment.
- A tech from TLP Climate Control Systems was at Station 20 on 12-16-2022 to perform the regular preventive maintenance on the HVAC systems.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-16-2022. No violations were noted during the inspection.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection today at both stations.
- I am continuing to work on the transition from Firehouse Software to ESO. Have been in frequent contact with ESO's Implementation Coordinator, and am working on the importing of our data as well as the administrator & end user training. Holding off on the purchase of the asset management (inventory) portion of the program as ESO works on a significant change, which should be completed early next year. Hoping to have transition to ESO completed by the end of the month, but probably looking at sometime in early January.

### **Insurance:**

- As approved by the Board last month, the Fire Dept. membership was informed at their regular meeting earlier this month of the increase to the weekly income benefit under the VFIS Accident & Sickness policy from \$1,000 to \$2,000.
- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.



# 2023 FIRE DISTRICT BUDGET RESOLUTION

## South Brunswick Township FD No. 2

**FISCAL YEAR: January 1, 2023 to December 31, 2023**

WHEREAS, the Annual Budget for South Brunswick Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 19, 2022; and

WHEREAS, the budget as introduced 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 introduced reflects Total Revenues of \$2,396,243.00 which includes an amount to be raised by taxation of \$1,081,430.00 and Total Appropriations of \$2,396,243.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 19, 2022 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 17, 2023.

dwolfe@sbfd2.com

(Secretary's Signature)

12/19/2022  
(Date)

### Board of Commissioners Recorded Vote

Member	Ave	Nav	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 22-31

Adoption of Temporary Budget for 2023

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, 2023, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 18, 2023;

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 19, 2022.

  
\_\_\_\_\_  
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 #22-32

Authorizing the Transfer of Funds Relative to the 2022 Budget

In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 19<sup>th</sup> day of December, 2022 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers be made as follows:

<u>Acct. #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
O-4	Maintenance	\$80,000.00	\$78,500.00
O-7	Training & Education	\$9,000.00	\$9,500.00
O-8	Uniforms (Turnout Gear)	\$25,000.00	\$26,000.00

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 19<sup>th</sup> day of December 2022.

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

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