

# 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 17, 2023*** ***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. December 19, 2022 Regular 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. LOSAP Certification for 2022
  - 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 2023 Budget
  - F. Resolution #23-01, Adoption of 2023 Budget
  - G. Resolution #23-02, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services
  - H. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	134.64
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.32
<b><i>D</i></b>	PSE&G Co.	3,537.95
<b><i>E</i></b>	Verizon	362.92
<b><i>F</i></b>	Ready Refresh	133.86
<b><i>G</i></b>	Fire-Dex, GW LLC	360.00
<b><i>H</i></b>	Travelers – RMD	6,665.00
<b><i>I</i></b>	W.B. Mason Co., Inc.	188.31
<b><i>J</i></b>	Bunker Hill Tree Service	1,200.00
<b><i>K</i></b>	TLP Climate Control Systems, Inc.	663.00
<b><i>L</i></b>	Preferred Batteries	42.18
<b><i>M</i></b>	Preferred Batteries	27.49
<b><i>N</i></b>	Clarion Events, Inc.	128.00
<b><i>O</i></b>	New Jersey Motor Vehicle Commission	150.00
<b><i>P</i></b>	New Pig Corporation	195.34
<b><i>Q</i></b>	Access Compliance, LLC	463.00
<b><i>R</i></b>	AED Superstore	371.78
<b><i>S</i></b>	United Communications Corp.	581.64
<b><i>T</i></b>	Monmouth Junction Vol. Fire Department	1,190.70
<b><i>U</i></b>	Monmouth Junction Vol. Fire Department	149.90
<b><i>V</i></b>	Firstline Locksmith, LLC	285.00
<b><i>W</i></b>	VFIS	5,012.00
<b><i>X</i></b>	Witmer Public Safety Group Inc.	225.37
<b><i>Y</i></b>	CMF Business Supplies, Inc.	619.75

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
January 17, 2023

APPROVED

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Comm. Smith at 7:00 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Comm. Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

Comm. Smith reported that Comm. Kazanski & Chairman Spahr were participating in the meeting via telephone conference call and the Zoom web-based conference call platform respectively.

**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 19, 2022 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the December 19, 2022 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 2022 & 2022-year end activity reports (see attached).

Chief Smith reported that he held a line officer's meeting at the beginning of the month to discuss goals for the year.

Chief Smith reported that he will be attending a meeting tomorrow morning to discuss the township radio and paging systems, which will also be attended by representatives from the other township fire departments, the police department, and the Data Processing office.

Chief Smith reported that junior firefighter Zi'yanah Baker has turned 18 years of age and is now a probationary firefighter.

Chief Smith reported that the department will be starting annual mandatory refresher training and face-mask fit-testing this month.

Chief Smith reported that the township fire chiefs completed revisions and additions to the Standard Operating Guidelines, which will be issued to all firefighters and reviewed at an upcoming drill.

#### **B. District Coordinator's Report**

Coordinator Scott Smith reviewed the January 2023 Coordinator's Report (see attached).

#### **C. Insurance Chairman's Report**

Coordinator Smith reviewed the January 2023 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 21<sup>st</sup> in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire station for the general election. The second deposit was made on December 30<sup>th</sup> in the amount of \$268,320.00 for two separate checks from South Brunswick Township; the first check was in the amount of \$264,000.00 for 4<sup>th</sup> quarter taxation; the second check was in the amount of \$4,320.00 for the Supplemental Fire Services Grant.

Comm. Young reported that the auditor is working on the 1099-MISC forms, which should be issued by the end of the month.

Comm. Young reported that he distributed a financial report to the Commissioner's mailboxes this afternoon with 2022 financials through tonight's meeting.

Comm. Young reported that he received an email from the auditors advising that the fee for the 2022 audit has increased from \$7,500 to \$11,000. Comm. Young further reported that he has inquired if there would be a decrease in cost should the on-site visit be eliminated and is waiting on a reply. Comm. Young reported that he will most likely look to solicit quotes for the 2023 audit.

Comm. Young reported that the public hearing on the 2023 budget will be held later in the meeting under New Business.

#### **E. Legislative Report**

Chief Smith reported that there is proposed legislation currently in the State Assembly which would create a constitutional amendment allowing municipalities to provide property tax credit for volunteer firefighters and first aid squad members.

Comm. Young reported that the meeting minutes of the State Association of Fire Districts have not be mailed and are not posted on the Association website.

## **7. OLD BUSINESS**

### **A. Discussion on Fire Safety Bureau & Firefighter Manpower**

There was no new information to discuss on this topic.

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

Coordinator Smith reported that the formal grant/loan agreement and terms & conditions were received on January 9<sup>th</sup>. Coordinator Smith further reported that the Board has 90 days to submit electronically either our acceptance or declination of the grant.

Comm. Young made a motion to authorize Chairman Spahr to submit acceptance of the American Rescue Plan Firefighter Grant, 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. LOSAP Certification for 2022**

Comm. Smith reported that the 2022 LOSAP certification letter was received from the Fire Chief on January 2<sup>nd</sup> and has been posted. A total of 20 firefighters qualified for LOSAP last year, with an award amount of \$1,804.00 per firefighter for a total cost of \$36,080.00.

Comm. Smith reported that a Local Finance Notice was received from the DCA documenting the increase for the 2023 LOSAP award, and a resolution will be discussed at an upcoming meeting to increase the amount.

### **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 \$5,012.00 for the period February 1, 2023 to February 1, 2024. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Young made a motion to renew the Accident & Sickness policy with VFIS at a cost of \$5,012.00, 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 the policy renewal has not yet been issued by VFIS.

Comm. Wolfe made a motion to table the discussion on the renewal of the VFIS portfolio policy until the next meeting, seconded by Comm. Young.

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, 2023 to February 1, 2024, which included an invoice in the amount of \$6,665.00. 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. Wolfe made a motion to renew the Workers Compensation coverage with Travelers, seconded by Comm. Young.

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

#### **E. Public Hearing on 2023 Budget**

Comm. Young reported that he uploaded the 2023 budget data to the DCA's FAST portal on December 20<sup>th</sup>. Comm. Young further reported that he was contacted by an examiner at the DCA who requested additional information. The information was provided with no change in budget figures, and notification was received on December 12<sup>th</sup> to proceed with the public hearing.

Comm. Young presented a summary of the 2023 budget. Total appropriations amount to \$2,396,423, an increase of approximately \$1,163,370 from the 2022 budget. 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. Wolfe made a motion to open the meeting to the public for discussion on the 2023 budget, seconded by Comm. Young. By a voice vote all voted in affirmative.

As there were no questions from the public, Comm. Young made a motion to close the public portion, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

#### **F. Resolution #23-01, Adoption of 2023 Budget**

Comm. Young made a motion to approve Resolution #23-01, seconded by Comm. Wolfe.

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

#### **G. Resolution #23-02, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Services**

Comm. Young made a motion to approve Resolution #23-02, seconded by Comm. Wolfe.

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

#### **H. Items Timely and Important**

Coordinator Smith reported that an email was received today from the County Clerk's office regarding the annual fire district election to be held on February 18<sup>th</sup>. The County is handling the majority of the requirements of the election as they have the last several years, and Coordinator Smith will be submitting the requested information to the County.

**9. VOUCHER LIST**

Comm. Young 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:41 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
December 2022

**INCIDENT RUNS**

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

**76 Total Runs for 303.33 Man-Hours**

**DEPARTMENT ACTIVITIES**

2 Board of Fire Commissioners Meeting  
Chief's Meeting  
1 Line Officer's Meeting  
1 Regular Department Monthly Meeting  
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)  
Viewing/Funeral

**182.60 Man-Hours**

**Total Man-Hours for the Month: 485.93**

**Fire Safety:**

*Referrals Sent – 21*

*Responded to Scene – 23*



Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
Year End 2022

**INCIDENT RUNS**

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

**631 Total Runs for 2,346.13 Man-Hours**

**DEPARTMENT ACTIVITIES**

15	Board of Fire Commissioners Meeting
5	Chief's Meeting
4	Line Officer's Meeting
12	Regular Department Monthly Meeting
5	Relief Association Meeting
0	OEM Meeting
1	Meetings, Committee Function, Other
12	Work Night
4	Work Detail
25	Drills
42	Training Sessions
3	Parade/Wetdown
11	Public Relations
4	Stand-by Assignment (Non-Incident)
4	Viewing/Funeral

**2,424.13 Man-Hours**

**Total Man-Hours for the Year: 4,770.26**

**Fire Safety:**

*Referrals Sent – 141*

*Responded to Scene – 217*

## Fire District Coordinator's Report January 17, 2023

- Bunker Hill Tree Service was at Station 20 on 12-22-2022 to remove several trees around the site that had fallen over or were leaning, and also trim several trees around the parking lot.
- A locksmith from Firstline Locksmith was at Station 20 on 12-22-2022 to make repairs to an electronic combination lock on a man door. The mechanism was cleaned and re-assembled. The lockset is older and showing signs of wear. We will keep an eye on it for now and may need to replace at some point in the future.
- Cummins Power Systems was at Station 21 on 12-29-2022 to replace the block heater on the emergency generator.
- A total of 54 of our SCBA cylinders are due for their 5-year hydrostatic testing in the first quarter of 2023. The first batch of 7 were taken by MES on 1-6-2023.
- Our Part-Time/Summer Intern, Pedro Sanchez', last day of work for 2022 was on 12-29-2022. He worked a total of 424 hours.
- We are continuing our switch to the ESO software program. We have completed the required training, and started entering NFIRS and activity records on 1/9/2023. We are working with ESO's staff on the migration of our data from Firehouse Software.

### **Insurance:**

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

# 2023 ADOPTED BUDGET RESOLUTION

## South Brunswick Township FD No. 2

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

WHEREAS, the Annual Budget for the 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 for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 17, 2023; 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 \$2,396,243.00 which includes amount to be raised by taxation of \$1,081,430.00, and Total Appropriations of \$2,396,243.00; 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 17, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$2,396,243.00, which includes amount to be raised by taxation of \$1,081,430.00, and Total Appropriations of \$2,396,243.00; 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.

\_\_\_\_\_  
Douglas A. Wolfe  
(Secretary's Signature)

\_\_\_\_\_  
1/17/2023  
(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

Resolution #23-02

Authorizing Renewal of an Inter-Local Services Agreement  
 with the Township of South Brunswick for Payroll Services

WHEREAS, the Board of Fire Commissioners of Fire District No. 2 is desirous to have the Township of South Brunswick process the payroll of the Board of Fire Commissioners of Fire District No. 2 for the Fire District's full-time and/or part-time and/or retired employees; and

WHEREAS, the Township has provided these services in the past pursuant to a written Inter-Local Services Agreement between the Board of Fire Commissioners and the Township; and

WHEREAS, the Board of Fire Commissioners desire to continue those services pursuant to an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which is on file with the Clerk of the Board of Fire Commissioners.

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) The Board of Fire Commissioners hereby authorize the Chairman and the Clerk to execute an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which will be kept on file with the Clerk of the Board of Fire Commissioners.
- (2) This contract shall take effect upon the adoption of the appropriate resolutions by both parties to the agreement.

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 17<sup>th</sup> day of January 2023.

  
 Douglas A. Wolfe / District Clerk

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