

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 ***May 15, 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 2023.
3. ***Roll Call***
4. ***Public Comment***
5. ***Approval of Minutes***
 - A. April 17, 2023 Regular Meeting
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Discussion on Paging System Replacement
 - B. Discussion on Capital Equipment Replacement Schedule
8. ***New Business***
 - A. Discussion on Chief's Request for Operations Items
 - B. Discussion on 2022 Audit Report
 - C. Resolution #23-17, Acceptance of Audit Report for the Year 2022
 - D. Items Timely and Important
9. ***Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	151.94
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	PSE&G Co.	1,485.49
<i>D</i>	Verizon	352.95
<i>E</i>	Ready Refresh	405.84
<i>F</i>	Marin Landscaping LLC	668.75
<i>G</i>	Malouf Ford Lincoln	789.59
<i>H</i>	Monmouth Junction Vol. Fire Department	215.90
<i>I</i>	Monmouth Junction Vol. Fire Department	715.97
<i>J</i>	Witmer Public Safety Group, Inc.	339.99
<i>K</i>	Witmer Public Safety Group, Inc.	13.28
<i>L</i>	Fire and Safety Services, LTD	8,066.59
<i>M</i>	Continental Fire & Safety	15,996.00
<i>N</i>	Continental Fire & Safety	26,394.00
<i>O</i>	Continental Fire & Safety	182.85
<i>P</i>	Municipal Emergency Services, Inc.	1,020.00
<i>Q</i>	Clearview Washing, LLC	1,349.00
<i>R</i>	Antczak's Complete Service Co., LLC	698.00
<i>S</i>	Thomson Reuters – West	300.00
<i>T</i>	Somerset County Emergency Services Training Academy	95.00
<i>U</i>	Middlesex County Treasurer	871.83
<i>V</i>	Circle Automotive Inc.	150.00
<i>W</i>	Electronic Measurement Labs, Inc.	1,670.56
<i>X</i>	<i>HFA</i>	<i>1,500.00</i>
<i>Y</i>	<i>FIRE DEX, GW LLC</i>	<i>787.75</i>

APPROVED

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 15, 2023

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. April 17, 2023 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the April 17, 2023 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 April 2023 activity report (see attached).

Chief Smith reported that the Fire Department stood-by at the High School during the landing of a Coast Guard helicopter as part of a presentation on April 26th.

Chief Smith reported that the Fire Department participated in a joint recruitment effort at the High School with the other township fire departments the evening of April 26th.

Chief Smith reported that the Fire Department held their annual dinner on May 6th. The Kendall Park Fire Company had a crew on stand-by during the event.

Chief Smith reported that the first meeting of the truck committee for the new engine was held earlier this month.

Chief Smith reported that Junior Firefighter Nish Shah turned 18 earlier this month and is now a probationary firefighter. Chief Smith also reported that the Department has a new junior firefighter, Yussef Ibrahim.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

There was no insurance information to discuss.

D. Treasurer's Report

Comm. Young reported that there were two deposits made since the last meeting. The first deposit was made on April 30th from South Brunswick Township Fire District #3 in the amount of \$44.99 for reimbursement of ID card maker supplies. The second deposit was made on May 10th from South Brunswick Township in the amount of \$264,000.00 for first quarter taxation. Comm. Young reported that the Township is still waiting on information from the State regarding the fire district election, and that the check was issued based on the 2022 tax rate.

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

Comm. Young reported that the draft audit report was received on April 25th and that the audit contains no findings or recommended corrective actions. Comm. Young further reported that the final report was received on May 11th and was forwarded to all of the Commissioners for review. The report will be discussed further under New Business.

E. Legislative Report

Comm. Young mentioned that the State Association of Fire Districts last met in March, but the minutes have not yet been posted to their website. The next meeting will be held in June.

7. OLD BUSINESS

A. Discussion on Paging System Replacement

Comm. Smith reported that he, Comm. Wolfe and Chief Smith met with the Township Mayor, Manager, Police Chief, and Police Dept. Liaison on May 9th to discuss the paging system replacement. Comm. Smith reported that the Mayor was very receptive and gave a verbal commitment to purchase the replacement pagers for the township fire departments and first aid squads. Comm. Smith also reported that the Mayor and Manager were in favor of funding the installation of traffic signal preemption equipment as part of the re-design of the Route 130/Route 522 intersection. Comm. Smith will follow-up with the Township Manager in the next month regarding this matter.

B. Discussion on Capital Equipment Replacement Schedule

There was nothing to discuss on the topic this month.

8. NEW BUSINESS

A. Discussion on Chief's Request for Operations Items

Chief Smith requested approval to purchase mounting brackets for the Hurst battery-powered rescue tools kept on the front-line engines at a cost not to exceed \$2,000.00.

Comm. Young made a motion to approve the purchase of the mounting brackets at a cost not to exceed \$2,000.00, seconded by Comm. Smith.

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

B. Discussion on 2022 Audit Report

Comm. Young reported that the final audit report has been received and that there were no findings. Comm. Young further reported that the Board can pass a resolution accepting the audit report, and that all of the Commissioners will need to sign an affidavit certifying that everyone has reviewed the audit. Copies of the resolution and the affidavit will be sent to the DCA via the FAST portal, an audit synopsis will be published twice in the newspaper, and the audit report will be posted on the fire district website.

C. Resolution #23-17, Acceptance of Audit Report for the Year 2022

Comm. Smith made a motion to approve Resolution #23-17, seconded by Comm. Wolfe.

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

D. Items Timely and Important

Chief Smith reported that he received an email from Kingston Fire Chief John Luck on May 14th, requesting a meeting with all three township fire chiefs and representatives from all three Boards of Fire Commissioners to discuss daytime firefighter manpower and shared services. After a discussion, all Board members were in favor of the meeting and Chief Smith will contact Chief Luck to schedule.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items: Item X to HFA in the amount of \$1,500.00; Item Y to Fire Dex, GW LLC in the amount of \$787.75.

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. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:52 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2023

INCIDENT RUNS

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

36 Total Runs for 226.63 Man-Hours

DEPARTMENT ACTIVITIES

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

135.92 Man-Hours

Total Man-Hours for the Month: 362.55

Fire Safety:

Referrals Sent – 4

Responded to Scene – 10

Fire District Coordinator's Report May 15, 2023

- Clearview Window Washing was at Station 20 on 4-20-2023 to clean the window blinds and the windows inside and out.
- Tower 201 went to Fire & Safety Services on 4-20-2023 to address several needed repairs that were identified during the annual service performed last year. The repairs were made and the truck was back in service the following day.
- Roth Bros. was at Station 20 on 4-22-2023 to perform the annual roof preventive maintenance.
- Antczak's Complete Service performed the carpet cleaning at both stations on 4-28-2023.
- Mar-Nic General Contractors was at Station 21 on 4-28-2023 to make several repairs to the chain link fence around the property. There was no charge for the work.
- A rep from the US Dept. of Agriculture placed (4) insect traps around the Station 20 site on 5-5-2023 to monitor for potential foreign pests that may be of concern for natural resources or agricultural commodities. The traps will be checked every (2) weeks and will be removed from the site in September.
- Engine 206 was taken to the Fire & Safety Services shop in South Plainfield on 5-8-2023 to address several needed repairs identified during the annual service performed last year.
- Brush 202 was taken to Malouf Ford in North Brunswick on 5-8-2023 to address an electrical issue. The fuel pump driver module & the 12-volt battery were replaced and the truck was back on 5-11-2023.
- Trugreen performed the second of three lawn treatments at both stations on 5-8-2023.
- Cummins Power Systems performed the 6-month preventive maintenance on the standby generators at both stations on 5-12-2023.
- All of the PPE ordered as part of the American Rescue Plan Firefighter grant has been received. I will be submitting the reimbursement paperwork via the online portal. On a related note, Governor Murphy announced on 5-2-2023 that he included an additional \$10 million towards the grant program in the fiscal year 2024 proposed state budget.

Insurance:

- There are no insurance items to report.

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

RESOLUTION #23-17

Acceptance of Audit Report for Year 2022

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2022 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON MAY 15, 2023.

Douglas A. Wolfe
Douglas A. Wolfe, District Clerk

5-15-2023
(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young, Jr.

Douglas Wolfe

Thomas Kazanski

Charles Spahr
Charles M. Smith
Thomas A. Young, Jr.
Douglas Wolfe
Thomas Kazanski

Sworn to and subscribed before me this
15th day of MAY 2023

Scott D. Smith

Notary Public of New Jersey



COMMISSION #50063018