

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
November 20, 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. October 16, 2023 Regular Meeting
 - B. October 16, 2023 Executive Session
6. ***Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. ***Old Business***
 - A. Discussion on Firefighter Manpower
8. ***New Business***
 - A. Discussion on Deputy Fire District Coordinator Contract
 - B. Resolution #23-28, Authorizing Application to Fiscal Year 2024 American Rescue Plan Firefighter Grant
 - C. Resolution #23-29, Authorizing Budget Transfer of Funds Relative to 2023 Budget
 - D. Discussion/Approval of Engagement Letter for 2023 Audit with HFA
 - E. Discussion on Special Capital Meeting
 - F. Discussion on Purchase of New Computer Server
 - G. 2024 Budget/5-Year Plan Discussion
 - H. Items Timely and Important
9. ***Voucher List***

(See Attached)
10. ***Public Comment***
11. ***Executive Session Resolution***
 - A. Resolution #23-30, Authorizing a Closed Session at the November 20, 2023 Regular Meeting

12. Executive Session

- A. Contractual Negotiations
- B. Personnel Matters

13. Adjournment

Voucher List

A	Republic Services #689	153.24
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.62
D	PSE&G Co.	1,350.17
E	Verizon	356.00
F	Ready Refresh	92.90
G	Marin Landscaping LLC	2,168.75
H	Monmouth Junction Vol. Fire Department	2,728.33
I	Monmouth Junction Vol. Fire Department	11,949.55
J	Preferred Batteries	38.85
K	Preferred Batteries	43.35
L	Empire Fitness Services, Inc.	388.90
M	Richard M. Braslow, Esq.	325.00
N	Municipal Emergency Services, Inc.	1,691.10
O	Municipal Emergency Services, Inc.	983.00
P	Direct Machinery Sales, Service & Parts	2,026.91
Q	Auto King Parts & Supplies	324.75
R	Malouf Chevrolet – Cadillac Inc.	1,443.76
S	Georgia Steel & Chemical Co	118.01
T	Pedro Sanchez	151.20
U	Air & Gas Technologies	665.00
V	Middlesex County Fire Academy	289.00
W	Witmer Public Safety Group Inc.	697.18
X	Scott Smith	66.00
Y	Waterway Mid-Atlantic LLC	3,137.96
Z	Cummins Sales and Service	1,812.56
AA	Fire-Dex, GW LLC	934.50
BB	Gannett New York-New Jersey LocaliQ	605.73
CC	Packet Media Group	24.50

APPROVED
12-18-2023

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 20, 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. October 16, 2023 Regular Meeting

B. October 16, 2023 Executive Session

Comm. Young made a motion to approve the minutes of the October 16, 2023 regular meeting and executive session, 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 October 2023 activity report (see attached).

Chief Smith reported that the Fire Department held a live-burn drill at the Middlesex County Fire Academy on October 25th.

Chief Smith reported that the new pagers were programmed on November 1st and are being issued to firefighters. Chief Smith further reported that the old low-band paging system will remain operational until the end of the year as a back-up.

Chief Smith reported that instructor Jerry Knapp from the Explosive Gas Academy gave a presentation on responding to natural gas emergencies at Station 20 on November 2nd.

Chief Smith reported that the pre-construction meeting for the new aerial is tentatively planned for the end of March.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the November 2023 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 November 3rd from Gov Deals in the amount of \$332.50 for the sale of surplus equipment.

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

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on Firefighter Manpower

Coordinator Smith reported that there was a sixth meeting on October 30th with reps from all three fire districts and all three fire chiefs. Coordinator Smith further reported that the group is discussing operational specifics including rotating between the stations and daily tasks.

8. NEW BUSINESS

A. Discussion on Deputy Fire District Coordinator Contract

Comm. Smith reported all of the commissioners have reviewed the contract, which he and Comm. Wolfe have met with Pedro Sanchez and reviewed. Comm. Smith reported that the contract is ready for signatures, which was completed.

B. Resolution #23-28, Authorizing Application to Fiscal Year 2024 American Rescue Plan Firefighter Grant

Comm. Smith made a motion to approve Resolution #23-28, Authorizing Application to Fiscal Year 2024 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.

C. Resolution #23-29, Authorizing Budget Transfer of Funds Relative to 2023 Budget

Comm. Smith made a motion to approve Resolution #23-29, Authorizing Budget Transfer of Funds Relative to 2023 Budget, 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/Approval of Engagement Letter for 2023 Audit with HFA

Comm. Young reported that he received the engagement letter for the 2023 audit from HFA, with a quoted cost of \$13,500. Comm. Young further reported that the quote is competitive with the costs from other firms, and recommended authorizing the audit with HFA.

Comm. Smith made a motion of authorize the Chairman and Treasurer to sign the engagement letter for the 2023 audit with HFA, seconded by Comm. Wolfe.

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

E. Discussion on Special Capital Meeting

Coordinator Smith reported that the cost of the replacement chief's vehicle, which was approved by the voters at the February 2023 fire district election in the amount of \$80,000, has gone up over \$13,000 based on updated quotes from the state contract fleet dealer. Due to the increase, it is anticipated that the final cost may exceed the approved appropriation.

Comm. Young reported that he and Coordinator Smith spoke with attorney Richard Braslow, who advised that the Board can hold a special capital meeting one evening from 6 PM to 9 PM to ask for voter approval to increase the appropriation as the vehicle is not being financed.

Comm. Smith made a motion to hold a special capital meeting on December 4th from 6 PM to 9 PM, seconded by Comm. Wolfe.

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

F. Discussion on Purchase of New Computer Server

Coordinator Smith reported that the computer tech from OK Enterprises recommends the replacement of the server, which is over 10 years old, as support for the current software expires this year. Coordinator Smith further reported that two quotes were obtained, with the low quote from Dell in the amount of \$4,404.06. A quote was received from OK Enterprises for the labor to install the new server at a cost not to exceed \$3,000.

Comm. Young reported that the expenditure would be charged to the previously authorized computer equipment capital appropriation.

Comm. Smith made a motion to authorize the purchase and installation of a new computer server at a cost not to exceed \$8,000, seconded by Comm. Wolfe.

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

G. 2024 Budget/5-Year Plan Discussion

Comm. Young reviewed the 2024 proposed budget and financial projection through 2028. Comm. Young expressed his opinion to approve a .045 per hundred tax rate in the 2024 budget, which is an increase of .002.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the special budget meeting in two weeks on December 4th.

H. Items Timely and Important

There were no items timely and important to discuss.

9. VOUCHER LIST

Comm. Wolfe made a motion to approve the voucher list as posted, 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. EXECUTIVE SESSION RESOLUTION

A. Resolution #23-30, Authorizing a Closed Session at the November 20, 2023 Regular Meeting

Comm. Wolfe made a motion to approve Resolution #23-30, seconded by Comm. Smith.

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

The executive session commenced at 8:51 pm.

12. EXECUTIVE SESSION

A. Contractual Negotiations

B. Personnel Matters

After the discussion was completed, Comm. Smith made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 9:38 pm.

13. ADJOURNMENT

Comm. Smith made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 9:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

APPROVED
12-18-2023

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

Minutes for Executive Session on November 20, 2023

Members present:

Comm. Kazanski
Comm. Smith
Comm. Wolfe
Comm. Young
Chairman Spahr

Executive session commenced at 8:51 PM.

12. Executive Session

A. Contractual Negotiations

Comm. Smith reported that he, Comm. Wolfe & Coordinator Smith met with Township Manager Bryan Bidlack, Deputy Manager Ray Hayducka, Fire Official John Funcheon, and Deputy Fire Official Josh Kamen on November 1st. At the meeting, the Board was asked to reconsider the intention not to renew the interlocal agreement for deputy fire marshal services, which expires at the end of this year. The Board was informed that if funding is eliminated, the township may need to reduce staffing of the Fire Safety Bureau through attrition, and a corresponding reduction in services. Comm. Smith reported that he advised the group he will bring the request back to the commissioners for discussion.

Comm. Young reported that restoring funding in the fire district budget for the interlocal agreement will have a significant impact on the amount of funds the Board will be able to designate for future capital outlays.

After a discussion, it was the desire of the commissioners to ensure the full staffing of the Fire Safety Bureau to ensure fire inspections are being completed for the safety of residents and firefighters. It was the consensus opinion of the commissioners to offer to renew the agreement provided certain provisions are made in the agreement, including maintaining staffing of the Fire Safety Bureau at five inspectors, completion of 100% of all inspections, and no reduction in dedicated penalty funds available to the district.

Comm. Smith made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 9:38 pm.

Respectfully Submitted,
Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2023

INCIDENT RUNS

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

43 Total Runs for 119.13 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
Meetings, Committee Function, Recruitment Drive, Other
1 Work Night
Work Detail
2 Drills
2 Training Sessions
1 Parade/Wetdown
2 Public Relations
Stand-by Assignment (Non-Incident)
2 Viewing/Funeral

353.21 Man-Hours

Total Man-Hours for the Month: 472.34

Fire Safety:

Referrals Sent – 5

Responded to Scene – 21

Fire District Coordinator's Report November 20, 2023

- Starting on 10-20-2023, we visited the pre-school classes at Deans and Dayton Schools, as well as the kindergarten classes at Brooks Crossing, Indians Fields, & Monmouth Junction Schools to give fire safety presentations.
- A sub-contractor from Sodexo Roth was at Station 20 on 10-20-2023 to address a minor roof leak.
- A tech from Direct Machinery Service Corp. was at Station 20 on 10-24-2023 to replace water valves inside the turnout gear washer/extractor that would not close.
- Air & Gas Technologies was at Station 21 on 10-25-2023 to perform the 6-month preventive maintenance service on the Bauer breathing air compressor.
- Empire Fitness Services was at Station 20 on 10-26-2023 to perform the annual preventive maintenance on the gym equipment.
- Car 200 (2019 Chevrolet Tahoe) went to Malouf Chevrolet on 10-31-2023 for routine maintenance. Also performed tire rotation and brake replacement. The vehicle was back the following day.
- Cummins Power Systems was at Station 20 on 11-1-2023 and at Station 21 on 11-6-2023 to perform the 6-month preventive maintenance on the emergency generators. Both generators require repairs. Replacement parts have been ordered.
- Our new Deputy Fire District Coordinator started on 11-6-2023.
- Marin Landscaping was at Station 20 on 11-6-2023 to trim the bushes around the building as well as low hanging branches around the perimeter of the site. They also dug-out & lowered the stones in the drainage/run-off area in front of the engine bays at Station 20, and trimmed the bushes at Station 21.
- Station 20 was used as a polling place for the general election on 11-7-2023.
- A mechanic from Fire & Safety Services was on site for several days starting on 11-8-2023 to perform the annual preventive maintenance on Engines 204, 206 & 208 as well as Tower 201.
- After having to re-schedule several times, the annual hose testing was completed by Waterway, Inc. on 11-11-2023. A total of (4) lengths of hose failed testing. Replacement lengths will be ordered.

- Car 210 (2019 Chevrolet Tahoe) went to Gino's Auto Body on 11-13-2023 for bumper replacement. The vehicle was back on 11-16-2023. The invoice was submitted to SB3 for payment.

Insurance:

- Update on our member that was transported to RWJ University Hospital in New Brunswick on 7-7-2023 after suffering a medical episode while in training at the Middlesex County Fire Academy. I have been in contact with VFIS and we are still waiting on payment to be issued for the emergency room visit, which will close out the claim.
- With the final lease payment being sent for Engine 204 in September, we received confirmation from VFIS on 10-18-2023 that Commerce Bank has been removed as a loss payee and additional insured on that vehicle.

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

Resolution #23-28

Authorizing Application to the Fiscal Year 2024 American Rescue Plan Firefighter Grant

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$52,000.00 to carry out a project to replace outdated personal protective equipment, including turnout gear, helmets, & protective hoods.

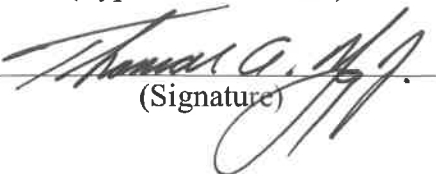
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Commissioners of Fire District No. 2 are hereby authorized to submit the application for such a grant.
- (2) The Commissioners of Fire District No. 2 recognizes and accepts that the New Jersey Department of Community Affairs (NJ DCA) may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the NJ DCA, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the NJ DCA, does further authorize the expenditure of funds pursuant to the terms of the agreement between South Brunswick Township Fire District No. 2 and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED that the persons whose names, titles and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

TREASURER
(Title)

THOMAS A. YOONG JR
(Type or Print Name)


(Signature)

CHAIRMAN
(Title)

CHARLES G. SPAHR
(Type or Print Name)


(Signature)

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 November 2023.


Douglas A. Wolfe / District Clerk

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

Sworn to and subscribed before me this

20TH day of NOVEMBER 2023.

Scott D. Smith
 Notary Public of New Jersey



COMMISSION # 50063018

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

Resolution #23-29

Authorizing the Transfer of Funds Relative to the 2023 Budget

In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 20th day of November, 2023 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>
A-3	Election	\$9,500.00	\$19,500.00
A-7	Professional Services	\$32,500.00	\$38,500.00
O-14	Promotional	\$3,600.00	\$5,600.00
A-1	Administrative Salaries & Wages	\$169,850.00	\$153,850.00
O-8	Uniforms	\$30,000.00	\$28,000.00

The purpose of the above transfers is to accommodate additional election expenses for a special election relative to a capital proposal to raise funds for a new pumper, the hiring of bond council relative to same, and the ordering of promotional supplies for community activities and open house items.

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 November 2023.


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 #23-30

Authorizing a Closed Session at the November 20, 2023 Regular Meeting

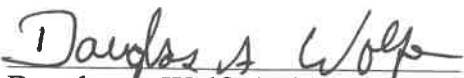
WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J.S.A.10:4-6 et seq to wit: Contractual Negotiations and Personnel Matters; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the November 20th, 2023 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 November 2023.


Douglas A. Wolfe / District Clerk