

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 ***December 18, 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. November 20, 2023 Regular Meeting
- B. November 20, 2023 Executive Session
- C. December 4, 2023 Capital Meeting
- D. December 4, 2023 Special Meeting

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. Special Election Results
- B. Discussion on VFIS Group Term Life Insurance Policy Renewal
- C. Discussion on Chief's Request for Operations Items
- D. Final Discussion on 5-Year Financial Plan
- E. 2024 Budget Status
- F. Resolution #23-32, Adoption of Temporary Budget for 2024
- G. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	182.19
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.62
<i>D</i>	PSE&G Co.	2,327.23
<i>E</i>	Verizon	359.45
<i>F</i>	Ready Refresh	120.88
<i>G</i>	Marin Landscaping LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	502.61
<i>I</i>	Monmouth Junction Vol. Fire Department	122.53
<i>J</i>	Access Compliance, LLC	483.00
<i>K</i>	Municipal Emergency Services, Inc.	501.78
<i>L</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>M</i>	GSB	1,956.82
<i>N</i>	Cummins Sales and Service	5,567.29
<i>O</i>	Richard M. Braslow, Esq.	225.00
<i>P</i>	South Brunswick Township Water & Sewer Revenue	1,416.92
<i>Q</i>	Witmer Public Safety Group Inc.	71.73
<i>R</i>	Middlesex County Fire Academy	42.00
<i>S</i>	Dell Marketing L.P.	4,404.06
<i>T</i>	Malouf Chevrolet – Cadillac Inc.	1,345.78
<i>U</i>	W.B. Mason Co., Inc.	261.03
<i>V</i>	Foremost Promotions	1,472.00
<i>W</i>	Gannett New York-New Jersey LocaliQ	46.31
<i>X</i>	OK Enterprises, LLC	2,065.00
<i>Y</i>	Ideal Plumbing & Heating LLC	1,092.00
<i>Z</i>	WTH Technology, Inc.	619.09
<i>AA</i>	Approved Fire Protection Co. Inc.	699.20
<i>BB</i>	Approved Fire Protection Co. Inc.	466.74
<i>CC</i>	Scott Smith	119.99
<i>DD</i>	Firefighter One LLC	529.65
<i>EE</i>	Michelle Regula	160.00
<i>FF</i>	Jane Harrison	160.00
<i>GG</i>	Creative Solutions	49.50
<i>HH</i>	CMF Business Supplies, Inc.	23.70
<i>II</i>	Pedro Sanchez	119.99
<i>JJ</i>	Reliance Graphics, Inc.	3,550.00
<i>KK</i>	Mid-Atlantic Rescue Systems, Inc.	415.89

LL SOUTH BRUNSWICK TOWNSHIP
MM SCOTT SMITH

64,925.41
45.00

APPROVED 1/16/2024

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 18, 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. November 20, 2023 Regular Meeting**
- B. November 20, 2023 Executive Session**
- C. December 4, 2023 Capital Meeting**
- D. December 4, 2023 Special Meeting**

Comm. Smith made a motion to approve the minutes of the four meetings as listed above, 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 November 2023 activity report (see attached).

Chief Smith reported that the membership continues to use the new pagers, which seem to be working properly, including the pager that has been set-up to send out text messages for calls through I Am Responding's Two-Tone Dispatch.

Chief Smith reported that the Fire Department held the annual Santa Cade event around the district on December 9th.

Chief Smith reported that the Fire Department held their annual elections earlier in the month with all line officer positions remaining the same for 2024.

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 2023 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 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 November 27th in the amount of \$1,025.00 from South Brunswick Township for reimbursement of the installation of replacement Knox Key Secure boxes in the apparatus as requested by the Fire Official. The second deposit was made on December 14th in the amount of \$250.00 from South Brunswick Township for use of the fire station as a polling place for the general election.

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

Comm. Young reported that he anticipates there being multiple encumbrances into 2024 for outstanding year-end expenditures.

E. Legislative Report

Comm. Young reported that he downloaded the minutes of the September meeting of the State Association of Fire Districts. Comm. Young further reported that there were several items of particular note discussed during the meeting, including: need to enforce sexual harassment policies due to number of cases in the state; requirement to notify NJ Office of Homeland Security and Preparedness for any cybersecurity incidents; period of usefulness of fire engines for bonding purposes may be extended from 10 to 20 years, and is on the Governor's desk for signature.

7. OLD BUSINESS

A. Discussion on Firefighter Manpower

Coordinator Smith reported that there was a seventh meeting on November 7th with reps from all three fire districts and all three fire chiefs. Coordinator Smith further reported that the group discussed having the joint crew based out of Station 20 three days a week, and that Fire District 3 is working on a draft agreement. A town-hall style meeting and presentation is planned for all three departments on January 24th which will outline the program and give members an opportunity to comment.

Comm. Smith reported that Fire Official John Funcheon has requested a meeting with the Township Manager and representatives from our Board of Fire Commissioners to discuss the

shared services agreement for deputy fire marshal services. Comm. Smith reported that he will contact the Township Manager to discuss.

8. NEW BUSINESS

A. Special Election Results

Coordinator Smith reported that the special election for the new fire engine was held on December 12th. A total of 56 votes were cast in-person at the polls, with 55 'yes' votes and 1 'no' vote. One provisional ballot was cast but has not yet been counted. Coordinator Smith further reported that he contacted the County Clerk's office earlier today to obtain the tallies of the vote-by-mail ballots that were returned, but the totals were not available.

Comm. Young reported that if the vote passes, he will schedule a call with attorney Richard Braslow as soon as possible to discuss obtaining bond council.

B. Discussion on VFIS Group Term Life Insurance Policy Renewal

Coordinator Smith reported he received the 2024 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,624.57, which is an increase of \$543.09 from the 2023 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 \$7,624.57, 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 Chief's Request for Operations Items

Chief Smith submitted a list of items to purchase at the end of the year, including replacement supplies for the defibrillators on the apparatus and in the station; (3) pairs of boots; leather fronts for fire helmets; custom poly storage bins, plug to disable electric vehicles; and a replacement computer for Car 210. Items were requested at a cost not to exceed \$9,125.00.

Comm. Young made a motion to approve the Chief's request for operations items at a cost not to exceed \$9,125.00, seconded by Comm. Wolfe.

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

D. Final Discussion on 5-Year Financial Plan

Comm. Young reported that following the discussion of the 5-year plan at the November meeting, he adjusted the plan to eliminate a potential deficit and ensure there are sufficient funds to cover at least 6-months of expenses.

E. 2024 Budget Status

Comm. Young reported that following the adoption of the 2024 budget last month, he uploaded the required documentation into DCA's FAST portal. Comm. Young further

reported that the budget is ready for the public hearing and anticipated adoption at the January meeting.

F. Resolution #23-32, Adoption of Temporary Budget for 2024

Comm. Smith made a motion to approve Resolution #23-32, 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. Young expressed his appreciation to the members of the Board for all of their efforts this past year, especially considering all of the projects that were worked on, and wished everyone happy holidays.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items; Item LL to South Brunswick Township in the amount of \$64,925.41; and Item MM to Scott Smith in the amount of \$45.00.

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 8:00 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2023

INCIDENT RUNS

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

50 Total Runs for 189.15 Man-Hours

DEPARTMENT ACTIVITIES

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

132.00 Man-Hours

Total Man-Hours for the Month: 321.15

Fire Safety:

Referrals Sent – 12

Responded to Scene – 14

Fire District Coordinator's Report December 18, 2023

- We received confirmation on 11-27-2023 from the project engineers that the traffic signal pre-emption equipment will be installed at the Route 130/Route 522 intersection as part of the re-engineering project. We will be receiving an agreement for maintenance of the equipment from the State DOT with details at some point. The project won't be completed until sometime next year. I've also been in contact with reps from the State DOT to discuss installation of preemption equipment at intersections along Route 1, in conjunction with the other fire districts/departments. Kingston has also reached out to Senator Zwicker to discuss possible state grant funding and we will be looking to schedule a meeting at some point in the new year.
- As the Board approved last month, I completed and submitted our application to the State's Fiscal Year 2024 American Rescue Plan Firefighter Grant on 11-28-2023. No information regarding grant award announcement dates have been posted. The deadline to apply was extended by the DCA to 12-21-2023. The grant was submitted for the purchase of 10 sets of turnout gear, 8 helmets, and 10 hoods. The total cost of the project is \$51,405.90; \$46,265.31 in grant funds was requested, with a 10% match from the Fire District in the amount of \$5,140.59.
- Techs from Cummins Power Systems were at both stations on 11-28-2023 to make repairs to the emergency generators that were identified during the 6-month preventive maintenance service that was performed earlier in the month.
- The mechanic from Fire & Safety Services finished the annual preventive maintenance on Engines 204 & 206 on 12-5-2023. The only remaining maintenance is the annual service on the aerial on Tower 201.
- Car 210 (2014 Chevrolet Tahoe) went to Malouf Chevrolet on 12-4-2023 for routine service. During the service it was determined that the radiator needed to be replaced, which was performed. The car was back on 12-5-2023.
- OK Enterprises started working on the computer server replacement at Station 20 on 12-7-2023, which should be completed this week.
- The mechanic from Fire & Safety Services was on site on 12-7-2023 to investigate several apparatus issues including a possible fluid leak on Tower 201 (no issue found) and an air leak on Engine 206 (fittings tightened).
- Ideal Plumbing & Heating LLC was at Station 20 on 12-7-2023 to make repairs to several of the bathroom toilets.
- Approved Fire Protection was at Station 20 on 12-11-2023 to perform the 6-month inspection of the kitchen hood fire suppression system, including hydro-static testing of the cylinder.

- Marin Landscaping performed a final fall clean-up of the grounds at both stations on 12-12-2023.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-14-2023. No violations were noted during the inspection
- Diversified Inspections/ITL was on site on 12-14-2023 to perform the UL/NFPA aerial testing on Tower 201.

Insurance:

- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.

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

Resolution #23-32

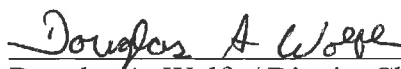
Adoption of Temporary Budget for 2024

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, 2024 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 17, 2024.

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.

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 18th day of December 2023.



Douglas A. Wolfe / District Clerk

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