

# 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*** ***April 15, 2024*** ***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 2024.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. March 18, 2024 Regular 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. Discussion on Renewal of Roof Preventive Maintenance Contract
  - B. Resolution #24-24, Requesting Approval of Items of Revenue and Appropriation (N.J.S.A. 40A:14-78.5)
  - C. Discussion on 2023 Audit Report
  - D. Resolution #24-25, Acceptance of Audit Report for the Year 2023
  - E. Items Timely and Important
- 9. Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	177.17
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	242.64
<b>D</b>	PSE&G Co.	2,465.72
<b>E</b>	Verizon	460.22
<b>F</b>	Ready Refresh	54.95
<b>G</b>	Marin Landscaping LLC	2,243.75
<b>H</b>	Middlesex County Treasurer	7,112.05
<b>I</b>	Witmer Public Safety Group Inc.	224.57
<b>J</b>	Scott Smith	424.08
<b>K</b>	Firefighter One LLC	499.95
<b>L</b>	QRFP Special Services	400.00
<b>M</b>	CMF Business Supplies, Inc.	1,335.33
<b>N</b>	Turn-Out Fire & Safety	<del>1,881.98</del> 1,854.50
<b>O</b>	McMaster-Carr	294.62
<b>P</b>	Richard M. Braslow, Esq.	550.00
<b>Q</b>	Cardio Partners Inc.	236.00
<b>R</b>	Monmouth Junction Vol. Fire Department	843.67
<b>S</b>	Continental Fire & Safety	144.00
<b>T</b>	TruGreen	644.56
<b>U</b>	Everttek LLC	59.56
<b>V</b>	Antczak's Complete Service Co.	698.00
<b>W</b>	Clearview Washing, LLC	1,449.00
<b>X</b>	HFA	10,575.60
<b>Y</b>	OK Enterprises, LLC	1,750.00
<b>Z</b>	McManimon, Scotland & Baumann, LLC	5,004.20
<b>AA</b>	Access Compliance, LLC	1,214.00
<b>BB</b>	ACCESS COMPLIANCE, LLC	8,995.00
<b>CC</b>	GANNETT NEW YORK - NEW JERSEY LOCAL 1 Q	172.96

APPROVED  
5-20-2024

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
April 15, 2024

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

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

**2. NOTICE OF COMPLIANCE**

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

**3. ROLL CALL**

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

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. March 18, 2024 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the March 18, 2024 regular meeting, seconded by Comm. Spahr.

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

**6. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

Chief Scott Smith reviewed the Fire Department's March 2024 activity report (see attached).

Chief Smith reported that members of the truck committee visited the Pierce Manufacturing facility in Appleton, Wisconsin on March 21<sup>st</sup> and 22<sup>nd</sup> to perform the pre-construction meeting for the new aerial. Chief Smith reported that the meeting went very well, and several changes were made to the specs. Delivery is anticipated by the end of the year.

Chief Smith reported that the Fire Department participated in the opening ceremonies for the township youth baseball and softball leagues on April 6<sup>th</sup>.

Chief Smith reported that a crew was on standby at Station 20 the evening of April 6<sup>th</sup> to cover calls for the Kendall Park Fire Company during their installation dinner.

Chief Smith reported that Amanda McDonald and Zi'yanah Baker both successfully completed Firefighter I at the Middlesex County Fire Academy.

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

Coordinator Scott Smith reviewed the April 2024 Coordinator's Report (see attached).

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

Coordinator Smith reviewed the April 2024 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 this afternoon.

Comm. Young reported that the 2023 audit will be discussed under New Business.

## **E. Legislative Report**

There was no legislative information to discuss.

## **7. OLD BUSINESS**

### **A. Discussion on Firefighter Manpower**

Chief Smith reported that there was a meeting of the joint committee on March 26<sup>th</sup> where the shared services agreement was signed by representatives from all three fire districts. Chief Smith reported that the daytime crew started on April 1<sup>st</sup> and has been kept busy with fire calls and activities over the first two weeks. Interviews were held on April 8<sup>th</sup> for two candidates to add to the per-diem list. Chief Smith anticipates the next meeting in early May to discuss the program and general fire service topics.

Chairman Smith asked Comm. Spahr and Comm. Wolfe to represent the Board at the next joint meeting.

Chairman Smith reported that he met with Township Manager Bryan Bidlack a few weeks ago to discuss several topics, including the shared services agreement and daytime crew.

## **8. NEW BUSINESS**

### **A. Discussion on Renewal of Roof Preventive Maintenance Contract**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Sodexo Roth in the amount of \$2,312.95.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Sodexo Roth at a cost of \$2,312.95, seconded by Comm. Spahr.

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

### **B. Resolution #24-24, Requesting Approval of Items of Revenue and Appropriation (N.J.S.A. 40A:14-78.5)**

This item has been tabled until next month's meeting.

### **C. Discussion on 2023 Audit Report**

Comm. Young reported that the draft audit report was received a few weeks ago, and was forwarded to all Commissioners for review. Several corrections were noted and forwarded to the auditor. Comm. Young reported that the electronic version of the final audit report was received today and that there were no findings. The Board can now pass a resolution accepting the audit report, and 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.

### **D. Resolution #24-25, Acceptance of Audit Report for the Year 2023**

Comm. Spahr made a motion to approve Resolution #24-25, seconded by Comm. Wolfe.  
Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

### **E. Items Timely and Important**

Chairman Smith reported that Coordinator Smith completed an evaluation for Deputy Fire District Coordinator Pedro Sanchez, who is nearing the end of his 6-month probationary period. Copies of the evaluation will be provided to the Commissioners for their review, and a meeting will be scheduled to discuss the evaluation with Deputy Sanchez sometime in the next week.

Chairman Smith reported that he spoke with Fire Department President Cliff Seyfarth to discuss the Ladies Auxiliary, who are trying to increase their membership. Chairman Smith further reported that there was initially a concern over building security if outside individuals were admitted, but advised that auxiliary membership is limited to spouses of Department members.

Comm. Young reminded the Commissioners to complete the annual Financial Disclosure Statements by the end of the month.

## **9. VOUCHER LIST**

Comm. Young reported that there was one dollar amount change and two additions to the voucher list. Item N to Turn-Out Fire & Safety was changed to \$1,854.50. The two additions were Item BB to Access Compliance, LLC in the amount of \$8,995.00 and Item CC to Gannett New York-New Jersey LocaliQ in the amount of \$172.96.

Comm. Spahr made a motion to approve the voucher list as amended, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - 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. Spahr and by a voice vote all voted in affirmative. Meeting adjourned at 7:36 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
March 2024

**INCIDENT RUNS**

- 5 Structure Fires
- Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 4 Trees, Brush, Grass, Mulch Fires
- 1 Fires, Other
- Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- 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
- 3 Dispatched & Cancelled En Route
- 1 Smoke Scare / Odor Removal / Problem
- 3 System Malfunctions
- 14 Unintentional System / Detector Operation
- 2 False Calls / Good Intent
- Other

**39 Total Runs for 174.01 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, Recruitment Drive, Other
- 1 Work Night
- Work Detail
- 2 Drills
- 1 Training Sessions
- Parade/Wetdown
- 1 Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

**161.01 Man-Hours**

**Total Man-Hours for the Month: 335.02**

**Fire Safety:**

*Referrals Sent – 6*

*Responded to Scene – 15*

## Fire District Coordinator's Report April 15, 2024

- As reported last month, a mechanic from Fire & Safety started making repairs on the apparatus on 3-7-2024 to address deficiencies noted during the annual preventive maintenance performed late last year. The majority of the necessary repairs have been completed. There are several minor repairs outstanding as we wait for parts.
- Trugreen was at Station 20 on 3-19-2024 and Station 21 on 3-26-2024 to perform the first of three lawn treatments.
- Marin Landscaping performed the spring cleanup of the grounds at both stations on 3-25-2024.
- The online auctions on the Gov Deals website for the cross-trainer and the free climber that were declared surplus started on 3-27-2024 and ended on 4-10-2024. The free climber auction received (1) bid and sold for \$50.00. The cross-trainer auction received (9) bids and sold for \$76.00. The District will receive a check from Gov Deals in the amount of \$119.70 when auction fees are removed. The equipment should be picked-up by the buyer later this week.
- Access Compliance was at Station 20 on 4-4-2024 to perform the annual firefighter physicals. A total of 20 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the Access Compliance office in North Brunswick.
- A sub-contractor for Sodexo Roth was at Station 20 on 4-4-2024 to address a minor roof leak.
- Clearview Window Washing was at Station 20 on 4-8-2024 to clean the window blinds and the windows inside and out.
- Antczak's Complete Service performed the carpet cleaning at both stations on 4-10-2024.
- Bunker Hill Tree Service was at Station 20 on 4-12-2024 to remove a tree that had fallen in the rear of the property.

### **Insurance:**

- We are in the process of completing the annual audit for the Travelers workers compensation policy. Payroll information requested from the Township was not received prior to the deadline set by Travelers, so the audit was classified as non-compliant. The payroll information was subsequently received and has been submitted to Travelers. We are waiting for Travelers to re-open the audit.



- One of our members was involved in a minor motor vehicle accident in their personal vehicle on the way to the fire station on 3-26-2024. The driver of the other vehicle involved was determined to be at fault for the accident. I notified VFIS as a precaution the same day. Our member will be working with the responsible party's insurance carrier for all damages and costs. VFIS closed the claim, but can re-open if needed.

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

**RESOLUTION #24-25**

**Acceptance of Audit Report for Year 2023**

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, 2023 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

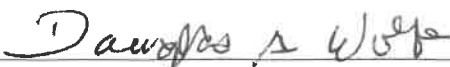
WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "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, 2023, 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 APRIL 15, 2024.

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

47-15-24  
\_\_\_\_\_  
(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, 2023, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles Smith

Charles Spahr

Thomas A. Young, Jr.

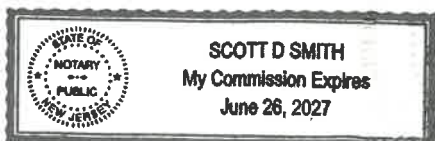
Douglas Wolfe

Thomas Kazanski

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

Sworn to and subscribed before me this  
15<sup>th</sup> day of APRIL 2024

Scott D. Smith  
Notary Public of New Jersey



COMMISSION #50063018