

# 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*** ***August 19, 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. July 15, 2024 Regular Meeting
- 6. Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
- 7. Old Business***
  - A.
- 8. New Business***
  - A. Resolution #24-24, Requesting Approval of Items of Revenue and Appropriation (N.J.S.A. 40A:14-78.5)
  - B. Discussion on Purchase of Equipment for American Rescue Plan Firefighter Grant
  - C. Resolution #24-30, Authorizing Creation of Paid Position of Firefighter
  - D. Discussion on Sale of Bronto Sky-Lift
  - E. Items Timely and Important
- 9. Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	174.06
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.64
<b><i>D</i></b>	PSE&G Co.	2,692.54
<b><i>E</i></b>	Verizon	464.36
<b><i>F</i></b>	Ready Refresh	201.79
<b><i>G</i></b>	Marin Landscaping LLC	668.75
<b><i>H</i></b>	Monmouth Junction Vol. Fire Department	12,229.94
<b><i>I</i></b>	Monmouth Junction Vol. Fire Department	55.81
<b><i>J</i></b>	East Coast Emergency Lighting	72.15
<b><i>K</i></b>	Scott Smith	445.00
<b><i>L</i></b>	Monmouth County Treasury	200.00
<b><i>M</i></b>	Fire and Safety Services, LTD.	2,486.73
<b><i>N</i></b>	Fire and Safety Services, LTD.	808.52
<b><i>O</i></b>	Fire and Safety Services, LTD.	714.92
<b><i>P</i></b>	Fire and Safety Services, LTD.	5,110.61
<b><i>Q</i></b>	Witmer Public Safety Group Inc.	2,399.91
<b><i>R</i></b>	Antczak's Complete Service Company	400.00
<b><i>S</i></b>	Access Compliance, LLC	438.00
<b><i>T</i></b>	Janice Rivera	225.00
<b><i>U</i></b>	Cummins Sales and Service	2,325.32
<b><i>V</i></b>	Create Street	1,796.00
<b><i>W</i></b>	The Blowhard Company	858.50
<b><i>X</i></b>	Electronic Measurement Labs, Inc.	243.00
<b><i>Y</i></b>	<i>McMaster-Carr</i>	<i>576.42</i>

APPROVED  
9-16-2024

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
August 19, 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. July 15, 2024 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the July 15, 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 July 2024 activity report (see attached).

Chief Smith reported that the Fire Department held a joint 100<sup>th</sup> anniversary celebration with the Kingston Fire Company which included a motorcade and picnic on July 27<sup>th</sup>. Chief Smith thanked the Commissioners for presenting a resolution recognizing the anniversary and for providing the t-shirts for the membership.

Chief Smith reported that junior firefighter Nick Miele turned 18 years of age and is now a probationary firefighter. Chief Smith also reported that the Fire Department has a new probationary firefighter, Anshul Chettri.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the August 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 prior to the meeting.

Comm. Young reported that he has begun compiling data for the 2025 budget, to include an updated 5-year projection out to 2029.

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

Comm. Young reported that the next meeting of the State Association of Fire Districts will be held during the Wildwood convention on Friday September 13<sup>th</sup> at 1 PM.

### **7. OLD BUSINESS**

There was no Old Business to discuss.

### **8. NEW BUSINESS**

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

Comm. Young reported that with the receipt of a \$45,000 grant through the State's American Rescue Plan Firefighter Grant, the district will need to perform a budget amendment. The total project amounts to \$50,000, which includes \$5,000 in matching funds that will be taken from Line Item O-8 Uniforms. Comm. Young reported that Local Finance Notice 2012-11 details specifics of the amendment process, which includes a resolution and certification form that must be completed and sent to the DCA for review.

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

#### **B. Discussion on Purchase of Equipment for American Rescue Plan Firefighter Grant**

Coordinator Smith reported that with the grant award, the following equipment has been ordered: (11) structural firefighting helmets with leather fronts, (8) sets of turnout gear, and (15) nomex hoods. Coordinator Smith further reported that there is approximately \$4,600 in grant funds remaining, and that the district has until June 2026 to utilize those funds.

#### **C. Resolution #24-30, Authorizing Creation of Paid Position of Firefighter**

Comm. Young made a motion to approve Resolution #24-30, seconded by Comm. Wolfe  
Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

#### **D. Discussion on Sale of Bronto Sky-Lift**

Coordinator Smith reported that the 2003 E-One Bronto Sky-Lift has been listed for sale on the Firetec and Brindlee Mountain Fire Apparatus websites for approximately 3 months at a

price of \$200,000. To date, there has been only one inquiry made on the price with no offers. Coordinator Smith further reported that both companies feel the asking price is fair, but the potential buyer market is limited due to the specialized nature of the truck. As such, it was recommended to consider lowering the price and to determine the Board's "bottom dollar" sale price.

Coordinator Smith reported that construction of the new aerial is scheduled to start in late September, with the final inspection trip targeted for early December. Coordinator Smith anticipates the new truck being placed in service sometime in the spring once training is completed.

After a discussion, it was the consensus of the Board to lower the asking price for the Bronto to \$150,000, then reassess as needed at the end of the year.

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

Chairman Smith reported he has obtained copies of the contracts for the full-time staff from Fire Districts 1 & 3. Chairman Smith further reported that the contracts of the full-time staff from all three districts expire at the end of the year, and that it is his goal to work with the other districts to standardize the salary and benefits of the employees where possible in the new contracts.

#### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include one additional item; Item Y to McMaster-Carr in the amount of \$576.42.

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

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 Chairman Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:55 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
July 2024

**INCIDENT RUNS**

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

**64 Total Runs for 207.54 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  
1 Drills  
Training Sessions  
1 Parade/Wetdown  
2 Public Relations  
Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**476.41 Man-Hours**

**Total Man-Hours for the Month: 683.95**

**Fire Safety:**

*Referrals Sent – 16*

*Responded to Scene – 23*

## Fire District Coordinator's Report August 19, 2024

- The current Car 210 (2014 Chevrolet Tahoe) went to East Coast Emergency Lighting on 7-22-2024 to have equipment removed in preparation for installation in the new chief's vehicle. The car was back the next day, when the current Car 200 (2019 Chevrolet Tahoe) went to have the computer swapped. The new chief's car went to East Coast today for the final up-fitting including warning package, front console, rear command cabinet, and equipment chargers.
- A mechanic from Fire & Safety Services was at Station 20 on 7-24-2024 to replace the batteries in Engine 204.
- Bunker Hill Tree Service was at Station 20 on 7-29-2024 to remove a tree that split and came down in the rear of the site.
- A mechanic from Fire & Safety Services was at Station 21 on 8-2-2024 to replace the sight glass in the radiator on Engine 206, which was cracked and causing a coolant leak. The mechanic also troubleshot an issue with the AC, which was determined to be a compressor clutch in need of replacement.
- Antczak's Complete Service was at Station 20 on 8-2-2024 to clean the upholstery on the high-back chairs in the member's room. I have scheduled a return visit for next week to have the tile floors in the bathrooms steam-cleaned.
- A tech from TLP Climate Control Systems was at Station 20 on 8-12-2024 to troubleshoot an issue with the air conditioning systems for the member's room and gym. A capacitor was replaced in the member's room system and it is working properly at this time. The gym system was inspected and reset, and is working properly at this time as well.
- A mechanic from Fire & Safety Services was at Station 20 today to troubleshoot the activation of several dashboard warning lights. It was determined a module has gone bad and a replacement has been ordered.

### **Insurance:**

- We received notification on 8-14-2024 that Nottingham Insurance in Hamilton Square will be serving as the regional director and marketing coordinator for VFIS. This change will give us a local point of contact for day-to-day needs such as policy changes, certificate requests and any questions relating to our coverages.

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

Resolution #24-24

Requesting Approval of Items of Revenue and Appropriation (N.J.S.A. 40A:14-78.5)

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WHEREAS, N.J.S.A. 40A:14-78.5 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any Fire District when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex made application to the State of New Jersey's American Rescue Plan Firefighter Grant for the purchase of personal protective equipment; and

WHEREAS, the State of New Jersey has advised the Board of Fire Commissioners that the application has been approved, and the Board of Fire Commissioners are desirous of accepting said appropriation in making the purchases outlined in the application.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2024 in the sum of \$45,000, which is now available from the State of New Jersey's American Rescue Plan Firefighter Grant; and

BE IT FURTHER RESOLVED, that the like sum of \$45,000 is hereby appropriated under the caption "ARP-FFG Grant"; and

BE IT FURTHER RESOLVED, that the sum of \$5,000 representing the amount required for the Fire District's share of the aforementioned undertaking or improvement appears in the budget of the year 2024 under the caption "Turnout Gear/Uniforms" and is hereby re-appropriated under the caption of "Turnout Gear – ARP-FFG 10% Match".

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 19<sup>th</sup> day of August 2024.

  
Douglas A. Wolfe / District Clerk



<b>BOARD MEMBER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Comm. Kazanski	✓			
Comm. Spahr	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Smith	✓			

**FIRE DISTRICT BUDGET AMENDMENT CERTIFICATION FORM**

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

Pursuant to N.J.S.A. 40A:14-78.5, I hereby certify that the following resolution has been duly adopted by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, State of New Jersey.

I hereby certify that the Fire District has realized and is in receipt of written notification from the funding source cited in the fire district resolution the revenue and appropriation identified below which meets all statutory requirements and will be included in the 2024 Fire District Budget.

Resolution Number: 24-24

Date of Adoption: August 19, 2024

Revenue Title:

American Rescue Plan – Firefighter Grant (ARP-FFG)

Amount: \$45,000

Appropriation Title:

ARP-FFG Grant

Amount: \$45,000

Local Match - Source:

Turnout Gear – Uniforms

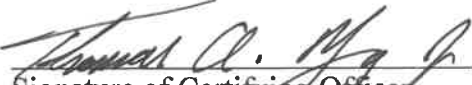
Amount: \$5,000

Township of South Brunswick

2

Name of Fire District

Fire District #

  
Signature of Certifying Officer

Treasurer

  
Title of Certifying Officer

TYoung@SBFD2.com

Email Address

Approval is hereby given to the cited resolution adopted by the Fire District pursuant to N.J.S.A. 40A: 14-78.5.

For Director, Division of Local Government Services

by: \_\_\_\_\_

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

Resolution #24-30

Authorizing Creation of Paid Position of Firefighter

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WHEREAS, there exists a need within Fire District No. 2 in the Township of South Brunswick, County of Middlesex, to create a paid position entitled "Firefighter" to perform those duties as necessary; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex have determined that they are desirous of creating said position.

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 position of "Firefighter" is hereby established.
- (2) The annual salary, benefits, and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey statutory law.
- (3) The position of "Firefighter" shall undertake any and all duties, responsibilities and functions as determined necessary by the Commissioners.
- (4) The position of "Firefighter" shall be under the supervision of the Commissioners as designated by the Commissioners pursuant to N.J.S.A. 40A: 14-81.3.
- (5) This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE is hereby given that the above resolution will be introduced for a first reading at a regular meeting of the Commissioners to be held on August 19, 2024, and will be considered for final passage at a regular meeting to be held on September 16, 2024, at 7:00 P.M., at the Monmouth Junction Fire House, 573 Ridge Road, Monmouth Junction, New Jersey, at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of said resolution shall be made available to each person requesting a copy of same during the week prior to the second reading of this resolution and during the hearing concerning the same, and said copies may be obtained from the Commissioners.

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 19<sup>th</sup> day of August 2024.

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Douglas A. Wolfe / District Clerk

<b>BOARD MEMBER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Comm. Kazanski	✓			
Comm. Spahr	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Smith	✓			