

# 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*** ***October 21, 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. September 16, 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. Discussion on Renewal of VFIS Special Risk Policy
  - B. Resolution #24-33, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2025
  - C. Resolution #24-34, Declaration of Surplus Equipment (2014 Chevrolet Tahoe)
  - D. Discussion on Chief's Request for Operations Equipment Purchase
  - E. 2025 Budget Discussion
  - F. Items Timely and Important
9. ***Voucher List***

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

**Voucher List**

<b>A</b>	Republic Services #689	185.97
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	292.76
<b>D</b>	PSE&G Co.	2,393.00
<b>E</b>	Verizon	463.17
<b>F</b>	Marin Landscaping LLC	668.75
<b>G</b>	Gannett New York-New Jersey LocaliQ	162.04
<b>H</b>	Monmouth Junction Vol. Fire Department	580.78
<b>I</b>	Monmouth Junction Vol. Fire Department	1,673.00
<b>J</b>	TLP Climate Control Systems, Inc.	1,342.03
<b>K</b>	TLP Climate Control Systems, Inc.	1,868.00
<b>L</b>	New Pig Corporation	108.26
<b>M</b>	OK Enterprises, LLC	1,750.00
<b>N</b>	Middlesex County Treasurer	6,828.76
<b>O</b>	Service Tire Truck Centers	338.00
<b>P</b>	Malouf Chevrolet-Cadillac Inc.	263.78
<b>Q</b>	Empire Fitness Services, Inc.	300.00
<b>R</b>	VFIS	500.00
<b>S</b>	South Brunswick Township	81,699.84
<b>T</b>	South Brunswick Township	73,925.02
<b>U</b>	Agin Signs & Designs	1,100.00
<b>V</b>	Deans Garage Inc.	125.00
<b>W</b>	New Jersey Fire Equipment Co.	1,333.41
<b>X</b>	Access Compliance, LLC	503.00
<b>Y</b>	ESO Solutions, Inc.	3,880.55
<b>Z</b>	Approved Fire Protection Company	791.82
<b>AA</b>	Scott Smith	92.29
<b>BB</b>	Creative Solutions	175.00
<b>CC</b>	Sodexo, Inc. & Affiliates	2,312.95
<b>DD</b>	Antczak's Complete Service Company	598.00
<b>EE</b>	Continental Fire & Safety	81.80
<b>FF</b>	Alizio Sealcoating, Inc.	3,085.00
<b>GG</b>	Middlesex County Fire Academy	189.00
<b>HH</b>	Create Street	670.00
<b>II</b>	Witmer Public Safety Group Inc.	1,365.64
<b>JJ</b>	Fire and Safety Services, LTD	292.71
<b>KK</b>	East Coast Emergency Lighting, Inc.	18,698.40
<b>LL</b>	Tactical Public Safety LLC	716.36

APPROVED  
11-18-2024

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
October 21, 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. September 16, 2024 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the September 16, 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 September 2024 activity report (see attached).

Chief Smith reported that the Fire Department held an open house in celebration of fire prevention week and our 100<sup>th</sup> anniversary on October 6<sup>th</sup>. Chief Smith reported that the event was a huge success with the largest turnout from the public in over 20 years.

Chief Smith reported that members of all three township fire departments completed motor vehicle extrication awareness, operations and technician level training last month.

Chief Smith reported that construction of the new tower ladder by Pierce Manufacturing started the week of September 9<sup>th</sup>. Chief Smith further reported that the final inspection of the new truck is tentatively planned for mid-December.

Chief Smith reported that Fire Department junior firefighter Aryan Kakar turned 18 and is now a probationary firefighter. Chief Smith also reported that the Department has a new probationary firefighter, Luis Vasquez.

**B. District Coordinator's Report**

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

**C. Insurance Chairman's Report**

Coordinator Smith reviewed the October 2024 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 October 7<sup>th</sup> in the amount of \$250.00 from the South Brunswick Township election account for use of the fire station for the primary election. The second deposit was made on October 8<sup>th</sup> in the amount of \$1,000 for a donation from the charity Good Deeds for Blake.

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

Comm. Young reported that the 2024 budget line items are in good financial status at this time, and that there may be a need to perform budget transfers at some point.

**E. Legislative Report**

There was no legislative information to discuss.

**7. OLD BUSINESS**

Chairman Smith reported that negotiations between the fire districts and the full-time staff were completed and agreements on all terms were reached. Chairman Smith further reported that a Memorandum of Understanding has been signed by all parties, with the updates to be made to the employment contracts for anticipated approval next month.

**8. NEW BUSINESS**

**A. Discussion on Renewal of VFIS Special Risk Policy**

Coordinator Smith reported that he received the renewal from VFIS for the Special Risk policy in the amount of \$500.00, and recommended renewing the policy.

Comm. Young made a motion to approve renewal of the Special Risk policy with VFIS in the amount of \$500.00, 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 #24-33, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2025**

Comm. Spahr made a motion to approve Resolution #24-33, seconded by Comm. Wolfe

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

### **C. Resolution #24-34, Declaration of Surplus Equipment (2014 Chevrolet Tahoe)**

Coordinator Smith recommended declaring the 2014 Chevrolet Tahoe as surplus and listing the vehicle on the Gov Deals auction website at a starting price of \$7,500.

Comm. Wolfe made a motion to approve Resolution #24-34, seconded by Comm. Spahr.

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

### **D. Discussion on Chief's Request for Operations Equipment Purchases**

Chief Smith requested authorization to purchase one set of structural firefighting turnout gear at a cost not to exceed \$5,000.

Comm. Spahr made a motion to approve the purchase of one set of structural firefighting turnout gear at a cost not to exceed \$5,000, seconded by Comm. Wolfe

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

### **E. 2025 Budget Discussion**

Comm. Young reported that he is working on financials for the 2025 budget, but still needs ratable figures from the township before finalizing his recommendations. Comm. Young also reviewed an updated capital projects fund status for the district. The 2025 budget will be discussed in detail next month.

### **F. Items Timely and Important**

Comm. Spahr reported that with the listing of the 2003 E-One Bronto Sky-Lift for sale for several months, he performed research for comparable apparatus on the market. There are several similar trucks for sale with prices varying. Coordinator Smith reported that there has been only one inquiry made so far, which was done last week. After a brief discussion, the Board will consider lowering the asking price by the end of the year if needed.

Chairman Smith reported that the inter-local agreement for the daytime program expires at the end of the year, and that he will begin reviewing the document for anticipated renewal.

## **9. VOUCHER LIST**

Comm. Spahr made a motion to approve the voucher list as posted, 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 8:01 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
September 2024

**INCIDENT RUNS**

5 Structure Fires  
1 Vehicle Fires  
1 Dumpster/Compactor/Trash/Refuse Fires  
4 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.)  
5 Haz-Mat Spill / Leak No Ignition  
3 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
1 Hazardous Condition  
Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)  
1 Assist Police / EMS / Landing Zone / Missing Person  
Stand-By / Cover Assignment  
Dispatched & Cancelled En Route  
3 Smoke Scare / Odor Removal / Problem  
11 System Malfunctions  
9 Unintentional System / Detector Operation  
8 False Calls / Good Intent  
Other

**54 Total Runs for 306.58 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  
6 Training Sessions  
Parade/Wetdown  
1 Public Relations  
Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**220.66 Man-Hours**

**Total Man-Hours for the Month: 527.24**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 22*

## Fire District Coordinator's Report October 21, 2024

- Agin Signs repaired and re-sealed the gold leaf lettering on Engine 204 over a couple days starting on 9-20-2024. The gold leaf was also re-sealed on Rescue 205.
- Upfitting of the new chief's vehicle by East Coast Emergency Lightning was completed on 9-23-2024. Mobile radios were swapped between chief's vehicles by Tactical Public Safety that same day. The new car was placed in service as Car 200 on 9-24-2024.
- Car 210 (2019 Chevrolet Tahoe) went to Malouf Chevrolet on 9-26-2024 for routine service, as well as a front-end alignment. The car went to Deans Garage on 10-2-2024 for tire replacement.
- Empire Fitness Services was at Station 20 on 10-8-2024 to perform the annual preventive maintenance on the gym equipment.
- Alizio Seal Coating was at Station 20 on 10-11 & 10-12-2024 to seal coat the driveway into the site and the member's parking lot, and re-stripe the parking spaces.
- Antczak's Complete Service steam cleaned the rubber membrane floor in the main hallway at Station 20 on 10-15-2025.
- We began fire safety education at the schools on 10-15-2024 with the pre-school classes at Deans School. We visited the kindergarten and pre-school classes at Monmouth Junction School on 10-17-2024, and the pre-school classes at Dayton School on 10-18-2024. We should be finishing the presentations by the end of the month.

### **Insurance:**

- There is a discussion under New Business on renewal of our VFIS Special Risk Policy.



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

Resolution #24-33

Establishing the Compensation for Members of the Board of Fire Commissioners  
For Fiscal Year 2025

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WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

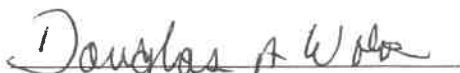
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- (1) The Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

CHAIRMAN	\$5,100.00	x 1	=	\$5,100.00
VICE-CHAIRMAN	\$4,500.00	x 1	=	\$4,500.00
TREASURER	\$12,500.00	x 1	=	\$12,500.00
CLERK	\$5,000.00	x 1	=	\$5,000.00
COMMISSIONER	\$4,200.00	x 1	=	\$4,200.00

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 21st day of October 2024.

  
Douglas A. Wolfe / District Clerk

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

Resolution #24-34

Declaration of Surplus Equipment

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WHEREAS, the Board of Fire Commissioners of Fire District No. 2 in the Township of South Brunswick are the owners of a 2014 Chevrolet Tahoe SSV 4WD 4-Door SUV (Vehicle Identification Number 1GNSK2E0XER177592); and

WHEREAS, the Board of Fire Commissioners of Fire District #2 in the Township of South Brunswick deem that this vehicle is no longer needed for public use.

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 in the Township of South Brunswick, County of Middlesex deem the property to be surplus.
- (2) The Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are hereby authorized to sell the surplus property as indicated at either public auction or by the advertised bid process.
- (3) If the property so described has no monetary value it shall be disposed of as junk.

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 21<sup>st</sup> day of October 2024.

  
Douglas A. Wolfe / District Clerk