

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 18, 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. October 21, 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 Sale of 2014 Chevrolet Tahoe

8. New Business

- A. Resolution #24-35, Authorizing a Contract and Annual Salary for Firefighter Pedro Sanchez
- B. Resolution #24-36, Declaration of Surplus Equipment (Motorola Pagers)
- C. Discussion on Chief's Request for Operations Equipment Purchases
- D. 2025 Budget Discussion
- E. Discussion/Approval of Engagement Letter for 2024 Audit with HFA
- F. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	185.02
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.72
<i>D</i>	PSE&G Co.	1,714.27
<i>E</i>	Verizon	460.98
<i>F</i>	Marin Landscaping LLC	668.75
<i>G</i>	Continental Fire & Safety	135.00
<i>H</i>	US Electrical Services, Inc.	88.80
<i>I</i>	Auto King Parts & Supplies	215.84
<i>J</i>	Fire-Dex, GW LLC	979.25
<i>K</i>	Fire-Dex, GW LLC	733.75
<i>L</i>	Evertex LLC	67.70
<i>M</i>	Richard M. Braslow, Esq.	50.00
<i>N</i>	Air & Gas Technologies	665.00
<i>O</i>	Monmouth Junction Vol. Fire Department	490.80
<i>P</i>	Witmer Public Safety Group Inc.	1,126.24
<i>Q</i>	Somerset County Emergency Services Training Academy	350.00
<i>R</i>	South Brunswick Township Fire District No. 3	12,478.83
<i>S</i>	Scott Smith	81.67
<i>T</i>	Mercer County Fire Academy	150.00
<i>U</i>	So. Brunswick Fire District No. 2 – Acct. 7863064833	16,231.00
<i>V</i>	Computer Systems and Methods	4,997.00
<i>W.</i>	<i>GANNETT NEW YORK - NEW JERSEY LOCAL 1 Q</i>	<i>52.94</i>

APPROVED
12-16-2024

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
November 18, 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. Young
Chairman Smith

Not Present: Comm. Spahr
Comm. Wolfe

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. October 21, 2024 Regular Meeting

Comm. Young made a motion to approve the minutes of the October 21, 2024 regular meeting, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

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

Chief Smith reported that the Fire Department held a live-burn drill at the Middlesex County Fire Academy on November 7th.

Chief Smith reported that the line officers are increasing the length of the rear pre-connect hose lines on all three engines to provide better reach in the larger buildings in the district, in particular the warehouses and multi-story buildings.

Chief Smith reported that construction of the new tower ladder by Pierce Manufacturing is progressing, with the final inspection trip anticipated for the week of December 16th.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the November 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 22nd in the amount of \$323,068.25 from South Brunswick Township for 3rd quarter taxation and the funds owed for the 2024 tax increase for the 1st and 2nd quarters. The second deposit was made on October 28th in the amount of \$760.12 from Glatfelter Insurance Group for refund on the premium for the Accident & Sickness insurance policy.

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

E. Legislative Report

Comm. Young reported that he printed the quarterly report of the State Association of Fire Districts. The next meeting will be held on December 7th in Freehold.

7. OLD BUSINESS

A. Discussion on Sale of 2014 Chevrolet Tahoe

Coordinator Smith reported the auction on the Gov Deals website for the 2014 Chevrolet Tahoe ran from October 31st to today at 4 PM. A total of 12 bids were received, with a final bid of \$8,850.00. After auctions fees are removed, the district will receive a check in the amount of \$8,407.50.

Comm. Young reported that a member of the fire department asked if the Board would consider donating the vehicle to another fire department in need. Chairman Smith reported that an inquiry was also made about donating the vehicle for use by the township's paid EMS. After a discussion, it was the consensus of the Board that the preference would be to donate a vehicle to a township agency in need, but in this particular case, since the auction was started and bids were received prior to the inquiries, the Board would prefer to sell this vehicle.

Comm. Young made a motion to accept the bid of \$8,850.00 on the Gov Deals website, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

8. NEW BUSINESS

A. Resolution #24-35, Authorizing a Contract and Annual Salary for Firefighter Pedro Sanchez

Comm. Young made a motion to approve Resolution #24-35, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

B. Resolution #24-36, Declaration of Surplus Equipment (Motorola Pagers)

Coordinator Smith recommended declaring the old Motorola pagers as surplus as the low-band paging system has been shut-down. Coordinator Smith reported that he contacted three vendors that sell Motorola pagers to inquire if they would be interested in purchasing the used equipment. Two vendors were not interested, with a third vendor, UCC Wireless, providing an offer of \$150.00 including shipping charges. Coordinator Smith recommended listing the pagers for sale on the Gov Deals website at a starting price of \$150.00, and if not sold, selling the equipment to UCC Wireless.

Comm. Young made a motion to approve Resolution #24-36, proceeding with posting the equipment for sale of Gov Deals, then selling the equipment to UCC Wireless if there are no online bids, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

C. Discussion on Chief's Request for Operations Equipment Purchases

Chief Smith requested permission to purchase a carbon monoxide meter at a cost not to exceed \$600.00 and (6) training books at a cost not to exceed \$350.00.

Comm. Young made a motion to approve the Chief's request for equipment at a total cost not to exceed \$950.00, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

D. 2025 Budget Discussion

Comm. Young reviewed an updated five-year financial plan for 2025 to 2029, and the 2025 proposed budget.

Following a discussion, Comm. Young requested that all Commissioners forward any changes as soon as possible in preparation for the budget meeting to be held in two weeks on December 2nd.

E. Discussion/Approval of Engagement Letter for 2024 Audit with HFA

Comm. Young reported that he received the engagement letter for the 2024 audit from HFA, with a quoted cost of \$11,025.

Comm. Kazanski made a motion to authorize the Chairman and Treasurer to sign the engagement letter for the 2024 audit with HFA, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

F. Items Timely and Important

There were no items timely and important to discuss.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item: Item W to Gannett New York-New Jersey LocaliQ in the amount of \$52.94.

Comm. Kazanski made a motion to approve the voucher list as amended, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Spahr – not present, Comm. Wolfe - not present, 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. Kazanski and by a voice vote all voted in affirmative. Meeting adjourned at 8:26 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2024

INCIDENT RUNS

3 Structure Fires
3 Vehicle Fires
1 Dumpster/Compactor/Trash/Refuse Fires
2 Trees, Brush, Grass, Mulch Fires
3 Fires, Other
Vehicle Extrications (Jaws)
3 Motor Vehicle Accident (No Extrication)
Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
6 Haz-Mat Spill / Leak No Ignition
2 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
Hazardous Condition
4 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
1 Smoke Scare / Odor Removal / Problem
13 System Malfunctions
18 Unintentional System / Detector Operation
4 False Calls / Good Intent
Other

64 Total Runs for 378.00 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
1 Meetings, Committee Function, Recruitment Drive, Other
1 Work Night
Work Detail
2 Drills
1 Training Sessions
Parade/Wetdown
4 Public Relations
Stand-by Assignment (Non-Incident)
Viewing/Funeral

366.00 Man-Hours

Total Man-Hours for the Month: 744.00

Fire Safety:

Referrals Sent – 10

Responded to Scene – 26

Fire District Coordinator's Report November 18, 2024

- We finished the fire safety presentations at the public schools with presentations to the kindergarten classes at Indian Fields School on 10-23-2024 & Brooks Crossing School on 10-29-2024.
- Air & Gas Technologies performed the 6-month preventive maintenance service on the Bauer breathing air compressor on 10-29-2024.
- Car 200 (2024 Chevrolet Tahoe) went to Malouf Chevrolet on 10-31-2024 for a software update.
- Station 20 was used as a polling place for the general election on 11-5-2024.
- Cummins Power Systems performed the 6-month preventive maintenance on the emergency generator at Station 20 on 11-12-2024. When starting the maintenance on the generator at Station 21, a weld was found to be broken on the oil pan. The unit has been turned off, and we are waiting on a quote for repair.

Insurance:

- We received a check on 10-28-2024 in the amount of \$760.12 from Glatfelter Insurance Group for a refund on the premium for our Accident and Sickness policy.

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

Resolution #24-35

Authorizing a Contract and Annual Salary for Firefighter Pedro Sanchez

WHEREAS, the position of Firefighter has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2025 budget concerning this position; and


WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are desirous of increasing the annual salary of Firefighter Pedro Sanchez; and

WHEREAS, the Commissioners and Firefighter Sanchez have negotiated and agreed to a three-year contract for the years 2025, 2026 & 2027.

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) Firefighter Pedro Sanchez shall receive an annual salary of \$62,300.00 for the year 2025, \$66,950.00 for the year 2026 and \$71,700.00 for the year 2027.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to the 2025, 2026 & 2027 budgets.
- (4) The contract between the Commissioners and Firefighter Sanchez shall be deemed approved upon adoption of this resolution.

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 November 2024.



Douglas A. Wolfe / District Clerk

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

Resolution #24-36

Declaration of Surplus Equipment

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick has determined that the following property:

- Motorola Minitor II Pagers: (11)
 - o R46BNN0070
 - o MD5BSW265H
 - o R45BPUCE27
 - o MD5BTG2CN5
 - o R46BMN0028
 - o MD5BRG2FR3
 - o MD5BQJ2DVG
 - o MD5BTG2CN7
 - o R46BNY1968
 - o R46BNN0073
 - o MD58QJ2DV

- Motorola Minitor II Chargers: (10)

- Motorola Minitor V Pagers (42):
 - o 136WMQ9160
 - o 136WNA2613
 - o 136WJU1092
 - o 136WHE5276
 - o 136WJU1091
 - o 136WQJ1177
 - o 136WGU0091
 - o 136WPD1095
 - o 136WPD1100
 - o 136WQJ1186
 - o 136WJSE353
 - o 136WQG0468
 - o 136WPJ2274
 - o 136WQG0400
 - o 136WPD1107
 - o 136WPD1108
 - o 136WQG0197
 - o 136WPS1585
 - o 136WPJ2261
 - o 136WPJ2253
 - o 136WPJ2273
 - o 136WJL0271
 - o 136WPS3545
 - o 136WGW1064
 - o 136WPO3081
 - o 136WPJ2264
 - o 136WQG0463
 - o 136WHY0049
 - o 136WJJA016
 - o 136WFQ0843
 - o 136WFQ0848
 - o 136WFQ0851
 - o 136WGU0533
 - o 136WGU0529
 - o 136WPJ2263
 - o 136WHG0836
 - o 136WHG0842
 - o 136WPQ2729
 - o 136WQG0399
 - o 136WPS1586
 - o 136WQG0401
 - o 136WGA0478

- Motorola Minitor V Chargers: (36)

is no longer needed for public use; and

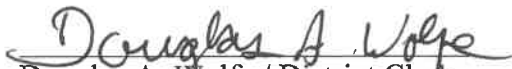
WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex deem the property to be surplus.

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 are hereby authorized to sell the surplus property as indicated at either public auction or by the advertised bid process.

(2) 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 18th day of November 2024.


Douglas A. Wolfe / District Clerk