

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 16, 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. November 18, 2024 Regular Meeting
 - B. December 2, 2024 Special 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 2003 E-One Bronto Sky-Lift
- 8. *New Business***
 - A. Discussion on Renewal of VFIS Group Term Life Insurance Policy
 - B. Discussion on Renewal of Station 20 HVAC Maintenance Contract
 - C. 2025 Budget Status
 - D. Resolution #24-37, Adoption of Temporary Budget for 2025
 - E. Resolution #24-38, Authorizing Budget Transfer of Funds Relative to the 2024 Budget
 - F. Items Timely and Important
- 9. *Voucher List***

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

Voucher List

<i>A</i>	Republic Services #689	184.42
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.72
<i>D</i>	PSE&G Co.	2,190.85
<i>E</i>	Verizon	464.33
<i>F</i>	Ready Refresh	43.97
<i>G</i>	Marin Landscaping LLC	1,843.75
<i>H</i>	South Brunswick Township Water & Sewer Revenue	1,513.08
<i>I</i>	US Electrical Services, Inc.	148.52
<i>J</i>	Clarion Events, Inc.	212.00
<i>K</i>	Monmouth Junction Vol. Fire Department	12,305.97
<i>L</i>	CMF Business Supplies, Inc.	192.31
<i>M</i>	Richard M. Braslow, Esq.	100.00
<i>N</i>	Fire-Dex, GW LLC	594.50
<i>O</i>	Middlesex County Fire Academy	236.00
<i>P</i>	GSB	1,933.79
<i>Q</i>	Scott Smith	219.31
<i>R</i>	Electronic Measurement Labs, Inc.	778.00
<i>S</i>	Municipal Emergency Services, Inc.	395.32
<i>T</i>	WTH Technology, Inc.	681.00
<i>U</i>	TLP Climate Controls Systems, Inc.	663.00
<i>V</i>	OK Enterprises, LLC	1,800.00
<i>W</i>	All Hands Fire Equipment	3,000.00
<i>X</i>	Witmer Public Safety Group Inc.	237.19

APPROVED
1-21-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
December 16, 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. November 18, 2024 Regular Meeting

Comm. Kazanski made a motion to approve the minutes of the November 18, 2024 regular meeting, seconded by Comm. Young.

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

B. December 2, 2024 Special Meeting

Comm. Spahr made a motion to approve the minutes of the December 2, 2024 special meeting, seconded by Comm. Wolfe.

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

Chairman Smith read the Chief's Report in the absence of Chief Scott Smith.

Chairman Smith reviewed the Fire Department's November 2024 activity report (see attached).

Instructors from All Hands Fire Equipment gave training classes on SCBA air management on November 21st and December 5th.

The Fire Department held the annual Santa Cade event around the district on December 14th.

The Fire Department held their annual elections earlier in the month. The line officers for 2025 are Chief Scott Smith, Deputy Chief Sean Wert, Captains Tyler Goldin & Joseph Malkiewicz, and Lieutenants Daniel Murphy and Pedro Sanchez.

B. District Coordinator's Report

Chairman Smith reviewed the December 2024 Coordinator's Report (see attached) in the absence of Coordinator Scott Smith.

C. Insurance Chairman's Report

Chairman Smith reviewed the December 2024 Insurance Report (see attached) in the absence of Coordinator Scott Smith.

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 earlier today.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

A. Discussion on Sale of 2003 E-One Bronto Sky-Lift

Chairman Smith reported that the 2003 E-One has been listed for sale on two separate websites since May. Coordinator Smith was contacted by a fire department in Louisiana who is interested in purchasing the truck at the listed price of \$150,000, but must go through an advertising process first which would not be completed until February. The department asked for consideration of replacing the front tires for safety reasons as the truck will be driven to Louisiana. Coordinator Smith obtained a quote from Service Tire Truck Center to replace the tires in the amount of \$1,787.15 under NJ State Contract.

After a discussion, it was the consensus of the Board to proceed with replacing the front tires on the truck, and asking for a deposit from the prospective purchaser. Coordinator Smith will be asked to contact the purchaser to discuss the requested deposit.

8. NEW BUSINESS

A. Discussion on Renewal of VFIS Group Term Life Insurance Policy

Chairman Smith reported that the district received the 2025 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$8,493.29, which is an increase of \$868.72 from the 2024 policy cost.

Comm. Young made a motion to renew the Group Term Life Insurance policy with VFIS at a total cost of \$8,493.29, 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 Renewal of Station 20 HVAC Maintenance Contract

Chairman Smith reported that the district received the renewal of the Station 20 HVAC preventive maintenance contract from TLP Climate Control Systems for 2025 in the amount of \$2,652.00, paid out at a rate of \$663.00 per each of (4) service visits.

Comm. Spahr made a motion to approve the renewal of the Station 20 HVAC preventive maintenance contract with TLP Climate Control Systems for 2025 in the amount of \$2,652.00, seconded by Comm. Young.

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

C. 2025 Budget Status

Comm. Young reported that following the approval of the 2025 budget earlier this month, he uploaded the required documentation into DCA's FAST portal. Comm. Young further reported that he has answered several questions regarding the budget via email, and that the budget is ready for the public hearing and anticipated adoption at the January meeting.

D. Resolution #24-37, Adoption of Temporary Budget for 2025

Comm. Spahr made a motion to approve Resolution #24-37, seconded by Comm. Wolfe.

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

E. Resolution #24-38, Authorizing Budget Transfer of Funds Relative to the 2024 Budget

Comm. Wolfe made a motion to approve Resolution #24-38, seconded by Comm. Spahr.

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

F. Items Timely and Important

Comm. Young made the recommendation to move \$200,000 from PNC Bank to the New Jersey State Cash Management fund operating account. By a voice vote, all voted in affirmative of making the transfer of funds.

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 7:55 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2024

INCIDENT RUNS

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

46 Total Runs for 148.65 Man-Hours

DEPARTMENT ACTIVITIES

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

135.86 Man-Hours

Total Man-Hours for the Month: 284.51

Fire Safety:

Referrals Sent – 13

Responded to Scene – 16

Fire District Coordinator's Report December 16, 2024

- Firstline Locksmith was at Station 20 on 11-19-2024 to troubleshoot an issue with the lockset on the member's entrance door, which was determined to be a worn-out latch assembly. The locksmith returned on 12-11-2024 to install a new lockset.
- The 2014 Chevrolet Tahoe, sold on Gov Deals, was picked up by the buyer on 11-26-2024. The final sale price was \$8,850.00. Net pay to the district once auction fees are removed is \$8,407.50.
- The auction on Gov Deals for the low-band Motorola Minitor II & V pagers started on 11-19-2024 and ended on 11-26-2024. There were 3 bids and the final sales price was \$195.00. Net pay to the district once auction fees are removed is \$185.25. The equipment was picked up by the buyer on 11-27-2024.
- Techs from Cummins Power Systems were at Station 21 on 12-2-2024 to make repairs to the damaged oil pan for the generator. The repairs were made and the 6-month preventive maintenance was completed.
- Fire & Safety Services performed the annual apparatus preventive maintenance on Engines 204, 206 & 208 over the course of two weeks starting on 12-5-2024.
- Marin Landscaping performed a final fall cleanup of the grounds at both stations on 12-9-2024.
- The Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-9-2024. No violations were noted during the inspection.
- TLP Climate Control Systems was at Station 20 on 12-9-2024 to perform the regular preventive maintenance on the HVAC systems.

Insurance:

- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.
- With the sale of the 2014 Chevrolet Tahoe, I contacted VFIS on 11-27-2024 to remove the vehicle from coverage.

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

Resolution #24-37


Adoption of Temporary Budget for 2025

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, 2025 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 15, 2025;

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 16th day of December 2024.


Douglas A. Wolfe / District Clerk

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

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

Resolution #24-38

Authorizing the Transfer of Funds Relative to the 2024 Budget


In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 16th day of December, 2024 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers be made as follows:

<u>Acct. #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-3	Election	\$10,400.00	\$16,000.00
O-3	Operations Insurance	\$42,000.00	\$43,000.00
O-7	Training	\$9,500.00	\$11,000.00
O-9	Utilities	\$45,200.00	\$47,200.00
A-1	Administrative Salaries & Wages	\$238,433.00	\$232,833.00
O-11	Purchases of Non-Capital Assets	\$37,000.00	\$32,500.00

The purpose of the above transfers is to accommodate a late billing for the 2023 special election, higher insurance rate premium increases than anticipated, an additional outside training class for firefighters and higher than budgeted rate increases for telephone, electric and gas expenses.

These increases are being offset by a provision for per-diem firefighters that were not needed in 2024 due to the formation of a daytime joint response team with the other two fire districts within the township and lower purchases of fire operations non-bondable assets.

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 16th day of December 2024.


Douglas A. Wolfe / District Clerk

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