

**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***  
***January 21, 2025***  
***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. December 16, 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 2003 E-One Bronto Sky-Lift
- 8. *New Business***
  - A. LOSAP Certification for 2024
  - B. Discussion on Renewal of VFIS Accident & Sickness Policy
  - C. Discussion on Renewal of VFIS Portfolio Policy
  - D. Discussion on Renewal of Travelers Workers Compensation Coverage
  - E. Discussion on Chief's Request for Operations Equipment
  - F. Public Hearing on 2025 Budget
  - G. Resolution #25-01, Adoption of 2025 Budget
  - H. Items Timely and Important
- 9. *Voucher List***

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

***Voucher List***

<b><i>A</i></b>	Republic Services #689	183.79
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.72
<b><i>D</i></b>	PSE&G Co.	3,806.72
<b><i>E</i></b>	Verizon	514.41
<b><i>F</i></b>	Evertex LLC	64.14
<b><i>G</i></b>	New Jersey Motor Vehicle Commission	150.00
<b><i>H</i></b>	Scott Smith	645.38
<b><i>I</i></b>	Fire and Safety Services, LTD.	4,400.00
<b><i>J</i></b>	Fire and Safety Services, LTD.	3,100.00
<b><i>K</i></b>	Fire and Safety Services, LTD.	1,451.57
<b><i>L</i></b>	Fire and Safety Services, LTD.	630.00
<b><i>M</i></b>	Tasc Fire Apparatus, Inc.	110.00
<b><i>N</i></b>	QRFP Special Services	400.00
<b><i>O</i></b>	Approved Fire Protection Co.	327.72
<b><i>P</i></b>	EZ Auto Glass Installers, Inc.	1,064.49
<b><i>Q</i></b>	VFIS	25,073.00
<b><i>R</i></b>	Matt Pinter Door Company	1,029.00
<b><i>S</i></b>	Monmouth Junction Vol. Fire Department	1,332.92
<b><i>T</i></b>	Cardio Partners Inc.	390.26
<b><i>U</i></b>	Richard M. Braslow, Esq.	50.00
<b><i>V</i></b>	Coast to Coast Computer Products	668.87
<b><i>W</i></b>	Municipal Emergency Services, Inc.	1,637.28
<b><i>X</i></b>	1 <sup>st</sup> Responder Newspaper	65.00
<b><i>Y</i></b>	Georgia Steel & Chemical	140.54
<b><i>Z</i></b>	Cummins Sales and Service	1,812.56
<b><i>AA</i></b>	Middlesex County Fire Academy	84.00
<b><i>BB</i></b>	New Jersey Fire Equipment Co.	592.00
<b><i>CC</i></b>	Service Tire Truck Centers	1,759.15
<b><i>DD</i></b>	Travelers – RMD	13,410.00
<b><i>EE</i></b>	W.B. Mason Co., Inc.	246.54
<b><i>FF</i></b>	VFIS	9,552.00
<b><i>GG</i></b>	On-Scene Training Associates LLC	650.00
<b><i>HH</i></b>	RHA Communications	1,920.00
<b><i>II</i></b>	Pedro Sanchez	216.00
<b><i>JJ</i></b>	VFIS	554.75
<b><i>KK</i></b>	VFIS	8,636.00
<b><i>LL</i></b>	McMaster-Carr	255.42
<b><i>MM</i></b>	New Jersey Fire Equipment Co.	7,190.00
<b><i>NN</i></b>	<i>JANICE RIVERA</i>	<i>225.00</i>
<b><i>OO</i></b>	<i>SERVICE TIRE TRUCK CENTERS</i>	<i>5,410.95</i>

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
January 21, 2025

**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. December 16, 2024 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the December 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 read the December 2024 and Year End 2024 activity reports.

Chief Smith reported that the line officers met earlier this month to discuss expectations and goals for 2025.

Chief Smith reported that Retired FDNY Lieutenant Mike Ciampo from On Scene Training Associates presented a training class on tower ladder operations on January 16<sup>th</sup>.

Chief Smith reported that the department started annual mandatory refresher training and facemask fit testing earlier this month.

Chief Smith reported that probationary members Nick Miele and Luis Vasquez are starting Firefighter I at the Somerset County Fire Academy this evening.

Chief Smith reported that iPad tablets were purchased for the stations to begin electronic record-keeping of the weekly apparatus checks.

Chief Smith reported that members of the truck committee performed the final inspection of the new aerial at the Pierce Manufacturing factory last month, and that the truck arrived at the Fire & Safety Services shop in South Plainfield on January 13<sup>th</sup>. Chief Smith further reported that he and Deputy Chief Sean Wert visited the Fire & Safety Services shop earlier today to review the punch list from the final inspection and review equipment mounting with the fabricators. Delivery of the truck is anticipated shortly and the factory training is scheduled for February 6<sup>th</sup> to 9<sup>th</sup>.

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

Coordinator Scott Smith reviewed the January 2025 Coordinator's Report (see attached).

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

Coordinator Smith reviewed the January 2025 Insurance Report (see attached).

#### **D. Treasurer's Report**

Comm. Young reported that there were three deposits since the last meeting. The first deposit was made on December 28<sup>th</sup> in the total amount of \$300,840.50 for three checks, one from Gov Deals in the amount of \$8,592.75 for the sale of the 2014 Chevrolet Tahoe chief's vehicle and Motorola pagers, one from South Brunswick Township in the amount of \$4,320.00 for the Supplemental Fire Services Grant, and another from South Brunswick Township in the amount of \$287,927.75 for fourth quarter taxation; the second deposit was made on January 10<sup>th</sup> in the amount of \$285.71 from VFIS for the disability benefit under the Accident & Sickness policy following the injury to an employee who lost one work day; the third deposit was from Glatfelter Insurance Group in the amount of \$60.00 for reimbursement on over payment for the Group Term Life policy.

Comm. Young reported that the budget was approved by the DCA following the December regular meeting.

Comm. Young reported that the audit of the 2024 financials will be performed the week of February 24<sup>th</sup>, and that he will be dropping off the records in the coming weeks.

Comm. Young reported that he submitted the information for the 1099-MISC and 1096 forms to the auditor.

Comm. Young reported that he will issue a 2024 financial report and a first look at the 2025 financials at the next meeting.

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

There was no legislative information to discuss.

### **7. OLD BUSINESS**

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

Coordinator Smith reported he has been in contact with representatives from Webster Parish Fire Protection District #6 in Cullen, Louisiana, who has expressed a serious interest in purchasing the truck. Coordinator Smith reported that they have published an advertisement for bids for a used ladder truck, and that he submitted the required information on the Bronto with a price of \$150,000.00. Coordinator Smith further reported that the bid will be awarded at the meeting on February 11<sup>th</sup>.

## **8. NEW BUSINESS**

### **A. LOSAP Certification for 2024**

Chairman Smith reported that the 2024 LOSAP certification letter was received from the Fire Chief on January 2<sup>nd</sup> and has been posted. A total of 18 firefighters qualified for LOSAP last year, with an award amount of \$2,070.00 per firefighter for a total cost of \$37,260.00. Three new firefighters qualified in 2024, and two firefighters became vested.

### **B. Discussion on Renewal of VFIS Accident & Sickness Policy**

Coordinator Smith reported that he received the renewal of the Accident & Sickness policy from VFIS in the amount of \$9,552.00 for the period February 1, 2025 to February 1, 2026. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Wolfe made a motion to renew the Accident & Sickness policy with VFIS at a cost of \$9,552.00, seconded by Comm. Spahr.

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

### **C. Discussion on Renewal of VFIS Portfolio Policy**

Coordinator Smith reported that he received the renewal of the Portfolio policy from VFIS in the amount of \$49,997.00 for the period February 1, 2025 to February 1, 2026. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$25,073.00. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Spahr made a motion to renew the Portfolio policy with VFIS at a cost of \$49,997.00, 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 Renewal of Travelers Workers Compensation Coverage**

Coordinator Smith reported that he received the renewal of the Workers Compensation policy from Travelers in the amount of \$26,820.00 for the period February 1, 2025 to February 1, 2026, which included an invoice in the amount of \$13,410.00. Coordinator Smith further reported that this amount is for the first installment, with the second installment coming due following the annual audit. Coordinator Smith recommended renewing the Workers Compensation policy with Travelers.

Comm. Young made a motion to renew the Workers Compensation coverage with Travelers, seconded by Comm. Spahr.

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

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

Chief Smith requested approval to attend the Fire Department Instructor's Conference in Indianapolis the week of April 7<sup>th</sup>. Chief Smith estimated the cost for the conference, flights, and lodging to be approximately \$4,000.00.

Comm. Young made a motion to approve the Chief's request to attend the Fire Department Instructor's Conference at a cost not to exceed \$4,000.00, seconded by Comm. Wolfe.

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

#### **F. Public Hearing on 2025 Budget**

Comm. Young presented a summary of the 2025 budget. Total appropriations amount to \$1,317,200, which is the same as the 2024 adopted budget. The amount to be raised by taxation is \$1,221,797, an increase of \$70,086 from 2024. The amount to be raised by taxation is 6.1% higher than 2024 and is cap compliant. The tax rate for 2025 is budgeted at .047 per hundred, which is .002 higher than the budgeted rate in 2024.

Comm. Spahr made a motion to open the meeting to the public for discussion on the 2025 budget, seconded by Comm. Young. By a voice vote all voted in affirmative.

As there were no questions from the public, Comm. Spahr made a motion to close the public portion, seconded by Comm. Young. By a voice vote all voted in affirmative.

#### **G. Resolution #25-01, Adoption of 2025 Budget**

Comm. Spahr made a motion to approve Resolution #25-01, seconded by Comm. Wolfe.

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

#### **H. 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 two additional items; Item NN to Janice Rivera in the amount of \$225.00; and Item OO to Service Tire Truck Center in the amount of \$5,410.35.

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 7:45 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
December 2024

**INCIDENT RUNS**

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

**52 Total Runs for 172.82 Man-Hours**

**DEPARTMENT ACTIVITIES**

- 2 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
- Parade/Wetdown
- 2 Public Relations
- Stand-by Assignment (Non-Incident)
- 1 Viewing/Funeral

**238.86 Man-Hours**

**Total Man-Hours for the Month: 411.68**

**Fire Safety:**

*Referrals Sent – 14*

*Responded to Scene – 18*



Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
Year 2024

**INCIDENT RUNS**

23 Structure Fires  
13 Vehicle Fires  
6 Dumpster/Compactor/Trash/Refuse Fires  
21 Trees, Brush, Grass, Mulch Fires  
11 Fires, Other  
5 Vehicle Extractions (Jaws)  
16 Motor Vehicle Accident (No Extrication)  
2 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)  
60 Haz-Mat Spill / Leak No Ignition  
18 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
5 Hazardous Condition  
27 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)  
7 Assist Police / EMS / Landing Zone / Missing Person  
4 Stand-By / Cover Assignment  
12 Dispatched & Cancelled En Route  
23 Smoke Scare / Odor Removal / Problem  
165 System Malfunctions  
152 Unintentional System / Detector Operation  
56 False Calls / Good Intent  
1 Other

**627 Total Runs for 2,709.78 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**2,834.22 Man-Hours**

**Total Man-Hours for the Year: 5,544.00**

**Fire Safety:**

*Referrals Sent – 125*

*Responded to Scene – 231*

## Fire District Coordinator's Report January 21, 2025

- Approved Fire Protection was at Station 20 on 12-16-2024 to perform the 6-month inspection of the kitchen hood fire suppression system.
- Quick Response Fire Protection performed the quarterly inspection of the fire sprinkler systems at both stations on 12-17-2024.
- Matt Pinter Door Company performed preventive maintenance on the bay doors and motors at both stations on 12-27-2024.
- Service Tire Truck Center replaced both front tires on Tower 201 on 12-27-2024, and all six tires on Engine 206 on 1-8-2025.
- EZ Auto Glass replaced the driver's side windshield on Engine 208 on 12-30-2024 after it was apparently struck by a rock and developed a crack.
- The recorders for the security camera systems at both stations was upgraded by RHA Communications on 1-7-2025. The new recorders have advanced features over the old systems, which were over 6 years old.

### **Insurance:**

- There are items for discussion under New Business for renewal of the Accident & Sickness policy, Portfolio policy, and Workers Compensation policy.
- One of our members suffered a hand injury at Station 20 on 1-2-2025. The member was taken to Plainsboro hospital where he was diagnosed with a bruise. The member missed one day of work. Claims were submitted the day of the injury to VFIS (Accident & Sickness policy) and Travelers (Worker's Comp.).
- With delivery of the new Pierce tower ladder anticipated shortly, the vehicle was added to our insurance policy on 1-6-2025 at the request of the financing company so payment can be sent to the vendor. The vehicle & equipment has a combined replacement cost coverage of \$1.8 million.

# 2025 ADOPTED BUDGET RESOLUTION

## South Brunswick Township FD No. 2

### FISCAL YEAR: January 1, 2025 to December 31, 2025

WHEREAS, the Annual Budget for the South Brunswick Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2025 and ending December 31, 2025 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 21, 2025; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,317,200.00 which includes amount to be raised by taxation of \$1,221,797.00, and Total Appropriations of \$1,317,200.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 21, 2025 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2025 and ending December 31, 2025 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,317,200.00, which includes amount to be raised by taxation of \$1,221,797.00, and Total Appropriations of \$1,317,200.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

\_\_\_\_\_  
dwolfe@sbfd2.com  
(Secretary's Signature)

\_\_\_\_\_  
1/21/2025  
(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
T. Kazanski	X			
C. Spahr	X			
D. Wolfe	X			
T. Young	X			
C. Smith	X			