

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 ***October 16, 2023*** ***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 2023.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. September 18, 2023 Regular Meeting

6. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative

7. Old Business

- A. Discussion on Firefighter Manpower
- B. Long-Range Planning Discussion

8. New Business

- A. Discussion on Renewal of VFIS Special Risk Policy
- B. Resolution #23-25, Authorizing Special Election
- C. Resolution #23-26, Authorizing Hiring of Deputy Fire District Coordinator
- D. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Executive Session Resolution

- A. Resolution #23-27, Authorizing a Closed Session at the October 16, 2023 Regular Meeting

12. Executive Session

- A. Contractual Negotiations
- B. Personnel Matters

13. Adjournment

Voucher List

<i>A</i>	Republic Services #689	151.94
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	336.31
<i>D</i>	PSE&G Co.	1,598.62
<i>E</i>	Verizon	359.38
<i>F</i>	Ready Refresh	95.92
<i>G</i>	Marin Landscaping LLC	668.75
<i>H</i>	Monmouth Junction Vol. Fire Department	150.20
<i>I</i>	Fire and Safety Services, LTD.	2,134.34
<i>J</i>	Fire and Safety Services, LTD.	1,125.00
<i>K</i>	US Electrical Services, Inc.	180.44
<i>L</i>	TLP Climate Control Systems, Inc.	663.00
<i>M</i>	Fire-Dex, GW LLC	687.25
<i>N</i>	Witmer Public Safety Group Inc.	816.07
<i>O</i>	VFIS	500.00
<i>P</i>	Continental Fire & Safety	64.00
<i>Q</i>	Scott Smith	96.81
<i>R</i>	Skylands Area Fire Equipment & Training LLC	520.00
<i>S</i>	United Communications Corp.	142.38
<i>T</i>	QRFP Special Services	675.00
<i>U</i>	McMaster-Carr	142.84
<i>V</i>	Richard M. Braslow, Esq.	200.00
<i>W</i>	ESO Solutions, Inc.	3,527.75
<i>X</i>	Approved Fire Protection Company	218.31
<i>Y</i>	Approved Fire Protection Company	334.63
<i>Z</i>	Municipal Emergency Services, Inc.	64.00
<i>AA</i>	CMF Business Supplies, Inc.	150.89
<i>BB</i>	Matt Pinter Door Company	917.00
<i>CC</i>	Gannett New Jersey Newspapers	136.30

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 16, 2023

APPROVED

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:00 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Kazanski
 Comm. Smith
 Comm. Wolfe
 Comm. Young
 Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. September 18, 2023 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the September 18, 2023 regular meeting, seconded by Comm. Smith.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's September 2023 activity report (see attached).

Chief Smith reported that the Fire Department attended a first responder appreciation event at St. Augustine of Canterbury Church on September 29th.

Chief Smith reported that the Fire Department held an open house for Fire Prevention Week on October 7th.

Chief Smith reported that junior firefighter Amanda McDonald has turned 18 years of age and is now a probationary firefighter. Chief Smith further reported that she is currently attending Firefighter I at the Middlesex County Fire Academy.

Chief Smith reported that a meeting has been scheduled for October 18th to discuss the programming of the new pagers with all emergency services and Tactical Public Safety.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the October 2023 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the October 2023 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on September 29th from South Brunswick Township in the amount of \$283,072.50 for 3rd quarter taxation.

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

Comm. Young reported that a letter was delivered on September 29th to the Township Manager, Deputy Manager, and copied to the Mayor & Council, thanking them for meeting last month and also advising that the Board would not be renewing the interlocal agreement for deputy fire marshal services once it expires at the end of this year.

Comm. Young reported that the Local Finance Notice with the 2024 fire district budget and election guidance was received from the DCA DLGS.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS**A. Discussion on Firefighter Manpower**

Coordinator Smith reported that there was a fifth meeting on September 27th with reps from all three fire districts and all three fire chiefs. Coordinator Smith further reported that District #1 will be contacting their attorney to discuss a draft inter-local agreement, and that he will be contacting VFIS to discuss insurance coverages for employees that will be operating another district's equipment. Coordinator Smith further reported that the chiefs will discuss operational specifics at an upcoming meeting.

B. Long-Range Planning Discussion

Comm. Young reported that he will review the 2024 draft budget and financial analysis next month.

Comm. Young reported that he spoke with attorney Richard Braslow to discuss funding for new fire apparatus and the challenges created with the extended delivery times from manufacturers. Comm. Young further reported that the Board can research various funding options including bonds or notes, rather than lease-financing, so as to avoid making one or more payments for the new apparatus before the truck is even delivered.

8. NEW BUSINESS

A. Discussion on Renewal of VFIS Special Risk Policy

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

Comm. Smith made a motion to approve renewal of the Special Risk policy with VFIS in the amount of \$500.00, seconded by Comm. Wolfe.

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

B. Resolution #23-25, Authorizing Special Election

Chief Smith reported that the truck committee has finished drafting the specifications for a replacement of Engine 208, and a price has been received from Pierce Manufacturing that will remain valid until January 31, 2024 at which point the cost will possibly rise. Chief Smith further reported that build times for new apparatus is currently 43 to 46 months. For those reasons, Chief Smith recommended holding a special election before the end of the year to attempt to complete the ordering process and lock in the price before additional cost increases.

Comm. Smith made a motion to approve Resolution #23-25, Authorizing Special Election, seconded by Comm. Wolfe.

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

11. EXECUTIVE SESSION RESOLUTION

A. Resolution #23-27, Authorizing a Closed Session at the October 16, 2023 Regular Meeting

Comm. Smith made a motion to amend the agenda and approve Resolution #23-27, Authorizing a Closed Session at the October 16, 2023 Regular Meeting, seconded by Comm. Wolfe.

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

The executive session commenced at 7:35 pm.

12. EXECUTIVE SESSION

A. Contractual Negotiations

B. Personnel Matters

After the discussion was completed, Comm. Smith made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 7:46 pm.

8. NEW BUSINESS

C. Resolution #23-26, Authorizing Hiring of Deputy Fire District Coordinator

Comm. Smith made a motion to approve Resolution #23-26, Authorizing Hiring of Deputy Fire District Coordinator, seconded by Comm. Wolfe.

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

D. Items Timely and Important

Coordinator Smith reported that it was the recommendation of the computer tech from OK Enterprises to replace the server before the end of the year due to its age and as technical support for the software will no longer be provided. Coordinator Smith further reported that quotes will be obtained for discussion next month.

9. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, seconded by Comm. Wolfe.

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

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

13. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:53 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

Minutes for Executive Session on October 16, 2023

APPROVED

Members present:

Comm. Kazanski
Comm. Smith
Comm. Wolfe
Comm. Young
Chairman Spahr

Executive session commenced at 7:35 PM.

12. Executive Session

A. Contractual Negotiations

Comm. Smith reported that he, Comm. Wolfe & Coordinator Smith met with and interviewed Pedro Sanchez on October 11th for the position of Deputy Fire District Coordinator. Comm. Smith reported that he was very pleased with Mr. Sanchez' answers to all of the questions posed, and it would be his recommendation to hire him for the position.

Comm. Wolfe reported that he was also pleased with the answers given, as well as Mr. Sanchez' desire to continue furthering his education as it relates to the fire service and emergency management.

Comm. Smith reported that if the Board is in favor of moving forward, they can approve the resolution to affect the hiring then look to finalize the employment contract.

Comm. Smith made a motion to end the executive session and resume the regular meeting, seconded by Comm. Young. By a voice vote all voted in affirmative.

Regular meeting resumed at 7:46 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2023

INCIDENT RUNS

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

57 Total Runs for 349.75 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
1	Meetings, Committee Function, Recruitment Drive, Other
1	Work Night
	Work Detail
2	Drills
	Training Sessions
	Parade/Wetdown
1	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

111.09 Man-Hours

Total Man-Hours for the Month: 460.84

Fire Safety:

Referrals Sent – 11

Responded to Scene – 20

Fire District Coordinator's Report October 16, 2023

- Direct Machinery Service Corp. was at Station 20 on 9-20-2023 to troubleshoot the issue with a water valve that will not shut-off following completion of a wash cycle in the washer/extractor. A tech was on site again on 10-9-2023. Replacement parts have been ordered.
- A mechanic from Malouf Ford was at Station 20 on 9-21-2023 to address a recall from Ford Motor Company on Brush 202 & Utility 209.
- The online auction on the Gov Deals website for the nozzles and equipment that was declared surplus started on 9-20-2023 and ended on 9-28-2023. The auction received (1) bid and sold for \$350.00. The District will receive a check from Gov Deals in the amount of \$332.50 when auction fees are removed. The equipment was picked-up by the buyer on 10-2-2023.
- Quick Response Fire Protection performed the annual inspection of the sprinkler systems at both stations on 9-29-2023.
- Matt Pinter Door Company performed preventive maintenance on the bay doors at both stations on 10-11-2023.
- With the final financing payment being made on Engine 204 last month, I have been in contact with Commerce Bank to close-out the lease. They will send us paperwork to complete shortly after payment is processed. I will also be in contact with VFIS as well as the NJ MVC since Commerce Bank is listed as a lien holder on our insurance policy and the vehicle title.

Insurance:

- Update on our member that was transported to RWJ University Hospital in New Brunswick on 7-7-2023 after suffering a medical episode while in training at the Middlesex County Fire Academy. Payment was issued by VFIS for invoice for the ambulance transport to the hospital. Waiting on payment to be issued for the emergency room visit.
- 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 #23-25

Authorizing Special Election

WHEREAS, the Fire District needs to purchase a new firetruck; and

WHEREAS, a special election shall be scheduled to seek voter approval concerning the purchase.

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 special election is scheduled for Tuesday December 12, 2023 at the Monmouth Junction Fire Station in accordance with New Jersey statute to seek voter approval to purchase a new fire truck and equipment for an amount not exceeding \$1,400,000, and to undertake lease-purchase financing or the issuance of notes and/or bonds relative to the purchase.

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 October 2023.


Douglas A. Wolfe / District Clerk

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

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

Resolution #23-26

Authorizing Hiring of Deputy Fire District Coordinator

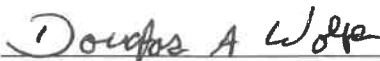
WHEREAS the position of Deputy Fire District Coordinator has been created by the Fire District in accordance with statute; and

WHEREAS the Fire District wishes to appoint an individual to serve in 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) Pedro Sanchez is hereby appointed to the position.
- (2) The hiring is deemed effective November 6, 2023 through December 31, 2024.
- (3) The hiring is contingent upon a 6-month probationary period wherein the Fire District reserves the right to approve, extend or terminate employment during this period of probation, and upon the agreement of the parties on the terms and conditions of employment.
- (4) The starting salary will be \$52,500.00 per year. After successful completion of the probationary period as set forth above, the yearly salary will increase to \$57,750.00 for the remainder of the term of the contract, providing funds are available within the Fire District budget.

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 October 2023.



Douglas A. Wolfe / District Clerk

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

Resolution #23-27

Authorizing a Closed Session at the October 16, 2023 Regular Meeting

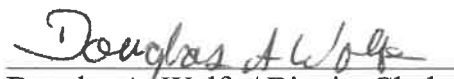
WHEREAS, there exists a need to hold a closed session for the purpose of discussing matters which fall within the exception of the Open Public Meetings Law, N.J..S.A.10:4-6 et seq to wit: Contractual Negotiations and Personnel Matters; and

WHEREAS, it is unknown at this time when such discussion that takes place at said closed session may be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED, that the October 16th, 2023 meeting of the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex be closed to the public for discussion of the aforesaid; and

BE IT FURTHER RESOLVED, that the matters discussed at said closed session be disclosed to the public when the reasons for discussing and acting on same in closed session no longer exist.

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 October 2023.


Douglas A. Wolfe / District Clerk