

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 ***May 19, 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 2025.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. April 21, 2025 Regular Meeting

6. Professional Reports

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

7. Old Business

A. Discussion on Class B Foam Disposal

8. New Business

- A. Discussion on Renewal of Station Alarm Monitoring Contract
- B. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	138.94
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	242.72
D	PSE&G Co.	2,037.06
E	Verizon	493.05
F	Primo Brands	284.97
G	Marin Landscaping LLC	695.00
H	Richard M. Braslow, Esq.	55.00
I	Thomson Reuters-West	396.00
J	EZ Auto Glass Installers, Inc.	175.00
K	Fire Security Technologies, Inc.	689.27
L	Fire Security Technologies, Inc.	3,680.00
M	Monmouth Junction Vol. Fire Department	815.63
N	Mercer County Community College	225.00
O	Marco Technologies, LLC	125.73
P	Continental Fire & Safety	206.00
Q	Ideal Plumbing & Heating LLC	595.00
R	WTH Technology, Inc.	625.00
S	Access Compliance, LLC	1,494.00
T	South Brunswick Township	81,788.87
U	Somerset County Emergency Services Training Academy	275.00
V	Fire Security Technologies, Inc.	5,250.00
W	CUMMINS SALES AND SERVICE	1,080.09
X	FIRE SECURITY TECHNOLOGY, INC.	4,250.00 ; 148.00 ty
Y	AIR & GAS TECHNOLOGIES	1,193.00

APPROVED
6-16-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 19, 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. C. Spahr
 Comm. Wolfe
 Comm. Young
 Chairman Smith

Not Present: Comm. B. Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. April 21, 2025 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the April 21, 2025 regular meeting, seconded by Comm. C. Spahr.

Roll call: Comm. B. Spahr – not present, Comm. C. 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 April 2025 activity report.

Chief Smith reported that as brought up last month, the Township Fire Chief's are tentatively planning to implement the mandatory firefighter retirement age of 70 on June 1st.

Chief Smith reported that the department participated in a meet and greet event with the police department for the SB Parents of Disabled Adults community group on May 17th.

Chief Smith reported that the department attended a presentation to the High School senior class earlier today given by survivors of the Seton Hall University dormitory fire.

Chief Smith reported that the new tower ladder was officially placed in service on May 1st. Chief Smith further reported that several additional driver/operators are finishing training,

and that a standard operating guidelines policy and response protocol was reviewed with the firefighters at a recent drill.

Chief Smith reported that the department responded to a large warehouse fire on Corn Road on Friday May 16th. The incident required extensive mutual aid, with units on scene approximately 13 hours. Chief Smith reported that there were two mayday events during the incident. The first mayday was for a firefighter who was low on air and unsure of his way out of the building, but was quickly located and removed uninjured. The other mayday was caused by the collapse of materials in the building that struck and injured three mutual aid firefighters. The three firefighters were transported to the hospital, with all being discharged by Sunday evening. Chief Smith reported that he will be scheduling a meeting with township services to discuss command and coordination at the incident, as well as a critique with the department.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the May 2025 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 May 5th in the amount of \$1,492.24 from Glatfelter Insurance Group for premium refund on the accident & sickness policy due to a rating error. The second deposit was made on May 12th in the amount of \$305,449.25 from South Brunswick Township for first quarter taxation.

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

Comm. Young reported that the auditors are still in the process of finishing the 2024 audit. The release of the final report has been delayed as the auditors are waiting for information from Lincoln Financial Services, which was just received but does not affect the audit financials. The auditors also requested copies of the minutes from the 2025 district meetings, which was provided. The final report should be received before the June meeting.

E. Legislative Report

Comm. Young reported that the next meeting of the State Association of Fire Districts will be on June 7th.

7. OLD BUSINESS

A. Discussion on Class B Foam Disposal

Coordinator Smith reported that since there has been no update from the State on their plans for the disposal of Class B foam, it is his recommendation to proceed with the disposal of the foam in Antique Engine 203 and the flushing of the tank. Quotes were obtained from two

vendors, with the low quote from Clean Harbors Environmental Services in the amount of \$6,461.09.

Comm. Wolfe made a motion to approve the disposal of the Class B foam and the flushing of the tank in Antique Engine 203 by Clean Harbors Environmental Services in the amount of \$6,461.09, seconded by Comm. Young.

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

8. NEW BUSINESS

A. Discussion on Renewal of Station Alarm Monitoring Contract

Coordinator Smith reported that he received the renewal of the burglar and fire alarm system monitoring contracts for the fire stations from Fire Security Technologies at a cost of \$1,148.00.

Comm. C. Spahr made a motion to approve the renewal of the station alarm monitoring contracts by Fire Security Technologies at a cost of \$1,148.00, seconded by Comm. Wolfe.

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

B. Items Timely and Important

Chairman Smith reported that at the last joint meeting for the daytime program, representatives from all three districts signed the renewal of the shared services agreement. Chairman Smith also reported that representatives of District #2 and District #3 signed the per-diem coverage agreement.

Chairman Smith reported that at that meeting, the status of the manpower in Kingston was discussed, and that the Township Fire Chiefs have discussed providing support for calls as needed.

Chairman Smith reported that one of the commissioners from District 3 had a meeting with the Township Manager and Mayor to discuss his thoughts on the current status and future direction of the township fire service. Chairman Smith further reported that the consensus of those present was that such discussion should have been held at a joint meeting of the three districts first. Comm. Young also expressed his opinion that such discussions should be held between the commissioners of all three districts.

Chairman Smith reported that he, Comm. Young, and Chief Smith met with the Township Manager on May 13th and discussed several items. First was a request to ensure the quarterly tax payments are being mailed to the districts in a timely manner. Also discussed were comments made by the residents of Dunham's Farm Estates at a recent township council meeting during the discussion on the construction of a new warehouse in that area. The residents commented on the response times of emergency services to that development. Chief Smith provided response data to the manager, including call totals, response times, and background information on the mutual aid agreement with the Brookview Fire Company, which is about 2 miles away from the development. Also discussed with the manager was the

meeting held with the commissioner of District #3, and the opinion that any discussions concerning the fire service need to be held first between all three districts. Chairman Smith reported that the manager agreed that the districts need to work together concerning the future of the fire service, and that the township has no desire in getting involved into such discussions.

9. VOUCHER LIST

Comm. Young reported that the voucher list was amended to include three additional items: Item W to Cummins Sales & Service in the amount of \$1,080.09; Item X to Fire Security Technologies, Inc. in the amount of \$1,148.00; and Item Y to Air & Gas Technologies in the amount of \$1,193.00.

Comm. C. Spahr made a motion to approve the voucher list as amended, seconded by Comm. Wolfe.

Roll call: Comm. B. Spahr – not present, Comm. C. 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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:40 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2025

INCIDENT RUNS

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

42 Total Runs for 102.67 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
	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
12	Training Sessions
	Parade/Wetdown
2	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

183.95 Man-Hours

Total Man-Hours for the Month: 286.62

Fire Safety:

Referrals Sent – 6

Responded to Scene – 12

Fire District Coordinator's Report May 19, 2025

- EZ Auto Glass was at Station 20 to address a leak around the windows in the front lobby. They will be returning to complete the repair.
- I submitted the final Progress Report and final Financial Status Report to the DCA on 4-24-2025 as part of the 2024 American Rescue Plan Firefighter Grant, and requested payment in the total amount of the grant award (\$45,000.00). The total cost of the personal protective equipment (hoods, helmets and turnout gear) ordered was \$49,145.46, with the district responsible for the remaining cost of \$4,145.46. The State did not require a 10% match for the total cost.
- I submitted invoices totaling \$50,072.35 for equipment purchased for the new Tower 201 on 4-24-2025 to Fire Official John Funcheon for reimbursement from the dedicated penalty account.
- The auction on Gov Deals for the computer equipment declared surplus at last month's meeting started at 7 AM on 4-25-2025 and ended at 2 PM on 5-9-2025. There were no bids, so the auction was re-listed starting at 9 AM on 5-12-2025 and will end at 2 PM on 5-27-2025.
- Ready Refresh was on site on 4-29-2025 to clean and service the water coolers at both stations.
- Air & Gas Technologies performed the 6-month service on the Bauer breathing air compressor at Station 21 on 5-2-2025.
- Cummins Power Systems performed the 6-month service on the emergency generators at both stations on 5-5-2025.
- Fire Security Technologies was at Station 20 on 5-6-2025 to replace the burglar alarm system main control panel and keypads.
- Ideal Plumbing & Heating was at Station 20 on 5-8-2025 to replace a leaking water valve to the washer/extractor. The plumber also replaced both the cold and hot water fill lines to the machine.
- Engine 206 (2010 Pierce) went to the Fire & Safety Services shop on 5-12-2025 to address several repairs identified during the annual preventive maintenance performed last year.
- Trugreen performed a lawn treatment at Station 21 on 5-16-2025.

- Fire Security Technologies performed the annual fire alarm system testing at both stations on 5-16-2025.
- As has been performed the last couple years, the US Dept. of Agriculture will be placing insect traps around the Station 20 property to monitor for potential foreign pests that may be of concern for natural resources or agricultural commodities. The traps will be checked every (2) weeks and will be removed from the site in late summer/early fall.
- The US Fire Administration is transitioning from NFIRS (National Fire Incident Reporting System), which debuted in 1975, to NERIS (National Emergency Response Information System) starting 1-1-2026. Our current records management software system, ESO, is creating a NERIS-compliant application, which we will transition to. There are no additional charges to use ESO for our NERIS reporting. Our department has been “onboarded” into NERIS as part of our region, and we will be working on training and submitting department information through ESO as we approach the transition.

Insurance:

- We received a check from Glatfelter Insurance Group on 5-5-2025 in the amount of \$1,492.24 for premium refund on the accident & sickness policy due to a rating error.