

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 ***June 16, 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. May 19, 2025 Regular Meeting

6. Professional Reports

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

7. Old Business

A. Update on Class B Foam Disposal

8. New Business

A. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Executive Session Resolution

A. Resolution #25-25 Authorizing a Closed Session at June 16, 2025 Regular Meeting

12. Executive Session

A. District Coordinator Contract Discussion

13. Adjournment

Voucher List

<i>A</i>	Republic Services #689	138.47
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	242.72
<i>D</i>	PSE&G Co.	1,593.81
<i>E</i>	Verizon	503.83
<i>F</i>	Primo Brands	171.83
<i>G</i>	Marin Landscaping LLC	695.00
<i>H</i>	Monmouth Junction Vol. Fire Department	12,186.52
<i>I</i>	CMF Business Supplies, Inc.	115.42
<i>J</i>	Hicks Communications Inc.	119.00
<i>K</i>	Richard M. Braslow, Esq.	55.00
<i>L</i>	Electronic Measurements Labs, Inc.	607.44
<i>M</i>	Approved Fire Protection Co.	341.05
<i>N</i>	Firstline Locksmith, LLC	235.00
<i>O</i>	Tactical Public Safety LLC	259.00
<i>P</i>	MES Service Company LLC	1,605.96
<i>Q</i>	OK Enterprises, LLC	2,100.00
<i>R</i>	TruGreen	667.11
<i>S</i>	GSB	2,187.00
<i>T</i>	Scott Smith	73.00
<i>U</i>	South Brunswick Township Water & Sewer Revenue	1,516.30
<i>V</i>	Mercer County Community College	730.00
<i>W</i>	Air & Gas Technologies	1,914.50
<i>X</i>	Access Compliance, LLC	3,036.00
<i>Y</i>	Continental Fire & Safety	562.00
<i>Z</i>	<i>TASC FIRE APPARATUS, INC.</i>	<i>2,298.00</i>

APPROVED
7-21-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
June 16, 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. B. Spahr
Comm. C. 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. May 19, 2025 Regular Meeting

Comm. Young made a motion to approve the minutes of the May 19, 2025 regular meeting, seconded by Comm. Wolfe.

Roll call: Comm. B. Spahr – abstain, Comm. C. Spahr – yes, Comm. Wolfe – yes, Comm. Young – yes, Chairman Smith – yes. Motion Passed.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Firefighter Pedro Sanchez read the May 2025 fire department activity report, and the following chief's report in the absence of Deputy Chief Wert, who left the meeting to respond to a fire call.

The Fire Department held a live-burn drill at the Mercer County Fire Academy on May 29th.

Members Nick Miele & Luis Vasquez finished Firefighter I at the Somerset County Fire Academy at the end of May.

The township fire chiefs will be meeting later this week to discuss several topics, including the firefighter retirement SOG policy. All three fire departments have held discussions with their membership at their regular meetings this month to obtain feedback. Once the policy is finished it will be sent to attorney Richard Braslow for his review and comment.

Chief Smith and Deputy Chief Wert attended an after-action meeting on May 29th to discuss the Corn Road warehouse fire. Representatives from Fire, Police, EMS, & DPW as well as the county fire coordinators attended. All were pleased with how the incident was handled from an inter-agency coordination and communications standpoint. The chiefs are in the process of reviewing and revising several standard operating guidelines policies, and will be looking to have discussions with dispatch concerning radio communications in the near future.

Following the Corn Road fire, Chief Smith was contacted by the Chief of North Brunswick Fire Company #2 and asked if we could utilize a different department to provide rapid intervention crew (RIC) services due to their manpower issues. Chief Smith has spoken with the chiefs of Plainsboro and Monroe Twp. Fire District #3 and both have agreed to share those services for our district. The township chiefs will be reviewing the box plans and will submit the updated RIC information along with any other changes to dispatch in the next couple weeks.

B. District Coordinator's Report

Chairman Smith read the June 2025 Coordinator's Report (see attached) in the absence of Coordinator Scott Smith.

C. Insurance Chairman's Report

Chairman Smith read the June 2025 Insurance Report (see attached) in the absence of Coordinator Scott Smith.

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on May 21st in the amount of \$45,000.00 from the State of New Jersey for the 2024 American Rescue Plan Firefighter Grant. The second deposit was made on May 29th in the amount of \$50,072.35 from South Brunswick Township for reimbursement out of the dedicated penalty account for the purchase of equipment for operations.

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

E. Legislative Report

Comm. C. Spahr reported that the last meeting of the State Association of Fire Districts was held on June 7th and that he will report next month once the minutes are available.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chairman Smith reported that following the approval last month to utilize Clean Harbors Environmental Services, Coordinator Smith was informed that the quote that was provided did not include all disposal fees for the Class B foam and the water used to flush the tank on Antique Engine 203. An updated quote was received in the amount of \$31,408.53, which was more than the other quote that was received from Veolia North American in the amount of \$8,379.50.

Comm. Young made a motion to approve the disposal of the Class B foam and the flushing of the tank in Antique Engine 203 by Veolia North America in the amount of \$8,379.50, seconded by Comm. C. Spahr.

Roll call: Comm. B. Spahr – yes, Comm. C. Spahr – yes, Comm. Wolfe – yes, Comm. Young – yes, Chairman Smith – yes. Motion Passed.

8. NEW BUSINESS

A. Items Timely and Important

Chairman Smith reported that career staff Captain Chuck Pisano has been out the last two weeks following the birth of his daughter.

Chairman Smith reported that at the last joint meeting for the daytime program on June 3rd, the Commissioners from all three fire districts were in support of the standard operating guidelines policy drafted by the fire chiefs to set the retirement age for active firefighters at 70.

Chairman Smith reported that also at that last meeting, Fire District #3 Chairman Monobianco and Fire District #1 Commissioner Berezansky both reported that the financial status of their districts are in good shape, as required to be discussed in the shared services agreement. Chairman Smith reported the same on behalf of Fire District #2.

Chairman Smith asked Commissioner B. Spahr if he would attend the next joint meeting, scheduled to be held on July 1st.

Chairman Smith reported that the contracts between the district and the Monmouth Junction Volunteer Fire Department and Monmouth Junction First Aid Squad both expire at the end of this year, and expressed a desire to renew 3-year contracts for both if possible. Commissioner Young and Chairman Smith will negotiate the contract with the fire department. Coordinator Smith and Chairman Smith will meet with the first aid squad.

9. VOUCHER LIST

Comm. Young reported that the voucher list was amended to include one additional item: Item Z to Tasc Fire Apparatus, Inc. in the amount of \$2,298.00.

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

Roll call: Comm. B. Spahr – yes, 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. EXECUTIVE SESSION RESOLUTION

A. Resolution #25-25, Authorizing a Closed Session at the June 16, 2025 Regular Meeting

Comm. B. Spahr made a motion to approve Resolution #25-25, seconded by Comm. C. Spahr.

Roll call: Comm. B. Spahr – yes, Comm. C. Spahr – yes, Comm. Wolfe – yes, Comm. Young – yes, Chairman Smith – yes. Motion Passed.

The executive session commenced at 7:30 pm, at which point Chairman Smith excused himself due to a personal conflict.

12. EXECUTIVE SESSION

A. District Coordinator Contract Discussion

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

Regular meeting resumed at 8:48 pm.

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 8:49 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
May 2025

INCIDENT RUNS

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

48 Total Runs for 510.71 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
1	OEM Meeting
	Meetings, Committee Function, Recruitment Drive, Other
2	Work Night
1	Work Detail
2	Drills
3	Training Sessions
	Parade/Wetdown
3	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

189.74 Man-Hours

Total Man-Hours for the Month: 700.45

Fire Safety:

Referrals Sent – 11

Responded to Scene – 16

Fire District Coordinator's Report
June 16, 2025

- Trugreen performed a lawn treatment at Station 20 on 5-20-2025.
- We received the \$45,000 reimbursement check from the State for the 2024 American Rescue Plan Firefighter Grant on 5-21-2025.
- The second listing of the Gov Deals auction for the surplus computer equipment ran from 5-12-2025 to 5-27-2025 but received no bids. It was listed for a third time, starting at 4 PM on 5-27-2025 and ending at 2 PM on 6-10-2025. The auction received one bid at the starting price of \$150.00. The District will receive a check in the amount of \$142.50 once auction fees are removed. I am working on scheduling the pick-up of the equipment with the buyer.
- Tasc Fire Apparatus performed the annual preventive maintenance of the Hurst hydraulic rescue tools on 5-29-2025.
- Air & Gas Technologies was at Station 20 on 5-29-2025 to replace a fitting for the breathing air system on Tower 201 to allow connection to our breathing air compressor, as well as to replace the air dryer on the Station 20 tool/apparatus air compressor.
- Firstline Locksmith was at Station 21 on 5-30-2025 to replace the latch on one of the man doors.
- Station 20 was used as a polling place for the primary election on 6-10-2025.
- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-16-2025.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits for the third installment on the Group Term Life policy in the amount of \$2,187.00.

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

Resolution #25-25

Authorizing a Closed Session at the June 16, 2025 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: Contractural/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 June 16, 2025 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 June 2025.



Brian C. Spahr / District Clerk

APPROVED
8-18-2025

Executive Session
South Brunswick Township
Board of Fire Commissioners - District # 2
June 16, 2025

1. Executive Session Call to Order.
 - a. Authorized under approved Resolution #25-25 for a Closed Session at the June 16, 2025 Regular Meeting for the purpose of discussing personnel contractual matters.
 - b. Present:
 - i. Commissioner B. Spahr.
 - ii. Commissioner C. Spahr.
 - iii. Commissioner Wolfe.
 - iv. Commissioner Young.
 - c. Executive session commenced at 7:30pm.
2. Fire Coordinator Contract Discussion.
 - a. Contract change requests submitted by Fire Coordinator Scott Smith.
 - i. Commissioner Young confirmed each Board Member received a copy of the requested contract changes from the Fire Coordinator.
 - ii. Commissioner Young presented each proposed change and entertained any relative discussion for the purpose of understanding the requested changes.
 - iii. Following review and general discussion of each proposed change, Commissioner Young requested each Commissioner give each request additional thought and bring feedback to the next discussion.
 - iv. Commissioner Young agreed to speak with the appropriate Township representative regarding the Township Benefit Plan cost structure.
3. Adjournment
 - a. Commissioner Young made a motion for adjournment, seconded by Commissioner Wolfe, all in favor by voice vote, motion passed 8:49 pm.

Respectfully Submitted,

Brian C Spahr

District Clerk