

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 ***July 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 2025.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. June 16, 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. Discussion on Annual Hose Testing
- B. Discussion on Station 20 Parking Lot Paving
- C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Executive Session Resolution

A. Resolution #25-26 Authorizing a Closed Session at July 21, 2025 Regular Meeting

12. Executive Session

A. District Coordinator Contract Discussion

13. Adjournment

Voucher List

A	Republic Services #689	138.47
B	Kleen-Tec Maintenance, LLC	350.00
C	Verizon Wireless	242.72
D	PSE&G Co.	3,062.68
E	Verizon	496.54
F	Primo Brands	119.88
G	Marin Landscaping LLC	695.00
H	Quick Response	400.00
I	Continental Fire & Safety	407.40
J	EZ Auto Glass Installers, Inc.	101.50
K	Fire and Safety Services, LTD.	14,496.99
L	Monmouth Junction Vol. Fire Department	74.97
M	Antczak's Complete Service Company	698.00
N	Malouf Chevrolet-Cadillac Inc.	108.85
O	TLP Climate Controls Systems, Inc.	663.00
P	VFIS	\$24,924.00
Q	McMaster-Carr	477.96
R	Gannett New York-New Jersey LocaliQ	221.00
S	Witmer Public Safety Group Inc.	1,128.17
T	Access Compliance, LLC	1,151.00
U	W.B. Mason Co., Inc.	284.78
V	Richard M. Braslow, Esq.	82.50
W.	<i>OK ENTERPRISES, LLC</i>	<i>1,800.00</i>
X.	<i>FIAT DIE FABRICATION</i>	<i>250.00</i>

APPROVED
8-18-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 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. 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. June 16, 2025 Regular Meeting

Comm. Young made a motion to approve the minutes of the June 16, 2025 regular meeting, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith read the June 2025 activity report.

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 2nd.

Chief Smith reported that the Fire Department gave an extrication demonstration for the Police Department's Youth Academy on July 11th.

Chief Smith reported that the Fire Department has a new probationary firefighter, Kevin Eskander.

Chief Smith reported that the township fire chiefs are finishing revisions to the box plans for their respective districts, which will be submitted to the dispatchers at some point this week for implementation. In addition to changing the order of some of the mutual aid companies, several format changes have also been made, including moving the dispatch of the rapid

intervention company to the first alarm, and having cover companies stand-by at Station 20 only.

Chief Smith reported that Lieutenant Dan Murphy has resigned as a line officer and taken a leave of absence as he starts a new career. Per the Department Constitution, the vacancy will be filled by progression and an election will be held in August to fill the open position.

Chief Smith reported that the township fire chiefs continue to discuss the firefighter retirement policy. Attorney Richard Braslow has reviewed the draft policy and questions setting an age limit. The policy will be discussed further at the next joint meeting in early August.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

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

D. Treasurer's Report

Comm. Young reported that there were no deposits made since the last meeting.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's prior to the meeting.

E. Legislative Report

Chairman Smith reported that the minutes of June 7th meeting of the State Association of Fire Districts are available for review.

Comm. Young reported that a new law signed by the Governor which takes effect on March 1st of next year would allow legal notices to be posted online, rather than requiring them to be published in a newspaper. A Local Finance Notice will be issued with details at some point.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chief Smith reported that he has been in contact with the account manager from Veolia North America to complete required paperwork and anticipates scheduling the draining of the foam and flushing of the tank on Antique Engine 203 shortly.

8. NEW BUSINESS

A. Discussion on Annual Hose Testing

Coordinator Smith reported that he received two quotes for the annual hose testing, with the low quote from Waterway, Inc. in the amount of \$3,410.00.

Comm. Young made a motion to approve the annual hose testing with Waterway, Inc. at a cost of \$3,410.00, 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.

B. Discussion on Station 20 Parking Lot Paving

Coordinator Smith reported that he and Chairman Smith have been working to obtain quotes for the milling and paving of the main driveway, member's parking lot, and a section of the main parking lot at Station 20. A quote was obtained from L. N. Rothberg & Son at a total cost of \$66,909.00. Chairman Smith met with Township Manager Bryan Bidlack to discuss utilizing Public Works to perform the paving, as they have done at both Kingston's & Kendall Park's fire stations. Mr. Bidlack approved the request, and quotes were obtained from the vendors the township uses for the milling and asphalt materials. A quote was obtained from Discover Construction to perform the milling at a cost of \$7,771.73. Trap Rock Industries provided a cost of \$85.00 per ton for the asphalt, which is the township price, at a cost of \$32,725.00 based on the size of the parking lot. Chairman Smith mentioned that the cost of materials may change, as they are based on market rates. Chairman Smith recommended utilizing Discover Construction to perform the milling, purchasing the materials from Trap Rock Industries, and utilizing Public Works to perform the paving, at an estimated cost of \$45,000.00.

Comm. Young made a motion to perform the milling and paving of the Station 20 parking lot at an estimated cost of \$45,000.00, 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.

C. Items Timely and Important

Chairman Smith reported that the 2025 2nd quarter LOSAP statement was received from Lincoln Financial Advisors. The total value of all accounts is over \$1.7 million, and is up over \$160,000 from the previous statement.

Chairman Smith reported that there was no July joint meeting for the daytime program, with the next meeting scheduled for August 5th.

9. VOUCHER LIST

Comm. Young reported that the voucher list was amended to include two additional items: Item W to OK Enterprises, LLC in the amount of \$1,800.00; and Item X to First Due Fabrication in the amount of \$250.00.

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 #25-26, Authorizing a Closed Session at the July 21, 2025 Regular Meeting
Comm. Young made a motion to approve Resolution #25-26, 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 7:43 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 8:53 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 8:54 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
June 2025

INCIDENT RUNS

1	Structure Fires
1	Vehicle Fires
	Dumpster/Compactor/Trash/Refuse Fires
2	Trees, Brush, Grass, Mulch Fires
2	Fires, Other
	Vehicle Extrications (Jaws)
1	Motor Vehicle Accident (No Extrication)
2	Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
3	Haz-Mat Spill / Leak No Ignition
8	Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
1	Hazardous Condition
1	Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
	Assist Police / EMS / Landing Zone / Missing Person
	Stand-By / Cover Assignment
2	Dispatched & Cancelled En Route
2	Smoke Scare / Odor Removal / Problem
24	System Malfunctions
10	Unintentional System / Detector Operation
8	False Calls / Good Intent
	Other (Citizen Complaint)

68 Total Runs for 461.70 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
	Work Detail
3	Drills
5	Training Sessions
	Parade/Wetdown
	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

132.93 Man-Hours

Total Man-Hours for the Month: 594.63

Fire Safety:

Referrals Sent – 19

Responded to Scene – 13

Fire District Coordinator's Report

July 21, 2025

- Engine 206 (2010 Pierce) was back from the Fire & Safety Services shop on 6-18-2025 after being there since 5-12-2025 to address several issues identified during the annual preventive maintenance performed last year.
- The buyer for the Gov Deals auction for the computer equipment that ended on 6-10-2025 paid for the auction, but never picked-up the items. I contacted Gov Deals to inform them of the situation and the payment was re-funded. The auction was listed for a fourth time starting on 6-24-2025 and ending on 7-14-2025. There were several bids, with a winning bid of \$130.00. Payment was made and the equipment was picked up on 7-16-2025. The district will receive a check from Gov Deals in the amount of \$123.50 once auction fees are removed.
- EZ Auto Glass Installers was at Station 20 on 6-25-2025 to repair the windshield glass molding on Engine 204.
- A mechanic from Fire & Safety Services was at Station 21 on 6-30-2025 to troubleshoot an issue with the generator. The mechanic also addressed several minor items on Tower 201.
- Antczak's Complete Service Company cleaned the carpets at both stations on 6-30-2025.
- TLP Climate Control Systems performed a service on the HVAC units at Station 20 on 7-1-2025.
- Car 210 (2019 Chevrolet Tahoe) went to Malouf on 7-2-2025 for routine service, and was back the same day.
- Marin Landscaping trimmed the bushes around both buildings on 7-16-2025.

Insurance:

- There is an invoice on the voucher list to VFIS in the amount of \$24,924.00 for the second and final installment on the Portfolio policy.

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

Resolution #25-26

Authorizing a Closed Session at the July 21, 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 July 21, 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 21st day of July 2025.


Brian C. Spahr / District Clerk

APPROVED
8-18-2025

Executive Session
South Brunswick Township
Board of Fire Commissioners - District # 2
July 21, 2025

1. Executive Session Call to Order.
 - a. Authorized under approved Resolution #25-26 for a Closed Session at the July 21, 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 7:46 pm, led by Vice Chairman C. Spahr.
2. Fire Coordinator Contract Discussion.
 - a. Following the last Executive Session authorized under Resolution #25-25, all Commissioners present have reviewed the documented requests from Fire Coordinator Scott Smith in more detail and conducted additional research on select topics.
 - b. Commissioner Young researched and shared his findings on the request from the Fire Coordinator to have the Fire District cover the Health Insurance contributions. After speaking with the benefits coordinator for South Brunswick Township, all public employees are required by law to contribute to their health insurance. This was confirmed by the Fire District attorney Richard Braslow.
 - c. At 7:59pm the Commissioners present invited Fire Coordinator Scott Smith to join the Executive session to provide additional clarity and context on several topics.
 - d. Discussion on the request to increase the accumulated Comp time allowance from 16 to 20 hours took place. The request was driven by the desire to be consistent with recent contract approvals for the career staff.
 - e. The request to establish a Clothing Allowance was discussed. Commissioner B. Spahr asked the Fire Coordinator of his intentions and if he was looking to establish a uniform or more formal dress code for the Fire Coordinator position and thereby have it funded. This was not the intention and instead was meant to support the Fire Coordinators current dress code.

Given this and with the Fire District providing a clothing allowance to the volunteer department members, this would result in the Fire Coordinator potentially receiving two clothing allowances. Agreement was reached not to establish a clothing allowance for the Fire Coordinator.

- f. At 8:42 pm Fire Coordinator Scott Smith was asked to step outside the meeting to enable the Commissioners present to have a brief discussion.
- g. At 8:49 pm Fire Coordinator Scott Smith was invited back into the Executive Session. Commissioner Young shared with Fire Coordinator Scott Smith the following:
 - i. Request for change in Comp time from 16 to 20 hours has been accepted.
 - ii. Request for Clothing Allowance has been denied; however, this will be addressed within the salary recommendations.
 - iii. Request to eliminate the Employee contribution to medical insurance coverage has been denied due to public law.
 - iv. Request to have Retiree Health Coverage match the South Brunswick Township employee contract has been accepted.
 - v. Request for changes to “(d) Continue Coverage – Death of Employee” changing from 7 to 10 years has been accepted.
 - vi. Requested Salary Proposal has been accepted and enhanced based upon research and comparison performed by Commissioner B. Spahr of similar, relevant job positions across South Brunswick Township.
- h. Fire Coordinator Scott Smith respectfully accepted and appreciated the revisions and benefits approved and afforded.
- i. All Commissioners present, led by Commissioner Young, followed by Commissioner B. Spahr, shared their appreciation for the work and results Fire Coordinator Scott Smith has provided and thanked him for his professionalism during this process.
- j. Contract changes will be made and shared with plans to approve along with salary resolution at the regular meeting of the Fire District in August 2025.

3. Adjournment

- a. Commissioner Young made a motion for adjournment, seconded by Commissioner Wolfe, all in favor by voice vote, motion passed 8:54 pm.

Respectfully Submitted,

Brian C Spahr

District Clerk