

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 ***August 18, 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 Closed Session
- B. July 21, 2025 Regular Meeting
- C. July 21, 2025 Closed Session

6. Professional Reports

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

7. Old Business

- A.

8. New Business

- A. Discussion on Fire District Coordinator Contract
- B. Resolution #25-27, Authorizing a Contract and Annual Salary for the Fire District Coordinator
- C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	164.81
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	236.68
<i>D</i>	PSE&G Co.	3,093.54
<i>E</i>	Verizon	495.34
<i>F</i>	Primo Brands	153.85
<i>G</i>	Marin Landscaping LLC	695.00
<i>H</i>	Monmouth Junction Vol. Fire Department	12,923.15
<i>I</i>	Evertex LLC	247.90
<i>J</i>	Fire-Dex GW, LLC	249.07
<i>K</i>	Paramount Exterminating Co.	150.00
<i>L</i>	Richard M. Braslow, Esq.	110.00
<i>M</i>	First Due Fabrication	250.00
<i>N</i>	Continental Fire & Safety	191.90
<i>O</i>	Electronic Measurement Labs, Inc.	174.00
<i>P</i>	Tactical Public Safety LLC	399.00
<i>Q</i>	US Electrical Services, Inc.	185.13
<i>R</i>	Bunker Hill Tree Service	800.00
<i>S</i>	South Brunswick Township	94,120.35
<i>T</i>	So. Brunswick Fire District No. 2	120,568.00
<i>U</i>	DISCOVER CONSTRUCTION, LLC	7,441.84

APPROVED
9-15-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
August 18, 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 Closed Session

Comm. B. Spahr made a motion to approve the minutes of the June 16, 2025 closed session, seconded by Comm. C. Spahr.

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

B. July 21, 2025 Regular Meeting

Comm. C. Spahr made a motion to approve the minutes of the July 21, 2025 regular meeting, 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. July 21, 2025 Closed Session

Comm. B. Spahr made a motion to approve the minutes of the July 21, 2025 closed session, seconded by Comm. Wolfe.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith read the July 2025 activity report.

Chief Smith reported that the township fire chiefs completed the revisions to the box plans, which were submitted to dispatch on July 22nd.

Chief Smith reported that the Fire Department participated in an ice cream social event at Sondek Park on July 27th, which was hosted by the Ladies Auxiliary, and that benefited the charity 1 Soldier, 1 Dog, 1 Team.

Chief Smith reported that the Fire Department participated in a water supply drill hosted by the Kendall Park Fire Company on July 27th with Griggstown and Little Rocky Hill. The training reviewed a water supply operation called the rural hitch, which also utilized tankers. Chief Smith reported that the line officers have discussed this operation since last year, and that they will look to bring in an outside instructor and possibly purchase appliances before the end of the year.

Chief Smith reported that the Fire Department attended the township's National Night Out event at Rowland Park on August 5th.

Chief Smith reported that the Fire Department held an election at their regular meeting on August 14th to fill the vacant Lieutenant's position, with Tyler Steinfeld elected to the position.

Chief Smith reported that the township fire chiefs have decided not to create a policy within the standard operating guidelines that would establish a mandatory retirement age for active firefighters. As has been practice, the chiefs will monitor the performance as well as the physical and mental health of all firefighters, and review the results of the annual physicals, to determine their ability to remain active.

Chief Smith reported that probationary firefighters Kevin Eskander and Anish Brahmarouthu started Firefighter I at the Middlesex County Fire Academy this evening.

Chief Smith reported that he scheduled a demo with a vendor to review the latest models of Scott air packs in the coming weeks. Chief Smith further reported that with the majority of air cylinders reaching the end of their 15-year service life in early 2028, it is his goal to apply for a federal grant to replace all air packs and cylinders next year.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the August 2025 Coordinator's Report.

C. Insurance Chairman's Report

Coordinator Smith reported that there was no insurance information to discuss this month.

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on August 11th in the amount of \$305,449.25 from South Brunswick Township for 2nd quarter taxation. The second deposit was made on August 13th in the amount of \$123.50 from Gov Deals for the sale of the surplus computer equipment.

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

Comm. Young reported that he performed a detailed analysis of capital funds, and recommends performing a \$500,000 wire transfer from the TD Bank Capital Management Account to the State Cash Management Fund as there is a better interest rate available.

Comm. Young distributed a capital projects fund status summary, which shows a current total balance of \$755,906.18, and an estimated year end balance of \$750,878.74. Comm. Young reported that there are funds remaining in the new aerial and new chief's vehicle projects, and that he will look to close-out those projects by resolution at an upcoming meeting. Comm. Young also recommended holding a special meeting before the end of the year to replenish funds in the previously approved capital projects for building facilities & outside appurtenances and firefighting equipment.

Comm. Young will issue an updated 5-year capital projection at an upcoming meeting, as well as a draft of the operational expenses for 2026.

E. Legislative Report

There was no legislative information to discuss.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Fire District Coordinator Contract

Comm. Young reported that the Board and Coordinator Smith negotiated the details of a new contract and salary, and that Coordinator Smith has asked the Board to consider a 5-year contract to provide security for the future. Comm. Young reported that the members of the Board are in favor of the request, and that he spoke with Attorney Richard Braslow to discuss possible language for the contract. It was Mr. Braslow's opinion that any possible language in the contract might not provide the desired security for the position of Coordinator depending on the possible changes to the structure of the fire districts in the future. Mr. Braslow also reviewed the contract, and provided some recommendations on changes. Comm. B. Spahr will meet with Coordinator Smith to discuss the recommendations.

B. Resolution #25-27, Authorizing a Contract and Annual Salary for the Fire District Coordinator

Comm. C. Spahr made a motion to table Resolution #25-27 until the next meeting, seconded by Comm. Wolfe.

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

C. Items Timely and Important

Chairman Smith reported that he and Comm. B. Spahr attended the last joint meeting earlier this month, and expressed his appreciation that all members of the Board have attended at least one of these meetings.

Chairman Smith reported that as mentioned by Chief Smith in his report, the township chiefs will not adopt a policy within the standard operating guidelines establishing a retirement age for firefighters, and is confident the chief will take appropriate action as needed.

Chairman Smith reported that Captain Pisano has asked the districts for consideration of hiring additional full-time staff for the daytime coverage, which he feels will improve the efficiency of the operation and also reduce the number of per-diem shifts each week. Captain Pisano will be reaching out to the treasurers of each district to discuss financials, and provide a formal recommendation to the group. Comm. Young reported that he was already contacted by Captain Pisano and that he will be putting together the financial information for a full-time firefighter's position, which he estimates at upwards of \$110,000 when considering salary, benefits, pension costs, and associated insurance/workers compensation coverage.

Chairman Smith reported that Captain Pisano requested approval to order long-sleeve shirts for the daytime staff at a cost of \$600, which was approved by all districts at the last meeting.

Chairman Smith reported that the milling of the driveway was completed last week by Discover Construction, with the cost slightly under the estimate that was provided. Chairman Smith further reported that an account was set-up with Trap Rock Industries for the asphalt materials, and that Public Works may perform the paving as soon as the end of this week.

Chairman Smith reported that he spoke with the Fire Department auditor, who advised that the 2024 audit was complete and the report should be received this week.

Chairman Smith reported that he was asked by the Fire Department to address a tripping hazard on the patio behind Station 21. Chairman Smith will purchase the materials and install a handrail.

Chairman Smith reported that he spoke with the Fire Department's president, and asked that he and the treasurer submit a proposal for a new fire protection contract. Coordinator Smith spoke with the chief of the Monmouth Junction First Aid Squad, and asked that they provide any desired changes for a new contract as well.

9. VOUCHER LIST

Comm. Young reported that the voucher list was amended to include one additional item: Item U to Discover Construction, LLC in the amount of \$7,441.84.

Comm. Wolfe made a motion to approve the voucher list as amended, 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.

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. C. Spahr and by a voice vote all voted in affirmative. Meeting adjourned at 7:49 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
July 2025

INCIDENT RUNS

Structure Fires
Vehicle Fires
Dumpster/Compactor/Trash/Refuse Fires
Trees, Brush, Grass, Mulch Fires
1 Fires, Other
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
7 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
2 Stand-By / Cover Assignment
2 Dispatched & Cancelled En Route
4 Smoke Scare / Odor Removal / Problem
20 System Malfunctions
11 Unintentional System / Detector Operation
7 False Calls / Good Intent
1 Other (Citizen Complaint)
63 Total Runs for 285.22 Man-Hours

DEPARTMENT ACTIVITIES

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

Total Man-Hours for the Month: 580.60

Fire Safety:

Referrals Sent – 18

Responded to Scene – 16

Fire District Coordinator's Report

August 18, 2025

- A mechanic from Fire & Safety Services was on site on 7-25-2025 to repair two minor items on Tower 201 and finish the repairs to the generator on Engine 206.
- Paramount Exterminating was at Station 20 on 7-31-2025 to perform a treatment for ants in the kitchen.
- Support Unit 207 went to Circle Garage on 8-1-2025 to address a brake and power steering issue. The mechanics also performed a routine service. The brake parts are on order.
- Bunker Hill Tree Service was at Station 21 on 8-5-2025 to trim several trees in the rear of the property.
- Engine 204 went to Fire & Safety Services on 8-11-2025 to perform several repairs identified during last year's preventive maintenance. The truck was back on 8-15-2025.
- Discover Construction, LLC was at Station 20 on 8-12-2025 to perform the milling of the driveway and parking lot. Public Works should be performing the paving sometime in the next couple weeks.
- Air & Gas Technologies was at Station 21 on 8-13-2025 to troubleshoot an issue with the Bauer breathing air compressor. The tech will be returning to continue diagnosis of the problem.
- A mechanic from Fire & Safety Services replaced several burned-out warning lights on Engine 206 on 8-13-2025.
- Veolia North America drained and flushed the Class B foam tank on Antique Engine 203 on 8-15-2025.

Insurance:

- There are no insurance items to report this month.