

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 ***September 15, 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. August 18, 2025 Regular Meeting

6. Professional Reports

- A. Fire Chief
- B. District Coordinator
- C. Insurance Chairman
- D. Treasurer
- E. Legislative
- F. Joint Firefighter Program

7. Old Business

A.

8. New Business

- A. Discussion on Breathing Air Compressor Preventive Maintenance Contract
- B. Discussion on Creation of BOFC Policy #014, Fire District Coordinator Duties
- C. Resolution #25-27, Authorizing a Contract and Annual Salary for the Fire District Coordinator
- D. 2026 Budget Discussion
- E. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	167.04
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	236.68
<i>D</i>	PSE&G Co.	3,022.36
<i>E</i>	Verizon	492.30
<i>F</i>	Primo Brands	191.80
<i>G</i>	Marin Landscaping LLC	695.00
<i>H</i>	Marin Landscaping LLC	1,350.00
<i>I</i>	Monmouth Junction Vol. Fire Department	477.19
<i>J</i>	Monmouth Junction Vol. Fire Department	1,027.36
<i>K</i>	Everttek LLC	56.84
<i>L</i>	Scott Smith	65.00
<i>M</i>	Fire and Safety Services, LTD	1,725.26
<i>N</i>	Fired Up Events	355.00
<i>O</i>	GSB	2,185.50
<i>P</i>	Richard M. Braslow, Esq.	1,072.50
<i>Q</i>	MES Service Company LLC	1,305.29
<i>R</i>	Middlesex County Fire Academy	472.00
<i>S</i>	South Brunswick Township Water & Sewer Revenue	1,679.76
<i>T</i>	Positive Promotions, Inc.	845.73
<i>U</i>	Circle Automotive Inc.	2,176.81
<i>V</i>	Agin Signs & Designs	24.00
<i>W</i>	Malouf Chevrolet-Cadillac Inc.	118.85
<i>X</i>	TruGreen	667.11
<i>Y</i>	Air & Gas Technologies	2,825.68
<i>Z</i>	Access Compliance, LLC	523.00
<i>AA</i>	Alizio Sealcoating, Inc.	475.00
<i>BB</i>	Trap Rock Industries LLC	25,007.01
<i>CC</i>	<i>FIRE AND SAFETY SERVICES, LTD</i>	<i>3,757.86</i>
<i>DD</i>	<i>SERVICE TRUCK TIRE CENTERS</i>	<i>5,132.55</i>

APPROVED
10-20-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 15, 2025

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Smith at 7:05 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. August 18, 2025 Regular Meeting

Comm. C. Spahr made a motion to approve the minutes of the August 18, 2025 regular meeting, seconded by Comm. B. 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 August 2025 activity report.

Chief Smith reported that an instructor from the National Fire Sprinkler Association gave a training presentation on August 21st on sprinkler and standpipe systems, and reviewed fire ground operations at buildings so equipped.

Chief Smith reported that a salesman from Firefighter One gave a demo last week of the available 3M/Scott air pack models. The line officers will be finalizing a spec to obtain quotes in preparation for submitting an Assistance to Firefighters Grant next year.

Chief Smith provided several updates regarding the use of Class B firefighting foam containing PFAS chemicals. An updated guidance memo was received from the DCA on August 26th, mandating no use of the foam in training, minimizing use of the foam on actual incidents, and requiring notification to the DEP if foam is used. Chief Smith also reported that he was contacted via email by a representative from the Division of Fire Safety on

September 5th, inquiring if the department still has Class B foam on any fire trucks which would also need to be decontaminated. The department has three trucks with foam totaling 150 gallons. DFS advised that the DEP will be coordinating the disposal of the foam and cleaning of the trucks, but no timeline has been provided.

Chief Smith reported the truck committee for the new Engine 208 met to discuss possible changes to the specs, based on changes to the specs for the new aerial that were made at the pre-construction meeting. Several changes were agreed upon, and Chief Smith met with the salesman from Fire & Safety Services last week to review. The salesman will be providing pricing information on the changes, who also reported that build times are starting to come down.

Chief Smith reported that he is putting together a truck committee to develop specifications for a new rescue truck, with the initial thought to combine Rescue 205 and Support Unit 207 into one apparatus. The goal is to hopefully complete the specifications by the end of 2026.

Chief Smith reported that the Fire Department has two new members; Junior Firefighter Anoushka Thakare, and Probationary Firefighter Nathaly Gomez Medina.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the September 2025 Insurance Report.

D. Treasurer's Report

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

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

Comm. Young reported that he has been working on the 2026 budget, which will be discussed under New Business.

E. Legislative Report

Comm. C. Spahr reported that the State Association of Fire Districts met this past Friday during the Wildwood convention, but meeting minutes are not yet available.

F. Joint Firefighter Program

Chairman Smith reported that the joint committee met last week, where Captain Pisano gave a presentation regarding manpower and his recommendation to hire two full-time firefighters, which will improve crew cohesiveness and efficiency, thereby reducing the number of per-diem shifts. Copies of the presentation by Captain Pisano were given to all Commissioners for review. Chairman Smith further reported that the Fire Chiefs have been involved in the discussions and that their recommendation will factor in to the decision of whether or not to add full-time personnel.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Breathing Air Compressor Preventive Maintenance Contract

Chairman Smith reported that we received the preventive maintenance service contract renewal for the Bauer breathing air compressor from Air & Gas Technologies at a total cost of \$1,929.00. It is Coordinator Smith's recommendation to renew the maintenance contract with Air & Gas Technologies.

Comm. Young made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of \$1,929.00, 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.

B. Discussion on Creation of BOFC Policy #014, Fire District Coordinator Duties

Comm. Young made a motion to approve BOFC Policy #014, Fire District Coordinator Duties, 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.

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

Comm. Young made a motion to approve Resolution #25-27, 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

D. 2026 Budget Discussion

Comm. Young reviewed a capital appropriations & expenditures projection for the next five years, as well as a projection for the administrative salaries & wages line item for the 2026 budget. After a brief discussion, Comm. C. Spahr and Comm. Wolfe will discuss the stipends for the commissioners for 2026 and provide a recommendation at the next meeting.

Comm. Young reported that there will be a first look at the 2026 budget next month, with a formal presentation in November.

E. Items Timely and Important

Chairman Smith reported that he is putting together information for milling and paving of the engine bay lot at Station 20 for next year. Chairman Smith further reported that he delivered a thank you letter to the Township Manager for the use of Public Works to pave the main driveway and parking lot.

Chairman Smith reported that he installed a protective handrail on the patio at Station 21 to address a tripping hazard.

Chairman Smith reported that the 2025 financial audit of the fire department has been completed and that the final report should be available shortly.

Chairman Smith reported that he and Comm. Young will be meeting with the fire department President and Treasurer next month to discuss the contract renewal.

Coordinator Smith spoke with the first aid squad Chief regarding the agreement between the squad and the district, and that the squad agrees with the standard increase with no other changes. Coordinator Smith will update the current agreement and provide to both sides for review and comment with anticipated approval next month.

9. VOUCHER LIST

Comm. Young reported that the voucher list was amended to include two additional items: Item CC to Fire and Safety Services, LTD. in the amount of \$3,757.86 and Item DD to Service Tire Truck Centers in the amount of \$5,732.55.

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. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:13 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2025

INCIDENT RUNS

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

47 Total Runs for 146.45 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
- 2 Training Sessions
- Parade/Wetdown
- 2 Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

254.94 Man-Hours

Total Man-Hours for the Month: 401.39

Fire Safety:

Referrals Sent – 13

Responded to Scene – 11

Fire District Coordinator's Report September 15, 2025

- As reported last month, Support Unit 207 went to Circle Garage on 8-1-2025 to address a brake and power steering issue. The truck was serviced and the power steering pump was replaced, and the truck was back on 8-19-2025.
- Air & Gas Technologies was at Station 21 on 8-22-2025 to finish the repairs to the Bauer breathing air compressor.
- Trugreen performed a lawn treatment at Station 20 on 8-20-2025 and at Station 21 on 8-29-2025.
- Public Works paved the driveway and parking lot at Station 20 on 8-26 & 8-27-2025. Alizio Seal Coating did the line striping on 8-29-2025.
 - The total cost of the project was \$32,923.85.
 - Milling: \$7,441.84
 - Asphalt Materials: \$25,007.01
 - Line Striping: \$475.00
- Car 200 went to Malouf Chevrolet on 9-9-2025 for a routine service including oil change.
- Service Tire Truck Center was at Station 20 on 9-12-2025 to replace all (6) tires on Engine 204.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$2,185.50 for the fourth and final installment on the group term life insurance policy

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

Resolution #25-27

Authorizing a Contract and Annual Salary for the Fire District Coordinator

WHEREAS, the position of Fire District Coordinator has been previously created by the fire district; and

WHEREAS, appropriate funding is being provided for in the 2026 budget concerning this position; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex are desirous of increasing the annual salary of the Fire District Coordinator; and

WHEREAS, the Commissioners and the Fire District Coordinator have negotiated and agreed to a five-year contract for the years 2026, 2027, 2028, 2029, and 2030.

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) Fire District Coordinator Scott Smith shall receive an annual salary of
 - a. \$121,500.00 for the year 2026
 - b. \$130,000.00 for the year 2027
 - c. \$139,000.00 for the year 2028
 - d. Years 2029 and 2030 will be negotiated and proposed by a new Resolution in year 2028.
- (2) This increase in salary shall be deemed approved upon adoption of this resolution.
- (3) This increase in salary is contingent upon the appropriate funds being available relative to the 2026, 2027 & 2028 budgets.
- (4) The contract between the Commissioners and the Fire District Coordinator shall be deemed approved, upon adoption of this resolution.

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 15th day of September 2025.


Brian C. Spahr / District Clerk