

# 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*** ***February 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 2024.

***3. Roll Call***

***4. Public Comment***

***5. Approval of Minutes***

A. January 21, 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 New Tower Ladder
- B. Discussion on Sale of 2003 E-One Bronto Sky-Lift

***8. New Business***

- A. Election Results
- B. Discussion on Renewal of Station Lawn Treatment Contract
- C. Discussion on Air Pack Preventive Maintenance
- D. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

***11. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	183.48
<b><i>B</i></b>	Kleen-Tec Maintenance, LLC	455.00
<b><i>C</i></b>	Verizon Wireless	242.72
<b><i>D</i></b>	PSE&G Co.	4,439.08
<b><i>E</i></b>	Verizon	492.96
<b><i>F</i></b>	Witmer Public Safety Group	148.32
<b><i>G</i></b>	Scott Smith	249.00
<b><i>H</i></b>	Somerset County Emergency Services Training Academy	700.00
<b><i>I</i></b>	Evertex LLC	41.16
<b><i>J</i></b>	Monmouth Junction Vol. Fire Department	80.93
<b><i>K</i></b>	Municipal Emergency Services, Inc.	832.36
<b><i>L</i></b>	Matt Pinter Door Company	325.00
<b><i>M</i></b>	Fire and Safety Services, LTD.	4,322.47
<b><i>N</i></b>	Firstline Locksmith, LLC	1,335.00
<b><i>O</i></b>	Tasc Fire Apparatus, Inc.	86.00
<b><i>P</i></b>	Continental Fire & Safety	337.00
<b><i>Q</i></b>	South Brunswick Township	82,059.91
<b><i>R</i></b>	Michelle Regula	170.00
<b><i>S</i></b>	Jill Ostman	170.00
<b><i>T</i></b>	Gannett New York-New Jersey LocaliQ	118.36
<b><i>U</i></b>	South Brunswick Township Fire District No. 3	1,848.27
<b><i>V</i></b>	Mercer County Community College	40.00
<b><i>W</i></b>	Campbell Supply Company	740.11
<b><i>X</i></b>	Lincoln Financial Advisors	37,260.00
<b><i>Y</i></b>	East Coast Emergency Lighting, Inc.	332.94
<b><i>Z</i></b>	Computer Systems and Methods	4,598.00
<b><i>AA</i></b>	Cardio Partners Inc.	1,359.05
<b><i>BB</i></b>	SAFE-T	3750.00
<b><i>CC</i></b>	Continental Fire & Safety	533.00
<b><i>DD</i></b>	<b><i>HFA</i></b>	<b><i>625.00</i></b>
<b><i>EE</i></b>	<b><i>SOUTH BRUNSWICK TWP. FIRE DISTRICT No. 3</i></b>	<b><i>8,185.33</i></b>

APPROVED  
3-17-2025

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
February 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. Kazanski  
                  Comm. 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. January 21, 2025 Regular Meeting**

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

Roll call: Comm. Kazanski - yes, Comm. 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 January 2025 activity report.

Chief Smith reported that the department completed the annual mandatory refresher training, and that face-mask fit testing is in progress.

Chief Smith reported that the department held their annual installation of officers dinner on January 25<sup>th</sup>, with the Kendall Park Fire Company providing coverage during the event.

Chief Smith thanked the Commissioners for approving his request to attend the Fire Department Instructor's Conference, but will be unable to attend this year due to a scheduling conflict. Chief Smith expressed his desire to attend FDIC next year and will present the request for consideration later in the year.

Chief Smith reported that he was contacted by the Indian Fields School PTO with a request to participate in their readathon event by including a prize for one student of a ride home on a

fire truck one day after school. Chief Smith reported that there is guidance available online from VFIS for non-members riding on emergency service vehicles, which includes a waiver/indemnification agreement. After a brief discussion, Chief Smith will speak with VFIS to inquire if there are any other recommendations.

#### **B. District Coordinator's Report**

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

#### **C. Insurance Chairman's Report**

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

#### **D. Treasurer's Report**

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

Comm. Young reported that the 1099-MISC & 1096 forms were mailed out by the auditor.

Comm. Young reported that he is in the process of closing out the 2024 financials, and will be delivering the records to the auditor at the end of the week.

Comm. Young reported that he issued a financial report for 2024 this afternoon, which includes vouchers on this meeting's list, as well as a list of encumbrances and accruals. The first financial report for 2025 will be issued next month.

#### **E. Legislative Report**

The next meeting of the State Association of Fire Districts will be held virtually on Zoom on March 1<sup>st</sup>.

### **7. OLD BUSINESS**

#### **A. Update on New Tower Ladder**

Chief Smith reported that the new truck was delivered to Station 20 on February 5<sup>th</sup>, with aerial operator training with the Pierce trainer being held from February 6<sup>th</sup> to 9<sup>th</sup>. Additional training with Pierce has been scheduled for March 6<sup>th</sup>. The mobile radio was installed by Tactical Public Safety on February 10<sup>th</sup>. Lettering by Agin Signs started on February 10<sup>th</sup> and should be finished by the end of this week. The truck will need to go back to Fire & Safety Services next week to address several minor items. Chief Smith reported that it is his goal to have all operators trained by the end of April.

#### **B. Discussion on Sale of 2003 E-One Bronto Sky-Lift**

Coordinator Smith reported that he received notification on February 13<sup>th</sup> from Webster Parish Fire Protection District #6 in Cullen, Louisiana that they approved the purchase of the truck in the amount of \$150,000. Coordinator Smith further reported that they are working out payment details, and will discuss pick-up arrangements for the truck. As the truck was found by the buyer on the Brindlee Mountain Fire Apparatus website, the district will have to pay a commission of 10% of the sales price, which is \$15,000.

## **8. NEW BUSINESS**

### **A. Election Results**

Coordinator Smith reported the preliminary tallies of the in-person and vote-by-mail votes cast for the fire district election held on February 15<sup>th</sup>. For the two Commissioner positions up for election, Brian Spahr received 250 votes, Thomas Young, Jr. received 240 votes, and there were 9 write-in votes. For the question regarding the 2025 fire district budget, there were 201 'yes' votes and 74 'no' votes. Coordinator Smith further reported that final results should be received from the County Clerk's office next week.

### **B. Discussion on Renewal of Station Lawn Treatment Contract**

Coordinator Smith reported that he received the lawn treatment contract renewal for 2025 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$533.71 each for Station 20 and \$133.40 each for Station 21, for a total cost of \$2,001.33. Coordinator Smith recommended renewing the station lawn treatment contract with TruGreen.

Comm. Young made a motion to approve the 2025 renewal of the lawn treatment contract with TruGreen at a cost of \$2,001.33, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

### **C. Discussion on Air Pack Preventive Maintenance**

Coordinator Smith reported that he contacted two vendors to obtain quotes for the annual air pack preventive maintenance. The quotes received were from Municipal Emergency Services and NJ Fire Equipment, with the low quote from MES in the amount of \$960.28. Coordinator Smith recommended approving the air pack preventive maintenance with MES.

Comm. Spahr made a motion to approve the air pack preventive maintenance by MES in the amount of \$960.28, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

### **D. Items Timely and Important**

Chairman Smith reported that the 2024 list of LOSAP recipients has been posted for a month with no appeals made, and that the Board can now issue the 2024 LOSAP contribution payment to Lincoln Financial Services. Chairman Smith further reported that a Local Finance Notice was received from the DCA containing the 2025 increase, which will be discussed at an upcoming meeting.

Comm. Young reported that a budget transfer is needed to cover year-end office expenses. Comm. Spahr made a motion to approve Resolution #25-03, Authorizing the Transfer of Funds Relative to the 2024 Budget, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

Chairman Smith thanked Commissioner Thomas Kazanski, who did not seek re-election, for his over 6 years of service as a commissioner.

Comm. Spahr made a motion to approve Resolution #25-02, A Resolution of Appreciation for Fire Commissioner Thomas Kazanski, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Smith - yes. Motion Passed.

#### **9. VOUCHER LIST**

Comm. Young reported that the voucher list has been amended to include two additional items; Item DD to HFA in the amount of \$625.00; and Item EE to South Brunswick Township Fire District No. 3 in the amount of \$8,185.33.

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

Roll call: Comm. Kazanski - yes, Comm. 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. Spahr and by a voice vote all voted in affirmative. Meeting adjourned at 7:45 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
January 2025

**INCIDENT RUNS**

Structure Fires  
Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
1 Trees, Brush, Grass, Mulch Fires  
Fires, Other  
1 Vehicle Extrications (Jaws)  
4 Motor Vehicle Accident (No Extrication)  
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  
Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)  
Assist Police / EMS / Landing Zone / Missing Person  
2 Stand-By / Cover Assignment  
3 Dispatched & Cancelled En Route  
3 Smoke Scare / Odor Removal / Problem  
13 System Malfunctions  
12 Unintentional System / Detector Operation  
7 False Calls / Good Intent  
1 Other (Citizen Complain)

**52 Total Runs for 194.67 Man-Hours**

**DEPARTMENT ACTIVITIES**

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

**290.01 Man-Hours**

**Total Man-Hours for the Month: 484.68**

**Fire Safety:**

*Referrals Sent – 5*

*Responded to Scene – 22*

## Fire District Coordinator's Report February 18, 2025

- Matt Pinter Door Company was at Station 21 on 1-23-2025 to repair a safety sensor on one of the engine bay doors.
- Tower 201 (Bronto) went to Fire & Safety Services on 2-5-2025 to troubleshoot the dash sensor issue. It was determined that a data cable from the engine to the dash is damaged.
- A mechanic from Campbell Supply Company was at Station 20 on 2-5-2025 to troubleshoot a rattling noise under the hood. It was determined that the clutch on the under-the-hood generator is wearing out. The manufacturer of the generator is out of business. The unit is operating properly and we will continue to monitor.
- Car 200 went to East Coast Emergency Lighting on 2-6-2025 for the installation of the new computer docking station, and the installation of a power switch for the rear monitor screen.

### **Insurance:**

- I performed the driver's license status check on all active firefighters on 2-4-2025 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years, but we have been performing the checks annually since 2017.



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

Resolution #25-02

A Resolution of Appreciation for Fire Commissioner Thomas Kazanski

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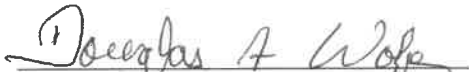
WHEREAS, Thomas Kazanski has served as a member of the Board of Fire Commissioners from October 2018 to March 2025; and

WHEREAS, this service has required extraordinary commitment of time and energy, and was made at considerable personal sacrifice; and

WHEREAS, Commissioner Kazanski's sincere and earnest efforts and his unique experience and perspective have resulted in an improved Fire Service in South Brunswick Township, and in an enhanced quality of life for both present and future residents of South Brunswick Township.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex that Thomas Kazanski is hereby commended for the dedication with which he has served our community, and further that the members of this Board hereby extend to him our heartfelt wishes for good health, happiness and success in all his future endeavors.

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 18<sup>th</sup> day of February 2025.

  
Douglas A. Wolfe / District Clerk

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

Resolution #25-03

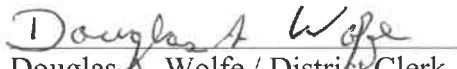
Authorizing the Transfer of Funds Relative to the 2024 Budget

In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 18<sup>th</sup> day of February, 2025 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfer be made as follows:

<u>Acct. #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
A-6	Office Expenses	\$4,000.00	\$4,500.00
A-9	Other Outside Services	\$12,500.00	\$12,000.00

The purpose of the above transfer is to accommodate higher than anticipated costs for the restocking of office supplies.

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 18th day of February, 2025.

  
Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Spahr	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Smith	✓			