

# 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*** ***March 17, 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. February 18, 2025 Regular Meeting
- B. March 4, 2025 Re-organization Meeting

***6. Professional Reports***

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

***7. Old Business***

- A. Discussion on Sale of 2003 E-One Bronto Sky-Lift

***8. New Business***

- A. Discussion on Apparatus Preventive Maintenance Service
- B. Discussion on Ground Ladder Testing
- C. Discussion on Hurst Rescue Equipment Preventive Maintenance
- D. Discussion on Renewal of Photo Copier Maintenance Contract
- E. Discussion on Fire Station Spring Cleaning
- F. Discussion on Renewal of Roof Preventive Maintenance Contract
- G. Discussion on Class B Foam Disposal
- H. Discussion on Chief's Request for Operations Equipment
- I. Resolution #25-17, Naming Authorized Signers for Accounts Held at PNC Bank
- J. Resolution #25-18, Naming Authorized Signers for Accounts Held at TD Bank
- K. Resolution #25-19, Naming Authorized Signers for Accounts Held at the State of New Jersey Cash Management Fund
- L. Items Timely and Important

***9. Voucher List***

(See Attached)

***10. Public Comment***

## 11. Adjournment

### Voucher List

<b>A</b>	Republic Services #689	184.11
<b>B</b>	Kleen-Tec Maintenance, LLC	455.00
<b>C</b>	Verizon Wireless	242.72
<b>D</b>	PSE&G Co.	3,886.77
<b>E</b>	Verizon	497.02
<b>F</b>	Ready Refresh	59.96
<b>G</b>	Monmouth Junction Vol. Fire Department	741.79
<b>H</b>	Monmouth Junction Vol. Fire Department	12,228.75
<b>I</b>	Skylands Area Fire Equipment & Training LLC	4,308.60
<b>J</b>	Marco Technologies, LLC	635.13
<b>K</b>	Bay Breeze Home Services, LLC	95.00
<b>L</b>	Fire and Safety Services, LTD	7,666.12
<b>M</b>	Empire Fitness Services, Inc.	560.70
<b>N</b>	CMF Business Supplies, Inc.	72.75
<b>O</b>	Richard M. Braslow, Esq.	100.00
<b>P</b>	South Brunswick Township Water & Sewer Revenue	1,509.86
<b>Q</b>	Continental Fire & Safety	278.00
<b>R</b>	Scott Smith	200.02
<b>S</b>	Access Compliance, LLC	1,419.00
<b>T</b>	HFA	10,064.90
<b>U</b>	GSB	2,187.00
<b>V</b>	TLP Climate Control Systems, Inc.	810.60
<b>W</b>	Treasurer, State of New Jersey	512.00
<b>X</b>	Air & Gas Technologies	1,590.00
<b>Y</b>	Gannett New York-New Jersey LocaliQ	72.44
<b>Z</b>	Pedro Sanchez	500.00
<b>AA</b>	Continental Fire & Safety	373.10
<b>BB</b>	Continental Fire & Safety	549.12
<b>CC</b>	Continental Fire & Safety	1,239.40
<b>DD</b>	Continental Fire & Safety	2,699.00
<b>EE</b>	Fire and Safety Services, LTD	4,135.40
<b>FF</b>	Tactical Public Safety	1,571.70
<b>GG</b>	PACKET MEDIA LLC	46.68
<b>HH</b>	POSTMASTER	192.00
<b>II</b>	MIDDLESEX COUNTY TREASURER	2,499.12

APPROVED  
4-21-2025

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 17, 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. February 18, 2025 Regular Meeting**

Comm. Wolfe made a motion to approve the minutes of the February 18, 2025 regular meeting, seconded by Comm. C. Spahr.

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

**B. March 4, 2025 Re-organization Meeting**

Comm. C. Spahr made a motion to approve the minutes of the March 4, 2025 re-organization 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 February 2025 activity report.

Chief Smith reported that the department continues to conduct driver and operator training on the new aerial, with the goal to complete initial training by the end of April.

Chief Smith reported that the department has a new probationary firefighter, Anish Brahmarouthu.

**B. District Coordinator's Report**

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

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

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

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

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on February 27<sup>th</sup> in the amount of \$250.00 from South Brunswick Township for use of the fire station as a polling place for the general election. The second deposit was made on March 4<sup>th</sup> in the amount of \$151,759.15 from Wendy E. Smith on behalf of Webster Parish Fire Protection District #6 for the purchase of the 2003 E-One Bronto Sky-Lift.

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

Comm. Young reported that the 2024 audit started the last week of February, and that he has answered numerous questions posed by the auditor. Comm. Young further reported that a draft audit report should be available next week, and that he was advised that he can pick-up the 2024 financial records from the auditor's office.

### **E. Legislative Report**

Comm. C. Spahr reported that the minutes of the March 1<sup>st</sup> meeting of the State Association of Fire Districts are available for review.

## **7. OLD BUSINESS**

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

Coordinator Smith reported that confirmation was received on March 11<sup>th</sup> that the check from Webster Parish Fire Protection District #6 in Cullen, Louisiana for the purchase of the truck had cleared. Coordinator Smith further reported he mailed the Certificate of Title for the truck to the buyer so the truck can be registered, and that he anticipates scheduling the pick-up of the truck in the coming days.

## **8. NEW BUSINESS**

### **A. Discussion on Apparatus Preventive Maintenance Service**

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith recommended utilizing Fire & Safety Services for the service on all apparatus as they are the authorized service provider for the three Pierce apparatus (Trucks 201, 204 & 206), and that they also provided the lowest quote for the service on Trucks 205 & 208.

Comm. C. Spahr made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, 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 Ground Ladder Testing**

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the ground ladder testing in the amount of \$520.00. Coordinator Smith was advised to schedule the ladder testing as the quoted amount is below the coordinator's authorized spending limit.

**C. Discussion on Hurst Rescue Equipment Preventive Maintenance**

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$2,250.00.

Comm. Young made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$2,250.00, 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.

**D. Discussion on Renewal of Photo Copier Maintenance Contract**

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$635.13.

Comm. Wolfe made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$635.13, 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.

**E. Discussion on Fire Station Spring Cleaning**

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,549.00.

Comm. Young made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,549.00, 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.

**F. Discussion on Renewal of Roof Preventive Maintenance Contract**

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Sodexo Roth in the amount of \$2,382.34.

Comm. Young made a motion to approve the renewal of the roof preventive maintenance contract with Sodexo Roth at a cost of \$2,382.34, 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.

#### **G. Discussion on Class B Foam Disposal**

Chief Smith reported that as he first brought up in February 2024, the State of New Jersey is banning the use of firefighting foam that contains PFAS chemicals, also known as “forever chemicals,” effective 2026. The department has approximately 400 gallons of this foam in a combination of the on-board tanks on the apparatus and in 5-gallon pails. Chief Smith reported that the State has been working on a plan to collect the foam from all departments, but there have been no updates. Chief Smith reported that VFIS notified the district in 2021 that we are covered for use of the foam during emergency operations, and that they provided a risk bulletin on the storage and use of the foam concentrate. Chief Smith further reported that with the date banning use of the foam approaching, and no clear guidance from the State, he contacted two environmental remediation companies to provide quotes for the disposal of the foam concentrate as well as the thorough flushing of the on-board tanks so new, environmentally foam can be utilized. The estimates were obtained from companies with experience on disposal of this foam, with the quotes to perform these services ranging from nearly \$9,000 to almost \$30,000. It was Chief Smith’s opinion that the Board may want to consider at least addressing the foam contained in the tank on Engine 203, which was converted to a foam unit in the early 1980’s but was removed from service in 2010. After a discussion, the Board will research options for disposal of the foam and discuss further at an upcoming meeting.

#### **H. Discussion on Chief’s Request for Operations Equipment**

Chief Smith reported that natural gas odor and leak calls has risen dramatically in the last several years, accounting for 14% of the departments runs in 2024. As such, Chief Smith requested approval to purchase a Sensit Gastrac LZ-30 hand held remote gas leak detector. Chief Smith reported that the meter would allow firefighters to detect a leak from 100 feet away, and can even see through glass to detect the presence of gas in a secured building. A quote was obtained from Continental Fire & Safety in the amount of \$13,990.65 under NJ State Contract.

Comm. Wolfe made a motion to approve the purchase of the Sensit Gastrac LZ-30 meter from Continental Fire & Safety in the amount of \$13,990.65, 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.

#### **I. Resolution #25-17, Naming Authorized Signers for Accounts Held at PNC Bank**

#### **J. Resolution #25-18, Naming Authorized Signers for Accounts Held at TD Bank**

#### **K. Resolution #25-19, Naming Authorized Signers for Accounts Held at the State of New Jersey Cash Management Fund**

Comm. Young reported that due to changes in banking regulations, the Board needs to pass resolutions to change the authorized signers on the district’s bank accounts. Comm. Young further reported that all five commissioners will need to appear in person at the banks, and also provide copies of the resolutions and meeting minutes.

Comm. C. Spahr made a motion to approve Resolutions #25-17, 25-18, and 25-19, 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.

#### **L. Items Timely and Important**

Chairman Smith reported that the term of the shared services agreement with the other districts for the joint daytime manpower program expires at the end of March, however it will automatically renew and remain in effect since none of the three Boards communicated any desire to change by the stated date of December 31. The agreement was discussed at the last joint meeting earlier this month, and a draft renewal agreement was sent out with the goal for all Boards to review and approve at their April meetings.

Chairman Smith reported that the 2025 budget for Franklin Township Fire District #4, which has a fire protection agreement with South Brunswick Township Fire District #3, was defeated by the voters at the February election. The budget was discussed by the Franklin Township Council last week, and they ruled to reduce the contracted price for the fire protection agreement to \$38,000. Chairman Smith reported that this may have an impact on Fire District 3's ability to contribute to the joint manpower program, and that there will be a need to discuss this at the next joint meeting at the beginning of April.

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

Comm. Young reported that the voucher list has been amended to include three additional items; Item GG to Packet Media LLC in the amount of \$46.68; Item HH to the Postmaster in the amount of \$192.00; and Item II to the Middlesex County Treasurer in the amount of \$2,499.12.

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 8:32 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
February 2025

**INCIDENT RUNS**

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

**38 Total Runs for 115.44 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
1	Work Night
	Work Detail
2	Drills
5	Training Sessions
	Parade/Wetdown
	Public Relations
	Stand-by Assignment (Non-Incident)
2	Viewing/Funeral

**320.43 Man-Hours**

**Total Man-Hours for the Month: 435.87**

**Fire Safety:**

*Referrals Sent – 8*

*Responded to Scene – 16*



## Fire District Coordinator's Report

### March 17, 2025

- Bay Breeze Home Services was at Station 21 on 2-24-2025 to troubleshoot an issue with the natural gas-fired radiant heater in the shop. It was determined that the igniter needed to be cleaned, which was completed and the unit is working properly.
- Empire Fitness Services was at Station 20 on 2-27-2025 to perform repairs to the gym equipment for items identified during the annual service last year.
- Air & Gas Technologies was at Station 21 on 2-28-2025 to replace all (4) of the safety relief valves on the fill cylinders as there were two that were leaking.
- TLP Climate Controls Systems was at Station 20 on 3-5-2025 to perform the regular preventive maintenance on the HVAC systems.
- MES was on site on 3-11-2025 to perform the annual inspection and flow testing of the air packs and breathing air systems.
- Trugreen performed a lawn treatment at both stations today.
- A mechanic from Fire & Safety Services was at Station 20 today to troubleshoot an issue with the reverse lights/alarm/camera on the Bronto Sky-Lift, which was determined to be a bad electrical connection. The mechanic also looked at an issue with the booster tank overflow on the new Tower 201. The new truck will need to go to the Fire & Safety Services shop at some point for further diagnosis and repair.

#### **Insurance:**

- I completed the annual audit for the workers compensation policy with Travelers on 2-26-2025. Among the information requested included: employee payroll info, contractor & payment disbursement info, as well as membership, station and apparatus info.
- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of \$2,187.00 for the second 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 #25-17

Resolution Naming Authorized Signers for Accounts  
Held by South Brunswick Township Fire District No. 2 at PNC Bank

WHEREAS, it is necessary to protect and secure the assets of the South Brunswick Township Fire District No. 2; and

WHEREAS, PNC Bank has requested an updated list of authorized signers on the accounts of South Brunswick Township Fire District No 2; and

WHEREAS, it is fiscally responsible to ensure that the public assets are secured;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex that the following individuals are authorized to sign on behalf of the South Brunswick Township Fire District No 2 on accounts held at PNC Bank:

Charles M. Smith, Chairman  
Charles G. Spahr, Vice-Chairman  
Thomas A. Young, Jr., Treasurer  
Brian C. Spahr, District Clerk  
Douglas A. Wolfe, Commissioner

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 17<sup>th</sup> day of March, 2025.

  
\_\_\_\_\_  
Brian C. Spahr / District Clerk

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

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

Resolution #25-18

Resolution Naming Authorized Signers for Accounts  
Held by South Brunswick Township Fire District No. 2 at TD Bank

WHEREAS, it is necessary to protect and secure the assets of the South Brunswick Township Fire District No. 2; and

WHEREAS, TD Bank has requested an updated list of authorized signers on the accounts of South Brunswick Township Fire District No 2; and

WHEREAS, it is fiscally responsible to ensure that the public assets are secured;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex that the following individuals are authorized to sign on behalf of the South Brunswick Township Fire District No 2 on accounts held at TD Bank:

Charles M. Smith, Chairman  
Charles G. Spahr, Vice-Chairman  
Thomas A. Young, Jr., Treasurer  
Brian C. Spahr, District Clerk  
Douglas A. Wolfe, Commissioner

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 17<sup>th</sup> day of March, 2025.

  
\_\_\_\_\_  
Brian C. Spahr / District Clerk

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

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

Resolution #25-19

Resolution Naming Authorized Signers for Accounts  
Held by South Brunswick Township Fire District No. 2  
at the State of New Jersey Cash Management Fund

WHEREAS, it is necessary to protect and secure the assets of the South Brunswick Township Fire District No. 2; and


WHEREAS, the State of New Jersey Cash Management Fund requires an updated list of authorized signers on the accounts of South Brunswick Fire District No 2; and

WHEREAS, it is fiscally responsible to ensure that the public assets are secured;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex that the following individuals are authorized to sign on behalf of South Brunswick Township Fire District No 2 on accounts held at the State of New Jersey Cash Management Fund.

Charles M. Smith, Chairman  
Charles G. Spahr, Vice-Chairman  
Thomas A. Young, Jr., Treasurer  
Brian C. Spahr, District Clerk  
Douglas A. Wolfe, Commissioner

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 17<sup>th</sup> day of March, 2025.

  
Brian C. Spahr / District Clerk

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