

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 ***October 20, 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. September 15, 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 Renewal of VFIS Special Risk Policy
- B. Discussion on Chief's Request for Operations Equipment Purchases
- C. Resolution #25-28, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2026
- D. Resolution #25-29, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad
- E. Resolution #25-30, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Fire Department
- F. 2026 Budget Discussion
- G. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

<i>A</i>	Republic Services #689	401.83
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	236.72
<i>D</i>	PSE&G Co.	2,343.61
<i>E</i>	Verizon	501.67
<i>F</i>	Primo Brands	40.96
<i>G</i>	Marin Landscaping LLC	695.00
<i>H</i>	Veolia	11,210.81
<i>I</i>	South Brunswick Township Fire District No. 3	16,068.59
<i>J</i>	Jersey Auto Supply Jamesburg	239.84
<i>K</i>	New Pig Corporation	503.69
<i>L</i>	Foremost Promotions	829.55
<i>M</i>	CMF Business Supplies, Inc.	294.73
<i>N</i>	OK Enterprises, LLC	2,100.00
<i>O</i>	Scott Smith	292.81
<i>P</i>	TLP Climate Controls Systems, Inc.	663.00
<i>Q</i>	Continental Fire & Safety	891.40
<i>R</i>	Tactical Public Safety LLC	399.00
<i>S</i>	Richard M. Braslow, Esq.	137.50
<i>T</i>	Fire and Safety Services, LTD	980.00
<i>U</i>	Fire and Safety Services, LTD	75.76
<i>V</i>	Quality Cut & Abrasives	129.90
<i>W</i>	Access Compliance, LLC	523.00
<i>X</i>	Approved Fire Protection Co. Inc.	1,155.70
<i>Y</i>	Emergency Services Marketing Corp., Inc.	735.00
<i>Z</i>	Somerset County Emergency Services Training Academy	350.00
<i>AA</i>	ESO Solutions, Inc.	3,996.98
<i>BB</i>	Monmouth Junction Vol. Fire Department	243.10
<i>CC</i>	AED Superstore	229.10
<i>DD</i>	Witmer Public Safety Group Inc.	580.77
<i>EE</i>	VFIS	500.00
<i>FF</i>	Electronic Measurement Labs, Inc.	973.44

APPROVED
11-17-2025

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
October 20, 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. September 15, 2025 Regular Meeting

Comm. Young made a motion to approve the minutes of the September 15, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Deputy Chief Sean Wert read the September 2025 activity report.

Deputy Chief Wert reported that the Fire Dept. hosted a 3-company drill at a records storage warehouse in our district on Route 130 on September 18th.

Deputy Chief Wert reported that the Fire Dept. held their annual fire prevention week open house at Station 20 on October 5th and had a great turnout from the public.

Deputy Chief Wert reported that Chief Scott Smith gave a training presentation to a group of dispatchers on October 16th, reviewing the box plans and several standard operating guidelines which involve dispatch. A second training session for all other dispatchers is scheduled in November.

Deputy Chief Wert reported that the Fire Dept. participated in the 125th anniversary celebration for the Jamesburg Fire Department on October 18th and received a trophy for

Tower 201 for best aerial. The Department also attended a street naming ceremony for Ex-Chief Charles Weber, Sr. the same day.

Chief Wert reported that the Fire Department has a new probationary firefighter, Jeremy Felder.

Commissioner Young noted that all members of the Board of Fire Commissioners attended the Fire Prevention Open House

B. District Coordinator's Report

Chairman Smith reviewed the October 2025 Coordinator's Report (see attached) in the absence of Coordinator Scott Smith.

C. Insurance Chairman's Report

Chairman Smith reviewed the October 2025 Insurance Report (see attached) in the absence of Coordinator Scott Smith.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on September 23rd in the amount of \$250.00 from South Brunswick Township for use of the fire station for the primary election.

Comm. Young reported that he distributed the latest financial reports through tonight's voucher list to the Commissioner's mailboxes earlier today. The report shows overall the district is in good shape but may need to make a couple adjustments in the months ahead. We can make transfers now through February if anything needs to be addressed. Will target next meeting to make any necessary changes.

Comm. Young reported the budget process is moving forward with further discussion planned at the end of tonight's meeting. Some preliminary decisions are needed to enable the budget process to move forward.

E. Legislative Report

Comm. C. Spahr reported that the minutes of the meeting of the State Association of Fire Districts held at the Wildwood Convention in September are available. Many topics were covered in the meeting, one being the administrative code for LOSAP focusing on volunteers who are also career firefighters.

Chairman Smith reported that he spoke with fire district attorney Richard Braslow regarding a LOSAP question posed by Comm. C. Spahr. Mr. Braslow advised that there is no issue and agrees that we comply as long as there is a separation of hours performed between normal work hours and volunteer hours.

F. Joint Firefighter Program

Chairman Smith reported that he and Commissioner Young attended the last meeting with Captain Pisano reporting overall calls for the month and perspective hires of full-time firefighters. Commissioner Young is working to put together some financial models.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Renewal of VFIS Special Risk Policy

Chairman Smith reported that the Board received the renewal from VFIS for the Special Risk policy, which covers activities such as the open house. The policy is in the amount of \$500.00 and covers the period from 9/30/2025 to 9/30/2026. It is the recommendation of the Coordinator to renew the policy.

Comm. C. Spahr made a motion to approve renewal of the Special Risk policy with VFIS in the amount of \$500.00, 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.

B. Discussion on Chief's Request for Operations Equipment Purchases

Deputy Chief Wert requested approval to purchase a multi-gas meter from Electronic Measurement Labs in the amount of \$1,152.00. The meter replaces an existing meter that is over 10 years old, with the quote including trade-in.

Comm. Young made a motion to approve the purchase of a multi-gas meter from Electronic Measurement Labs in the amount of \$1,152.00, 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. Resolution #25-28, Establishing the Compensation for Members of the Board of Fire Commissioners for Fiscal Year 2026

Once approved, a copy of the resolution will go to South Brunswick Township for their record keeping.

Comm. Young made a motion to approve Resolution #25-28, 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. Resolution #25-29, Authorizing Execution of a First Aid Services Agreement with the Monmouth Junction First Aid Squad

Comm. Wolfe made a motion to approve Resolution #25-29, 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.

E. Resolution #25-30, Authorizing Execution of a Fire Protection Services Agreement with the Monmouth Junction Volunteer Fire Department

Chairman Smith and Commissioner Young met with representatives of the Fire Department on September 9th. The renewal agreement is for a 3-year term and includes several minor wording changes, as well as increases to the LOSAP contribution and clothing allowance. The Fire Department asked for consideration to provide life insurance for retirees but that is not possible through the District's insurance carrier.

Commissioner Young reviewed the finances and confirmed alignment with the 2% cap. The following annual amounts were agreed upon:

2025 last year \$48,500.

2026 \$49,500.

2027 \$50,500.

2028 \$51,500.

Chairman Smith received notification from Fire Department President Cliff Seyfarth that the membership approved the contract and agrees to move forward.

Comm. B. Spahr made a motion to approve Resolution #25-29, 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. 2026 Budget Discussion

Commissioner Young will need to obtain the ratable financials from the South Brunswick Tax Assessor.

Commissioner Young plans to have the final draft budget complete one (1) week prior to the next meeting. He will distribute to each Commissioner and ask for any questions or feedback prior to our November meeting. A detailed walk through of the budget will be planned for the November meeting with plans to pass the budget at the December Special Meeting.

Commissioner Young raised the topic of the request for additional full-time paid firefighters. Collectively, the fire districts have three (3) full-time firefighters today and Captain Pisano is asking to add an additional two (2) to displace the need for regularly scheduled per diem firefighters. The increase in full-time firefighters will increase operational efficiency, but result in an increased expense of approximately \$72,000 per person, per year. We currently pay one-third of the staffing costs and will need to discuss the percentage of funding, how many additional firefighters to fund, and which District should hire the additional staff.

Commissioner Young provided guidance and recommendations relative to our capital budget expense amounts and the use of bonding only for large equipment expenses.

G. Items Timely and Important

Chairman Smith reported that the Fire Department completed their 2024 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

9. VOUCHER LIST

Comm. C. Spahr made a motion to approve the voucher list as posted, 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 8:35 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
September 2025

INCIDENT RUNS

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

48 Total Runs for 214.97 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
	Chief's Meeting
1	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
1	Training Sessions
	Parade/Wetdown
	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

99.80 Man-Hours

Total Man-Hours for the Month: 314.77

Fire Safety:

Referrals Sent – 8

Responded to Scene – 24

Fire District Coordinator's Report October 20, 2025

- Approved Fire Protection was on site on 9-16-2025 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging or hydrostatic testing and have been returned.
- A mechanic from Fire & Safety Services was at Station 20 on 9-18-2025 to perform a front-end alignment on Engine 204.
- Techs from TLP Climate Control Systems were at Station 20 on 9-18-2025 to perform preventive maintenance on the HVAC systems.
- Quick Response Fire Protection performed the annual fire sprinkler system inspection at both stations on 9-29-2025.
- A mechanic from Fire & Safety Services was at Station 20 on 10-8-2025 to troubleshoot an air leak on Engine 204. A leaking fitting was identified and a replacement part has been ordered.
- We began the fire safety education presentations at the schools on 10-14-2025 with the pre-school classes at Deans School and at Dayton School on 10-15-2025. We will be visiting the kindergarten and remaining pre-school classes at the other elementary schools over the next month.

Insurance:

- There is a discussion under New Business on renewal of our VFIS Special Risk Policy.
- I met with a representative from VFIS on 10-7-2025 to perform a risk control survey. Surveys are completed every 3 to 5 years, with the last visit on 11-24-2020. The rep reviewed past insurance claims, building & apparatus condition and maintenance, incident statistics, and the driver training program. We again received very high praise for our entire operation. The one recommendation provided was regarding post-accident documentation. VFIS will be providing sample checklists and I will put copies in all vehicles once received.

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

Resolution #25-28

Establishing the Compensation for Members of the Board of Fire Commissioners
For Fiscal Year 2026

WHEREAS, N.J.S.A. 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, N.J.S.A. 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

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) The Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

CHAIRMAN	\$6,000.00 x 1	=	\$6,000.00
VICE-CHAIRMAN	\$4,750.00 x 1	=	\$4,750.00
TREASURER	\$12,500.00 x 1	=	\$12,500.00
CLERK	\$5,500.00 x 1	=	\$5,500.00
COMMISSIONER	\$4,750.00 x 1	=	\$4,750.00

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 20th day of October 2025.


Brian C. Spahr / District Clerk

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

Resolution #25-29

Authorizing Execution of a First Aid Services Agreement with the
Monmouth Junction First Aid Squad

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction First Aid Squad upon terms that are fair and proper for the providing of first aid services to support the Monmouth Junction Volunteer Fire Department.

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) The Chairman and District Clerk are hereby authorized to execute a first aid services agreement with the Monmouth Junction First Aid Squad covering the time period of January 1, 2026 through December 31, 2028.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the First Aid Squad.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the First Aid Squad.

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 20th day of October 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 #25-30

Authorizing Execution of a Fire Protection Services Agreement with the
Monmouth Junction Volunteer Fire Department

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, has negotiated an agreement with the Monmouth Junction Volunteer Fire Department within its jurisdiction upon terms that are fair and proper for the providing of fire protection services to the fire district.

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) The Chairman and District Clerk are hereby authorized to execute a fire protection services agreement with the Monmouth Junction Volunteer Fire Department covering the time period of January 1, 2026 through December 31, 2028.
- (2) Said agreement shall be conditioned upon execution of same by the authorized officers of the Fire Department.
- (3) The authorization herein contained is contingent upon adequate funds being provided in the respective fiscal year budgets during the term of the agreement for the purposes hereof.
- (4) A copy of this resolution shall be furnished to the Fire Department.

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 20th day of October 2025.



Brian C. Spahr / District Clerk

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