

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 ***November 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 2025.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. October 20, 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 I Am Responding Subscription Renewal
- B. Discussion on Emergency Generator Preventive Maintenance Contract
- C. Discussion on Chief's Request for Operations Equipment Purchases
- D. Discussion on Special Capital Meeting
- E. Resolution #25-31, Authorizing Budget Transfer of Funds Relative to the 2025 Budget
- 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	166.95
<i>B</i>	Kleen-Tec Maintenance, LLC	455.00
<i>C</i>	Verizon Wireless	236.74
<i>D</i>	PSE&G Co.	1,770.27
<i>E</i>	Verizon	496.79
<i>F</i>	Primo Brands	101.90
<i>G</i>	Marin Landscaping LLC	695.00
<i>H</i>	Monmouth Junction Volunteer Fire Department	12,793.21
<i>I</i>	Service Tire Truck Centers	1,593.45
<i>J</i>	Campbell Supply Company	524.00
<i>K</i>	Continental Fire & Safety	866.00
<i>L</i>	Electronic Measurement Labs, Inc.	1,152.00
<i>M</i>	Scott Smith	395.00
<i>N</i>	Empire Fitness Services, Inc.	300.00
<i>O</i>	Quick Response	675.00
<i>P</i>	Richard M. Braslow, Esq.	27.50
<i>Q</i>	Approved Fire Protection Company	341.05
<i>R</i>	Fire and Safety Services, LTD	1,321.30
<i>S</i>	Cummins Sales and Service	1,812.56
<i>T</i>	South Brunswick Township	80,342.00

APPROVED
12-15-2025

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

Comm. Young made a motion to approve the minutes of the October 20, 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

Chief Scott Smith read the October 2025 activity report.

Chief Smith reported that the Fire Dept. held a live-burn drill at the Middlesex County Fire Academy on October 23rd.

Chief Smith reported that an email was received from the Middlesex County Fire Marshal, advising that the NJ DEP and Division of Fire Safety will be coordinating the Class B foam collection. It is anticipated that there will be at least one date this year and one next year. It is unknown where the collection site(s) will be, and if the collection will include flushing of the on-board foam tanks on the apparatus.

Chief Smith reported that the committee for the new rescue truck met for the first time. The committee will be looking to meet with several vendors, including Fire & Safety Services (Pierce), Campbell Supply Company (SVI Trucks), and PL Custom (Rescue 1).

Chief Smith reported that the salesman from Fire & Safety Services for the new Engine 208 provided an update that completion of the truck has moved up 8 months, with a projected final inspection in November 2027.

Chief Smith reported that the Fire Dept. received a donation of 6" x 6" lumber from a company in town, which will be used for stabilization cribbing for vehicle extrication.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the November 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 was one deposit since the last meeting. The deposit was made on November 17th in the amount of \$305,449.25 from South Brunswick Township for third quarter taxation.

Comm. Young reported that he distributed an abbreviated financial report to the Commissioner's mailboxes earlier today.

E. Legislative Report

There was no legislative information to discuss.

F. Joint Firefighter Program

Chairman Smith reported that at the last joint meeting held on November 12th, attendees discussed the possible hiring of additional full-time staff for the daytime program. At the meeting, Comm. Young reviewed a breakdown of the costs to hire new personnel. It was the consensus of the Commissioners of all three Boards to pursue the hiring of one additional full-time firefighter in mid-2026 and a second firefighter starting January 2027, with the districts sharing the costs equally.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on I Am Responding Subscription Renewal

Coordinator Smith reported that he received the renewal contract for the subscription to I Am Responding. The contract is for 3-years at an annual rate of \$854.05, for a total cost of \$2,562.15. Coordinator Smith recommended renewing the policy with I Am Responding.

Comm. Young made a motion to approve renewal of the I Am Responding subscription in the amount of \$2,562.15, 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.

B. Discussion on Emergency Generator Preventive Maintenance Contract

Coordinator Smith reported that he received the renewal agreement from Cummins Sales & Service for the preventive maintenance of the emergency generators at both stations. The contract is for three years with two service visits per year, for a total cost of \$9,372.78. Coordinator Smith recommended renewing the contract with Cummins Sales & Service.

Comm. Wolfe made a motion to approve the renewal of the emergency generator preventive maintenance contract with Cummins Sales & Service in the amount of \$9,372.78, seconded by Comm Young.

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

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

Chief Smith requested permission to order five bail-out kits from All Hands Fire Equipment at a cost of \$1,987.50. Chief Smith also requested permission to order equipment for electric vehicles fires, including a Turtle nozzle from Blaze Emergency Equipment at a cost of \$3,135.00 and a Bridgehill blanket from All Hands Fire Equipment at a cost of \$3,538.89.

Comm. C. Spahr made a motion to approve the chief's request for operations equipment at a total cost of \$8,661.39, 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.

D. Discussion on Special Capital Meeting

Comm. Young reported that reserve capital funds are available to fund two previously approved capital projects, Building Facilities and Outside Appurtenances, and Firefighting Equipment. Comm. Young further reported that as there is no financing involved, the Board can hold a special capital meeting to approve the funding to allow the funds to be available in the 2026 budget.

Comm. Wolfe made a motion to hold the special capital meeting on Monday December 1st from 6 PM to 9 PM, 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 #25-31, Authorizing Budget Transfer of Funds Relative to the 2025 Budget

Comm. Young made a motion to table Resolution #25-31 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 – yes. Motion Passed.

F. 2026 Budget Discussion

Comm. Young reviewed a proposed five-year financial plan for 2026 to 2030, and the 2026 proposed fire district budget.

Following a discussion, Comm. Young reported that he will be uploading the financial details into the State forms prior to the December 1st budget meeting, and requested that all Commissioners forward any changes as soon as possible.

G. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

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

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 9:04 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
October 2025

INCIDENT RUNS

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

49 Total Runs for 152.54 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
2	Drills
	Training Sessions
1	Parade/Wetdown
4	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

395.75 Man-Hours

Total Man-Hours for the Month: 564.29

Fire Safety:

Referrals Sent – 7

Responded to Scene – 21

Fire District Coordinator's Report November 17, 2025

- Empire Fitness Services was at Station 20 on 10-24-2025 to perform the annual preventive maintenance on the gym equipment.
- Service Tire Truck Center replaced the two front tires and tubes on Support Unit 207 on 10-27-2025.
- Cummins Power Systems performed the 6-month preventive maintenance service on the emergency generators at both stations on 10-29-2025. The generator at Station 21 requires several repairs including a starter and ring gear replacement. Replacement parts have been ordered.
- Support Unit 207 went to Campbell Supply Company on 10-28-2025 for a front-end inspection and alignment. The truck was back the following day.
- Air & Gas Technologies performed the 6-month preventive maintenance service on the Bauer breathing air compressor on 10-30-2025. There was a leak on the fourth stage regulator, which was repaired on 11-11-2025.
- Marin Landscaping was at Station 20 on 11-3-2025 to trim the bushes around the building.
- Station 20 was used as a polling place for the general election on 11-4-2025.
- Approved Fire Protection was at Station 20 on 11-4-2024 to perform the 6-month inspection on the kitchen hood fire suppression system.
- Fire & Safety Services was at Station 20 on 11-4-2025 to start the annual preventive maintenance on the apparatus. Engine 204 was completed on 11-6-2025; Engine 206 was completed on 11-11-2025. Engine 208 will be finished this week.
- Sodexo Roth performed the annual roof preventive maintenance and inspection at Station 20 on 11-11-2025.
- We finished the fire safety presentations for the kindergarten classes with presentations at Brooks Crossing School on 10-27-2025, Monmouth Junction School on 10-30-2025 and Indian Fields School on 11-14-2025.
- Campbell Supply Company was at Station 20 on 11-17-2025 to troubleshoot an issue with the under-the-hood generator on Rescue 205. It was determined that generator has a cracked mount. We discussed options as the generator is no longer manufactured. The generator provides power to (4) quartz scene lights, a cord reel,

and receptacles. They will be providing options to repair the mount, as well as to change the existing quartz scene lights over to 12-volt.

Insurance:

- There are no insurance items to report this month.