

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 ***December 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. November 17, 2025 Regular Meeting
- B. December 1, 2025 Capital Meeting
- C. December 1, 2025 Budget 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 Group Term Life Insurance Policy
- B. Discussion on Chief's Request for Operations Equipment Purchases
- C. Discussion on Class B Foam Disposal
- D. 2026 Budget Discussion
- E. Resolution #25-35, Adoption of Temporary Budget for 2026
- F. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	166.76
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	236.76
D	PSE&G Co.	2,351.19
E	Verizon	523.67
F	Primo Brands	181.82
G	Marin Landscaping LLC	695.00
H	Sodexo, Inc. & Affiliates	2,382.34
I	Middlesex County Fire Academy	289.00
J	Packet Media LLC	28.67
K	Monmouth Junction Vol. Fire Department	267.13
L	OK Enterprises, LLC	1,358.00
M	OK Enterprises, LLC	1,273.00
N	Scott Smith	13.85
O	GSB	1,418.00
P	Drive to Survive	100.00
Q	Gannett New York-New Jersey LocaliQ	52.16
R	Witmer Public Safety Group Inc.	1,238.45
S	South Brunswick Township Water & Sewer Revenue	1,662.06
T	McMaster-Carr	210.08
U	All Hands Fire Equipment	1,572.99
V	CMF Business Supplies, Inc.	132.64
W	Air & Gas Technologies	1,723.78
X	W.B. Mason Co., Inc.	464.54
Y	Electronic Measurement Labs, Inc.	1,187.63
Z	WTH Technology, Inc.	794.00
AA	Mercer County Community College	300.00
BB	Evertex LLC	175.72
CC	ALL HANDS FIRE EQUIPMENT	2,151.50
DD	CONTINENTAL FIRE & SAFETY	425.00
EE	McMASTER - CARR	24.85
FF	FIRE & SAFETY	8,276.00

*Approved
1-20-2026*

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

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Comm. C. Spahr at 7:09 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Comm. C. Spahr 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

Not Present: Chairman Smith

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. November 17, 2025 Regular Meeting

Comm. Young made a motion to approve the minutes of the November 17, 2025 regular meeting, seconded by Comm. B. Spahr.

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

B. December 1, 2025 Capital Meeting

Comm. Young made a motion to approve the minutes of the December 1, 2025 capital meeting, seconded by Comm. B. Spahr.

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

C. December 1, 2025 Budget Meeting

Comm. Young made a motion to approve the minutes of the December 1, 2025 budget meeting, seconded by Comm. Wolfe.

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

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith read the November 2025 activity report.

Chief Smith reported that he gave a second training presentation to a group of dispatchers on November 18th, reviewing the box plans and several standard operating guidelines which involve dispatch.

Chief Smith reported that an outside instructor gave a training class on the rural hitch water supply tactic on December 4th.

Chief Smith reported that the Fire Department held their annual Santa Cade event around the district on December 13th, and also attended the Hermann's Toys for Tots event that same day.

Chief Smith reported that the Fire Department participated in a menorah lighting ceremony at the Chabad Jewish Center on Riva Avenue on December 14th.

Chief Smith reported that the Fire Department held their annual elections earlier in the month with no changes for 2026.

Chief Smith reported that the township fire chiefs are finishing revisions to the joint Standard Operating Guidelines, which will be distributed and reviewed with all firefighters early in the new year.

Chief Smith reported that he met with a salesman from Campbell Supply Company to review the SVI and EVI brands of rescue trucks, and that the salesman will be putting together a preliminary spec with an estimated price.

Chief Smith thanked the Commissioners for their continued support this year.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the December 2025 Insurance Report.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on December 8th in the total amount of \$309,769.25 for two checks received from South Brunswick Township; the first check for fourth quarter taxation in the amount of \$305,449.25; the second check for the Supplemental Fire Services Grant in the amount of \$4,320.00.

Comm. Young reported that he did not issue a financial report due to server issues, but will do so in the coming days for the invoices through tonight's meeting.

E. Legislative Report

Comm. Young reported that the minutes of the December meeting of the State Association of Fire Districts are not yet available.

F. Joint Firefighter Program

Comm. Young reported that at the last joint meeting held on December 2nd, attendees continued the discussion on the possible hiring of additional full-time staff for the daytime program. District 2 committed to the hiring of one additional staff member starting in July 2026, with Districts 1 & 3 preferring to wait until 2027.

Comm. Young reported that the current shared services agreement runs April to April. It was discussed at the last meeting to adopt an addendum to extend the current agreement to the end of 2026, at which point the Boards can discuss a new agreement to run the calendar year to coincide with the budget cycle.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Renewal of VFIS Group Term Life Insurance Policy

Coordinator Smith reported that the district received the 2026 renewal packet for the Group Term Life Insurance policy from VFIS at a total cost of \$7,744.40, which is a decrease of \$748.89 from the 2025 policy cost.

Comm. Young made a motion renew the Group Term Life Insurance policy with VFIS at a total cost of \$7,744.40, seconded by Comm. Wolfe.

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

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

Chief Smith requested permission to order the following equipment: (4) sets of turnout gear, Siamese valves and adapters, a replacement computer and mount for Engine 204, a custom duty board for Station 20, and a wheel kit for the forcible entry door prop.

Comm. Young made a motion to approve the purchase of (4) sets of turnout gear at a cost not to exceed \$21,000.00, seconded by Comm Wolfe.

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

Comm. Young made a motion to approve the purchase of Siamese valves and adapters at a cost not to exceed \$4,800.00, seconded by Comm B. Spahr.

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

Comm. Young made a motion to approve the purchase of a computer and mount for Engine 204 at a total cost of \$4,999.00, seconded by Comm Wolfe.

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

Comm. Young made a motion to approve the purchase of a custom duty board at a total cost of \$1,900.00, seconded by Comm Wolfe.

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

Comm. B. Spahr made a motion to approve the purchase of a wheel kit for the forcible entry door prop at a cost of \$1,250.00, seconded by Comm Wolfe.

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

C. Discussion on Class B Foam Disposal

Chief Smith reported that a memo was received from the Division of Fire Safety on December 10th reminding fire departments that use of Class B foam containing PFAS chemicals is banned starting January 8, 2026. The memo also explains that the State has hired a contractor to handle the collection of this foam at no cost. Fire Departments are required to register online, with collections taking place throughout the month of March 2026. Chief Smith further reported that departments will be responsible to flush the apparatus on-board tanks, and that he has begun requesting quotes from contractors. After a discussion, it was decided that the flushing of the tanks, as well as the purchase of new, compliant foam, will be done next year out of the 2026 budget.

D. 2026 Budget Discussion

Comm. Young reported that following the budget meeting on December 1st, he uploaded the required documentation into the State's FAST portal on December 3rd. Confirmation of receipt was received, with no questions from the State as of yet.

E. Resolution #25-35, Adoption of Temporary Budget for 2026

Comm. B. Spahr made a motion to approve Resolution #25-35, seconded by Comm. Wolfe.

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

F. Items Timely and Important

There were no items Timely and Important to discuss.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include four additional items; Item CC to All Hands Fire Equipment in the amount of \$2,157.50; Item DD to Continental Fire & Safety in the amount of \$425.00; Item EE to McMaster-Carr in the amount of \$24.85; and Item FF to Fire & Safety Services, LTD. in the amount of \$8,276.00.

Comm. B. 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, Motion Passed.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

Comm. Young thanked Coordinator Smith for his efforts this year, and wished everyone Happy Holidays.

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 8:15 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
November 2025

INCIDENT RUNS

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

64 Total Runs for 345.89 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
3	Work Detail
2	Drills
	Training Sessions
	Parade/Wetdown
	Public Relations
	Stand-by Assignment (Non-Incident)
	Viewing/Funeral

130.79 Man-Hours

Total Man-Hours for the Month: 476.68

Fire Safety:

Referrals Sent – 19

Responded to Scene – 13

Fire District Coordinator's Report December 15, 2025

- We had the annual hose testing originally scheduled for early September, but pushed it back due to the driveway paving. We had it re-scheduled for early December, but had to cancel due to manpower issue with testing company and the freezing temperatures. Will look to schedule the testing in early spring.
- Cummins Power Systems was at Station 20 on 12-3-2025 to troubleshoot a fluid leak on the emergency generator. It was determined that the water pump needed to be replaced. We are waiting on a quote for the work and will schedule for as soon as possible.
- Cummins Power Systems was at Station 21 on 12-10 & 12-11-2025 to replace the starter and the flywheel ring gear. The generator is back in proper operating condition.
- Fire & Safety Services was at Station 20 on 12-11-2025 to address a minor coolant leak on Tower 201. The mechanic was back on 12-12-2025 to address minor repairs to Engine 208 & Rescue 205.
- Marin Landscaping performed a final fall cleanup around both stations on 12-11-2025.
- Engine 206 went to Atlantic-Detroit Diesel-Allison today to address an engine oil leak discovered during the annual preventive maintenance.

Insurance:

- There is an item under new business for discussion on renewal of the VFIS Group Term Life Insurance Policy.

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

Resolution #25-35

Adoption of Temporary Budget for 2026

WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2026 and the adoption of the budget by the legal voters of the fire district, which election shall take place on February 21, 2026;

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

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 December 2025.



Brian C. Spahr / District Clerk

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