

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 ***January 20, 2026*** ***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. December 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. Update on Class B Foam Disposal

8. New Business

- A. LOSAP Certification for 2025
- B. Discussion on Renewal of VFIS Accident & Sickness Policy
- C. Discussion on Renewal of VFIS Portfolio Policy
- D. Discussion on Renewal of Travelers Workers Compensation Coverage
- E. Discussion on Renewal of Station Lawn Treatment Contract
- F. Discussion on Renewal of Station 20 HVAC Maintenance Contract
- G. Public Hearing on 2026 Budget
- H. Resolution #26-01, Adoption of 2026 Budget
- I. Resolution #26-02, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Service
- J. Discussion on Engagement Letter for 2025 Audit with HFA
- K. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	167.59
B	Kleen-Tec Maintenance, LLC	455.00
C	Verizon Wireless	236.74
D	PSE&G Co.	4,363.69
E	Verizon	517.96
F	Primo Brands	94.91
G	Marin Landscaping LLC	1,175.00
H	VFIS	7,955.00
I	Matt Pinter Door Company	560.00
J	New Jersey Motor Vehicle Commission	150.00
K	Service Tire Truck Centers	315.45
L	Scott Smith	92.50
M	Cummins Sales & Service	6,944.61
N	Blaze Emergency Equipment Company	2,635.00
O	Quick Response	400.00
P	Fire and Safety Services, LTD	5,084.65
Q	Fire and Safety Services, LTD	914.90
R	Witmer Public Safety Group Inc.	350.08
S	OK Enterprises, LLC	2,160.00
T	Travelers-RMD	16,422.00
U	Monmouth Junction Vol. Fire Department	1,204.30
V	VFIS	28,531.00
W	PAR Training and Props LLC	1,600.00
X	Rock-N-Rescue	99.95
Y	Continental Fire & Safety	115.00
Z	Stewart & Stevenson	13,070.79
AA	COMPUTER SYSTEMS & METHODS	4,999.99

APPROVED
1-17-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 20, 2026

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. December 15, 2025 Regular Meeting

Comm. C. Spahr made a motion to approve the minutes of the December 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 – abstain. Motion Passed.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith read the December 2025 and 2025 year-end activity reports.

Chief Smith reported that the line officers and engineers met earlier this month to discuss expectations and goals for 2025, and there was also a discussion prior to the January department meeting.

Chief Smith reported that the department started annual mandatory refresher training and facemask fit testing earlier this month.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2026 Coordinator's report.

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on January 7th in the amount of \$50.00 from resident Candice Sanchez for a donation to the district.

Comm. Young reported that he received the engagement letter from HFA for the 2025 audit, which will be discussed under New Business.

Comm. Young reported that he provided the auditor with the list of recipients eligible for 1099's, which will be prepared and mailed by the end of the month.

Comm. Young reported that the 2026 budget was submitted to DCA on December 3rd, and that he heard back on January 16th with several questions. Comm. Young further reported that he submitted responses to the questions and received approval this afternoon to proceed with the public hearing.

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 January 6th, attendees discussed adopting an addendum to the shared services agreement which would extend the agreement to December 31st. There was also continued discussion at the meeting regarding the hiring of additional full-time staff. The chiefs and Captain Pisano will work on required qualifications for the position with the intent to develop a hiring list.

Comm. C. Spahr reported that he found several grants online for the hiring of staff as well as for the purchase of equipment.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chief Smith reported that he completed the online registration with the NJ DEP regarding foam disposal and submitted the quantities on the three engines. Collection of the foam is planned for March. Chief Smith reported that there is pending legislation to extend the ban on the use of the foam, which went into effect on January 9th. Chief Smith reported that the NJ DEP is developing guidance for apparatus on-board system flushing and cleaning, and that he has received three quotes to perform same.

8. NEW BUSINESS

A. LOSAP Certification for 2025

Chairman Smith reported that the 2025 LOSAP certification letter was received from the Fire Chief and was posted on January 6th. A total of 18 firefighters qualified for LOSAP last year, with an award amount of \$2,141.00 per firefighter for a total cost of \$38,538.00. The list was submitted to Lincoln Financial Services, and an invoice should be received shortly.

B. Discussion on Renewal of VFIS Accident & Sickness Policy

Coordinator Smith reported that the district received the renewal of the Accident & Sickness policy from VFIS in the amount of \$7,955.00 for the period February 1, 2026 to February 1, 2027. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Young made a motion to renew the Accident & Sickness policy with VFIS at a cost of \$7,955.00, 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.

C. Discussion on Renewal of VFIS Portfolio Policy

Coordinator Smith reported that the district received the renewal of the Portfolio/Commercial policy from VFIS in the amount of \$56,889.00 for the period February 1, 2026 to February 1, 2027. Coordinator Smith further reported that the policy is paid in two installments with the first installment in the amount of \$28,531.00. Coordinator Smith recommended renewing the Portfolio/Commercial policy with VFIS.

Comm. C. Spahr made a motion to renew the Portfolio/Commercial policy with VFIS at a cost of \$56,889.00, 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 Travelers Workers Compensation Coverage

Coordinator Smith reported that the district received the renewal of the Workers Compensation policy from Travelers in the amount of \$32,846.00 for the period February 1, 2026 to February 1, 2027, which included an invoice in the amount of \$16,422.00. Coordinator Smith further reported that this amount is for the first installment, with the second installment coming due following the annual audit. Coordinator Smith recommended renewing the Workers Compensation policy with Travelers.

Comm. C. Spahr made a motion to renew the Workers Compensation coverage with Travelers, 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.

E. Discussion on Renewal of Station Lawn Treatment Contract

Coordinator Smith reported that the district received the lawn treatment contract renewal for 2026 for both fire stations from TruGreen. Coordinator Smith further reported that the contracts are for 3 treatments at each station, at a cost of \$554.52 each for Station 20 and \$138.60 each for Station 21, for a total cost of \$2,079.36. Coordinator Smith recommended renewing the station lawn treatment contract with TruGreen.

Comm. Young made a motion to approve the 2026 renewal of the lawn treatment contract with TruGreen at a cost of \$2,079.36, 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 Station 20 HVAC Maintenance Contract

Coordinator Smith reported that TLP Climate Control Systems has not yet provided the maintenance contract renewal. The discussion will be tabled until the next meeting.

G. Public Hearing on 2026 Budget

Comm. Young presented a summary of the 2026 budget. Total appropriations amount to \$1,567,432, which is \$250,232 (19%) higher than the 2025 adopted budget. The amount to be raised by taxation is \$1,290,714, an increase of \$68,917 from 2025. The amount to be raised by taxation is 5.6% higher than 2025 and is cap compliant. The tax rate for 2026 is budgeted at .049 per hundred, which is .002 higher than the budgeted rate in 2025.

The two main drivers of the increase in spending are due to higher capital appropriations of \$110,000 and increased spending for Operations Salaries and Benefits of \$61,781 due primarily to the planned hire of an additional firefighter in July of 2026.

Comm. C. Spahr made a motion to open the meeting to the public for discussion on the 2026 budget, seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

As there were no questions from the public, Comm. C. Spahr made a motion to close the public portion, seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

H. Resolution #26-01, Adoption of 2026 Budget

Comm. Wolfe made a motion to approve Resolution #26-01, 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.

I. Resolution #26-02, Authorizing Renewal of an Inter-Local Services Agreement with the Township of South Brunswick for Payroll Service

Comm. Young made a motion to approve Resolution #26-02, 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.

J. Discussion on Engagement Letter for 2025 Audit with HFA

Comm. Young reported that he received the engagement letter for the 2025 audit from HFA, with a quoted cost of \$12,100.

Comm. C. Spahr made a motion to authorize the Chairman and Treasurer to sign the engagement letter for the 2025 audit with HFA, 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.

K. Items Timely and Important

Comm. Wolfe reported that Coordinator Smith requested permission to carry over a total of ten vacation days into 2026.

Comm. Wolfe made a motion to authorize the Fire District Coordinator to carry-over 10 vacation days, seconded by Comm. C. Spahr and by a voice vote all voted in affirmative.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one additional item: Item AA to Computer Systems & Methods in the amount of \$4,999.99.

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, Chairman Smith – yes. Motion Passed.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

Comm. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 8:06 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2025

INCIDENT RUNS

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

45 Total Runs for 151.32 Man-Hours

DEPARTMENT ACTIVITIES

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

253.76 Man-Hours

Total Man-Hours for the Month: 405.08

Fire Safety:

Referrals Sent – 14

Responded to Scene – 12

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year 2025

INCIDENT RUNS

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

624 Total Runs for 2,959.82 Man-Hours

DEPARTMENT ACTIVITIES

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

2,842.95 Man-Hours

Total Man-Hours for the Year: 5,802.77

Fire Safety:

Referrals Sent – 140

Responded to Scene – 198

Fire District Coordinator's Report

January 2026

- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 12-16-2025.
- The Township Fire Safety Bureau performed the annual fire inspection of both fire stations on 12-16-2025. No violations were noted during the inspection.
- Matt Pinter Door Company was at Station 20 on 12-16-2025 to troubleshoot issues with two bay door motors. Minor repairs were made.
- Effective 1-1-2026, we have started entering fire reports into the new NERIS reporting system within the ESO records management software. NERIS replaces NFIRS, and is being released in phases, with more information fields being added over time.
- Delta Contracting Services, sub-contractor for Sodexo Roth, was at Station 20 on 1-7-2026 to address a minor roof leak.
- The engine repairs were completed by Stewart-Stevenson on Engine 206 on 1-9-2026.
- Service Tire Truck Center replace a faulty tire pressure sensor on Engine 204 on 1-12-2026. The sensor will be programmed by Fire & Safety Services when the mechanic returns to address several repairs identified during the annual preventive maintenance performed last year.
- A mechanic from Fire & Safety Services was on site on 1-19-2026 to perform repairs to Engines 206 & 208 from last year's preventive maintenance.

Insurance:

- Engine 206 (2010 Pierce) struck a parked vehicle in the Brookside Mobile Home Park on 1-17-2026 while responding to a working structure fire in the park. There was minor damage to both vehicles. A police report was taken while we were still on scene, and the notification was submitted to VFIS that evening. I will be obtaining an estimate for the repairs to 206.
- I am in the process of completing our annual workers comp. audit for Travelers, which is being done electronically by submitting requested employee payroll and membership information.
- There are items for discussion under New Business for renewal of the Accident & Sickness policy, Portfolio policy, and Workers Compensation policy.

2026 ADOPTED BUDGET RESOLUTION

South Brunswick Township FD No. 2

FISCAL YEAR: January 1, 2026 to December 31, 2026

WHEREAS, the Annual Budget for the South Brunswick Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2026 and ending December 31, 2026 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 20, 2026; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,567,432.00 which includes amount to be raised by taxation of \$1,290,714.00, and Total Appropriations of \$1,567,432.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 20, 2026 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2026 and ending December 31, 2026 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,567,432.00, which includes amount to be raised by taxation of \$1,290,714.00, and Total Appropriations of \$1,567,432.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

bspahr@sbfd2.com

(Secretary's Signature)

1/20/2026

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
B. Spahr	X			
C. Spahr	X			
D. Wolfe	X			
T. Young	X			
C. Smith	X			

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

Resolution #26-02

Authorizing Renewal of an Inter-Local Services Agreement
with the Township of South Brunswick for Payroll Services

WHEREAS, the Board of Fire Commissioners of Fire District No. 2 is desirous to have the Township of South Brunswick process the payroll of the Board of Fire Commissioners of Fire District No. 2 for the Fire District's full-time and/or part-time and/or retired employees; and

WHEREAS, the Township has provided these services in the past pursuant to a written Inter-Local Services Agreement between the Board of Fire Commissioners and the Township; and

WHEREAS, the Board of Fire Commissioners desire to continue those services pursuant to an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which is on file with the Clerk of the Board of Fire Commissioners.

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 Board of Fire Commissioners hereby authorize the Chairman and the Clerk to execute an Inter-Local Services Agreement with the Township of South Brunswick, a copy of which will be kept on file with the Clerk of the Board of Fire Commissioners.
- (2) This contract shall take effect upon the adoption of the appropriate resolutions by both parties to the agreement.

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 January 2026.


Brian C. Spahr / District Clerk

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