

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 ***February 17, 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. January 20, 2026 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. Discussion on Renewal of Station 20 HVAC Maintenance Contract
- B. Discussion on Air Pack Preventive Maintenance
- C. Resolution #26-03, Authorizing the Transfer of Funds Relative to 2025 Budget
- D. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	167.86
B	Kleen-Tec Maintenance, LLC	600.00
C	Verizon Wireless	236.74
D	PSE&G Co.	4,549.43
E	Verizon	540.81
F	Primo Brands	139.86
G	Monmouth Junction Vol. Fire Dept.	96.00
H	Cardio Partners Inc.	625.06
I	McMaster-Carr	169.69
J	Scott Smith	69.91
K	Cummins Sales and Service	4,049.39
L	Fire and Safety Services	2,974.17
M	Continental Fire & Safety	93.88
N	Electronic Measurement Labs, Inc.	1,186.50
O	USA Today Media Corp.	133.96
P	Mercer County Community College	325.00
Q	HFA	650.00
R	Witmer Public Safety Group Inc.	4,494.53
S	Malouf Chevrolet-Cadillac Inc.	118.85
T	Michelle Regula	180.00
U	Jane Harrison	180.00
V	South Brunswick Township	91,024.58
W	<i>MONMOUTH JCT. VOL. FIRE DEPT</i>	<i>12,375.00</i>
X	<i>LINCOLN FINANCIAL ADVISORS</i>	<i>38,538.00</i>

APPROVED
3-16-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
February 17, 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. January 20, 2026 Regular Meeting

Comm. Young made a motion to approve the minutes of the January 20, 2026 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 January 2026 activity report.

Chief Smith reported that the department held their annual installation of officers dinner on January 24th, with the Kendall Park Fire Company providing coverage during the event.

Chief Smith reported that the Department had a crew on stand-by at the station for 24 hours during the snow storm starting the morning of January 25th.

Chief Smith reported that the Department completed annual mandatory refresher training last month, as well as a review of the new and revised standard operating guidelines. Annual face-mask fit-testing will be completed in the next couple weeks.

Chief Smith reported that Nathaly Gomez-Medina graduated Firefighter I from the Somerset County Fire Academy in January. Chief Smith reported that two other members will be finishing Firefighter I at the Middlesex County Fire Academy shortly.

Chief Smith reported that the Fire Department has two new members; Enrique Hincapie, who already has his Firefighter I certification; and Anshul Chettri, who will be starting Firefighter I in March.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the February 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there were no deposits since the last meeting.

Comm. Young reported that the 1099's were prepared and mailed by the auditor last month.

Comm. Young reported that he is in the process of closing out the 2025 financials, and is waiting on the auditor to request delivery of the records.

Comm. Young issued and reviewed an updated capital funds summary, as well as a list of the 2025 accruals and encumbrances.

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 February 3rd, representatives of all three districts signed the addendum that extended the shared services agreement to December 31st.

Chairman Smith reported that the Chiefs and Captain Pisano are working on the qualifications for the firefighter position, and that Captain Pisano will be researching staffing grants.

Chairman Smith reported that Fire District #3 also meets tonight, and that Captain Pisano will ask for the fourth quarter billing for the per-diems.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chief Smith reported that the State extended the deadline on the use of Class B foam until the end of 2026. Notification was also received that the foam drop-off has been scheduled for March 17th. Chief Smith reported that the County Fire Marshal and County OEM Director will be soliciting quotes to have fire apparatus on-board foam tanks flushed at the County's expense.

8. NEW BUSINESS

A. 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.

B. Discussion on Air Pack Preventive Maintenance

Coordinator Smith reported that the air packs are due for the annual maintenance next month, and that he obtained a quote from MES to perform the service in the amount of \$835.00. Coordinator Smith recommended approving the air pack preventive maintenance with MES.

Comm. Wolfe made a motion to approve the air pack preventive maintenance by MES in the amount of \$835.00, 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. Resolution #26-03, Authorizing the Transfer of Funds Relative to 2025 Budget

Chairman Smith made a motion to approve Resolution #26-03, 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.

D. Items Timely and Important

Chairman Smith reported that the 2025 list of LOSAP recipients has been posted for a month with no appeals made, and that the contribution payment to Lincoln Financial Services is on this meeting's voucher list.

Chairman Smith reported that the DCA issued a Local Finance Notice designating the cost-of-living increase for LOSAP for 2026. The 2025 award of \$2,141 has been increased 3.1%, or \$67, to \$2,208. The increase will be discussed at an upcoming meeting.

Chairman Smith reported that a former department member has not qualified for LOSAP for two consecutive years without being vested, and it was his recommendation to recover the funds.

Comm. B. Spahr made a motion to recover the LOSAP funds, 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.

Coordinator Smith reported that all details for the fire district election on February 21st are ready, with the vote-by-mail ballots already issued, the voting machines to be delivered this week, and poll workers scheduled.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items: Item W to Monmouth Junction Vol. Fire Department in the amount of \$12,375.00 and Item X to Lincoln Financial Advisors in the amount of \$38,538.00.

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, 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 7:54 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
January 2026

INCIDENT RUNS

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

53 Total Runs for 306.97 Man-Hours

DEPARTMENT ACTIVITIES

- 1 Board of Fire Commissioners Meeting
Chief's Meeting
Line Officer's Meeting
- 1 Regular Department Monthly Meeting
- 1 Relief Association Meeting
- 1 OEM Meeting
Meetings, Committee Function, Recruitment Drive, Other
Work Night
Work Detail
- 3 Drills
Training Sessions
Parade/Wetdown
Public Relations
- 3 Duty Crew / Stand-by Assignment (Non-Incident)
Viewing/Funeral

633.97 Man-Hours

Total Man-Hours for the Month: 940.94

Fire Safety:

Referrals Sent – 12

Responded to Scene – 18

Fire District Coordinator's Report February 2026

- Cummins Power Systems was at Station 20 on 1-23-2025 to replace the water pump and belts on the emergency generator.
- Fire & Safety Services was at Station 20 on 2-3-2026 to troubleshoot a hydraulic oil leak on Engine 204, which were determined to be loose fittings on the ladder rack. Repairs were made.
- Car 200 (2024 Chevrolet Tahoe) went to Malouf on 2-9-2026 for routine service.
- Working on updates to the fire district website, in response to the DLGS Local Finance Notice that went out in January. Effective March 1st, legal notices will be posted on the fire district website, rather than publishing in a newspaper. We need to advertise this change in an online news publication two times per month through the end of the year. In addition, by April 26, 2027, need to ensure that the website is ADA-compliant.
- I submitted a grant application on 2-10-2026 to NJ American Water under their Volunteer Fire & EMS Grant Program for the maximum amount of \$2,500 towards the purchase of (2) Task Force Tips jumbo Siamese valves.
- Fire & Safety Services was at Station 20 on 2-11 & 2-12-2026 to complete repairs to Engine 204 for items identified during last year's preventive maintenance.

Insurance:

- I performed the driver's license status check on all active firefighters on 2-5-2026 through the NJMVC Customer Abstract Information Retrieval program. All members have their driver's license status in good standing with no suspensions at this time. As a reminder, VFIS recommends performing this license check every 3 years, but we have been performing the checks annually since 2017.
- I submitted all of the requested paperwork to Traveler's last month to complete our annual worker's comp. audit. I have not heard back as of yet with results.
- Update on accident involving Engine 206 on 1-17-2026. Received estimate from Donald Salzmann LLC in the amount of \$1,678.46 on 1-29-2026, which was forwarded to VFIS. VFIS has approved the repairs, and payment will be sent directly to the body shop. Repairs will be scheduled once parts are received. VFIS has been in contact with the owner of the other vehicle involved and will be handling their damages.

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

Resolution #26-03

Authorizing the Transfer of Funds Relative to the 2025 Budget

In accordance with N.J.S.A. 40A:14-78.9, be it resolved on this 17th day of February, 2026 by the Board of Fire Commissioners of the Township of South Brunswick, Fire District #2, that the following transfers be made as follows:

<u>Acct. #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
O-01	Operations Salaries & Wages	\$88,540.00	\$68,540.00
O-4	Maintenance & Repair	\$90,000.00	\$110,000.00

The purpose of the above transfer is to accommodate higher than anticipated costs for the repair and maintenance of apparatus and equipment.

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 17th day of February, 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			