

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 ***March 16, 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. February 17, 2026 Regular Meeting
- B. March 3, 2026 Re-organization 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 Apparatus Preventive Maintenance Service
- B. Discussion on Apparatus Fire Pump Testing
- C. Discussion on Hurst Rescue Equipment Preventive Maintenance
- D. Discussion on Fire Station Spring Cleaning
- E. Discussion on Renewal of Photo Copier Maintenance Contract
- F. Discussion on Renewal of Roof Preventive Maintenance Contract
- G. Discussion on Renewal of Station 20 HVAC Maintenance Contract
- H. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	164.81
B	Kleen-Tec Maintenance, LLC	480.00
C	Verizon Wireless	236.74
D	PSE&G Co.	5,453.78
E	Verizon	535.16
F	Primo Brands	159.86
G	Monmouth Junction Vol. Fire Department	940.92
H	Scott Smith	262.36
I	Tyler Goldin	262.36
J	Treasurer, State of New Jersey	30.00
K	Marco Technologies, LLC	735.40
L	Sodexo, Inc. & Affiliates	788.05
M	South Brunswick Township Fire District No. 3	7,416.67
N	East Coast Emergency Lighting, LLC	30.55
O	Richard M. Braslow, Esq.	82.50
P	Kyle Wert	120.00
Q	USA Today Media Corp.	138.64
R	Continental Fire & Safety	488.00
S	South Brunswick Township Water & Sewer Revenue	1,834.20
T	Somerset County Emergency Services Training Academy	300.00
U	Mercer County Community College	720.00
V	Treasurer, State of New Jersey	512.00
W	Evertex LLC	49.56
X	CMF Business Supplies, Inc.	127.74
Y	Postmaster	196.00
Z	Access Compliance, LLC	961.00
AA	Pedro Sanchez	500.00
BB	New Jersey Fire Equipment Co.	285.00
CC	SERVICE TIRE TAPER CANNERS, INC.	350.74
DD	W.B. MASON CO., INC.	291.77
EE	WALL SHIELDS CO.	1,800.06

APPROVED
4-20-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 16, 2026

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Smith at 7:07 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. February 17, 2026 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the February 17, 2026 regular meeting, 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. March 3, 2026 Re-organization Meeting

Comm. C. Spahr made a motion to approve the minutes of the March 3, 2026 re-organization 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 February 2026 activity report.

Chief Smith reported that the Department had a crew on standby for the Kendall Park Fire Company while they held their annual installation dinner on February 21st.

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 February 22nd.

Chief Smith reported that Firefighter Kyle Wert started Firefighter II at the Somerset County Fire Academy on February 24th and probationary member Anshul Chettri started Firefighter I at the Middlesex County Fire Academy on March 9th.

Chief Smith reported that the Department gave two students from Indian Fields School a ride home on a fire truck on February 27th as a prize for the school's readathon event. The student's parents signed a release agreement before the ride, which followed State motor vehicle laws and insurance requirements.

Chief Smith reported that the Department attended the police department's charity hockey game at Pro Skate on March 14th, and displayed the American flag from the aerial for pre-game photos with all township emergency services.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the March 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there were two deposits since the last meeting. The first deposit was made on February 24th in the amount of \$250.00 from South Brunswick Township for use of the fire station as a polling place for the general election. The second deposit was made on March 10th in the amount of \$4,729.90 from Lincoln Financial Group for the forfeiture of LOSAP funds for a member that has not qualified for two consecutive years before vesting.

Comm. Young reported that the auditor is working on the 2025 audit with no questions posed as of yet.

Comm. Young reported that he will issue the final 2025 financial report and the 2026 report through tonight's vouchers following the meeting.

E. Legislative Report

There was no legislative information to discuss.

F. Joint Firefighter Program

Chairman Smith reported that there was no March meeting, with the next meeting scheduled for April 7th.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chief Smith reported that the Class B foam was pumped out of the tanks on the three engines last week, with the drop-off at the State-designated site scheduled for tomorrow. Chief Smith further reported that the county is putting together pricing to handle the flushing of apparatus foam tanks, but there is no confirmation at this time. As such, there may be a need for the

district to cover the cost of flushing the tanks so new foam can be utilized. Chief Smith also reported that he has spoken with reps from Pierce Manufacturing, who advised that the apparatus foam systems will be able to inject whatever new foam is utilized.

8. NEW BUSINESS

A. Discussion on Apparatus Preventive Maintenance Service

Coordinator Smith reported that quotes were obtained for the apparatus preventive maintenance service from Fire & Safety Services and Campbell Supply Company. Coordinator Smith recommended utilizing Fire & Safety Services for the service on all apparatus as they are the authorized service provider for the three Pierce apparatus (Trucks 201, 204 & 206), and that they also provided the lowest quote for the service on Trucks 205 & 208.

Comm. Wolfe made a motion to approve the apparatus preventive maintenance service by Fire & Safety Services, 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 Apparatus Fire Pump Testing

Coordinator Smith reported that he received a quote from Fire Flow Services to perform the NFPA fire pump testing on four fire trucks in the amount of \$1,800.00.

Comm. C. Spahr made a motion to approve the fire pump testing by Fire Flow Services in the amount of \$1,800.00, 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. Discussion on Hurst Rescue Equipment Preventive Maintenance

Coordinator Smith reported that he received a quote for the preventive maintenance of the Hurst rescue equipment by TASC Fire Apparatus in the amount of \$2,250.00.

Comm. B. Spahr made a motion to approve the Hurst rescue equipment preventive maintenance by TASC Fire Apparatus in the amount of \$2,250.00, 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 Fire Station Spring Cleaning

Coordinator Smith reported that he obtained a quote from Antczak's Complete Service to perform the carpet cleaning at both stations in the amount of \$698.00. Coordinator Smith also received a quote from Clearview Window Washing to clean the window blinds, as well as the interior and exterior of all windows at Station 20, at a cost of \$1,649.00.

Comm. C. Spahr made a motion to approve the carpet cleaning by Antczak's Complete Service in the amount of \$698.00 and the window cleaning by Clearview Window Washing at a cost of \$1,649.00, 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.

E. Discussion on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the annual maintenance contract for the Konica photo copier from Marco Technologies, LLC in the amount of \$735.40.

Comm. Wolfe made a motion to approve the photo copier maintenance contract with Marco Technologies, LLC in the amount of \$735.40, 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.

F. Discussion on Renewal of Roof Preventive Maintenance Contract

Coordinator Smith reported that he received the roof preventive maintenance contract renewal from Sodexo Roth in the amount of \$2,453.81.

Comm. C. Spahr made a motion to approve the renewal of the roof preventive maintenance contract with Sodexo Roth at a cost of \$2,453.81, 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.

G. Discussion on Renewal of Station 20 HVAC Maintenance Contract

Coordinator Smith reported that he received the renewal of the Station 20 HVAC preventive maintenance contract from TLP Climate Control Systems for 2026 in the amount of \$2,652.00, paid out at a rate of \$663.00 per each of (4) service visits.

Comm. C. Spahr made a motion to approve the renewal of the Station 20 HVAC preventive maintenance contract with TLP Climate Control Systems for 2026 in the amount of \$2,652.00, 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.

H. Items Timely and Important

Comm. C. Spahr inquired if the 4th quarter per-diem billing was received from Fire District #3. Coordinator Smith reported that the billing has not been received, and that he inquired again today when speaking with District #3 Commissioner Amin.

Comm. Young thanked Coordinator Smith and Comm. B. Spahr for their efforts for the fire district election.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items: Item CC to Service Tire Truck Centers, Inc. in the amount of \$350.74; Item DD to W.B. Mason Co., Inc. in the amount of \$291.77; and Item EE to Wall Shields Co. in the amount of \$1,800.00.

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. C. Spahr made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
February 2026

INCIDENT RUNS

1	Structure Fires
3	Vehicle Fires
	Dumpster/Compactor/Trash/Refuse Fires
	Trees, Brush, Grass, Mulch Fires
1	Fires, Other
	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
4	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
2	Stand-By / Cover Assignment
	Dispatched & Cancelled En Route
1	Smoke Scare / Odor Removal / Problem
12	System Malfunctions
23	Unintentional System / Detector Operation
2	False Calls / Good Intent
	Other (Citizen Complaint)

58 Total Runs for 296.06 Man-Hours

DEPARTMENT ACTIVITIES

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

406.81 Man-Hours

Total Man-Hours for the Month: 702.87

Fire Safety:

Referrals Sent – 17

Responded to Scene – 17

Fire District Coordinator's Report

March 16, 2026

- Trugreen performed the first of three lawn treatments at both stations on 3-10-2026.
- Our website designer created a page on the fire district site to post legal notices, in compliance with the new State requirements to post legal notices online, rather than publishing in a newspaper. Also as required, we have been advertising this new requirement two times per month in The Home News (online and print), which we will need to do through the end of the year. The State will be creating a website with the link to the legal notice pages for all government agencies.
- MES was on site on 3-10-2026 to perform the annual inspection and flow test of our self-contained breathing apparatus.
- Firstline Locksmith was at Station 20 on 3-11-2026 to replace the auto closer on one of the main entrance double doors. They will also be providing a quote to replace the hinges on the double doors.
- Quick Response Fire Protection performed the quarterly inspection of the sprinkler systems at both stations on 3-13-2026.
- Firstline Locksmith was at Station 21 on 3-16-2026 to replace the lockset on the First Aid Squad-side man door.

Insurance:

- Update on accident involving Engine 206 on 1-17-2026. Engine 206 went to Donald Salzmann LLC on 3-9-2026 for the fender repairs and the truck was back the same day; VFIS has already issued payment. I spoke with the owner of the other vehicle involved and their car has been repaired; they were very pleased with how smoothly the process went with insurance. This claim will be closed out.
- Travelers requested additional payroll information regarding our workers comp. policy audit. The documentation was received from the Township and submitted to Travelers.