

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 ***April 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 notice filed with the Township Clerk, posted on the legal notices page of the Fire District website, and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2026.

3. Roll Call

4. Public Comment

5. Approval of Minutes

A. March 16, 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. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Travelers	6,091.00
B	Republic Services #689	166.19
C	Kleen-Tec Maintenance, LLC	480.00
D	Verizon Wireless	236.74
E	PSE&G Co.	3,194.92
F	Verizon	537.50
G	Primo Brands	129.88
H	Marin Landscaping LLC	2,425.00
I	Marin Landscaping LLC	825.00
J	Trugreen	693.12
K	OK Enterprises, LLC	2,469.00
L	Middlesex County Fire Academy	435.00
M	Witmer Public Safety Group Inc.	293.09
N	US Electrical Services, Inc.	101.40
O	MES Service Company LLC	835.00
P	MES Service Company LLC	2,518.91
Q	Continental Fire & Safety	157.00
R	USA Today Media Corp.	65.10
S	Matt Pinter Door Company	1,766.00
T	Tactical Public Safety LLC	91.80
U	Waterway Twin Tier LLC	3,357.92
V	Richard M. Braslow, Esq.	90.00
W	Clearview Washing, LLC	1,649.00
X	Fire & Safety Services	3,187.50
Y	Fire & Safety Services	2,652.85
Z	Fire & Safety Services	99.67
AA	Monmouth Junction Vol. Fire Department	374.93
BB	Everttek LLC	33.02
CC	New Jersey State Association of Fire Districts	300.00
DD	W.S. Darley & Co.	335.05
EE	TLP Climate Controls Systems, Inc.	663.00
FF	East Coast Emergency Lighting, LLC	4,151.40
GG	Cummins Sales and Service	945.78
HH	South Brunswick Township Fire District No. 3	8,910.83
II	Bunker Hill Tree Service	1,500.00
JJ	McMaster-Carr	689.57
KK	Access Compliance, LLC	2,047.00
LL	Somerset County Emergency Services Training Academy	95.00
MM	Firstline Locksmith, LLC	1,640.00
NN	Firstline Locksmith, LLC	910.00
OO	ELECTRONIC MEASUREMENT LABS, INC	576.00
PP	TRAVELERS	12,708.32

APPROVED
5-18-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
April 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

Tyler Goldin reported that the Fire Department would like to renovate the member's room at Station 21 and asked the Commissioners for consideration of funding a portion of the project. Mr. Goldin also reported that there are several items that the membership would like to purchase for the weight room at Station 20. After a discussion, Mr. Goldin was asked to provide a cost breakdown for the member's room project, and the list of gym equipment will be brought up under Timely & Important.

5. APPROVAL OF MINUTES

A. March 16, 2026 Regular Meeting

Comm. Young made a motion to approve the minutes of the March 16, 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 March 2026 fire department activity report.

Chief Smith reported that the Department participated in the township's little league baseball and softball opening ceremonies on April 11th.

Chief Smith reported that all three township fire departments attended a college and career fair at the High School on April 15th.

Chief Smith reported that the township fire chiefs completed minor changes to the box plans, which included notification to the Township OEM Coordinator on all first alarm and greater incidents.

Chief Smith reported that the township fire chiefs met with the dispatch supervisor last week to review the box plan changes, as well as the response of the county fire coordinators, who will take over mutual aid resource dispatching upon their arrival on scenes.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the April 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on April 7th in the amount of \$182.92 from McMaster Carr for a credit refund.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes this morning.

Comm. Young distributed and reviewed a 2025 pre-audit financial summary, balance sheet, capital fund/asset summary, and a list of accruals and encumbrances for 2025.

Comm. Young reported that the annual financial disclosure statements are due by the end of the month, with all Commissioners reporting theirs submitted.

E. Legislative Report

There was no legislative information to discuss.

F. Joint Firefighter Program

Chairman Smith reported that the last meeting of the joint committee was held on April 7th, with April 1st being the two-year anniversary of the program. Police Dept. Deputy Chief Jim Ryan attended the meeting to discuss several topics in advance of his promotion to Chief later this year.

Chairman Smith reported that the job posting/description for the position of firefighter was discussed, with the intent to create a hiring list before the end of the year. The posting will be opened first to volunteers from all three departments and per-diem staff. Fire District 1 reported that they are on track to fund the 1/3 share of a new hire effective January 1st.

Chief Smith reported that the front-line engines were swapped between their regular stations last week, with the career staff utilizing Engine 206 in order to put more mileage on the older apparatus.

7. OLD BUSINESS

A. Update on Class B Foam Disposal

Chief Smith reported that after the Class B foam was pumped out of the tanks on the three engines last month, the drums were delivered to the state-designated drop-off site in Annandale on March 17th. Chief Smith further reported that the county fire marshal funded the flushing of the foam tanks on all county apparatus, with the three engines being flushed the week of March 30th. There has been no announcement at this point as to which brand/model of Class B foam the

county will be switching to, or whether or not they will be providing the foam to county departments. Chief Smith reported that the tank level gauges on the engines will need to be calibrated by Fire & Safety Services once the foam is chosen.

8. NEW BUSINESS

A. Items Timely and Important

Comm. C. Spahr asked about the status of grants the fire district/fire department may be eligible for, including the American Rescue Plan Firefighter Grant, as well as the Assistance to Firefighters (AFG) & Staffing for Adequate Fire and Emergency Response (SAFER) Grants. The American Rescue Plan grant was last offered by the State in fiscal year 2024, with no announcements since on whether or not the program will be offered again. The AFG and SAFER grants are both offered by the federal government with the grant window supposed to have opened in March, but has been delayed due to the government shut-down. There was a brief discussion on submitting grant applications once opened for the purchase of replacement air packs and hiring of staff.

Mr. Goldin reviewed a list of equipment requested to be purchased for the Station 20 weight room.

Comm. Young made a motion to approve the purchase of equipment for the weight room at a cost not to exceed \$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.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items: Item OO to Electronic Measurement Labs, Inc. in the amount of \$576.00; and Item PP to Travelers in the amount of \$12,708.32.

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. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
March 2026

INCIDENT RUNS

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

54 Total Runs for 250.34 Man-Hours

DEPARTMENT ACTIVITIES

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

150.16 Man-Hours

Total Man-Hours for the Month: 400.50

Fire Safety:

Referrals Sent – 9

Responded to Scene – 27

Fire District Coordinator's Report

April 20, 2026

- Bunker Hill Tree Service was at Station 20 on 3-20-2026 to remove several large limbs that came down over the winter, as well as several dead trees, around the property.
- TLP Climate Controls Systems was at Station 20 on 3-23-2026 to perform the quarterly preventive maintenance service on the HVAC systems.
- Waterway, Inc. was at Station 20 on 3-24-2026 to perform the annual hose testing. 3 lengths of hose failed; replacement lengths have been ordered for 2 of the hoses.
- Matt Pinter Door Company performed preventive maintenance on the bay doors and motors at both stations on 3-24-2026. He returned to Station 21 on 4-6-2026 to make several minor repairs to the door safety switches.
- A mechanic from Fire & Safety Services replaced the electric shoreline auto eject on Engine 206 on 3-27-2026.
- Clearview Window Washing cleaned the windows inside and out at Station 20 on 3-27-2026.
- Cummins Power Systems was at Station 20 on 3-30-2026 to troubleshoot a coolant leak on the standby generator. A loose clamp was identified as the issue and corrected.
- Marin Landscaping performed the fall clean-up and mulching of the grounds at the stations on 4-6-2026.
- Rescue 205 went to East Coast Emergency Lighting on 4-7-2026 for replacement of the (4) quartz flood lights with 12-volt lights and was back the same day.
- Firstline Locksmith was at Station 20 on 4-15-2026 to adjust the hinges on the main entrance double doors so they close and latch properly.
- Ready Refresh was on site on 4-15-2026 to clean and service the water coolers at both stations.
- Access Compliance was at Station 20 on 4-16-2026 to perform the annual firefighter physicals. A total of 22 firefighters completed their physical that evening. The remaining firefighters will be completing their physicals at the Access Compliance office in North Brunswick.

Insurance:

- There are two vouchers on the list to Travelers for our workers comp. coverage. One voucher is for two invoices in the total amount of \$6,091.00 for adjustments on the 2025 & 2026 policies following the annual audit. The second voucher is for partial payment of the remaining premium for the 2026 policy.