

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 ***May 18, 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. April 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

8. New Business

- A. Resolution #26-17, Declaration of Surplus Equipment
- B. Discussion on 2025 Audit Report
- C. Resolution #26-18, Acceptance of Audit Report for the Year 2025
- D. Discussion on Renewal of Station Alarm Monitoring Contract
- E. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	177.05
B	Kleen-Tec Maintenance, LLC	480.00
C	Verizon Wireless	236.70
D	PSE&G Co.	1,886.86
E	Verizon	536.36
F	Primo Brands	440.83
G	Marin Landscaping LLC	695.00
H	Monmouth Junction Vol. Fire Department	854.36
I	Monmouth Junction Vol. Fire Department	303.12
J	First Due Fabrication	1,615.00
K	Agin Signs & Designs	280.00
L	Fire and Safety Services	701.41
M	Firstline Locksmith, LLC	340.00
N	Scott Smith	203.03
O	Service Tire Truck Centers, Inc.	35.00
P	GSB	2,109.00
Q	Firefighter Straps, Inc.	194.95
R	On Scene Training Associates LLC	1,500.00
S	TruGreen	693.12
T	Mercer County Community College	200.00
U	USA Today Media Corp.	72.84
V	Middlesex County Treasurer	12,034.95
W	Fire Security Technologies, Inc.	3,680.00
X	Antczak's Complete Service Company	698.00
Y	Air and Gas Technologies	1,236.00
Z	Access Compliance, LLC	11,037.00

**AA HFA CERTIFIED PUBLIC ACCOUNTANTS
& ADVISORS** 10,600.00

**BB APPROVED FIRE PROTECTION
& SECURITY** 357.07

**CC SOUTH BRUNSWICK FIRE
DISTRICT NO. 2** 147,381.00

APPROVED
5-15-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 18, 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. April 20, 2026 Regular Meeting

Comm. C. Spahr made a motion to approve the minutes of the April 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 April 2026 fire department activity report.

Chief Smith reported that department members and career staff participated in take-your-child to work events at Hermann's Distribution and the municipal complex on April 23rd.

Chief Smith reported that the department participated in a touch-a-truck event for the school district pre-school program on April 25th.

Chief Smith reported that On-Scene Training Associates gave classes on tower ladder operations on April 30th and May 7th.

Chief Smith reported that Anish Brahmarouthu and Kevin Eskander completed Firefighter I at the Middlesex County Fire Academy last month.

Chief Smith reported that junior firefighters Zayne Mogadati and Anoushka Thakare turned 18 and are now probationary firefighters.

Chief Smith reported that the committee is making progress on the specifications for the new rescue truck, and have met with salesmen from Fire & Safety Services, Campbell Supply Company and New Jersey Emergency Vehicles.

Chief Smith reported that there is no update from the county on which brand of Class B foam will be utilized, but expects information at the quarterly fire chief's meeting to be held this week, in particular due to the gasoline tanker fire on I-287 this past weekend.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the May 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on May 13th in the amount of \$322,678.50 from South Brunswick Township for first quarter taxation.

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

Comm. Young reported that the 2025 financial audit will be discussed under New Business.

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 May 5th. Chairman Smith reported that there was continued discussion at that meeting for the hiring of an additional full-time firefighter. It was discussed that District #2 would hire the new employee if they are a volunteer in the district or one of the current per-diem firefighters, with the other districts taking on the new hire if they volunteer in one of their districts. Chairman Smith recommended a starting salary of \$54,000, with an increase upon successful completion of a 6-month probationary period. The position will be posted on August 1st with a start date of January 1st.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Resolution #26-17, Declaration of Surplus Equipment

Comm. B. Spahr made a motion to approve Resolution #26-17, 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.

B. Discussion on 2025 Audit Report

Comm. Young reported that the final audit report was received this afternoon. There were no findings or changes to the financial figures.

C. Resolution #26-18, Acceptance of Audit Report for the Year 2025

Comm. C. Spahr made a motion to approve Resolution #26-18, 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 Station Alarm Monitoring Contract

Coordinator Smith reported that the renewal contract has not yet been received from Fire Security Technologies. The topic will be discussed next month.

E. Items Timely and Important

Chairman Smith reported that he met with representatives from Discover Construction earlier today to discuss the milling of the apron driveway at Station 20. Chairman Smith reported that a quote will be provided, and that K&A Excavating will remove the milled materials.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items: Item AA to HFA Certified Public Accountants & Advisors in the amount of \$10,600.00; Item BB to Approved Fire Protection & Security in the amount of \$357.07; and Item CC to South Brunswick Fire District No. 2 in the amount of \$147,381.00. Comm. Young clarified that Item CC is for the budgeted transfer of funds to the district capital fund for future capital outlay.

Comm. Wolfe made a motion to approve the voucher list as amended, 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.

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 7:41 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2026

INCIDENT RUNS

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

48 Total Runs for 210.23 Man-Hours

DEPARTMENT ACTIVITIES

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

231.13 Man-Hours

Total Man-Hours for the Month: 441.36

Fire Safety:

Referrals Sent – 10

Responded to Scene – 18

Fire District Coordinator's Report May 18, 2026

- Antczak's Complete Service Company cleaned the carpets at both stations on 4-24-2026.
- First Due Fabrication was on site on 4-24-2026 to install custom brackets for the LDH Siamese valves (Engines 204 & 206) and Turtle electric vehicle nozzle (Engine 204) that were purchased last year.
- Trugreen performed the second of three lawn treatments at both stations on 4-28-2026.
- As has been performed the last couple years, the US Dept. of Agriculture placed insect traps around the Station 20 property on 5-7-2026 to monitor for potential foreign pests that may be of concern for natural resources or agricultural commodities. The traps will be checked every (2) weeks and will be removed from the site in late summer/early fall.
- Air & Gas Technologies was at Station 21 on 5-8-2026 perform the full preventive maintenance service on the Bauer breathing air compressor.
- Fire Security Technologies performed the annual fire alarm system inspection at both stations on 5-12-2026.
- Approved Fire Protection performed the 6-month inspection on the kitchen hood suppression system at Station 20 on 5-14-2026.
- A mechanic from Fire & Safety Services was at Station 20 on 5-14-2026 to perform a computer programing update on Tower 201.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits for the second installment on the Group Term Life policy in the amount of \$2,109.00

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

Resolution #26-17

Declaration of Surplus Equipment

WHEREAS, the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex has determined that the following property:

- (1) Dell Optiplex 390 Desktop Computer
Serial Number: 6094706833
- (1) Dell Optiplex 3010 Desktop Computer
Serial Number: 00313997
- (2) Dell 19" Flat-Screen Monitors, Model P170Sf
Serial Numbers: CN-04G93X-72872-19F-CJPU; CN-04G93X-72872-19F-CJYU
- (1) Panasonic Toughbook CF-53 Laptop Computer with Havis Docking Station
Serial Number: 4KTSA70822
- (4) Fire Research Corp. 120-Volt, 750-Watt Quartz Flood Lights
Model: OPA530-S75-ON-A
Serial Numbers: L-0021838; L-0021839; L-0021841; L-0021849

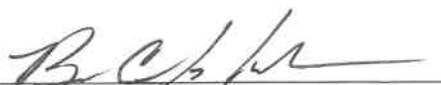
are no longer needed for public use; and

WHEREAS, the Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex deem the property to be surplus.

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 Commissioners of Fire District No. 2, in the Township of South Brunswick, County of Middlesex is hereby authorized to sell the surplus property as indicated at either Public Auction or by the advertised Bid Process.
- (2) If the property so described has no monetary value it shall be disposed of as junk.

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 18th day of May 2026.


Brian C. Spahr / District Clerk

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

RESOLUTION #26-18

Acceptance of Audit Report for Year 2025

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2025 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

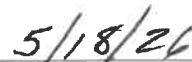
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2025, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON MAY 18, 2026.



Brian C. Spahr, District Clerk



(Date)

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the Township of South Brunswick Fire District No. 2, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2 in the county of Middlesex;
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2025, and specifically the sections of the audit report entitled "General Comments and Recommendations".

Charles M. Smith

Brian C. Spahr

Charles G. Spahr

Douglas A. Wolfe

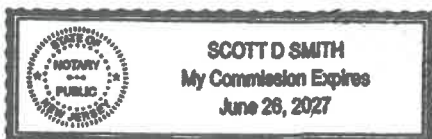
Thomas A. Young, Jr.

Charles M. Smith
Brian C. Spahr
Charles G. Spahr
Douglas A. Wolfe
Thomas A. Young, Jr.

Sworn to and subscribed before me this
18TH day of MAY 2026

Scott D. Smith

Notary Public of New Jersey



COMMISSION # 50063018