

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 ***July 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. June 15, 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. Discussion on Station Parking Lot Seal Coating
- B. Resolution #26-19, Authorizing Posting of Firefighter Position
- C. Items Timely and Important

9. Voucher List

(See Attached)

10. Public Comment

11. Adjournment

Voucher List

A	Republic Services #689	237.03
B	Verizon Wireless	236.72
C	PSE&G Co.	2,556.74
D	Verizon	534.83
E	Primo Brands	138.87
F	Marin Landscaping LLC	1,195.00
G	Tasc Fire Apparatus, Inc.	1,965.00
H	Monmouth Junction Vol. Fire Department	527.14
I	OK Enterprises, LLC	1,800.00
J	Central Jersey Exterior Cleaning	300.00
K	Thomson Reuters – West	456.00
L	Richard M. Braslow, Esq.	180.00
M	Continental Fire & Safety	259.00
N	MES Service Company LLC	1,087.09
O	GIG	28,358.00
P	Quick Response Fire Protection	400.00
Q	USA Today Media Corp.	74.56
R	Travelers	7,141.68
S	TLP Climate Control Systems, Inc.	663.00
T	Bunker Hill Tree Service	600.00
U	Campbell Supply Company	4,647.76
V	CMF Business Supplies, Inc.	1,557.41
W	Access Compliance, LLC	1,424.00
X	KLEEN-TEC MAINTENANCE LLC	480.00
Y	ALL HANDS FIRE EQUIPMENT LLC	550.28
Z	EXQUISITE EUROPEAN PAINTING & CO LLC	1,100.00

APPROVED
8-17-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
July 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. June 15, 2026 Regular Meeting

Comm. Wolfe made a motion to approve the minutes of the June 15, 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.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith read the June 2026 fire department activity report.

Chief Smith reported that the Fire Department provided fire protection at the Township's Independence Day fireworks celebration on July 1st.

Chief Smith reported that the Fire Department participated in the retirement walk-out ceremony for Police Chief Ray Hayducka by displaying the American flag from the aerial on July 8th.

Chief Smith reported that the Fire Department and career staff gave an extrication demonstration for the Police Department's Youth Academy on July 17th.

Chief Smith reported that the Fire Department has two new probationary firefighters, Alexander Guilbot and Jarrett Campbell.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the July 2026 insurance report.

D. Treasurer's Report

Comm. Young reported that there was one deposit since the last meeting. The deposit was made on June 23rd in the amount of \$322,678.50 from South Brunswick Township for 2nd quarter taxation.

Comm. Young reported that he has reviewed the projected cash flow from now until the end of the year and may look to transfer between \$200,000 to \$300,000 to the cash management fund.

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes prior to the start of the meeting.

Comm. Young reported he will discuss the 2027 budget under New Business.

E. Legislative Report

Comm. Young reported that there are no minutes available for any of the meetings so far this year for the State Association of Fire Districts. Comm. Young further reported that he contacted an officer in the State Association regarding the minutes, and that he was advised that a new website is in development.

F. Joint Firefighter Program

Chairman Smith reported that the last joint meeting was held on July 7th with representation from all three districts, however the fire chiefs and Captain Pisano were not present as there was a structure fire in Kingston at the time. Chairman Smith reported that all three districts are in agreement to move forward with the hiring of a full-time firefighter effective January 1st, with the position to be posted August 3rd to August 14th. The position will have a starting salary of \$54,000, which will increase to \$59,400 following the completion of a 6-month probationary period. The districts will share all costs for the position equally, including salary, wages and benefits. Applications will be submitted to District Coordinator Smith. The position will be hired by District 2 if the individual is a per-diem employee or a volunteer in Districts 2 or 3; District 1 will hire the individual if that person is a volunteer in that district.

Chairman Smith reported that a resolution authorizing the posting of the position will be discussed under New Business.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Station Parking Lot Sealing

Coordinator Smith reported that he received quotes from three vendors to perform the parking lot seal coating and line striping at Station 21 and the areas at Station 20 not paved over the last two years. The areas not paved were last seal coated in July 2023. The low quote was from Alizio Seal Coating Inc. in the amount of \$6,566.50.

Comm. C. Spahr made a motion to approve the seal coating of the station parking lots by Alizio Seal Coating Inc. in the amount of \$6,566.50, 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. Resolution #26-19, Authorizing Posting of Firefighter Position

Comm. C. Spahr made a motion to approve Resolution #26-19, 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. Items Timely and Important

Chairman Smith reported that the Fire Department completed their 2025 audit and submitted the required documentation to the Board in compliance with the fire protection contract.

Chairman Smith reported that the painting of the member's room at Station 21 was completed and that the department will be purchasing new furniture.

Comm. Young reported that he has begun reviewing financials for the 2027 budget, with the goal to start discussions earlier. Comm. Young recommended targeting discussion on capital projections at the September meeting, and possibly reviewing a first cut of the operating budget in October.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include three additional items: Item X to Kleen-Tec Maintenance LLC in the amount of \$480.00; Item Y to All Hands Fire Equipment LLC in the amount of \$552.28; and Item Z to Exquisite European Painting01 LLC in the amount of \$1,100.00.

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. Wolfe 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
June 2026

INCIDENT RUNS

- Structure Fires
- 1 Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 2 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- Vehicle Extrications (Jaws)
- Motor Vehicle Accident (No Extrication)
- 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
- 3 Hazardous Condition
- 3 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
- 1 Assist Police / EMS / Landing Zone / Missing Person
- 1 Stand-By / Cover Assignment
- Dispatched & Cancelled En Route
- 1 Smoke Scare / Odor Removal / Problem
- 12 System Malfunctions
- 13 Unintentional System / Detector Operation
- 5 False Calls / Good Intent
- Other (Citizen Complaint)

46 Total Runs for 179.36 Man-Hours

DEPARTMENT ACTIVITIES

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

140.75 Man-Hours

Total Man-Hours for the Month: 320.11

Fire Safety:

Referrals Sent – 9

Responded to Scene – 21

Fire District Coordinator's Report July 20, 2026

- Quick Response Fire Protection performed the quarterly sprinkler system inspection at both stations on 6-16-2026.
- The quartz lighting equipment that was declared surplus and sold on Gov Deals on 6-11-2026 was picked up on 6-23-2026. The winning bid of \$125.00 for the auction of the surplus computer equipment that closed on 6-11-2026 was canceled as the buyer lives out of the state and did not realize there was no shipping. The equipment was relisted on 6-19-2026 and ended on 6-29-2026 at a sale price of \$113.00, and was picked up by the buyer on 7-1-2026. Once auction fees are removed, the District will receive a check in the amount of \$226.10 for the two auctions (\$118.75 for the lighting equipment; \$107.35 for the computer equipment).
- Our application for the Assistance to Firefighters Grant for replacement self-contained breathing apparatus was submitted to FEMA on 6-19-2026. Funding awards are projected to start in August/September.
- Marin Landscaping trimmed the bushes around Station 20 on 6-24-2026.
- Support Unit 207 was back from Circle Automotive on 6-22-2026, where they were troubleshooting a power steering leak. They advised that the power steering box needed to be replaced, but could not find a replacement. The truck went to Campbell Supply Co. on 6-25-2026 to perform further diagnosis. Repairs were made and the truck was back in service on 7-14-2026.
- Central Jersey Exterior Cleaning pressure washed the concrete apron in front of the engine bays at Station 20 on 6-26-2026 following the paving project.
- Air & Gas Technologies was at Station 21 on 6-29-2026 to troubleshoot an issue with the Bauer breathing air compressor not filling cylinders. The problem was diagnosed as a drain o-ring in need of replacement. Parts were ordered and repairs were made on 7-9-2026.
- TLP Climate Control Systems performed preventive maintenance on the HVAC systems at Station 20 on 7-6-2026.
- Bunker Hill Tree Service was at Station 20 on 7-8-2026 to remove a tree next to the driveway into the site that came down during a storm.
- Tasc Fire Apparatus performed the annual preventive maintenance on the Hurst hydraulic rescue equipment on 7-8-2026.
- A mechanic was at Station 21 on 7-10-2026 to troubleshoot a Check Engine light and possible oil leak on Engine #206. Several minor repairs are needed and the necessary parts have been ordered.

- Exquisite European Painting painted the member's room at Station 21 on 7-14-2026.
- Trugreen performed the final of three lawn treatments for the year at both stations on 7-17-2026.

Insurance:

- There are invoices on the voucher list to GIG (Glatfelter Insurance Group/VFIS) in the total amount of \$28,358.00 for the second and final installment on the Portfolio/Commercial auto insurance policies.
- There is an invoice on the voucher list to Travelers in the amount of \$7,141.68 for the final balance on the workers comp. policy.

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

Resolution #26-19

Authorizing Posting of Firefighter Position

WHEREAS, the position of Firefighter was previously created by each of the three fire districts within South Brunswick Township; and

WHEREAS, the three fire districts agree that a need exists to increase the daytime staffing of Firefighters; and

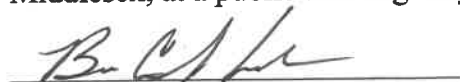
WHEREAS, the job posting/position description have been agreed upon by the three fire districts; and

WHEREAS, the three fire districts agree to equally share the expenses for the hiring of an additional firefighter including salary, wage and benefits.

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 job posting of Firefighter is hereby authorized.
- (2) This posting will be offered to volunteer firefighters of the Monmouth Junction Volunteer Fire Department and per-diem personnel already serving South Brunswick Township.
- (3) The posting will be open from August 3 to August 14, 2026.
- (4) The starting salary will be \$54,000.00. After successful completion of the 6-month probationary period, the yearly salary will increase to \$59,400.00.

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 July 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			