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
September 21, 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. August 17, 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 Renewal of GIG Special Risk Insurance Policy
   - B. Discussion on Breathing Air Compressor Preventive Maintenance Contract
   - C. Discussion on Request for Training Class
   - D. Resolution #26-20, Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick for Deputy Fire Marshal Services
   - E. Presentation on Apparatus Replacement Schedule
   - F. 2027 Budget Discussion
   - G. Items Timely and Important
9. ***Voucher List***

   (See Attached)
10. ***Public Comment***
11. ***Adjournment***

Voucher List

A	Republic Services #689	227.38
B	Kleen-Tec Maintenance, LLC	480.00
C	Verizon Wireless	236.74
D	PSE&G Co.	2,313.98
E	Verizon	536.60
F	Primo Brands	48.97
G	Marin Landscaping LLC	695.00
H	EZ Auto Glass Installers, Inc.	878.85
I	Foremost Promotions	1,089.97
J	Evertek LLC	96.12
K	South Brunswick Township	98,242.75
L	G&R Landscaping LLC	1,250.00
M	MES Service Company LLC	973.61
N	GIG	500.00
O	W.B. Mason Co., Inc.	491.69
P	Sodexo, Inc. & Affiliates	2,453.81
Q	GSB	2,108.40
R	Monmouth Junction Vol. Fire Department	666.09
S	Stewart & Stevenson	5,502.27
T	USA Today Media Corp.	68.54
U	Malouf Chevrolet-Cadillac Inc.	1,816.85
V	South Brunswick Township Water & Sewer Revenue	1,841.98
W	Fired Up Events	380.00
X	Middlesex County Fire Academy	300.00
Y	OK Enterprises, LLC	2,100.00
Z	Access Compliance, LLC	578.00
AA	Monmouth Fence LLC	750.00
BB	W. S. DARLEY & Co.	260.88
CC	APPROVED FIRE PROTECTION & SECURITY	926.10

APPROVED
10-19-2026

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
September 21, 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. August 17, 2026 Regular Meeting

Comm. B. Spahr made a motion to approve the minutes of the August 17, 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 August 2026 fire department activity report.

Chief Smith reported that representatives from the State Forest Fire Service gave a class on wildland-urban interface fires on August 19th.

Chief Smith reported that the Fire Department participated in several 9/11 memorial ceremonies. Events included displaying the American flag from the aerial at the High School football game on September 10th, recognition of the 9/11 attacks prior to the High School senior class convocation and the township memorial ceremony on September 11th.

Chief Smith reported that the Fire Department has two new members; Junior Firefighter Carlos Martinez, and Probationary Firefighter Ihab Fekry who started Firefighter I at the Middlesex County Fire Academy at the end of August.

Chief Smith reported that the Fire Department responded to a fire at the Reliable Wood Products facility on Broadway Road on August 30th into August 31st, with units on scene for nearly 23 hours. A total of 38 fire departments and over 130 firefighters responded. A tanker shuttle and water relay were utilized, with approximately 2 million gallons of water being flowed. The township and county fire marshals are working on cost recovery for all agencies that responded.

B. District Coordinator's Report

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

C. Insurance Chairman's Report

Coordinator Smith reviewed the September 2026 insurance report.

D. Treasurer's Report

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

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

E. Legislative Report

Comm. Young reported that the State Association of Fire Districts met this past week at the Wildwood convention.

Comm. Young reported that he has been checking the State Association website but the meeting minutes are still not up to date.

F. Joint Firefighter Program

Chairman Smith reported that a total of 9 applications were received for the position of firefighter, with 6 of the applicants meeting all requirements of the posting. Interviews have been scheduled for October 9th, with representatives from all three fire districts, the fire chiefs, and Captain Pisano to participate in the interviews.

Comm. Young reported that the districts were in agreement for District #2 to hire the new employee if the chosen applicant is a per-diem employee or a volunteer in Kingston or Monmouth Junction.

Chairman Smith reported that the districts are in agreement for each to pay one-third the cost of the new hire. Chairman Smith also reported that he will be working on the renewal of the shared services agreement, which expires at the end of this year.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. Discussion on Renewal of GIG Special Risk Insurance Policy

Coordinator Smith reported that the renewal of the Special Risk policy was received from Glatfelter Insurance Group. The policy is in the amount of $500.00 and covers the period from 9/30/2026 to 9/30/2027.

Comm. Young made a motion to approve the renewal of the Special Risk policy with GIG in the amount of $500.00, 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 Breathing Air Compressor Preventive Maintenance Contract

Coordinator Smith reported that the renewal of the preventive maintenance service contract for the Bauer breathing air compressor was received from Air & Gas Technologies at a total cost of $1,981.00.

Comm. C. Spahr made a motion to approve the renewal of the breathing air compressor preventive maintenance service contract with Air & Gas Technologies at a cost of $1,981.00, 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.

C. Discussion on Request for Training Class

Chief Smith requested approval to schedule a practical search and rescue class with Eckert Fire Tactics at a cost of $2,950.00. Chief Smith reported that the instructors will build-out multiple rooms inside the engine bays and utilize real furniture to review proper search techniques and victim removal.

Comm. Young made a motion to approve the search and rescue training class with Eckert Fire Tactics at a cost of $2,950.00, 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. Resolution #26-20, Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick for Deputy Fire Marshal Services

Chairman Smith reported that the current 3-year agreement expires at the end of this year. Chairman Smith spoke with Township Manager Bryan Bidlack, who was in favor of renewing the agreement for 3-years at the same rate of $60,000 per year.

Comm. Wolfe made a motion to approve Resolution #26-20, 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.

E. Presentation on Apparatus Replacement Schedule

Chief Smith gave a presentation reviewing the current apparatus replacement schedule, an update on projected construction and delivery of the new Engine 208, and a review of the specifications developed for a new rescue truck with information from vendors Fire & Safety Services and Campbell Supply Company.

F. 2027 Budget Discussion

Comm. Young reviewed an updated projection of capital appropriations and expenditures for the next 5 years. Comm. Young will review a first pass of the 2027 fire district budget at next month's meeting.

G. Items Timely and Important

Chairman Smith reported that the maintenance projects at Station 21 have been completed, including painting the member's room, landscaping clean-up, and chain-link fence repair.

Coordinator Smith reported that the Township Clerk has inquired about using Station 20 as the site for early voting for the general election.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include two additional items: Item BB to W.S. Darley & Co. in the amount of $260.88; and Item CC to Approved Fire Protection & Security in the amount of $926.10.

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 9:03 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
August 2026

INCIDENT RUNS

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

60 Total Runs for 561.10 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
	Training Sessions
	Parade/Wetdown
2	Public Relations
1	Duty Crew / Stand-by Assignment (Non-Incident)
	Viewing/Funeral
1	Misc. Function (Meeting, Committee Function, Recruitment, etc.)

259.86 Man-Hours

Total Man-Hours for the Month: 820.96

Fire Safety:
Referrals Sent – 18 *Responded to Scene – 16*

Fire District Coordinator's Report
September 21, 2026

- Sodexo Roth was at Station 20 on 8-18-2026 to perform the annual roof preventive maintenance.

- EZ Auto Glass was at Station 20 on 8-18-2026 to replace a shattered window pane in the main lobby.

- Marin Landscaping trimmed the landscaping around Station 21 on 8-19-2026.

- G&R Landscaping put down top soil and grass seed behind Station 21 on 8-25-2026, and additional seed and straw on 8-30-2026 following heavy rain.

- Car 210 (2019 Chevrolet Tahoe) went to Malouf Chevrolet on 8-31-2026 to address several repairs. The car was back in service on 9-2-2026.

- Approved Fire Protection was on site on 9-4-2026 to perform the annual inspection of the fire extinguishers on the trucks and at the stations. Several extinguishers were taken for recharging or hydrostatic testing and have been returned.

- A tech from Fire Security Technologies was at Station 20 on 9-16-2026 to troubleshoot the cause of several burglar alarm activations. A faulty sensor on one of the bay doors was identified as the issue and the tech will be returning to make repairs.

- Monmouth Fence Co. was at Station 21 on 9-16-2026 to repair the chain-link fence along the property line bordering the Quincy Circle complex.

- Quick Response Fire Protection performed the annual sprinkler system inspections at both stations on 9-18-2026.

Insurance:

- There is an invoice on the voucher list to Glatfelter Specialty Benefits in the amount of $2,108.40 for the fourth and final installment on the group term life insurance policy.

- There is a discussion under New Business on renewal of our Glatfelter Insurance Group Special Risk Policy.

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

Resolution #26-20

Authorizing Renewal of a Shared Services Agreement with the Township of South Brunswick for Deputy Fire Marshal Services

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WHEREAS, the Township of South Brunswick and the Board of Fire Commissioners of Fire District No. 2 entered into an agreement whereby the Township agreed to provide five (5) Deputy Fire Marshals and the District agreed to reimburse the Township for a portion of such services; and

WHEREAS, the Township and the Fire District wish to provide these services, the terms of which are set forth in a shared services agreement between the Township and the Fire District, a copy of which is on file with the Clerk of the Board of Fire Commissioners.

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 Board of Fire Commissioners hereby authorizes the Chairman and District Clerk to execute a renewal of the shared services agreement with the Township of South Brunswick for deputy fire marshal services.

(2) The term of the agreement shall be for the period January 1, 2027 through December 31, 2029.

(3) A copy of the agreement shall be kept on file with the District Clerk and available for public inspection.

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 21st day of September 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			