

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

RE-ORGANIZATION MEETING

AGENDA

March 1, 2016

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 South Brunswick Post, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2015.

3. Election Results

4. Swearing In of Newly Elected Commissioners

5. Roll Call

6. Election of Officers

7. Old Business

8. New Business

- A. Resolution #16-03, Authorizing Award of Contract Relative to Physicals for Firefighters
- B. Resolution #16-04, Authorizing Award of Contract for Insurance Coverage
- C. Resolution #16-05, Authorizing Appointment of Official Fire Company
- D. Resolution #16-06, Authorizing Appointment of Official First Aid Squad
- E. Resolution #16-07, Authorizing Approval and Payment of Claims
- F. Resolution #16-08, Authorizing the Appointment of Attorney for the 2016-2017 Year
- G. Resolution #16-09, Designation of Official Newspapers for Publications for the 2016-2017 Year
- H. Resolution #16-10, Adoption of Cash Management Plan
- I. Resolution #16-11, Authorizing Regular Meeting Schedule for the 2016-2017 Year
- J. Resolution #16-12, Authorizing Annual Salary for Members of the Board of Fire Commissioners
- K. Resolution #16-13, Designating Surety Bonding for Commissioners
- L. Resolution #16-14, Authorizing Appointment of Auditor for the 2016-2017 Year
- M. Resolution #16-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21
- N. Resolution #16-16, Authorizing Award of Contract Relative to the Purchase of a 2016 Ford F-350 4-Wheel Drive Vehicle
- O. Items Timely and Important

9. Public Comment

10. Adjournment

3/24/16 JP

RE-ORGANIZATION MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 1, 2016

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:00 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ELECTION RESULTS

Comm. Potts reported that a total of 40 votes were cast for the Fire District elections on February 20th.

Comm. Potts reported that the candidates on the ballot received the following votes: Roger Potts received 38 votes; Thomas Young, Jr. received 40 votes.

Comm. Potts reported that a total of 39 votes were cast in favor of the budget with 1 vote opposed.

Comm. Potts reported that the results have been forwarded to the Department of Community Affairs and the South Brunswick Township Tax Assessor.

4. SWEARING IN OF NEWLY ELECTED COMMISSIONERS

Comm. Spahr gave the oath of office to Roger Potts and Thomas Young, Jr., who were re-elected to the office of Fire Commissioner each for a three-year term.

5. ROLL CALL

- Present: Comm. Potts
- Comm. Smith
- Comm. Spahr
- Comm. Wolfe
- Comm. Young

6. ELECTION OF OFICERS

The nominations for office were opened by Comm. Spahr.

Comm. Smith nominated Comm. Spahr for Chairman, seconded by Comm. Potts. Comm. Young made a motion to close the nominations for Chairman, seconded by Comm. Smith.

Comm. Wolfe nominated Comm. Smith for Vice-Chairman, seconded by Comm. Young. Comm. Young made a motion to close the nominations for Vice-Chairman, seconded by Comm. Wolfe.

Comm. Smith nominated Comm. Potts for Secretary, seconded by Comm. Wolfe. Comm. Wolfe made a motion to close the nominations for Secretary, seconded by Comm. Young.

Comm. Potts nominated Comm. Young for Treasurer, seconded by Comm. Smith. Comm. Wolfe made a motion to close the nominations for Treasurer, seconded by Comm. Smith.

Comm. Potts made a motion to cast the ballot for those nominated, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young – yes.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

- A. Resolution #16-03, Authorizing Award of Contract Relative to Physicals for Firefighters**
- B. Resolution #16-04, Authorizing Award of Contract for Insurance Coverage**
- C. Resolution #16-05, Authorizing Appointment of Official Fire Company**
- D. Resolution #16-06, Authorizing Appointment of Official First Aid Squad**
- E. Resolution #16-07, Authorizing Approval and Payment of Claims**
- F. Resolution #16-08, Authorizing the Appointment of Attorney for the 2016-2017 Year**
- G. Resolution #16-09, Designation of Official Newspapers for Publications for the 2016-2017 Year**
- H. Resolution #16-10, Adoption of Cash Management Plan**
- I. Resolution #16-11, Authorizing Regular Meeting Schedule for the 2016-2017 Year**
- J. Resolution #16-12, Authorizing Annual Salary for Members of the Board of Fire Commissioners**
- K. Resolution #16-13, Designating Surety Bonding for Commissioners**
- L. Resolution #16-14, Authorizing Appointment of Auditor 2016-2017 Year**
- M. Resolution #16-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21**

Prior to discussing the resolutions under New Business, Comm. Potts reported that a discussion is needed regarding the scheduling of the 2017 re-organization meeting as listed in Resolution #16-11.

Comm. Potts made a motion to approve Resolutions #16-03 to #16-10 and Resolutions #16-12 to #16-15, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes.

Comm. Potts reported that there is a significant increase in the cost of the insurance coverage for the year, which is something to keep an eye on going forward.

Comm. Potts reported that the date of the 2017 re-organization meeting as listed on Resolution #16-11 was Wednesday March 1, 2017. Comm. Potts further reported that terms of Fire Commissioners expire on the first Tuesday of March, not the first day of March. As such, Comm. Potts recommended setting the date of the 2017 re-organization meeting for Tuesday March 7, 2017.

Comm. Smith made a motion to approve Resolution #16-11, seconded by Comm. Young.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes.

N. Resolution #16-16, Authorizing Award of Contract Relative to the Purchase of a 2016 Ford F-350 4-Wheel Drive Vehicle

Chief Scott Smith reported that the specifications for the brush truck capital project has been completed with all required quotes secured for the entire project (see attached). Comm. Young clarified that the resolution is for the purchase of the 2016 Ford F-350 vehicle, and that a separate motion would be needed to approve the other portions of the project.

Comm. Smith made a motion to approve Resolution #16-16, seconded by Comm. Wolfe.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes.

Comm. Wolfe made a motion to approve the remaining portions of the brush truck project as submitted in the amount of \$33,008.15, seconded by Comm. Smith.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes.

O. Items Timely and Important

Comm. Potts reported that Comm. Wolfe, Chairman Spahr and himself received years of service awards from the Fire Department at their installation dinner the previous weekend. Comm. Potts further reported that the members of the Board of Fire Commissioners have combined over 250 years of service.

Comm. Potts reported that he distributed to the Commissioners last month a Local Finance Notice from the Department of Community Affairs regarding LOSAP. Comm. Potts further reported that per the notice, individuals employed by government units were not eligible to receive credit towards LOSAP during their hours of employment. Comm. Potts reported that another document as part of the notice was a list of questions and answers regarding the program, which specifically mentioned that government employees can receive credit towards LOSAP during their hours of employment. Comm. Potts spoke with Don Huber from DCA and advised him of the contradiction within the notice. Comm. Potts reported that he will prepare a list of those individuals in the LOSAP program whom have left the Fire Department before becoming vested and request that any fund balances be returned to the District.

9. PUBLIC COMMENT

No one from the floor desired to address the Board.

10. ADJOURNMENT

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:33 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

ELECTION BALLOT

FIRE DISTRICT NO. 2 SOUTH BRUNSWICK TOWNSHIP

FEBRUARY 20, 2016

FOR ELECTION TO THE BOARD OF FIRE COMMISSIONERS

To vote for any person whose name appears, mark a cross (x) or a check (✓) with ink or a lead pencil in the square to the left of the name of such person.

VOTE FOR TWO PERSONS EACH FOR A THREE YEAR TERM

38 ROGER S. POTTS

40 THOMAS A. YOUNG

WRITE-IN CANDIDATE _____

WRITE-IN CANDIDATE _____

APPROPRIATIONS

VOTE YES OR NO ON THE FOLLOWING

If you favor the appropriation printed below make a cross (x) or a check (✓) in the square to the left of the word YES. If you oppose the appropriation printed below mark a cross (x) or a check (✓) in the square opposite the word NO.

39 YES SHALL THE BOARD OPERATE FOR THE YEAR 2016
1 NO WITH A BUDGET OF \$1,161,386.00 WITH THE AMOUNT
TO BE RAISED BY TAXATION OF \$940,475.00 ?



Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Oath of Allegiance

I, Roger Potts do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner according to the best of my ability.

Roger S Potts

Address 12 Monmouth Drive

Monmouth Jct NJ 08852

Sworn and subscribed before me this
2nd day of March, 2016

Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Oath of Allegiance

I, Thomas A. Young do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner according to the best of my ability.

Address 9 WEXFORD DRIVE
MONMOUTH Jct N.J. 08852

Sworn and subscribed before me this
2nd day of March, 2018

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-03

Authorizing Award of Contract Relative to Physicals for Firefighters

WHEREAS, it is necessary to provide physicals for firefighters: and

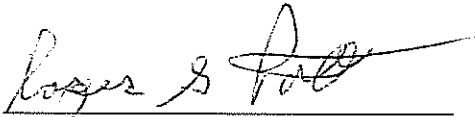
WHEREAS, various proposals have been secured concerning the providing of these services: and

WHEREAS, the FIRE DISTRICT has determined it is appropriate to award a contract to Access Health Systems.

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) An award of contract is hereby made to Access Health Systems for the providing of the services referenced pursuant to the proposal submitted.

I do hereby certify the foregoing is a copy of a resolution passed by the Fire Commissioners Fire District # 2, South Brunswick Township at a meeting held on the 1st day of March 2016.



Roger S. Potts / Secretary



Access
HEALTH SYSTEMS

NJ Firefighter Medical Services 2016

FIREFIGHTER MEDICAL EXAMINATION

\$ 115.00

Below is a breakdown of the physical exam for the requirements of OSHA 1910.134, 1910.156, NFPA 1500, 1582, 1001: (Standard exam provided to fire fighters)

Vital Signs System
Ears, Eyes, Nose, Mouth, and Throat
Cardiovascular System
Respiratory System
Gastrointestinal System
Genitourinary System
Endocrine & Metabolic System
Musculoskeletal System
Audiometric Screening
Visual Acuity & Peripheral Vision Testing
Pulmonary Function Test

RESPIRATORY PACKAGE

\$135.00

Includes: Respiratory Questionnaire, Pulmonary Function and FIT Testing

ADDITIONAL SERVICES

- ACP/Complete Blood Count/Urinalysis \$65
- Blood Type \$105
- D.O.T. Classification w/Firefighter Physical Exam \$35
- DRUG MRO \$75
- Electrocardiogram \$45
- FIT TESTING (Quantitative) \$30 per mask
- Flu \$30
- Hemocult \$35
- Hemoglobin A1C \$30
- Hepatitis B Titer \$75
- Hepatitis B Vaccination \$75 per dose
- PPD \$35
- PSA (Prostate Cancer Blood Test) \$85
- SCUBA Classification w/Firefighter Physical Exam) \$25
- Tetanus \$50

Other services and testing available



622 Georges Rd, North Brunswick, NJ 08902

Phone: 732-296-1000 Fax: 732-296-1001

Program Director Lynda Joy

Email: ljoy@accesshealthsystems.com

IAF NJ 2016.09.10.15



THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK TOWNSHIP

Resolution #16-04

Authorizing Award of Contract for Insurance Coverage

WHEREAS, The Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, have determined that it is necessary to secure various insurance coverage pursuant to the documentation attached hereto and made a part hereof; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5, sets forth various exceptions to competitive bidding and specifically in subsection (1) (m), it is provided that insurance, including the purchase of insurance coverage and consultant services, as such an exception to competitive bidding, which exception shall be in accordance with the requirements for extraordinary, unspecifiable services; and

WHEREAS, N.J.S.A. 40A:11-2(7) defines extraordinary, unspecifiable services as services which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor, and it is clear, therefore, that insurance clearly qualifies as an extraordinary, unspecifiable service, and it is, therefore, not subject to the requirements of competitive bidding; and

WHEREAS, the Commissioners did further determine that it is not reasonable, under the present circumstances, and was, in fact, not possible to receive various quotations relative to the insurance coverage and consultation services to be provided hereunder as the requirements of N.J. A. C. 5:30-14.2 (B) (4) (i) and (ii) could not be satisfied under the present circumstances: and

WHEREAS, the subject resolution providing for the award of the subject contract for insurance coverage to be provided and the notice of award of said contract shall be available for public inspection: and

WHEREAS, the Local Contracts Law, N.J.S.A. 40A:11-5 (1) (a) (ii) provides that a notice of award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract; and

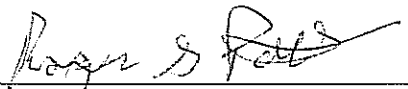
WHEREAS, the specific insurance coverage to be provided is as per the attached proposal submitted by VFIS with the Commissioners providing payment for the premiums due thereon pursuant to dictates of N.J.S.A. 40A:14-37.

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) VFIS is hereby awarded a contract relative to the providing of insurance coverage as a more specifically detailed in the documentation attached hereto and made a part hereof, for a total price per the attached Schedule A. This insurance coverage shall be provided in accordance with those terms and conditions as previously agreed to between the Commissioners and VFIS.

(2) By execution of this resolution, it is certified by the Treasurer of the Commissioners that funds have been provided for or will be available for payment of services to be provided hereunder.

I do hereby certify the forgoing is a copy of a resolution passed by the Fire Commissioners Fire District No. 2 South Brunswick Township at a meeting held on the 1st day of March 2016.



Roger S. Potts / Secretary

Scott Smith

From: Pamela A. Brown <pbrown@vfis.com>
Sent: Monday, October 05, 2015 2:34 PM
To: 'ssmith@mjvfd.com'
Subject: RE: "Estimated" insurance budget 2016

South Brunswick BOFC Dist. #2/C05923

Dear Scott,

Hi, please note that as of now the renewal rates have not yet been released for 2016 and we do not expect them until last December. I will do my best to provide you with my considerations on your renewal costs:

Group Term was \$9,404.70 for 1/12/15-1/12/16.

Per Group Term Dept. you currently have pending changes. I would suggest you **budget at least: \$10,300.00** (for changes in attained ages (please include extra amounts for any expected changes in your Organizations exposures). Please note this is purely an estimate and may change once the renewal is processed. (i.e. the adjustments have not yet been calculated)

VFIS Portfolio was \$32,159.86 for 2/1/15 to 2/1/16, there has been one endorsement during the term increasing Premise 1-1 building limit = premium was waived. I see there have been several losses, however I don't believe there was any real big losses. Policy enhancements are being added for potential new loss exposures (cyber liability/privacy crisis management, computer fraud, identity theft etc.). I would suggest you **budget at least: \$36,000.00** (please include extra amounts for any expected changes in your Organizations exposures, adding of vehicles, additional members, increased calls, new locations etc.)

VFIS Accident & Sickness was \$4,612.00 for 2/1/15-2/1/16 I suggest you **budget at least: \$4,700.00** (please include extra amounts for any expected changes in your Organizations exposures-especially additional Paid/Career members etc.)

VFIS Special Risk was \$591.00 for the 9/30/15-9/30/16 term. I would suggest you **budget at least: \$750.00**

NJ Travelers Workers Compensation renewal before the annual audit was \$29,846.00 there was a raise in payroll exposure. I can only suggest an approx. 25% increase. I would suggest you **budget at least: \$37,500.00** (due to unknown losses & medical costs, pending audit which cannot be done until after the renewal on 2/1/16 & rate changes)

FOR 2016 BUDGET PURPOSES ONLY
INSURANCE BUDGET REVIEW

This document is to assist you in preparing your insurance budget for 2016.

There are many factors, which must be taken into consideration in developing a budget amount for your insurance program. Basically, your final insurance costs are affected by two factors:

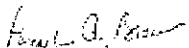
1-RATES- The rates used by the insurance carrier are developed by the Insurance Services Office and approved by the New Jersey Department of Insurance for use by the insurance companies. The individual underwriter who reviews your file will carefully examine all of the information regarding your department and determine if you are eligible for any credits or reductions in the standard manual premiums based on the circumstances of your organization.

2-EXPOSURE- Changes in exposure could include such items as purchase of a new vehicle, increased values on current vehicles or equipment, a change in your loss experience, or construction of new buildings/renovations. If any of these changes do occur, they would affect your insurance costs in the coming year.

In some cases, your budget is prepared more than a year in advance of the actual renewal of your policies. In that circumstance, it is very difficult for us to anticipate what insurance rates will be at that time. It is our intent to renew your organization's policies as close to the expiring premiums as possible, however with rates increases, exposure changes, losses, recent enhancements, these changes will all influence the costs.

We want to emphasize that we will make every effort to be sure that you receive the very best pricing on the renewal of your insurance program. Thank you.

Sincerely,



Pamela A. Brown | NJ Office Manager

VFIS of NJ

67 Beaver Avenue Corbit Building | Annandale, NJ 08801

800.233.1957 | D: 717.741.7966

[Website](#) | [Email](#)



From: Scott Smith [mailto:ssmith@mjvfd.com]
Sent: Monday, October 05, 2015 9:36 AM
To: Pamela A. Brown
Subject: RE: "Estimated" insurance budget 2015

Pam,

As you have done the last couple years (see below), can you please provide the renewal rates for our various insurance coverages as we prepare our 2016 budget?

Thank you!

Scott Smith, Fire District Coordinator
South Brunswick Township Fire District #2

573 Ridge Road, P.O. Box 114
Monmouth Junction, NJ 08852

Station: 732-329-2001
Fax: 732-329-0327
Cell: 848-207-7759

ssmith@mjvfd.com
www.sbfd2.com

From: Pamela A. Brown [mailto:pbrown@vfis.com]
Sent: Monday, October 06, 2014 1:57 PM

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

Resolution #16-05

Authorizing Appointment of Official Fire Company

WHEREAS, there exists a need for fire protection for the residents of Fire District No. 2; and,

WHEREAS, funds are available or will become available for this purpose; and,

WHEREAS, the Local Public Contract Law allows that a Board of Fire Commissioners may enter into a contract without competitive bids.

NOW THEREFORE be it RESOLVED on this 1st day of March 2016 by the Board of Fire Commissioners Fire District No. 2 in the Township of South Brunswick, as follows.

(1) That the Commissioners of Fire District #2 are hereby authorized to enter into a contract with the Monmouth Junction Volunteer Fire Department.

(2) That the expenditures for the above services be charged to the account herein prepared for payment of funds to the Monmouth Junction Volunteer Fire Department as the primary fire protection of Fire District #2.

(3) Notice that an award of contract authorized shall be published in the HOME NEWS TRIBUNE newspaper as required by law within 10 days of its passage.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-06

Authorizing Appointment of Official First Aid Squad

WHEREAS, there exists a need for first aid services for the members of the Monmouth Junction Fire Department while engaged in fire fighting service to the residents of Fire District No. 2 South Brunswick Township, Middlesex County; and,

WHEREAS, funds are available or will be available for the purpose of obtaining such service; and,

WHEREAS, the Local Public Contract Law N.J.S.A. 40A11-1 et seq , require that a resolution authorizing the award of contracts for professional services without competitive bidding must be publicly advertised; and,

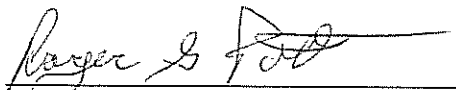
NOW THEREFORE be it RESOLVED on this 1st day of March, 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows.

(1) The Monmouth Junction First Aid Squad is hereby appointed as the attending first aid squad for the Board to serve for a term of one year or until the re-organization meeting of the Board of Fire Commissioners following the annual election.

(2) The Commissioners of Fire District #2 are hereby authorized to enter into a contract with the Monmouth Junction First Aid Squad.

(3) This appointment is made without competitive bidding as a service under the provisions of the Local Public Contracts Law because the service to be rendered or performed are by persons authorized by law to practice a recognized service and whose practices are regulated by law and such services are of a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

(4) Notice of award of contract authorized hereby shall be published in the HOME NEWS TRIBUNE within 10 days of passage.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-07

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

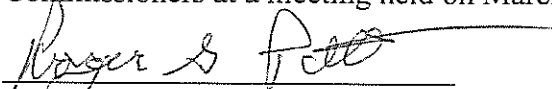
WHEREAS, Subchapter 4, Section 5:31-4.1 (f) provides that the Commissioners shall by resolution passed, by not less than the majority of the full membership, further designate the manner and time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED on this 1st day of March, 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) The manner in which and the time in which compensation for services rendered by the employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The commissioner's salaries shall be paid as determined by the Commissioners.

I hereby certify that the foregoing is a copy of a resolution adopted by the Board of Fire Commissioners at a meeting held on March 1, 2016.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-08

Authorizing the Appointment of Attorney
For the 2016-2017 Year

WHEREAS, there exist a continuing need for legal services to be provided to the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year 2016-2017; and,

WHEREAS, the anticipated term of this contract is for the year 2016-2017; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without competitive bidding where the nature of said contract is in the form of a professional service; and,


WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Contract Law, N.J.S.A. 40A:11-5(1)(i), provides that a notice of award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex,

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made part hereof.

(2) This resolution and notice of award shall be available for public inspection.



Roger S. Potts / Secretary

BUSINESS ENTITY DISCLOSURE CERTIFICATION
 FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant to N.J.S.A. 19:44A-20.8
South Brunswick Fire District No. 2

Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Law Office of Richard M. Braslow has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding March, 2015 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of South Brunswick Fire District No. 2 as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Any individuals including Commissioners relating to the Fire District	
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Part II - Ownership Disclosure Certification

- I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
- Limited Partnership Limited Liability Corporation Limited Liability Partnership

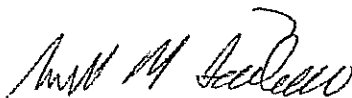
Name of Stock or Shareholder	Home Address
Richard M. Braslow	516 Fielders Lane, Toms River, NJ 08755

Part III - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or in part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Law Office of Richard M. Braslow.

Signed:
 Print Name:



 Richard M. Braslow

Title: Owner
 Date: March 2nd, 2016

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8
South Brunswick Fire District No. 2

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2).

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-09

Designation of Official Newspaper for Publications
for the 2016-2017 Year

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2016-2017 year

NOW THEREFORE be it RESOLVED on this 1st day of March, 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The official newspaper in which the Commissioners will publish all required notices or other items during the 2016-2017 year pursuant to New Jersey statutes shall be the HOME NEWS TRIBUNE unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-10

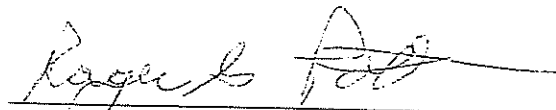
Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and a fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3 (a) provides that the governing body shall, by resolution pass by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE be it RESOLVED on this 1st day of March, 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be the State of New Jersey Cash Management Fund and/or P.N.C. Bank and/or T.D. Bank.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-11

Authorizing Regular Meeting Schedule
for the 2016-2017 Year

WHEREAS, Public Law 1975, Chapter 231, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of inspection, a schedule of the regular meetings of such public body to be held during the year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice of revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE be it RESOLVED on this 1st day of March, 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows;

(1) All regular meetings of the Commissioners shall take place at 7:00 P.M. on the following dates at the Monmouth Junction Fire Station, 573 Ridge Road, Monmouth Junction

Monday	April	18, 2016
Monday	May	16, 2016
Monday	June	20, 2016
Monday	July	18, 2016
Monday	Aug	15, 2016
Monday	Sept	19, 2016
Monday	Oct	17, 2016
Monday	Nov	21, 2016
Monday	Dec	05, 2016
Monday	Dec	19, 2016
Tuesday	Jan	17, 2017
Tuesday	Feb	21, 2017
Tuesday	March	01, 2017
Monday	March	20, 2017

(2) All executive workshop meetings of the Commissioners will take place in the meeting room of the Commissioners at the aforesaid location at 7:00 P.M. prior to the regular meetings which are scheduled above.

(3) A summary of this resolution shall be mailed to the Home News Tribune.

(4) A certified copy of this resolution shall be posted on the official bulletin board of the Township of South Brunswick, and shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for the purpose of public inspection.



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-12

Authorizing Annual Salary for Members of the Board of Fire Commissioners

WHEREAS, the position of Fire Commissioner has been created by the formation of Fire Districts by the Township Committee of the Township of South Brunswick; and

WHEREAS, New Jersey State statutes allow for the compensation for the position of an elected Fire Commissioner; and

WHEREAS, the appropriate funding has been set forth in the year 2016 Fire District budget; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, are desirous of setting the annual stipend of members of the Board of Fire Commissioners,

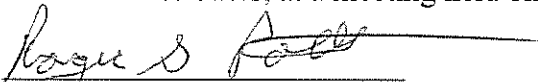
NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick as follows;

- (1) That the persons holding the below listed offices be compensated at the rates so prescribed as follows.

CHAIRMAN	\$2,525.00 + \$400.00	= \$2,925.00
TREASURER	\$2,525.00 + \$3,675.00	= \$6,200.00
SECRETARY	\$2,525.00 + \$875.00	= \$3,400.00
COMMISSIONER	\$2,525.00 x 2	= \$5,050.00

- (2) Each member of the board of fire commissioners shall receive as compensation such amounts as the board shall fix subject to review by the governing body wherein the fire district is located.
- (3) This rate of compensation shall be deemed approved upon adoption of this resolution.
- (4) This rate of compensation is contingent upon the appropriate funds being available relative to the 2016 budget.

I hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Fire Commissioners, at a meeting held on March 1, 2016


Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-13

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, subchapter 6, section 5;31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and,

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, deem it necessary to provide bonding for the Treasurer and all other Commissioners of said district as the Treasurer is responsible for the handling of funds for the district

NOW THEREFORE be it RESOLVED on this 1st day of March 2016 by the Commissioners of Fire District No.2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) That each member of the Board of Fire Commissioners shall be bonded in an amount of approximately \$1,000,000.00 dollars for the period from March 1, 2016 thru March 1, 2017



Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-14

Authorizing Appointment of Auditor
For the 2016-2017 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11 -5(1)(a)(i), provides that a notice of award of said contract be published in a newspaper, said advertisement stating the nature, duration and of the amount of the contract.

NOW THEREFORE, be it RESOLVED on this 1st day of March 2016 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The firm of John J. Maley is hereby appointed to provide auditing services to the Commissioners for the assistance in preparation of the year 2017 budget and for the establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and the State of New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #16-15

Authorizing Award of Contract Relative to Property Maintenance
At Stations 20 and 21

WHEREAS, it is necessary to provide property maintenance at Stations 20 and 21: and

WHEREAS, proposals have been secured concerning the providing of these services: and

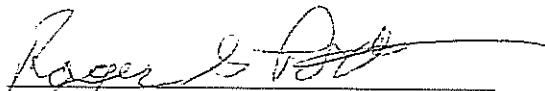
WHEREAS, ALAN LANDSCAPING has provided those services in the past year and desires no increase in unit costs: and

WHEREAS, the Fire District has determined it is appropriate to award a contract to Alan Landscaping.

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) An award of contract is hereby made to Alan Landscaping for the providing of services referenced pursuant to the proposal submitted.

I hereby certify the foregoing is a copy of a resolution passed by the Fire Commissioners of Fire District # 2 South Brunswick Township at a meeting held on the 1st day of March 2016.



Roger S. Potts / Secretary

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

Resolution #16-16

Authorizing Award of Contract Relative to the Purchase
of a 2016 Ford F-350 4-Wheel Drive Vehicle

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2, pursuant to N.J.S.A. 40A:11-12a, may without advertising for bids, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, N.J.A.C. 5:34-7.29(c) requires contracts awarded under a State Cooperative Purchasing contract that are in excess of the contracting units bid threshold shall be made by resolution of the governing body; and

WHEREAS, the District Coordinator has solicited a quotation for the equipment, and

WHEREAS, WINNER FORD has submitted a quotation under NEW JERSEY STATE CONTRACT #A88758 and,

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 have determined it appropriate to award a contract to WINNER FORD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of South Brunswick Township Fire District No. 2, County of Middlesex, as follows:

- (1) An award of contract is hereby made to WINNER FORD for the purchase of a 2016 FORD F-350 4-WHEEL DRIVE VEHICLE as described in the attached QUOTATION for a total cost of \$28,069.00

I do hereby certify that the foregoing is a copy of a resolution passed by the Commissioners of Fire District No. 2 at a public meeting held on March 1, 2016.



Roger S. Potts / Secretary

YEA NAY

R. POTTS
C. SMITH
T. YOUNG
D. WOLFE
C. SPAHR

Brush Truck Cost Comparisons

<u>Description</u>	<u>Vendor #1</u>	<u>Vendor #2</u>	<u>Vendor #3</u>
2016 Ford F-350 & Options	Winner Ford \$28,069.00 (State Contract)	2nd Quote Not Required	
Paint Body (White over Red) & Wheels	<u>Vendor #1</u> Gino's Auto Body \$6,371.64	<u>Vendor #2</u> Lee's Emergency Equipment \$9,650.00	<u>Vendor #3</u>
Warning & Lighting Package, Center Console, Bumper & Winch, Charging System, Misc. Equip. Mounting	<u>Vendor #1</u> East Coast Emergency Lighting \$11,875.51	<u>Vendor #2</u> Continental Fire & Safety \$17,337.00	<u>Vendor #3</u>
Skid Unit & Install	<u>Vendor #1</u> Continental Fire & Safety \$11,961.00	<u>Vendor #2</u> Emergency Equipment Sales \$12,504.00	<u>Vendor #3</u>
Lettering	<u>Vendor #1</u> Agin Signs & Designs \$1,800.00	<u>Vendor #2</u> 2nd Quote Not Required	<u>Vendor #3</u>
Misc. Equipment	\$1,000.00	2nd Quote Not Required	
Total:	\$61,077.15		
	As of 2/26/2016		

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF SOUTH BRUNSWICK

NOTICE OF AWARDS OF CONTRACTS

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex have awarded the following contracts for professional services pursuant to New Jersey statutory law:

AWARDED TO: Monmouth Junction Volunteer Fire Department
SERVICES: Fire Service Coverage
DURATION: One Year
COST: \$36,000.00 for calendar year 2016 as per contract

AWARDED TO: Monmouth Junction First Aid Squad
SERVICES: First Aid Coverage at Alarms
DURATION: One Year
COST: \$11,000.00 for calendar year 2016 as per contract


AWARDED TO: Richard M. Braslow Esq.
SERVICES: Legal
DURATION: One Year
COST: \$160.00 per hour for calendar year 2016 as per contract

AWARDED TO: John J. Maley, Jr.
SERVICES: Auditor
DURATION: One Year
COST: \$125.00 per hour for calendar year 2016 as per contract

AWARDED TO: Volunteer Firemans Insurance Services (VFIS)
SERVICES: Insurance Coverage
DURATION: One Year
COST: \$89,250.00

AWARDED TO: Access Health Systems
SERVICES: Physical Examinations for Firefighters
DURATION: One Year
COST: Based on number of physicals (approx. \$15,000.00)

AWARDED TO: Alan Landscaping
SERVICES: Property Maintenance for Stations 20 & 21
DURATION: One Year
COST: Approximately \$10,000.00


Roger S. Potts / Secretary