

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 7, 2017
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 2016.

- 3. Swearing In of Newly Elected Commissioners***
- 4. Roll Call***
- 5. Election of Officers***
- 6. Old Business***
- 7. New Business***
 - A. Resolution #17-03, Authorizing Award of Contract Relative to Physicals for Firefighters
 - B. Resolution #17-04, Authorizing Award of Contract for Insurance Coverage
 - C. Resolution #17-05, Authorizing Appointment of Official Fire Company
 - D. Resolution #17-06, Authorizing Appointment of Official First Aid Squad
 - E. Resolution #17-07, Authorizing Approval and Payment of Claims
 - F. Resolution #17-08, Authorizing the Appointment of Attorney for the 2017-2018 Year
 - G. Resolution #17-09, Designation of Official Newspapers for Publications for the 2017-2018 Year
 - H. Resolution #17-10, Adoption of Cash Management Plan
 - I. Resolution #17-11, Authorizing Regular Meeting Schedule for the 2017-2018 Year
 - J. Resolution #17-12, Authorizing Annual Salary for Members of the Board of Fire Commissioners
 - K. Resolution #17-13, Designating Surety Bonding for Commissioners
 - L. Resolution #17-14, Authorizing Appointment of Auditor for the 2017-2018 Year
 - M. Resolution #17-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21
 - N. Resolution #17-16, Declaration of Surplus Equipment
 - O. Discussion on Chassis Pre-Payment Option for New Fire Engine
 - P. Items Timely and Important

- 8. *Voucher List*
(See Attached)
- 9. *Public Comment*
- 10. *Adjournment*

Voucher List

<i>A</i>	Republic Services #689	341.84
<i>B</i>	Fire & Safety Services, LTD	175.00
<i>C</i>	Monmouth Junction Vol. Fire Department	666.25
<i>D</i>	Monmouth Junction Vol. Fire Department	10,000.00
<i>E</i>	VFIS	1,494.54
<i>F</i>	Cummins Power Systems	552.50
<i>G</i>	South Brunswick Township Water & Sewer Revenue	1,456.05
<i>H</i>	American Trade Mark Co.	207.00
<i>I</i>	Access Health Systems	90.00
<i>J</i>	Municipal Asset Management, Inc.	19,715.15
<i>K</i>		
<i>L</i>		
<i>M</i>		
<i>N</i>		
<i>O</i>		
<i>P</i>		
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<i>Y</i>		
<i>Z</i>		

approved 3/26/17
[Signature]

RE-ORGANIZATION MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
March 7, 2017

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

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

3. SWEARING IN OF NEWLY ELECTED COMMISSIONERS

Comm. Potts gave the oath of office to Charles Smith, who was re-elected to the office of Fire Commissioner for a three-year term.

4. ROLL CALL

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

5. ELECTION OF OFFICERS

The nominations for office were opened by Comm. Spahr.

Comm. Potts nominated Comm. Spahr for Chairman, seconded by Comm. Smith and by a voice vote all voted in affirmative.

Comm. Wolfe nominated Comm. Smith for Vice-Chairman, seconded by Comm. Young and by a voice vote all voted in affirmative.

Comm. Wolfe nominated Comm. Potts for Secretary, seconded by Comm. Young and by a voice vote all voted in affirmative.

Comm. Smith nominated Comm. Young for Treasurer, seconded by Comm. Spahr and by a voice vote all voted in affirmative.

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

6. OLD BUSINESS

There was no old business to discuss.

7. NEW BUSINESS

- A. **Resolution #17-03, Authorizing Award of Contract Relative to Physicals for Firefighters**
- B. **Resolution #17-04, Authorizing Award of Contract for Insurance Coverage**
- C. **Resolution #17-05, Authorizing Appointment of Official Fire Company**
- D. **Resolution #17-06, Authorizing Appointment of Official First Aid Squad**
- E. **Resolution #17-07, Authorizing Approval and Payment of Claims**
- F. **Resolution #17-08, Authorizing the Appointment of Attorney for the 2017-2018 Year**
- G. **Resolution #17-09, Designation of Official Newspapers for Publications for the 2017-2018 Year**
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- J. **Resolution #17-12, Authorizing Annual Salary for Members of the Board of Fire Commissioners**
- K. **Resolution #17-13, Designating Surety Bonding for Commissioners**
- L. **Resolution #17-14, Authorizing Appointment of Auditor 2017-2018 Year**
- M. **Resolution #17-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21**
- N. **Resolution #17-16, Declaration of Surplus Equipment**

Comm. Smith made a motion to approve Resolutions #17-03 to #17-16, seconded by Comm. Young.

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

O. Discussion on Chassis Pre-Payment Option for New Fire Engine

Comm. Young reported that approval was granted last week by Municipal Asset Management to apply the credit for the chassis pre-payment of the new fire engine towards the down payment. Comm. Young reported that the chassis pre-payment is in the amount of \$394,224.18, resulting in a credit of \$15,271.78. Comm. Young further reported that the credit will result in a down payment in the amount of \$19,715.15. Comm. Young reported that the District will realize the savings up front in 2017, as opposed to realizing the savings in 7 years upon completion of the financing agreement. Comm. Young further reported that the savings will be realized in the capital account as opposed to the operating account where the lease payments are paid from and that the credit towards the down payment will not change the financing amortization schedule for principle and interest payments.

Comm. Young reported that he received an email from Municipal Asset Management containing several documents that need to be signed regarding the chassis pre-payment, as well as the invoice for the down payment. Comm. Young further reported that there are several questions regarding the documents which should be reviewed with the attorney prior to signing.

Coordinator Smith reported that he spoke with VFIS regarding insurance coverage of the chassis, and that he received the insurance certificate from Pierce Manufacturing for the coverage of the chassis while it is in their possession during construction.

Comm. Young made a motion to exercise the option for the chassis pre-payment and authorize the District Chairman and Treasurer to execute all documents, pending review with the attorney, seconded by Comm. Potts.

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

P. Items Timely and Important

Coordinator Smith reported that he obtained two quotes to upgrade the headlights on Support Unit #207 from halogen to LED, in order to improve nighttime driving visibility. Coordinator Smith reported that the lowest quote was from Fire & Safety Services in the amount of \$1,095.00 and requested authorization to perform the upgrade.

Comm. Wolfe made a motion to approve the upgrade of the headlights on Support Unit #207 by Fire & Safety Services in the amount of \$1,095.00, seconded by Comm. Smith.

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

Comm. Young reported that the auditor will perform the 2016 audit on site next week, rather than taking all records to their office.

8. VOUCHER LIST

Comm. Smith made a motion to approve the voucher list as posted, seconded by Comm. Potts.

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

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. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:19 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

Resolution #17-03

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 of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 7th day of March 2017.



Roger S. Potts / Secretary



Access
HEALTH SYSTEMS

NJ Firefighter Medical Services 2017

FIREFIGHTER MEDICAL EXAMINATION

\$ 120.00

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 \$ 80
- Blood Type \$105
- D.O.T. Classification w/Firefighter Physical Exam \$ 40
- DRUG MRO \$ 80
- Electrocardiogram \$ 55
- FIT TESTING (Quantitative) \$ 38 per mask
- Flu \$ 38
- Hemocult \$ 45
- Hemoglobin A1C \$ 38
- Hepatitis B Titer \$ 90
- Hepatitis B Vaccination \$ 90 per dose
- PPD \$ 40
- PSA (Prostate Cancer Blood Test) \$105
- SCUBA Classification w/Firefighter Physical Exam) \$ 25
- Tetanus \$ 85

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: ljov@accesshealthsystems.com

IAFNJ2017.091915



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

Resolution #17-04

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(l)(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 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 of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 7th day of March 2017.



Roger S. Potts / Secretary

Scott Smith

From: Pamela A. Brown <pbrown@vfis.com>
Sent: Thursday, October 13, 2016 12:20 PM
To: 'ssmith@mjvfd.com'
Subject: RE: "Estimated" insurance budget 2017

Importance: High

South Brunswick BOFC Dist. #2/C05923

Dear Scott,

Hi, please note that as of now the renewal rates have not yet been released for 2017 and we do not expect them until late in December. I will do my best to provide you with my considerations on your estimated renewal costs:

Group Term was \$9,471.38 for 1/12/16 - 1/12/17.

Per Group Term Dept. you currently have pending changes. I would suggest you budget at least: \$10,000.00 (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 \$32,837.25 for 2/1/16 - 2/1/17, there have been three (3) endorsements to date during the current term: **1.) Effect. 2/1/16 deleted 1997 Ford CR \$844.87 2.) effec. 6/6/16 added 2016 Ford +\$781.42 3.) effect. 9/28/16 deleted 1965 Brush Truck CR \$250.74.** I see there have been a few losses, however I don't believe there was any big losses paid. I would suggest you budget at least: \$35,000.00 (please include extra amounts for any expected changes in your Organizations exposures, adding of vehicles, additional members, career members, increased calls, new locations etc.)

VFIS Accident & Sickness was \$4,331.00 for 2/1/16 - 2/1/17 I suggest you budget at least: \$4,500.00 (please include extra amounts for any expected changes in your Organizations exposures-especially additional Paid/Career members etc.) There is currently only one (1) Career member included on the policy.

VFIS Special Risk was \$591.00 for the 9/30/16 - 9/30/17 term. I would suggest you budget at least: \$750.00

Travelers Workers Compensation renewal for the 2/1/16 – 2/1/17 term was \$32,180.00. I can only suggest an approx. 20% increase. I would suggest you budget at least: \$38,600.00 (due to unknown losses & medical costs, pending audit which cannot be done until after the renewal on 2/1/17 & rate and exposure changes)

FOR 2017 BUDGET PURPOSES ONLY
INSURANCE BUDGET REVIEW

This document is to assist you in preparing your insurance budget for 2017.

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:

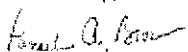
1-RATES- The rates used by the insurance carrier are developed by the Insurance Services Office and approved by the New Jersey Department of Insurance for use by the insurance companies. The individual underwriter who reviews your file will carefully examine all of the information regarding your department 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 X-7966 | D: 717.741.7966 | FAX: 800.729.8347

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



A coverage modification or claim submitted via email will not be considered reported until such time as the duly authorized producer/adjuster acknowledges receipt of the request/information, and confirms that the coverage modification has been processed or the claim has been submitted to the insurance company.

From: Scott Smith [mailto:ssmith@mjvfd.com]
Sent: Wednesday, October 12, 2016 8:24 AM
To: Pamela A. Brown
Subject: RE: "Estimated" insurance budget 2017

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 2017 budget?

Thank you!

Scott Smith, Fire District Coordinator
South Brunswick Township Fire District #2 / Monmouth Junction Vol. Fire Department

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

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

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

Resolution #17-05

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 7th day of March 2017 by the Board of Fire Commissioners of Fire District No. 2 in the Township of South Brunswick, as follows.

- (1) That the Commissioners of Fire District No. 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 No. 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 #17-06

Authorizing Appointment of Official First Aid Squad

WHEREAS, there exists a need for first aid services for the members of the Monmouth Junction Volunteer Fire Department while engaged in fire fighting service to the residents of Fire District No. 2 in the Township of South Brunswick, County of Middlesex; 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, requires that a resolution authorizing the award of contracts for professional services without competitive bidding must be publicly advertised; and,

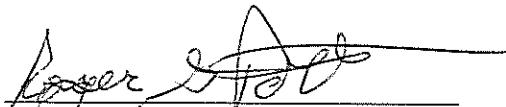
NOW THEREFORE be it RESOLVED on this 7th day of March, 2017 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows.

(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 No. 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 #17-07

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

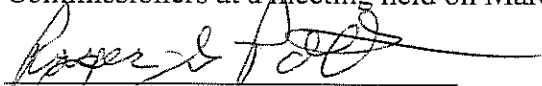
WHEREAS, Subchapter 4, Section 5:31-4.1 (f) provides that the Commissioners shall by resolution pass, by not less than the majority of the full membership, further designate the manner and time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED on this 7th day of March, 2017 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 7, 2017.



Roger S. Potts / Secretary

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

Resolution #17-08

Authorizing the Appointment of Attorney
For the 2017-2018 Year

WHEREAS, there exists 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 2017-2018; and,

WHEREAS, the anticipated term of this contract is for the year 2017-2018; and

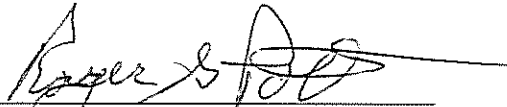
WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without competitive bidding where the nature of said contract is in the form of a professional service; and,

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(l)(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, as follows:

- (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

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

Resolution #17-09

Designation of Official Newspaper for Publications
for the 2017-2018 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 2017-2018 year

NOW THEREFORE be it RESOLVED on this 7th day of March, 2017 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 2017-2018 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 #17-10

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 7th day of March, 2017 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 #17-11

Authorizing Regular Meeting Schedule
for the 2017-2018 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 7th day of March, 2017 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows;

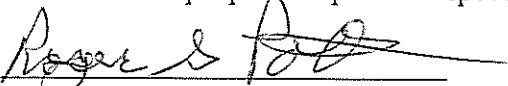
(1) All regular meetings of the Commissioners shall take place at 7:00 P.M. on the following dates at the Monmouth Junction Fire Station, 573 Ridge Road, Monmouth Junction:

Monday	April	17, 2017
Monday	May	15, 2017
Monday	June	19, 2017
Monday	July	17, 2017
Monday	Aug	21, 2017
Monday	Sept	18, 2017
Monday	Oct	16, 2017
Monday	Nov	20, 2017
Monday	Dec	04, 2017
Monday	Dec	18, 2017
Tuesday	Jan	16, 2018
Tuesday	Feb	20, 2018
Tuesday	March	06, 2018
Monday	March	19, 2018

(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 #17-12

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 2017 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,

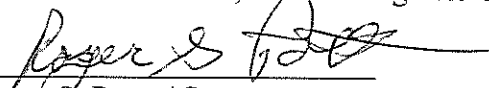
NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick as follows;

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

CHAIRMAN	\$4,000.00	x 1	=	\$4,000.00
TREASURER	\$9,000.00	x 1	=	\$9,000.00
SECRETARY	\$4,500.00	x 1	=	\$4,500.00
COMMISSIONER	\$3,500.00	x 2	=	\$7,000.00

- (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 2017 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 7, 2017



Roger S. Potts / Secretary

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

Resolution #17-13

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 7th day of March 2017 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 7, 2017 thru March 6, 2018.



Roger S. Potts / Secretary

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

Resolution #17-14

Authorizing Appointment of Auditor
For the 2017-2018 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 2017-2018 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 7th day of March 2017 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

- (1) The firm of HOLMAN, FRENA, and ALLISON, P.C. 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



HOLMAN | FRENIA
ALLISON, P.C.
Certified Public Accountants & Consultants

680 Hooper Avenue, Bldg B, Suite 201, Toms River, NJ 08753 • Tel: 732.797.1333
618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612
912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800
6 Park Street, P.O. Box 614, Bordentown, NJ 08505 • Tel: 609.298.8639
795 Canton Street, Troy, PA 16947 • Tel: 570.297.5090
926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090
www.hfacpas.com

Client Copy

March 14, 2016

Board of Fire Commissioners
Township of South Brunswick Fire District No. 2
P.O. Box 114
Monmouth Junction, New Jersey 08852

Dear Members of the Board of Commissioners:

We are pleased to confirm our understanding of the services we are to provide Township of South Brunswick Fire District No. 2 for the year ended December 31, 2016.

We will audit the financial statements of the governmental activities of each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Township of South Brunswick Fire District No. 2 as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Township of South Brunswick Fire District No. 2's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Township of South Brunswick Fire District No. 2's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Township of South Brunswick Fire District No. 2's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Schedule of Appropriation Reserves.

2) Long-Term Debt – Statement of Serial Bonds Payable

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Township of South Brunswick Fire District No. 2 and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Township of South Brunswick Fire District No. 2's financial statements. Our report will be addressed to the Board of Commissioners of Township of South Brunswick Fire District No. 2. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Township of South Brunswick Fire District No. 2 is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government*

Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Township of South Brunswick Fire District No. 2's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Township of South Brunswick Fire District No. 2 in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are

met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to any governmental unit management requests; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Holman Frenia Allison, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to New Jersey Division of Local Government Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Holman Frenia Allison, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the New Jersey Division of Local Government Services. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John J. Maley, Jr., CPA, RMA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$5,200 to \$5,600. You will also be billed for the cost of bank confirmations, if applicable. Additional services requests, such as budget assistance, will be billed at the engagement

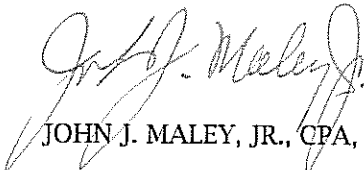
partner's standard hourly rate of \$140.00. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Schedules and work to be included in any official statements in connection with the sale of bonds and bond anticipation notes will be addressed under separate engagement. Additionally, assistance with conversion to GASB 34 will be billed at \$500.00

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Township of South Brunswick Fire District No. 2 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

HOLMAN FRENIA ALLISON, P.C.



JOHN J. MALEY, JR., CPA, RMA

JJM:lsn
Enclosures

RESPONSE: This letter correctly sets forth the understanding of the Township of South Brunswick Fire District No. 2.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

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

Resolution #17-15

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 No. 2 in the Township of South Brunswick at a meeting held on the 7th day of March 2017.



Roger S. Potts / Secretary

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

Resolution #17-16

Declaration of Surplus Equipment

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick has determined that the following property:

- Air Shore Size 'A' Pneumatic Struts – Quantity: 6
- Air Shore Size 'B' Pneumatic Struts – Quantity: 5
- Air Shore Size 'C' Pneumatic Struts – Quantity: 12
- Air Shore Size 'F' Pneumatic Struts – Quantity: 2
- Air Shore Size 'G' Pneumatic Struts – Quantity: 2
- Air Shore Pneumatic Strut Swivel Ends – Quantity: 14
- Pneumatic Strut Air Supply Cart – Quantity: 1

is no longer needed for public use; and

WHEREAS, the Board of Fire Commissioners, Fire District #2, Township of South Brunswick deem the property to be surplus.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners, Fire District #2 of the Township of South Brunswick in the County of Middlesex, State of New Jersey, that the Board of Fire Commissioners, Fire District #2 Township of South Brunswick is hereby authorized to donate the above listed property to the Middlesex County Urban Search & Rescue Team for use in training and emergency response.



Roger S. Potts / Secretary

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 for 2017 pursuant to New Jersey statutory law:

AWARDED TO: Monmouth Junction Volunteer Fire Department
SERVICES: Fire Service Coverage
DURATION: One Year
COST: \$40,000.00 for calendar year 2017 as per contract

AWARDED TO: Monmouth Junction First Aid Squad
SERVICES: First Aid Coverage at Alarms
DURATION: One Year
COST: \$11,200.00 for calendar year 2017 as per contract

AWARDED TO: Richard M. Braslow Esq.
SERVICES: Legal
DURATION: One Year
COST: \$160.00 per hour for calendar year 2017 as per contract

AWARDED TO: Holman, Frena, and Allison, PC.
SERVICES: Auditor of 2016 Financials, not to exceed \$5,600.00
DURATION: One Year
COST: \$140.00.00 per hour for work outside of 2016 audit

AWARDED TO: Volunteer Firemans Insurance Services (VFIS)
SERVICES: Insurance Coverage
DURATION: One Year
COST: Approximately \$90,000 .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