

# 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 5, 2019***

***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 Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2018.

***3. Swearing In of Newly Elected Commissioners***

***4. Roll Call***

***5. Election of Officers***

***6. Old Business***

***7. New Business***

A. Resolution #19-03, Authorizing Appointment of Official Fire Company

B. Resolution #19-04, Authorizing Appointment of Official First Aid Squad

C. Resolution #19-05, Authorizing Approval and Payment of Claims

D. Resolution #19-06, Authorizing the Appointment of Attorney for the 2019-2020 Year

E. Resolution #19-07, Designation of Official Newspapers for Publications for the 2019-2020 Year

F. Resolution #19-08, Adoption of Cash Management Plan

G. Resolution #19-09, Authorizing Regular Meeting Schedule for the 2019-2020 Year

H. Resolution #19-10, Authorizing Annual Salary for Members of the Board of Fire Commissioners

I. Resolution #19-11, Designating Surety Bonding for Commissioners

J. Resolution #19-12, Authorizing Appointment of Auditor for the 2019-2020 Year

K. Resolution #19-13, Authorizing Award of Contract for Insurance Coverage

L. Resolution #19-14, Authorizing Award of Contract Relative to Physicals for Firefighters

M. Resolution #19-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21

N. Resolution #19-16, Authorizing Award of Contract Relative to the Purchase of a 2019 Chevrolet Tahoe 4-Wheel Drive 4-Door Special Services Vehicle

O. Items Timely and Important

***8. Public Comment***

***9. Adjournment***

APP RUCED

RE-ORGANIZATION MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 5, 2019

**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. SWEARING IN OF NEWLY ELECTED COMMISSIONERS**

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

**4. ROLL CALL**

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

**5. ELECTION OF OFFICERS**

The nominations for office were opened by Comm. Spahr.

Comm. Smith nominated Comm. Spahr for Chairman, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Spahr - abstain, Comm. Wolfe - yes, Comm. Young – yes.

Comm. Young nominated Comm. Smith for Vice-Chairman, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - abstain, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young – yes.

Comm. Smith nominated Comm. Wolfe for Clerk, seconded by Comm. Young.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Spahr - yes, Comm. Wolfe - abstain, Comm. Young – yes.

Comm. Wolfe nominated Comm. Young for Treasurer, seconded by Comm. Smith.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young – abstain.

Comm. Smith made a motion to cast the ballot for those nominated, seconded by Comm.

Wolfe. Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young – yes. Motion Passed.

## 6. OLD BUSINESS

Comm. Smith reported that the year-end LOSAP information was received from Lincoln Financial Services and the 2018 contribution check was mailed.

## 7. NEW BUSINESS

- A. **Resolution #19-03, Authorizing Appointment of Official Fire Company**
- B. **Resolution #19-04, Authorizing Appointment of Official First Aid Squad**
- C. **Resolution #19-05, Authorizing Approval and Payment of Claims**
- D. **Resolution #19-06, Authorizing the Appointment of Attorney for the 2019-2020 Year**
- E. **Resolution #19-07, Designation of Official Newspapers for Publications for the 2019-2020 Year**
- F. **Resolution #19-08, Adoption of Cash Management Plan**
- G. **Resolution #19-09, Authorizing Regular Meeting Schedule for the 2019-2020 Year**
- H. **Resolution #19-10, Authorizing Annual Salary for Members of the Board of Fire Commissioners**
- I. **Resolution #19-11, Designating Surety Bonding for Commissioners**
- J. **Resolution #19-12, Authorizing Appointment of Auditor 2019-2020 Year**
- K. **Resolution #19-13, Authorizing Award of Contract for Insurance Coverage**
- L. **Resolution #19-14, Authorizing Award of Contract Relative to Physicals for Firefighters**
- M. **Resolution #19-15, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21**

Comm. Young made a motion to approve Resolutions #19-03 to #19-15, seconded by Comm. Wolfe. During discussion, Chairman Spahr recommended increasing the salary for the Treasurer listed in Resolution #19-10 from \$10,000.00 to \$10,500.00.

Comm. Young amended his motion to approve Resolutions #19-03 to #19-09 and #19-11 to #19-15, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes. Motion Passed.

Comm. Smith made a motion to approve amended Resolution #19-10, seconded by Comm. Wolfe.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – abstain, Chairman Spahr – yes. Motion Passed.

- O. **Resolution #19-16, Authorizing Award of Contract Relative to the Purchase of a 2019 Chevrolet Tahoe 4-Wheel Drive 4-Door Special Services Vehicle.**

Comm. Smith made a motion to approve Resolution #19-16, seconded by Comm. Kazanski.

Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes. Motion Passed.

- N. **Items Timely and Important**

Comm. Young reported that the on-site portion of the 2018 audit was completed today and that he issued copies to the Commissioners of the financial information given to the auditors. Comm. Young further reported that he expects a draft audit to be completed before the April meeting.

Chairman Spahr reported that Comm. Kazanski will serve as Coordinator Smith's supervisor.

**8. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**9. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:18 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

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

Resolution #19-03

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, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex 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 than an award of contract authorized hereby shall be published in the HOME NEWS TRIBUNE newspaper as required by law within 10 days of passage.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

Douglas A. Wolfe  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-04

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 firefighting 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 become 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.

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

- (1) The 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 than an award of contract authorized hereby shall be published in the HOME NEWS TRIBUNE newspaper as required by law within 10 days of passage.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk      APPROVED

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

Resolution #19-05

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

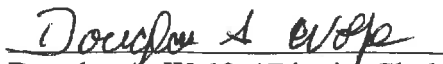
WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

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, 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 in accordance with individual employment contracts. The commissioner's salaries shall be paid as determined by the Commissioners.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-06

Authorizing the Appointment of Attorney  
for the 2019-2020 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 2019-2020; and

WHEREAS, the anticipated term of this contract is for the year 2019-2020; 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 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 a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(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 a part hereof.
- (2) This resolution and notice of award of contract shall be available for public inspection.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED



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

Resolution #19-07

Designation of Official Newspapers for Publications  
for the 2019-2020 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 2019-2020 year.

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

- (1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2019-2020 year pursuant to New Jersey statutes shall be the HOME NEWS TRIBUNE and/or THE PRINCETON PACKET, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-08

Adoption of Cash Management Plan

---


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 3, Section 5:31-3(a) provides that the governing body shall, by resolution passed 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, 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.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-09

Authorizing Regular Meeting Schedule  
for the 2019-2020 Year

---

WHEREAS, Public Law 1975, Chapter 231, Section 13 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 inspections, 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 or 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, 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 15, 2019	Monday November 18, 2019
Monday May 20, 2019	Monday December 02, 2019
Monday June 17, 2019	Monday December 16, 2019
Monday July 15, 2019	Tuesday January 21, 2020
Monday August 19, 2019	Tuesday February 18, 2020
Monday September 16, 2019	Tuesday March 03, 2020
Monday October 21, 2019	Monday March 16, 2020

- (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 and the Princeton Packet.
- (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.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

Douglas A. Wolfe  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-10

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 2019 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.

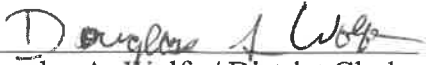
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

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

CHAIRMAN	\$4,500.00	x 1	=	\$4,500.00
VICE-CHAIRMAN	\$4,200.00	x 1	=	\$4,200.00
TREASURER	\$10,500.00	x 1	=	\$10,500.00
CLERK	\$4,800.00	x 1	=	\$4,800.00
COMMISSIONER	\$4,000.00	x 1	=	\$4,000.00

- (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 2019 budget.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-11

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, 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 \$1,500,000.00 dollars for the period from March 5, 2019 thru March 3, 2020.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

Douglas A. Wolfe  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-12

Authorizing Appointment of Auditor  
for the 2019-2020 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 said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2019-2020 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

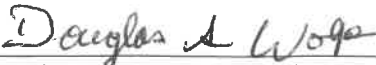
WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract 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) 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 2020 budget, if necessary, 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.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-13

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 coverages 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 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 that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

Douglas A. Wolfe  
Douglas A. Wolfe / District Clerk

APPROVED

**Scott Smith**

---

**From:** Pamela A. Brown <pbrown@vfis.com>  
**Sent:** Friday, October 12, 2018 9:41 AM  
**To:** 'ssmith@mjvfd.com'  
**Subject:** RE: Estimated Insurance Budget for 2019

South Brunswick BOFC Dist. #2/C05923 / RE: **Estimated Insurance Budget for 2019**

Dear Scott,

Hi, please note that as of now the renewal rates have not yet been released for 2019 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 \$7,835.00 (with credits) for 1/12/18 - 1/12/19.

Per **Group Term Dept.** they have calculated the renewal at \$4,559.42. The total rather varies significantly from last year's total due to the unfortunate passing of Roger Potts and the termination of Jerry Schwear. Both were members with some of the higher premium rates on the roster. I would suggest you **budget at least: \$5,600.00** (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 \$34,455.51 for 2/1/18 - 2/1/19, there has been one (1) endorsement to date during the current term: **1.) Effect. 8/1/18 increased Bond/Crime coverages \*\$62.37.** 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: \$37,000.00** (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 \$4,231.00 for 2/1/18 - 2/1/19 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 9/30/18 - 9/30/19 term. I would suggest you **budget at least: \$750.00**

**Travelers Workers Compensation** renewal for the 2/1/18 – 2/1/19 term was \$28,877.00. I can only suggest an approx. 20% increase. I would suggest you **budget at least: \$35,500.00** (due to unknown loss costs & medical costs, and pending audit which cannot be done until after the renewal on 2/1/19 & rate and exposure changes)

\*\*\*\*\*  
\*\*\*\*\*

**FOR 2019 BUDGET PURPOSES ONLY / INSURANCE BUDGET REVIEW**

This document is an estimated quote only to assist you in preparing your insurance budget for 2019.

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

**706 County Road 513 | Pittstown, NJ 08867**

800.233.1957 | 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 10, 2018 7:47 AM

**To:** Pamela A. Brown

**Subject:** [EXTERNAL] Estimated Insurance Budget for 2019

Good Morning Pam,

As you have done the last number of years, can you please provide the estimated renewal rates for our various insurance coverages (listed below) as we prepare our 2019 budget? The numbers you have provided in the past have been very accurate and a tremendous aid in our budget planning process. I can forward you the information you provided last year if needed.

Group Term

VFIS Portfolio

VFIS Accident & Sickness

VFIS Special Risk

Travelers Workers Compensation

Thank you for your assistance!

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

[ssmith@mivfd.com](mailto:ssmith@mivfd.com)  
[www.sbfd2.com](http://www.sbfd2.com)

---

Confidentiality Notice: The information contained in this communication, including all attachments, is legally protected information, confidential or proprietary information, or a trade secret intended solely for the use of the intended recipient. The information may also be subject to legal privilege. If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply Fax or e-mail stating the communication was "received in error" and delete or destroy all copies of this communication, including all attachments.

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

Resolution #19-14

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 that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of February 2019.

Douglas A. Wolfe  
Douglas A. Wolfe / District Clerk

APPROVED



# NJ Firefighter Medical Services 2019

## **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 \$ 90
- 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: [ljoy@accesshealthsystems.com](mailto:ljoy@accesshealthsystems.com)



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

Resolution #19-15

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

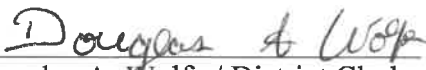
WHEREAS, ALAN LANDSCAPING has provided those services in the past year and desires no increase in unit costs; and

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 do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

APPROVED

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

Resolution #19-16

Authorizing Award of Contract Relative to the Purchase of a  
2019 Chevrolet Tahoe 4-Wheel Drive 4-Door Special Services 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 that 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, Hertrich Fleet Services, Inc. has submitted a quotation under New Jersey State Contract #A88729; and

WHEREAS, the Board of Fire Commissioners of South Brunswick Township Fire District No. 2 have determined it appropriate to award a contract to Hertrich Fleet Services, Inc.

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 Hertrich Fleet Services, Inc. for the purchase of a 2019 Chevrolet Tahoe 4-Wheel Drive 4-Door Special Services Vehicle as described in the attached quotation for a total cost of \$34,677.20.

I do hereby certify that the foregoing is a true copy of the resolution passed by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, at a public meeting duly held on the 5<sup>th</sup> day of March 2019.

  
Douglas A. Wolfe / District Clerk

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Comm. Kazanski	✓			
Comm. Smith	✓			
Comm. Wolfe	✓			
Comm. Young	✓			
Chairman Spahr	✓			



# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

NJ State Contract #A88729 (T2776), comm. code 071-80-084099  
Line #7, Section 4: Sport Utility Vehicle, Special Service  
(Non- Police Pursuit) 4WD/ AWD

Mike Wright, Government Sales Manager  
Hertrich Fleet Services Inc  
1427 Bay Rd  
Milford, DE 19963  
Phone: (800) 698-9825  
Fax: (302) 839-0555  
Email: [mwright@hertrichfleet.com](mailto:mwright@hertrichfleet.com)

QUOTE FOR: SOUTH BRUNSWICK FIRE DIST#2

#01082019-01

## 2019 Chevrolet Tahoe 4WD 4dr SSV Non-Pursuit CK15706

### SELECTED OPTIONS(included in Base Contract Price):

<u>Code</u>	<u>Description</u>
ZW7	SUSPENSION PACKAGE, PREMIUM SMOOTH RIDE
NE1	NORTHEAST EMISSIONS
L83	ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT
MYC	TRANSMISSION, 6-SPEED AUTOMATIC
GU4	REAR AXLE, 3.08 RATIO
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL
RBZ	TIRES, P255/70R17 ALL-SEASON, BLACKWALL
ZBZ	TIRE, SPARE P255/70R17 ALL-SEASON, BLACKWALL
ZY1	PAINT SCHEME, SOLID APPLICATION
AZ3	SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining
9U3	SEATS, DRIVER AND PASSENGER FRONT BUCKET SEATS IN CLOTH TRIM Power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40-20-40 split bench seat with the 20% section removed which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console.
H0U	JET BLACK, CLOTH SEAT TRIM
IO5	AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TOUCH-SCREEN AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones
C6A	GVWR, 7300 LBS. (3311 KG)
NQH	TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC
NZZ	SKID PLATE PACKAGE
5W4	IDENTIFIER FOR SPECIAL SERVICE VEHICLE includes, (K47) high capacity air cleaner, (KW7) 170 amps high output alternator, (K4B) 730 cold-cranking amp auxiliary battery, electrical power and vehicle signals for customer connection located at the center front floor, auxiliary battery circuit for customer connection located in the rear cargo area, (NZZ) underbody shield, delete roof rails, (ATD) third row seat delete and (NQH) active 2-speed transfer case.

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

## SELECTED OPTIONS (continued):

<u>Code</u>	<u>Description</u>
—	CAPLESS FUEL FILL
K4B	BATTERY, AUXILIARY, 730 CCA
—	POWER SUPPLY, 100-AMP, AUXILIARY BATTERY, REAR
—	ELECTRICAL CENTER
—	POWER SUPPLY, 50-AMP, POWER SUPPLY, AUXILIARY BATTERY
—	POWER SUPPLY, 120-AMP, (4) 30-AMP CIRCUIT, PRIMARY
—	BATTERY relay controlled, passenger compartment harness wiring
KW7	ALTERNATOR, 170 AMPS, HIGH
—	LUGGAGE RACK, DELETE
—	EXTERIOR ORNAMENTATION DELETE
VK3	LICENSE PLATE FRONT MOUNTING PACKAGE
—	DOOR HANDLES, BODY-COLOR
ATD	SEAT DELETE, THIRD ROW PASSENGER
—	INSTRUMENTATION, ANALOG with certified 140 mph speedometer
—	KEY, 2-SIDED
—	THEFT-DETERRENT SYSTEM, VEHICLE, PASS-KEY III
—	POWER OUTLETS, 4 AUXILIARY, 12-VOLT
—	SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING POSITIONS
UE0	ONSTAR, DELETE

EXTERIOR COLOR: VICTORY RED (SPECIAL PAINT)

BASE CONTRACT PRICE: \$33344.00

## ADDITIONAL OPTIONS :

<u>Code</u>	<u>Description</u>	<u>Price</u>
GU6	REAR AXLE, 3.42 RATIO	\$88.00
V76	RECOVERY HOOKS, 2 FRONT, FRAME-MOUNTED, BLACK	\$44.00
VQK	LPO, MOLDED SPLASH GUARDS	\$171.60
BTV	REMOTE VEHICLE START	\$264.00
6C7	LIGHTING, RED AND WHITE FRONT AUXILIARY DOME	\$149.60
9G8	HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CONTROL DELETE	\$44.00
TGK	SPECIAL PAINT, SOLID, ONE COLOR (WA9260 – Victory Red)	\$374.00
5T4	EXTERIOR BODY COLORED PARTS, VICTORY RED Provides Victory Red special paint WA9260 and Victory Red special painted exterior body parts in lieu of glossy Black color normally installed with special paint. Victory Red painted parts will consist of front fascia, rear bumper fascia, rear lift gate handle, and door handles. Mirrors, rear D-pillar applique and lift gate spoiler will remain Black (Requires SEO (TGK) special paint and (V76) recovery hooks.)	\$198.00

TOTAL W/ OPTIONS: \$34677.20

DELIVERY: 60 TO 90 DAYS ARO