

THE COMMISSIONERS OF FIRE DISTRICT 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX
216 JOSEPH STREET * EAST BRUNSWICK * NEW JERSEY 08816

Minutes of the Meeting of March 08, 2016

I. CALL TO ORDER: Commissioner Lyons called the meeting to order at 8:00 PM at the District office Meeting Room located at 216 Joseph Street, East Brunswick, New Jersey.

II. SALUTE TO THE FLAG: Commissioner Lyons opened the meeting with the salute to the flag.

III. READING OF THE OFFICIAL NOTICE OF THE MEETING:
Commissioner Grande read the official notice of the meeting. [Attachment I]

IV. RESULTS OF ANNUAL ELECTION:

Following are the e result of the Annual election held 20-FEB-16:

Commissioner – 3 Year Term

DeGraw, Dennis A.	35
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Budget for Fiscal Year 2016

Yes	34
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No	1
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Dennis A. DeGraw was officially re-elected as Commissioner for a three (3) year term commencing at the reorganization meeting held 08-MAR-16 and expiring Tuesday 12-MAR-19 at Noon. The Oath of Office was administered for the above stated time frame.

V. ROLL CALL:

Roll Call showed Commissioners Colon, DeGraw, Grande, and Lyons was in attendance.

VI. APPOINTMENT TO FILL VACANT SEAT:

The following three (3) individuals expressed an interest to fill the Board seat vacated by the death of Commissioner Alan Weissman:

Peter D'Antuono
Don Havens
Richard Jewett

On a motion by Commissioner Grande, seconded by Commissioner Colon Richard Jewett was nominated to the position of Commissioner. Roll Call

showed Commissioners Colon, DeGraw, Grande, and Lyons all voting Aye. Richard Jewett was appointed for a term which will expire 14-MAR-17, at noon. The balance of the one (1) year term will be placed on the Ballot for the 2017 Annual Election.

Upon his arrival at the meeting Richard Jewett was administered the Oath of Office.

VII. REORGANIZATION:

On a motion by Commissioner DeGraw, seconded by Commissioner Grande Board members were nominated for and elected to the following positions:

Wayne T. Lyons, Sr.	Chairman
Paul Colon	Vice-Chairman
Dennis A. DeGraw	Treasurer
Richard Jewett	Clerk
William C. Grande	Asst Clerk/Treasurer

Roll Call showed Commissioners Colon, DeGraw, Grande, and Lyons all voting Aye. Commissioner Jewett was not present at the time the above vote was taken.

VIII. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was not in attendance and provided the following report:

Fire Prevention Bureau Inspection Progress February, 2016:

Period/Activity	Month Qty	YTD Qty
February 2016 Inspections	198	395
February 2015 Inspections	183	401
February 2016 Re-Inspection	52	70
February 2015 Re-Inspection	47	78
February 2016 Smoke Detectors	19	37
February 2015 Smoke Detectors	12	34
February 2016 Multi-Housing Inspections	38	82
February 2015 Multi-Housing Inspections	38	48
February 2016 Multi-Housing Re-Inspections	19	47
February 2015 Multi-Housing Re-Inspections	2	12

Bureau Funds Collected – Business & Multi Housing(YTD)	\$ 64,320.00
Outstanding Registration Fees – Regular Inspections 2015	\$ 675.00
Outstanding Fees – Multi-Housing	\$ 1,625.00

Audit by the State of New Jersey has not yet occurred.

Following site plans were reviewed:

Lighthouse Academy – 168 Milltown Rd

Comments included additional fire hydrants, fire lanes and the addition of a Knox Box

Residential structures on Timber Road

Chief Johnson has reviewed the above site plans.

All inspections are on or ahead of schedule.

New Fire Inspector Kahse is performing well in his assigned duties.

Sean Verdi accepted the re-appointment to the position of Fire Marshal for 2016.

VI. APPROVAL OF MINUTES:

The minutes of February 09, 2016 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, and Lyons, all voting Aye.

VII. COMMUNICATIONS:

Communication from VFIS, District insurance carrier, read confirming minimum age for District owned or covered vehicles is 18.

VIII. TREASURERS REPORT: [Attachment II for details]

Commissioner Grande reported the following as of February 29, 2016:

Operating Account	\$ 395,248.31
Cash Mgmt Fund - General	\$ 140,887.26
Cash Mgmt Fund – Fire App	\$ 440,097.31
Cash Mgmt Fund LOSAP	\$ 35,512.66
Cash Mgmt Dedicated Penalty FC	\$ 14,338.27
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,053.68

Commissioner Colon questioned an expenditure listed under Membership and Dues in the amount of \$468.00. Explanation of expenditure will be provided at the April meeting.

The Treasurer's Report was accepted on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Jewett, Grande, and Lyons, all voting Aye.

IX. COMMITTEE REPORTS:

1. Apparatus Replacement Committee

Committee is reviewing preliminary proposals from suppliers.

Committee will be visiting Fire & Safety Services in Piscataway to look at Pierce Fire Apparatus.

Committee is also scheduled to travel to KME Fire Apparatus factory in Pennsylvania for a factory tour.

X **UNFINISHED BUSINESS:**

1. Annual Inventory

 No Progress

2. Grant Status:

 No information on Grant application has been issued by FEMA.

 SAFER Grant has been released by Federal Government. District grant writer has quoted \$3,700.00 to formulate a submittal. After a brief discussion the Board decided not to apply for the SAFER Grant at this time.

3. Monthly Injuries

 No injuries were reported during the past month.

 One firefighter who was injured a few months ago has not yet completed an accident report even though numerous requests for same have been made. Chairman Lyons informed the Fire Company representatives at the meeting that if the reports are not completed the member may be responsible for any bills not covered by the insurance carrier due to a lack of reporting.

4. Computer Issues

 No issues were reported

5. Hydrant Markers

 Chief Johnson reported progress is being made in completing the installation of hydrant markers.

6. Volunteer Membership Drive

 Results of physical examination and background checks for recently accepted members have not been received from corresponding agencies.

 Method of membership interview process is being reviewed to obtain a more timely return of required information.

7. PHONE/INTERNET SERVICE

Lawrence Brook Station is still reporting an issue with the WiFi service, Comcast will be notified.

8. PRESERVATION OF 911 MEMORIAL

Memorial Steel is being scheduled for sand blasting and coating within the next month. Anchors have been installed on the bottom of the Steel, arrangements to drill marble to complete anchoring system is being arranged.

9. HARASSMENT TRAINING

All members of EBIFC have been registered with VFIS for on-line harassment training. Most members did not register within the allotted time frame. Commissioner DeGraw will work with the insurance carrier to have temporary passwords assigned.

11. DISPOSAL OF UNUSED RADIOS

No Progress

12. NEW MEMBERSHIP APPLICATIONS

East Brunswick Independent Fire Company is revising the application for membership. Board members will review and provide comments.

13. DUNHAMS CORNER LIGHT POLE REPLACEMENT

Insurance carrier has requested a cost estimate to replace parking lot light pole damaged during a motor vehicle accident. Information on the existing pole will be obtained by staff with assistance by President Alexander.

XI NEW BUSINESS:

The following annual resolutions were reviewed by the Board for Action:

- | | |
|---------|--|
| 2016-01 | Authorizing transfer of Monies |
| 2016-02 | Setting the Date and Time of the Annual Election |
| 2016-03 | Designating the Official Newspapers for Publication for 2016/2017 Year |
| 2016-04 | Adopting Cash Management Plan |
| 2016-05 | Authorizing Approval and Payment of Claims |
| 2016-06 | Fire Protection Agreement |
| 2016-07 | Designating Surety Bonding for Commissioners |
| 2016-08 | Authorizing Appointment of Auditor for 2016/2017 Year |
| 2016-09 | Authorizing the Appointment of Financial Consultant 2016/2017 Year |

2016-10	Closing of Meeting Pursuant to Open Public Records Act
2016-11	Authorizing Disposal of Personal Property
2016-12	Authorization of Temporary Par-time Maintenance Work
2016-13	Authorizing Appointment of Fire Marshal
2016-14	Setting the Dates & Times of the Monthly Meetings
2016-15	Authorizing Appointment of Attorney for 2016/2017 Year
2016-16	Authorizing Appointment of Accountant for 2016/2017 Year

All of the above resolutions were passed on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll Call showed Commissioners Colon, DeGraw, Grande, and Lyons all voting Aye. Commissioner Jewett abstained as he did not have ample time to review the Resolutions.

Copies of the Resolution are attached hereto.

District received one proposal for the replacement of the roof at the Lawrence Brook Station. Waiting for additional proposal, plan is to have the work done by the lowest bid, qualified vendor. Work will begin as soon as evaluation is completed.

Grass area in front of the Willow Street Station by the flag pole was once again damaged during snow plowing efforts. Board will be soliciting pricing to install curbing to avoid future damage.

LOSAP calculations for 2015 are being completed. There appears to be a discrepancy in the records which is being reviewed by the Fire Company. All fire company officers, Line and Administrative, are being asked to sign an Affidavit attesting to the accuracy of the records submitted for LOSAP and clothing allowance for 2015. In the future all roll call sheets will be done on two page carbonless forms.

XII FIRE CHIEF/PRESIDENT REPORT:

East Brunswick Independent Fire Company President Alexander reported the following:

- 1.) President Alexander had nothing to report.

East Brunswick Independent Fire Company Chief Johnson reported the following:

- 1.) Chief Johnson had nothing to report

XIII. PUBLIC PORTION:

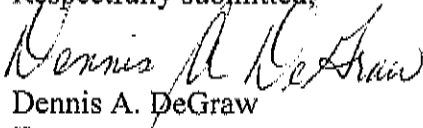
No one from the Public requested time to speak.

XIV ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Grande moved, seconded by Commissioner DeGraw that the public meeting be adjourned at 8:45 PM. Roll call showed Commissioners DeGraw, Grande, and Lyons all voting Aye.

The above minutes were recorded and are being presented by Commissioner DeGraw as newly appointed Clerk, Commissioner Richard Jewett, has not has sufficient time to learn his new position/duties.

Respectfully submitted,



Dennis A. DeGraw
Treasurer

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

LEGAL NOTICE

In accordance with the requirements of the Open Public Meetings Act (L. 1975, c. 231), The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, State of New Jersey, at their reorganization meeting of March 10, 2015 have adopted the following meeting schedule for 2015/2016:

April 14, 2015

May 12, 2015

June 9, 2015

July 14, 2015

August 11, 2015

September 8, 2015

October 13, 2015

November 10, 2015

December 8, 2015

January 12, 2016

February 9, 2016

March 8, 2016

Regular meetings are held at 8:00 PM in the William C. Peck Administration Bldg., District No. 2, 216 Joseph Street, East Brunswick, New Jersey.

Commissioners of Fire District No. 2
East Brunswick Township
Dennis A. DeGraw
March 10, 2015



BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

216 Joseph Street, East Brunswick, New Jersey 08816
(732) 257-2846
Fax (732) 651-1944
www.ebfd2.org

DATE: February 29, 2016
TO: File
FROM: Cheryl A. Bove, Office Manager
SUBJECT: 2016 Annual Election Results

I hereby certify that listed below are the official results of the annual election held on Saturday, February 20, 2016 at the William C. Peck Administration Building, 216 Joseph Street, East Brunswick, NJ 08816.

I. Total Ballots:

Votes Cast -	32
Absentee Ballots -	<u>3</u>
Total Ballots -	35

II. Budget For Fiscal Year 2016:

Appropriations of \$2,030,289.00 requiring \$1,308,656.00 to be raised by local fire tax.

Yes -	34
No -	1

III. For One (1) Three (3) Year Commissioner Term:

Dennis A DeGraw	35
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Dennis A DeGraw was officially re-elected as a Commissioner, with a three (3) year term commencing at the Re-organization meeting to be held March 8, 2016 at 8:00 PM and expiring Tuesday, March 12, 2019 at 12 Noon.

cc: Township Clerk
Dept. of Community Affairs
President A. Alexander- EBIFC
Chief W. Johnson, EBIFC
R.M. Braslow, Esq.
Fire Stations/Annex (4)
2016 Budget File

EAST BRUNSWICK
BOARD OF FIRE COMMISSIONERS
DIST. NO 2
February, 2016

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
5501/05	Office Salaries	165,000.00	\$6,970.63	\$13,970.15	\$151,029.85
5508/2250	Payroll Taxes (EB)	30,470.00	\$2,230.41	\$4,492.42	\$25,977.58
2261	Pers Employer (EB)	21,065.00		\$0.00	\$21,065.00
2262	corp-Employer (EB)	2,435.00		\$0.00	\$2,435.00
5507	Workers Compensation (EB)	45,000.00	\$2,754.00	\$2,754.00	\$42,246.00
5510	Equipment (Non-Bondable)	80,100.00		\$0.00	\$80,100.00
5515	Insurance Premiums	140,750.00	\$11,351.94	\$13,152.18	\$127,597.82
5520	Fire Protection Agreement	157,500.00		\$41,250.00	\$116,250.00
5528	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	\$181.50	\$495.00	\$7,505.00
5529	Physician & Fit Test-Professional Fees	9,000.00	\$435.00	\$960.00	\$8,040.00
5536	Advertising	1,600.00	(\$621.20)	(\$621.20)	\$2,221.20
5540	Elections	2,750.00	\$400.00	\$400.00	\$2,350.00
5546	Dues/Sub/Seminars/Classes	4,000.00	\$616.00	\$616.00	\$3,384.00
5550	Training & Education	29,700.00		\$74.85	\$29,625.15
5700	FUEL & LUBRICANTS	15,000.00	(\$1,551.84)	(\$1,551.84)	\$16,551.84
5716	Office Expenses/Inventory	16,000.00	\$357.50	\$806.22	\$15,193.78
5720	Radio Repairs R & M	6,000.00	\$2,180.26	\$2,180.26	\$3,819.74
5721	Equipment Repairs R & M	125,000.00		\$0.00	\$125,000.00
5721A	Mechanic Tools & Supplies	10,000.00		\$0.00	\$10,000.00
5722	Compressor Repairs R & M	6,250.00	\$225.00	\$225.00	\$6,025.00
5724	Computer Maintenance R & M	14,000.00		\$0.00	\$14,000.00
5730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
5736	Supplemental Fire Grant 2015	11,519.00		\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	\$19,286.85	\$33,115.41	\$260,534.59
5740	Contingency	10,000.00		\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	50,000.00		\$0.00	\$50,000.00
5825	Principal on Bonds	190,000.00		\$0.00	\$190,000.00
5828	Interest on Bonds	105,500.00		\$0.00	\$105,500.00
2023	Bond Issuance Fees			\$0.00	\$0.00
5832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	65,000.00	\$7,571.18	\$8,284.14	\$56,715.86
5833	Bldg. Maintenance-NWS	150,000.00	\$3,946.50	\$4,112.25	\$145,887.75
Total Operating Appropriations		1,880,289.00	\$56,332.73	\$124,714.84	\$1,755,574.16
5801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
5802	Capital Improvements				
Total Capital Appropriations		150,000.00			
Total Capital & Operating Appropriations		2,030,289.00			
2000	Prior Years Accounts Payable	4,127.57		\$2,152.65	\$1,974.92
2005	2015 Encumbered Funds	52,258.90	\$8,024.10	\$17,963.27	\$34,295.63
5736	Supplemental Fire Grant Prior Year (3)	4,669.40		\$0.00	\$0.00
4730	Ded. Pen. FC Deposits (2016)		\$325.00	\$350.00	
5738	2016 Ded. Pen. Expense				
Recap of Cash Held on Deposit					
	Operating Account		\$395,248.31		
	Cash Mgt Fund - General		\$140,887.26		
	Cash Mgt Fund -Ded. Pen. Fc		\$14,338.27		
	Cash Mgt Fund -Fire App.		\$440,087.31		
	Cash Mgt Fund -LOSAP		\$36,512.66		
	Cash Mgt Fund -New Bldg.		\$23,063.68		
Total Funds Available			\$1,049,137.49		

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2		BUDGET RECAP FEBRUARY, 2016				
ACCT. NO.	DESCRIPTION	ANNUAL BUDGET	JANUARY	FEBRUARY	YEAR TO DATE	BUDGET BALANCE
5501/05	Office Salaries	165,000.00	\$6,999.52	\$6,970.63	\$13,970.15	\$151,029.85
5506/2250	Payroll Taxes (EB)	30,470.00	\$2,262.01	\$2,230.41	\$4,492.42	\$25,977.58
2251	Pers Employer (EB)	21,065.00			\$0.00	\$21,065.00
2252	dcrp-Employer (EB)	2,435.00			\$0.00	\$2,435.00
5507	Workers Compensation (EB)	45,000.00		\$2,754.00	\$2,754.00	\$42,246.00
5510	Equipment (Non-Bondable)	80,100.00			\$0.00	\$80,100.00
5515	Insurance Premiums	140,750.00	\$1,800.24	\$11,351.94	\$13,152.18	\$127,597.82
5520	Fire Protection Agreement	157,500.00	\$41,250.00		\$41,250.00	\$116,250.00
5526	Accounting-Professional Fees	10,000.00			\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	\$313.50	\$181.50	\$495.00	\$7,505.00
5529	Physician & Fit Test-Professional Fees	9,000.00	\$525.00	\$435.00	\$960.00	\$8,040.00
5535	Advertising	1,600.00		(\$621.20)	(\$621.20)	\$2,221.20
5540	Elections	2,750.00		\$400.00	\$400.00	\$2,350.00
5545	Dues/Sub/Seminars/Classes	4,000.00		\$616.00	\$616.00	\$3,384.00
5550	Training & Education	29,700.00	\$74.85		\$74.85	\$29,625.15
5700	FUEL & LUBRICANTS	15,000.00		(\$1,551.84)	(\$1,551.84)	\$16,551.84
5715	Office Expenses/Inventory	16,000.00	\$448.72	\$357.50	\$806.22	\$15,193.78
5720	Radio Repairs R & M	6,000.00		\$2,180.26	\$2,180.26	\$3,819.74
5721	Equipment Repairs R & M	125,000.00			\$0.00	\$125,000.00
5721A	Mechanic Tools & Supplies	10,000.00			\$0.00	\$10,000.00
5722	Compressor Repairs R & M	6,250.00		\$225.00	\$225.00	\$6,025.00
5724	Computer Maintenance R & M	14,000.00			\$0.00	\$14,000.00
5730	Fire Prevention Program	5,000.00			\$0.00	\$5,000.00
5735	Supplemental Fire Grant 2015	11,519.00			\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	\$13,828.56	\$19,286.85	\$33,115.41	\$260,534.59
5740	Contingency	10,000.00			\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00			\$0.00	\$100,000.00
5742	LOSAP	50,000.00			\$0.00	\$50,000.00
5828	Principal on Bonds	190,000.00			\$0.00	\$190,000.00
5829	Interest on Bonds	105,500.00			\$0.00	\$105,500.00
2023	Bond Issuance Fees				\$0.00	\$0.00
/5710/5711	Utilities(gas,electric, cable,phone,mobile)	65,000.00	\$712.96	\$7,571.18	\$8,284.14	\$56,715.86
5833	Bldg. Maintenance-NWS	150,000.00	\$166.75	\$3,945.50	\$4,112.25	\$145,887.75
Total Operating Appropriations		1,880,289.00	\$68,382.11	\$66,332.73	\$124,714.84	\$1,755,574.16
					\$0.00	\$0.00
5801	Reserve for future Cap. Outlays	150,000.00				
5802	Capital Improvements					
	TOTAL BUDGET 2016	2,030,289.00				
2000	Prior Years Accounts Payable	4,127.57	\$2,152.65		\$2,152.65	\$1,974.92
2005	2015 Encumbered	52,258.90	\$9,939.17	\$8,024.10	\$17,963.27	\$34,295.63
5735	Supplemental Fire Grant Prior	4,669.40				
4730	Ded. Pen. FC Deposits (2016)		\$25.00	\$325.00	\$350.00	
5738	2016 Ded. Penalty Expenses					
Recap of Cash Held on Deposit						
	Operating Account		456,154.98	\$395,248.31		
	Cash Mgt Fund - General		140,852.96	\$140,867.26		
	Cash Mgt Fund -Ded. Pen. Fc		14,334.76	\$14,338.27		
	Cash Mgt Fund -Fire App.		439,990.14	\$440,097.31		
	Cash Mgt Fund -LOSAP		35,504.00	\$35,512.66		
	Cash Mgt Fund -New Bldg.		23,048.06	\$23,053.68		
Total Funds Available			\$1,109,884.90	\$1,049,137.49		

BUREAU OF FIRE PREVENTION BUDGET RECAP
February 29, 2016

ACCT. NO.	DESCRIPTION	ANNUAL BUDGET	JANUARY	FEBRUARY	YEAR TO DATE	BALANCE
1010	Fire Prevention Budget	\$293,650.00				
	INCOME:					
4699	Life Hazard Monies f/State					
4002	Sale of Equipment					
4300	Misc. Income Fire Company Other					
4700	Smoke Detector Fees		\$1,590.00	\$920.00	\$2,510.00	
4710	Inspection Fees		\$2,375.00	\$32,125.00	\$34,500.00	
4720	Permit Fees		\$542.00	\$9,109.00	\$9,651.00	
4740	Dedicated Penal. Prevention		\$25.00	\$325.00	\$350.00	
4741	Misc. Income - Fire reports		\$60.00		\$60.00	
4742	Multi-Housing Inspection Fees					
4743	Apartment Rental Inspection fees					
4750	Parking Fines					
4760	Other Penalties					
4790	Interest Income		\$16.05		\$16.05	
	Income Total	\$293,650.00	\$4,608.05	\$42,479.00	\$47,087.05	
6000B	Office Payroll	\$20,000.00	\$866.55	\$866.55	\$1,733.10	\$18,266.90
6010B	Inspector Payroll	\$144,000.00	\$6,889.26	\$7,647.20	\$14,536.46	\$129,463.54
	Payroll Totals	\$164,000.00	\$7,755.81	\$8,513.75	\$16,269.56	\$147,730.44
6175	Dedicated Penal. Expense					
4710	Permit/Inspection Fee Reimbursement					
6040B	Telephone	\$6,500.00	\$358.74	\$392.89	\$751.63	\$5,748.37
6050B	Payroll Taxes	\$50,000.00	\$3,112.04	\$3,414.33	\$6,526.37	\$43,473.63
6060	Uniform	\$2,500.00		\$89.29	\$89.29	\$2,410.71
6070	Auto Gas Expense	\$4,500.00			\$0.00	\$4,500.00
6080	Auto repairs & Maintenance	\$2,250.00			\$0.00	\$2,250.00
6081B	Insurance Expenses - Cars	\$3,000.00			\$0.00	\$3,000.00
6080	Postage	\$2,500.00	\$100.00	\$109.14	\$209.14	\$2,290.86
6100	CPE Seminars	\$1,500.00		\$1,425.00	\$1,425.00	\$75.00
6110	Dues & Subscriptions	\$2,500.00	\$185.00	\$1,325.57	\$1,510.57	\$989.43
6112	Office Expenses	\$6,000.00		\$1,062.07	\$1,062.07	\$4,937.93
6120	Clothing Allowance Annual				\$0.00	\$0.00
6130	Physician	\$500.00			\$0.00	\$500.00
6140B	Workmans Comp Insurance	\$5,200.00			\$0.00	\$5,200.00
	Small Tools & Equipment	\$1,000.00		\$629.50	\$629.50	\$370.50
6150	Miscellaneous	\$500.00			\$0.00	\$500.00
6161B	Payroll Service Fees	\$2,500.00	\$146.06	\$148.40	\$294.46	\$2,205.54
6170	Bank Service Fees	\$1,000.00			\$0.00	\$1,000.00
6180	Legal Expense	\$3,000.00			\$0.00	\$3,000.00
6190	Computer Expense	\$4,700.00			\$0.00	\$4,700.00
6191B	Rent Expense	\$22,500.00	\$1,875.00	\$1,875.00	\$3,750.00	\$18,750.00
6192B	Utilities Expense				\$0.00	\$0.00
6193	Cleaning Expense				\$0.00	\$0.00
6194	Automobiles				\$0.00	\$0.00
6600	Uncategorized Expenses				\$0.00	\$0.00
6999	TOTAL EXPENSES	\$293,650.00	\$13,828.56	\$19,286.85	\$33,115.41	\$260,534.59

03/03/16

Board of Fire Commissioners Dist. 2
Trial Balance
As of February 29, 2016

	Feb 29, 16	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	395,248.31	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	203,442.09	
1011 · FIRE PREVENTION INSPECTION FEES	155,506.85	
1150 · Investments	140,887.26	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPPARATUS FUND	440,097.31	
1155 · INVESTMENTS-DEDICATED PENALTIES	14,338.27	
1156 · INVESTMENTS-LOSAP FUND	35,512.66	
1157 · INVESTMENTS-DED. PENALTIES-FP	10,146.54	
1158 · INVESTMENTS-NEW BLDG. FUND	23,053.68	
1159 · INVESTMENTS-FP/BOFC#2	24,624.40	
1203 · *Accounts Receivable	5,235.66	
2002 · FP Expenses owed District	7,763.00	
1099 · Cash Transfers	0.00	
1151 · Investments Smith Barney	0.00	
1202 · Due from EB Township	346,643.43	
1250 · Accts Receivable Fire Preventio	0.00	
1310 · General Bond Obligation	0.00	
1400 · Loans & Exchanges	0.00	
1401 · Mortgage Receivable	0.00	
1402 · DUE FROM EAST BRUNSWICK-PENALTI	0.00	
1403 · DUE FROM DIST 1 & EBR	0.00	
1404 · PERS OVERPAYMENT	0.00	
1410 · PAYROLL	0.00	
1152 · INVESTMENTS MORTGAGE PROPERTIES	0.00	
1901 · General Fixed Assets	10,068,159.00	
2000 · Accounts Payable		80,739.01
2020 · YEAR END AP	0.00	
2021 · General Bonds Payable		2,105,357.04
2023 · General Bond Payable Fees	4,886.60	
2022 · General Bond Payable-3million		2,265,000.00
2050 · Amt to be Recd for Debt Retire	0.00	
2210 · FWT	0.00	
2220 · FICA	0.00	
2260 · Reserve for Dedicated Penalties		98,549.23
2270 · DUE TO FIRE COMPANY	0.00	
2280 · PURCHASE OF RESCUE PUMPER	0.00	
2290 · CHIEFS VEHICLE	0.00	
3000 · Opening Bal Equity	0.00	
3400 · Unappropriated Fund Balance		0.56
3401 · Fire App Fund Surplus	0.00	
3402 · Training Fund Surplus	0.00	
3403 · Capital Fund Surplus	0.00	
3404 · Building Fund Surplus	0.00	
3405 · Equity in Fixed Assets		9,831,698.00
3406 · Fire Prevention Surplus	0.00	
3407 · Reserve for Future Capital Outl		2,652.50
3408 · Building Expansion & Acquisitio	0.00	
3900 · Retained Earnings	2,413,613.76	

03/03/16

Board of Fire Commissioners Dist. 2

Trial Balance

As of February 29, 2016

	Feb 29, 16	
	Debit	Credit
4200 · Interest & Dividend Income		165.26
4700 · Smoke Detector Fees		2,510.00
4710 · Registration/Inspection Fees		34,500.00
4720 · I Permit Fees		9,651.00
4730 · Ded Penal (Fire Co Portion)		350.00
4740 · Ded Penal (fire prev. Portion)		350.00
4741 · MISC. INCOME FIRE REPORT		60.00
4790 · Interest Income		16.05
2005 · Reserve for Encumbrances	17,963.27	
2250 · PERS employee	3,483.39	
2252 · DCRP PENSION/LIFE EMPLOYER	6.00	
5505 · Office Staff	13,970.15	
5506 · Payroll Taxes	4,492.42	
5507 · Workers Compensation	2,754.00	
5510 · Equipment Non-Bondable	0.00	
5515 · Insurance Premiums	13,152.18	
5520 · Fire Protection Agreement	41,250.00	
5528 · Legal	495.00	
5529 · Physician	960.00	
5535 · Advertising		621.20
5540 · Elections	400.00	
5545 · Membership Dues & Subscriptions	616.00	
5550 · Training & Education	74.85	
5700 · Fuel		1,551.84
5711 · Mobile Telephone	996.18	
5715 · Office Supplies	806.22	
5721 · Equipment Repairs	2,180.26	
5722 · Compressor Repairs	225.00	
5832 · UTILITIES	7,287.96	
5833 · Building Maintenance	4,112.25	
6000 · Office Payroll	1,733.10	
6010 · Inspector Payroll	14,536.46	
6040 · Telephone	751.63	
6050 · Payroll Tax Expense	6,526.37	
6070 · Auto/car Expense -gas,purchase	89.29	
6090 · Postage	209.14	
6100 · CPE Seminars	1,425.00	
6110 · Dues & Subscriptions	1,510.57	
6112 · Office Expenses	1,062.07	
6131 · dcrp FP pension PT employees	11.00	
6132 · pers/life fp employees	569.82	
6150 · Small Tools & Equipment	629.50	
6170 · Payroll Service Fees	294.46	
TOTAL	14,433,771.69	14,433,771.69

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

Resolution 2016-01
March 8, 2016

Authorizing Transfer of Monies

WHEREAS, the Fire District has expended various monies from the budget to support the bureau of Fire Prevention; and

WHEREAS, it is projected that these expenditures of funds will continue in the future; and

WHEREAS, the Fire District wishes to transfer monies from various Fire District accounts to reflect these expenditures and accordingly supplement the specific budget line items.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex as follows:

- (1) This resolution shall serve as the authorization to transfer monies to the appropriate budget line items to properly reflect the expenditures necessary to fund the Bureau of Fire Prevention operations.
- (2) The necessary transfers shall be undertaken quarterly based on written documents supporting the transfers.

Resolution # 2016-01

The aforementioned resolution was introduced by:

Commissioner *Grande*

and it was seconded by:

Commissioner *Colon*

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-02
March 8, 2016

Setting the Date and Time for the Annual Election

BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF EAST BRUNSWICK, MIDDLESEX COUNTY, STATE OF NEW JERSEY, as follows;

1. The date for the 2017 Annual Election of the Commissioners of Fire District No. 2 in the Township of East Brunswick, Middlesex County, State of New Jersey and the same is hereby established as Saturday, February 18, 2017.
2. The polls shall be open from 2:00 PM to 9:00 PM at the William C. Peck Administration Building, 216 Joseph Street, East Brunswick, New Jersey.
3. The Clerk shall cause notices to be published with respect to said election in accordance with the law and shall provide for the furnishing of absentee ballots to the County Clerk, and the Chairman and Clerk shall take all other steps required by law for the conduct of said election, including, but not limited to, the preparation of ballots and appointment of election tellers.
4. The Chairman and the Clerk shall utilize such professional or outside assistance as may be required to perform their responsibilities as aforesaid.

Resolution # 2016-02

The aforementioned resolution was introduced by:

Commissioner *Grande*

and it was seconded by:

Commissioner *Colon*

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-03
March 8, 2016

Designating the Official Newspapers for
Publications for the 2016-2017 Year

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF EAST BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY, as follows:

1. The official newspapers in which the Commissioners will publish all required notices or other items during the 2016-2017 year pursuant to New Jersey statutes shall be The Home News Tribune and/or Asbury Park Press, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

Resolution # 2016-03

The aforementioned resolution was introduced by:

Commissioner *Grande*

and it was seconded by:

Commissioner *Polan*

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/		/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-04
March 8, 2016

Adopting 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 5:31-3.1(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 East 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 Funds and/or Bank of America and/or Provident Bank and/or United States Treasury Bills and/or other obligations of the United States Government.

Resolution # 2016-04

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/		/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-05

March 8, 2016

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 5:31-4.1(e) provides that payment of claims by the fire district shall be by check drawn on the fire district and signed by the governing body chairman, and 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 reorganizational meeting, designate, by resolution, the individuals whose signatures 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 in which and the 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 East Brunswick, County of Middlesex as follows:

(1) The checks as issued by The Commissioners for payment of claims shall have two signatures countersigned by one or two Commissioners and/or the Office Manager in order that The Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

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

Resolution # 2016-05

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-06
March 8, 2016

Fire Protection Agreement

WHEREAS, The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex deem it necessary to set forth, in writing, the understandings between The Commissioners and The Volunteer Fire Company located within the fire district relative to rental of buildings and premises by The Commissioners, providing of fire fighting protection by The Volunteer Fire Company and various other issues as more specifically set forth in a Fire Protection Agreement to be in effect retroactively from January 1, 2016 to December 31, 2016, a copy of which is attached hereto; and

WHEREAS, The Commissioners and The Volunteer Fire Company officials, as applicable, have reviewed said agreement and have found same to be in the best interest of both parties and the fire district and further wish to execute the same.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex as follows:

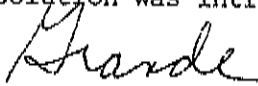
(1) The Fire Protection Agreement as attached hereto may be executed by the appropriate Commissioners in order that same then be executed by The Volunteer Fire Company officials, as applicable.

(2) This resolution shall serve as the authority for the enactment of said Fire Protection Agreement.

Resolution # 2016-06

The aforementioned resolution was introduced by:

Commissioner



and it was seconded by:

Commissioner



RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

FIRE PROTECTION AGREEMENT
From January 1, 2016 to December 31, 2016

THIS agreement is made on this 8thth day of March 2016 by and between:

THE COMMISSIONERS OF EAST BRUNSWICK FIRE DISTRICT NO. 2, 216 Joseph Street, East Brunswick, New Jersey, hereinafter referred to as **THE COMMISSIONERS**; and

THE EAST BRUNSWICK INDEPENDENT FIRE COMPANY, INC., 216 Joseph Street, East Brunswick, New Jersey, hereinafter referred to as **THE FIRE COMPANY**.

(1) **THE COMMISSIONERS** shall lease from **THE FIRE COMPANY** a part of the following buildings and premises:

(a) The fire station at 219 Willow Street; ground floor garage areas with adjoining rooms only. This agreement specifically excludes the basement areas and Robert Frey Hall areas of the building.

(b) The fire station at 10 Ruth Street;

(c) The fire station at 180 Dunhams Corner Road;

(2) **THE COMMISSIONERS** shall permit **THE FIRE COMPANY** To use the fire station and premises at 215/217 Willow Street and office space on the second floor of 216 Joseph Street.

The buildings and premises as aforesaid shall be used primarily for the storage of fire apparatus and equipment either owned by **THE COMMISSIONERS** or leased by **THE COMMISSIONERS** from **THE FIRE COMPANY** as specifically set forth in Schedule "A" attached hereto as necessary.

(3) **THE COMMISSIONERS** agree to pay to **THE FIRE COMPANY** the sum of \$157,500.00 in the following manner:

(a) The sum of \$39,375.00 shall be payable on 4/15/16.

(b) The sum of \$39,375.00 shall be payable on 7/15/16.

(c) The sum of \$39,375.00 shall be payable on 10/15/16.

(d) The sum of \$39,375.00 shall be payable on 1/15/2017

FIRE PROTECTION AGREEMENT

Page 2 of 4

THE COMMISSIONERS will require submission of a voucher as a prerequisite to payment.

(4) **THE FIRE COMPANY** shall also be responsible for all interior and exterior maintenances and on the following buildings:

- (a) 180 Dunhams Corner Road
- (b) 10 Ruth Street
- (c) 219 Willow Street - areas leased by the Commissioners as described above
- (d) 215/217 Willow Street

THE FIRE COMPANY shall not undertake alterations/modifications to the 215/217 Willow Street and the 216 Joseph Street property without prior authorization of **THE COMMISSIONERS**.

(5) It is further agreed between **THE COMMISSIONERS** and **THE FIRE COMPANY** that the premises described herein and the apparatus and equipment referenced in Schedule A, attached hereto, shall be utilized primarily for providing and maintaining a means for the extinguishment of fires as required by both parties. For purposes hereof, the term "extinguishment of fires" shall be used in its broadest and most universal sense.

(6) It is also agreed that **THE FIRE COMPANY** will extinguish fires and perform other emergency services deemed to be in the interest of the public safety within the fire district or in such other areas pursuant to mutual aid agreements, be they formal or informal in nature.

(7) **THE COMMISSIONERS** shall provide funding for the extinguishment of fires and related district purposes as enumerated in applicable state statutes and the bylaws of **THE COMMISSIONERS**. Said funding shall be in accordance with the approved **COMMISSIONERS'** budget for the fiscal year of January 1, 2016 to December 31, 2016.

(8) **THE FIRE COMPANY** agrees to provide to **THE COMMISSIONERS** copies of fire reports, equipment inventories and such other reports as may be required by statute, applicable government rules and regulations or by mutual agreement, at similarly mutually agreed intervals or as otherwise required by applicable statutory law or government rules and regulations.

FIRE PROTECTION AGREEMENT

Page 3 of 4

(9) **THE COMMISSIONERS** shall provide the services of its administrative staff to perform fire related administrative duties as required and as mutually agreed between **THE COMMISSIONERS** and **THE FIRE COMPANY**. All requests for services shall be made to the District Office Manager for assignment of work.

(10) In addition to payment of the sum listed above, **THE COMMISSIONERS** shall provide insurance as set forth in Schedule B attached hereto and made a part hereof. Properties covered by this agreement shall include 219 Willow Street (the entire structure), 10 Ruth Street and 180 Dunhams Corner Road. In addition to payment of the sum listed above. Where applicable, both parties shall be named in said policies as co-insured parties, and the levels of coverage shall be maintained at no less than those provided for by the policies in effect January, 2016. Additional coverage for apparatus and equipment acquisitions during the period covered by this agreement shall similarly be the financial responsibility of **THE COMMISSIONERS**, unless mutually agreed otherwise.

(11) It is further agreed that this agreement shall be automatically renewable from year to year unless either party notifies the other by written notice of at least 60 days prior to the expiration of this agreement of the intent not to renew. Automatic renewal of the agreement does not constitute, however, acceptance by either party of the prior fiscal year's monetary agreement payable to **THE FIRE COMPANY**, negotiation of which shall continue during the period of automatic renewal until an equitable sum is agreed upon, at which time the agreement shall so amended. At least 90 days prior to the expiration of this agreement, **THE COMMISSIONERS** shall meet with the designated officials of **THE FIRE COMPANY** to determine and set the dollar amount of the agreement and/or make necessary alterations and amendments to said agreement.

(12) This agreement is contingent upon adequate funding being provided in the annual budget and by appropriation of **THE COMMISSIONERS**.

(13) If any section, paragraph, clause or sentence of this agreement is determined to be invalid, same shall be deemed severable and the remainder of this agreement shall survive, unless such invalidated language is material to the purposes and intentions of the parties.

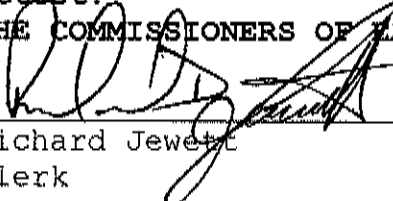
FIRE PROTECTION AGREEMENT

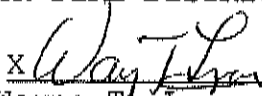
Page 4 of 4

IN WITNESS WHEREOF, the parties hereto have set their hands and seals or caused their corporate presents to be affixed the date and year first written above.

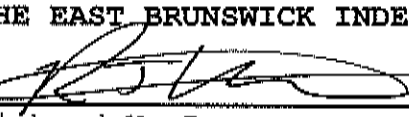
Attest:


THE COMMISSIONERS OF EAST BRUNSWICK FIRE DISTRICT NO. 2

X 
Richard Jewett
Clerk

X 
Wayne T. Lyons, Sr.
Chairman

THE EAST BRUNSWICK INDEPENDENT FIRE COMPANY, INC

X 
Richard VanDeursen
Secretary

X 
Anthony Alexander
President

SCHEDULE A

APPARATUS

Engine 801	1996 KME Renegade MFD 1500 GPM Pumper
Unit 802	1997 Ford Crew Cab Pick-up Truck
Engine 803	1992 KME Renegade MFD 1500 GPM Pumper
Unit 804	1987 Spartan/Emergency One Rescue Truck
Engine 805	1996 KME Renegade MFD 1500 GPM Pumper
Engine 806	2004 Seagrave Rescue Pumper
Car 808	2014 Chevy Tahoe
Car 807	2011 Chevy Tahoe
Ladder 809	1995 KME 102' Aerial Platform Truck
	1940 Ward LaFrance 500 GPM Pumper (1)
	2005 Atlas Utility Trailer
New 809	2009 Seagrave Meanstick 75' Ladder/Pumper

NOTES: 1. Fire Company Owned Vehicle.

SCHEDULE B

INSURANCE

- (1) Workers' Compensation
- (2) Blanket Accident & Specified Sickness
- (3) Automobile Blanket
- (4) Portable Equipment
- (5) Property and Liability Blanket
(including computer & software)
- (6) Errors and Omissions
- (7) Umbrella Liability
- (8) Member Life Insurance

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

Resolution 2016-07
March 8, 2016
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 East Brunswick, County of Middlesex deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, as follows:

- (1) All Commissioners shall be bonded on a blanket policy in the amount of \$1,000,000.00

Resolution # 2016-07

The aforementioned resolution was introduced by:

Commissioner *Grande*

and it was seconded by:

Commissioner *Colon*

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-08

March 8, 2016

**Authorizing Appointment of Auditor
For The Years 2016-2017**

WHEREAS, there exists a continuing need for certain auditing services for the Commissioners of Fire District No. 2 in the Township of East Brunswick, Middlesex County, 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 2016-2017 year; and

WHEREAS, the Local Public Contracts Law (N.J.S. 40:A11-1 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 EAST BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY, as follows:

1. Bart & Bart shall is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

2. Said Bart & Bart shall be paid on a fee basis for all services rendered.

3. This resolution and the notice of award of contract shall be available for public inspection.

Resolution # 2016-08

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes					
No					
Not Voting					
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-09

March 8, 2016

Authorizing Appointment of Financial Consultant
For the 2016-2017 Year

WHEREAS, there exists a continuing need for Financial Consultant services to be provided for the Commissioners of Fire District No. 2 in the Township of East Brunswick, Middlesex County, 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 of 2016-2017; and

WHEREAS, the Local Public Contracts Law (N.J.S. 40:A11-1 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 Contracts Law N.J.S.A. 40A:11-5(1)(A)(I), provides that a notice of the 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 EAST BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY, as follows:

1. Lawrence Roth is hereby appointed to provide Financial Consultant 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 the notice of award of contract shall be available for public inspection.

Resolution # 2016-09

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members | COLON | DEGRAW | GRANDE | JEWETT | LYONS

Yes

No

Not Voting

Absent

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

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732-257-2846 732-651-1944(Fax)

Resolution 2016-10

**Closing of Meeting Pursuant to
Open Public Meetings Act**

WHEREAS, pursuant to the **Open Public Meetings Act**, the Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, are allowed to engage in executive session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in executive session; and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel and, accordingly, the Commissioners met in executive session to discuss same.

NOW, THEREFORE, be it **RESOLVED** by the Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex as follows:

- (1) The meeting of _____ 2016 is closed and will be reopened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

Resolution # 2016-10

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Ralov

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

**MARCH 8, 2016
RESOLUTION 2016-11**

AUTHORIZING DISPOSAL OF PERSONAL PROPERTY

WHEREAS, The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex is the owner of certain personal property which is no longer needed for public use; and

WHEREAS, the Commissioners are desirous of disposing said personal property in an "as is" condition without express or implied warranties.

NOW THEREFORE, be it **RESOLVED** by The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, as follows:

- (1) The personal property is identified per attached list shall be disposed of in an "as-is" condition without express or implied warranties as it is no longer useable due to age of firematic equipment.

Resolution # 2016-11

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/		/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

March 8, 2016

Resolution 2016-12

Authorization of Temporary Part-time Maintenance Work

WHEREAS, there exists a need within Fire District No. 2 in the Township of East Brunswick, County of Middlesex, authorize individuals to perform "Temporary Part-time Maintenance work" for maintenance as necessary; and

WHEREAS, The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, have determined that they are desirous of authorizing individuals for temporary part-time maintenance work.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, as follows:

(1) The position of a Temporary Part-time Maintenance individual is hereby established.

(2) The wage and terms and conditions of work for said maintenance jobs shall be as determined by the Commissioners and as otherwise mandated by New Jersey statutes.

(3) The Temporary Part-time Maintenance individual shall undertake all responsibilities within Fire District No. 2 as required and as directed by the Commissioners.

(4) The Temporary Part-time Maintenance individual shall be under the supervision of the Commissioners as designated by the Commissioners pursuant to N.J.S.A. 40A: 14-81.3.

(5) This Resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

Resolution # 2016-12

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

THE COMMISSIONERS OF FIRE DISTRICT No. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-13

March 8, 2016

AUTHORIZING APPOINTMENT OF Fire Marshal

WHEREAS, the Commissioners of Fire district No. 2 in the Township of East Brunswick, NJ, County of Middlesex, have appointed the position of Fire Marshal to Sean J. Verdi who will serve in this capacity; and

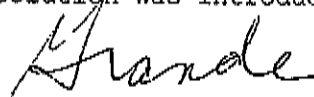
WHEREAS, the Commissioners wish to formalize the position of Fire Marshal by making an appointment to this position as referenced above for one year; and

NOW, THEREFORE, be it **RESOLVED** Sean J. Verdi is hereby is re-appointed to the position of Fire Marshal for the period of one year effective March 8, 2016, through March 8, 2017 by the Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex

Resolution # 2016-13

The aforementioned resolution was introduced by:

Commissioner



and it was seconded by:

Commissioner



RECORD OF VOTE:

Members | COLON | DEGRAW | GRANDE | JEWETT | LYONS

Yes

No

Not Voting

Absent

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

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RESOLUTION 2016-14

March 8, 2016

Setting the Dates and Times of the Monthly Meetings

WHEREAS, the "Open Public Meetings Act", L. 1975 c.231, requires that adequate notice be given to the public of all meetings of the Commissioners; and

WHEREAS, section 13 of said Act (R.S. 10:4-18) provides that a schedule shall be adopted at least once each year containing the location, time and date of each regular meeting of a public body:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF EAST BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY, as follows,

1. The regular meetings of the Commissioners of Fire District No. 2 in the Township of East Brunswick, Middlesex County, New Jersey shall be held at the William C. Peck Administration Building, Fire District No. 2, 216 Joseph Street, East Brunswick, New Jersey at 8:00 PM on April 12, 2016; May 10, 2016; June 14, 2016; July 12, 2016; August 9, 2016; September 13, 2016; October 11, 2016; November 8, 2016; December 13, 2016; January 10, 2017; February 14, 2017; March 14, 2017.

2. Said schedule shall terminate at the reorganization meeting on March 14, 2017 of the Commissioners following the annual election on February 18, 2017 at which time the Commissioners shall adopt a new annual schedule of meetings pursuant to the section aforesaid.

3. Special meetings may be held from time to time in accordance with the provisions of R.S. 10:4-8.

4. A copy of this resolution shall be filed with the Township Clerk, shall be posted in at least one public place reserved for such or similar announcements and shall be mailed or hand delivered to the Daily Home News and The Sentinel Publishing Company.

5. Upon the request of and advance payment in the amount of \$10.00 by any person, a copy of the regular meeting schedule or revision, any advance written notice of any regular, special or rescheduled meeting of the Commissioners shall be sent to such person, provided that such request shall terminate on December 31 of each year and provided that any request made by the news media shall be honored without charge.

Resolution # 2016-14

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

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732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-15

March 8, 2016

**Authorizing Appointment of Attorney
For the 2016-2017 Year**

WHEREAS, there exists a continuing need for legal services to be provided for the Commissioners of Fire District No. 2 in the Township of East Brunswick, Middlesex County, 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 of 2016-2017; and

WHEREAS, the Local Public Contracts Law (N.J.S. 40:A11-1 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 Contracts Law N.J.S.A. 40A:11-5(1)(A)(I), provides that a notice of the 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 EAST BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY, as follows:

1. Richard M. Braslow 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 the notice of award of contract shall be available for public inspection.

Resolution # 2016-15

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/		/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF EAST BRUNSWICK
COUNTY OF MIDDLESEX, NEW JERSEY**

216 Joseph Street • East Brunswick, New Jersey 08816
732-257-2846 732-651-1944(Fax)

RESOLUTION 2016-16

MARCH 8, 2016

AUTHORIZING APPOINTMENT OF ACCOUNTANT

For The Years 2016-2017

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire district No. 2 in the Township of East Brunswick, NJ, 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 2016-2017 year; and

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

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, an 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 East Brunswick, County of Middlesex, as follows:

- (1) Bart & Bart is hereby appointed to provide accounting services to the Commissioners. 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

Resolution # 2016-16

The aforementioned resolution was introduced by:

Commissioner

Grande

and it was seconded by:

Commissioner

Colon

RECORD OF VOTE:

Members	COLON	DEGRAW	GRANDE	JEWETT	LYONS
Yes	/	/	/	/	/
No					
Not Voting				/	
Absent					

CERTIFICATION:

I, Richard Jewett, Clerk of The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at our Re-Organization Meeting of The Commissioners held on March 8, 2016.

Richard Jewett
Clerk