

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 1

March 20th, 2012

[A Resolution appointing VFIS, NJ as insurance broker for the BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, Township of South Brunswick, County of Middlesex, State of New Jersey.]

WHEREAS, there exists a need for insurance coverage for the year 2012, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (N.J.S. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and

WHEREAS, The Board of Fire Commissioners of Fire District #3 has made a determination that VFIS, NJ is qualified and capable of acting in the capacity of Insurance Broker on behalf of said Board and Fire District,

NOW THEREFORE, BE IT RESOLVED on this 20th day of March 2012, by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

1. That the commissioners of said Fire District #3 are hereby authorized and directed to appoint VFIS, NJ as Insurance broker for said Fire District #3 for the year 2012, and to purchase such contracts of insurance from VFIS, NJ as are deemed necessary.
2. That this contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because insurance is a recognized profession licensed and regulated by law and it is not feasible to obtain competitive bids.
3. That the expenditures for the above services shall be charged to the account hereinafter prepared for payment to VFIS, NJ as Insurance broker.
4. That notice of this Award of Contract shall be published in the South Brunswick Post and Home News Tribune as required by law.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, County of Middlesex, State of New Jersey, at a meeting held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

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BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 3

March 20th, 2012

[A Resolution appointing RICHARD M. BRASLOW, ESQ. as legal counsel for the BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY.]

WHEREAS, there exists a need for legal counsel for Fire District #3 for the year 2012, and

WHEREAS, funds are available for this purpose, and

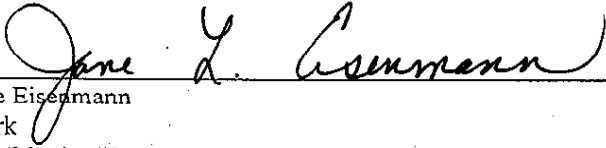
WHEREAS, the Local Public Contracts Law (N.J.S. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised and;

WHEREAS, The Board of Fire Commissioners of Fire District #3 has made a determination that **RICHARD M. BRASLOW, ESQ.** is qualified and capable of acting in the capacity of legal counsel on behalf of said Board and Fire District,

NOW THEREFORE, BE IT RESOLVED on this 20th day of March, 2012, by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

1. That the Commissioners of Fire District #3 are hereby authorized and directed to appoint **RICHARD M. BRASLOW, ESQ.**, as their legal counsel for a term of one year or until the annual organizational meeting of the Board of Fire Commissioners following the annual public Fire Commissioner elections.
2. **RICHARD M. BRASLOW, ESQ.** shall be paid on a fee basis for all services rendered.
3. That this appointment is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the services to be performed or rendered can only be undertaken by persons authorized by law to practice law which is a recognized profession and whose practices are regulated by law and such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.
4. That the expenditures for the above services be charged to the account hereinafter prepared for payment of professional services rendered by **RICHARD M. BRASLOW, ESQ.**, pursuant to this Resolution.
5. That notice of this Award of Contract shall be published in the South Brunswick Post and Home News Tribune as required by law.

I, Jane Eisenmann, do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.

A handwritten signature in cursive script, reading "Jane L. Eisenmann", is written over a horizontal line.

Jane Eisenmann
Clerk
Fire District #3

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BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 4

March 20th, 2012

[A Resolution for membership in the NEW JERSEY STATE ASSOCIATION OF FIRE DISTRICTS by the BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY.]

WHEREAS, a non-profit corporation has been organized for the promotion and encouragement of fire districts, fire district activities and the fire service in and of the State of New Jersey; and

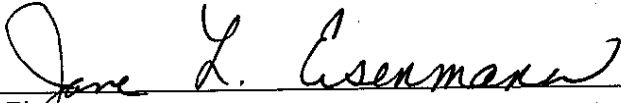
WHEREAS, said corporation is named the **NEW JERSEY STATE ASSOCIATION OF FIRE DISTRICTS**; and

WHEREAS, the best interests of the public and this fire district would be served by participation and membership in the **NEW JERSEY STATE ASSOCIATION OF FIRE DISTRICTS**;

NOW THEREFORE, BE IT RESOLVED on this 20th day of March, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

1. Membership in the **NEW JERSEY STATE ASSOCIATION OF FIRE DISTRICTS** is hereby authorized and approved.
2. Payment of the annual membership dues as required by said corporation as a condition of membership be paid and the same is hereby authorized and appropriated.
3. A copy of this Resolution shall be sent to the secretary of the **NEW JERSEY STATE ASSOCIATION OF FIRE DISTRICTS**.

I, Jane Eisenmann, do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 5

March 20th, 2012

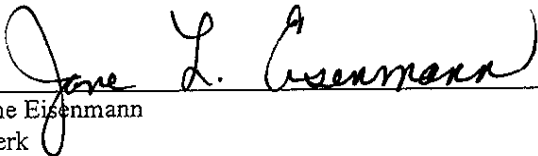
[A Resolution authorizing signing of a FIRE SERVICES AGREEMENT by and between THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY and THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #4, TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET, STATE OF NEW JERSEY.]

WHEREAS, there exists a need for a fire services agreement between THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY and THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #4, TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET, STATE OF NEW JERSEY;

NOW THEREFORE, BE IT RESOLVED on this 20th day of March, 2012 by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

1. That the Clerk is hereby authorized to prepare a separate fire services agreement covering fiscal year 2012, such agreement having the same form and content as previous agreements, and submit a copy of said agreement for review to the Clerk of Fire District #4, Township of Franklin, County of Somerset, State of New Jersey.
2. That the Chairman and Clerk are hereby authorized to sign the aforementioned fire services agreement with the Chairman and Clerk of Fire District #4 of the Township of Franklin, County of Somerset, State of New Jersey.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 9

March 20th, 2012


[A Resolution for the designation of the ~~South Brunswick Post~~ and Home News Tribune as the official newspapers for the Board of Fire Commissioners.]

WHEREAS, the Board of Fire Commissioners must by statutory law, publish various items in order to comply with said requirements of statutory law and,

WHEREAS, the Board of Fire Commissioners are desirous of designating various newspapers as official newspapers in which the Board may publish its various items during the 2012 fiscal year,

NOW THEREFORE, BE IT RESOLVED on this 20th day of March, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, that the ~~South Brunswick Post~~ and Home News Tribune be designated the official newspapers of the Board of Fire Commissioners and that said Board will publish all required notices or other items during the 2012 fiscal year pursuant to New Jersey statutes, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

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BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 11

March 20th, 2012

[A Resolution authorizing and setting forth the regular meeting schedule of the Board of Fire Commissioners]

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 public inspections, a schedule of the regular meetings of such public body to be held during the calendar year and,

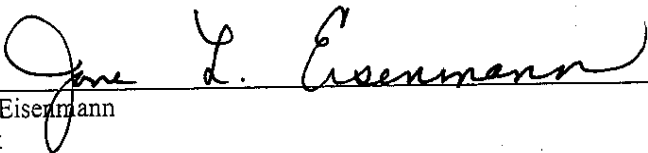
WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting and,

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 on this 20th day of March, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, that all regular meetings of the Board of Fire Commissioners shall take place at 7:30 pm on the following dates at the Kingston Firehouse, 8 Heathcote Road, Kingston, NJ: April 17, 2012; May 15, 2012; June 19, 2012; July 17, 2012; August 21, 2012; September 18, 2012; October 16, 2012; November 20, 2012; December 11, 2012; January 8, 2013; February 19, 2013; March 19, 2013.

A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of South Brunswick, County of Middlesex, State of New Jersey, and shall also be kept on file by the Municipal Clerk of said Township for the purpose of public inspection

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3



BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 12

March 20th, 2012

[A Resolution authorizing and setting forth a Cash Management Plan for the Board of Fire Commissioners]

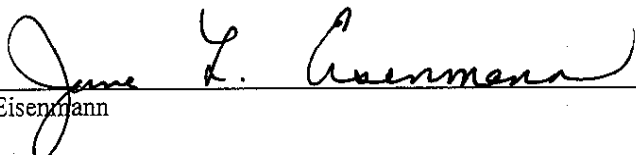
WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 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 on this 20th day of March, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, that it has adopted a Cash Management Plan which is made part of this Resolution and that all funds of the Fire District shall be deposited into approved depositories with insurance coverage under the Governmental Unit Deposit Protection Act (GUDPA). The names of such depository institutions shall be approved each year by separate resolution of the Board.

This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depository designation.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 14

March 20th, 2012

[A Resolution authorizing LOSAP Payments and setting forth the stated new COLA percentage and LOSAP contribution amount]

WHEREAS, the Board of Fire Commissioners of South Brunswick Fire District #3 has agreed to the establishment of a Length of Service Award Program (LOSAP) Deferred Compensation Plan which plan is to be made available to all bona fide eligible volunteers who are performing qualified services which is defined as fire fighting and prevention services, emergency medical services and ambulance services pursuant to Section 457 of the Internal Revenue Code of 1986, as amended, except for provisions added by reason of the Length of Service Award Program as enacted into federal law in 1997; and

WHEREAS, the establishment of this Length of Service Award Program (LOSAP) complies with New Jersey Public Law 1997, Chapter 388 and the Length of Service Award Plan Document; and


WHEREAS, the Board of Fire Commissioners of South Brunswick Fire District #3, has adopted a policy where a cost of living increase is applied each year to the prior year's LOSAP contribution amount in order to arrive at a new contribution amount for qualified firefighters;

NOW THEREFORE BE IT RESOLVED that the Board of Fire Commissioners of South Brunswick Fire District #3 hereby announces that the cost of living allowance (COLA) increase percentage for 2012 is 0.00%. Said percentage will be added to last year's contribution amount resulting in a new 2012 contribution amount of \$0.00 which amount shall be applied to those LOSAP firefighter accounts qualifying for year 2012 and,

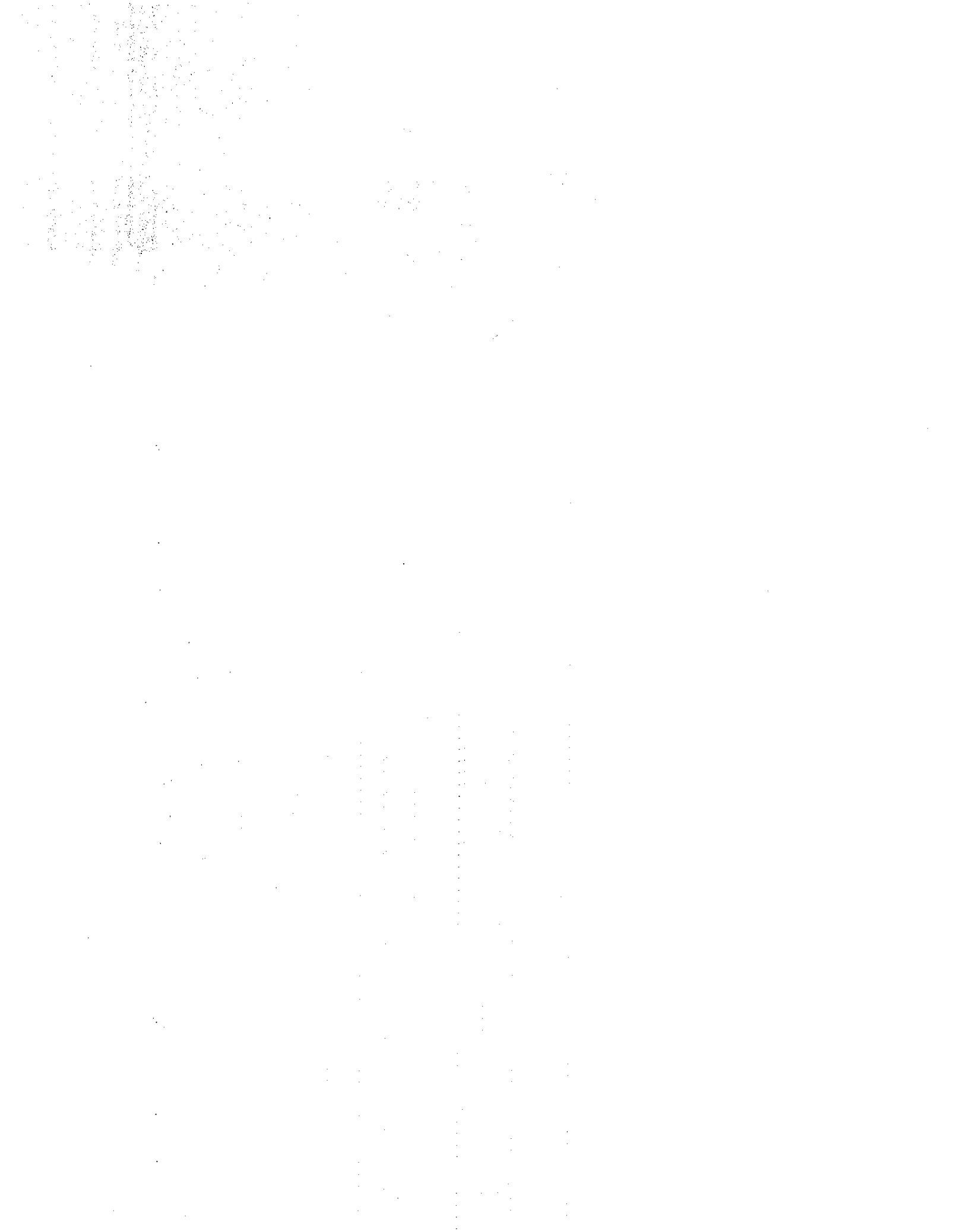
BE IT FURTHER RESOLVED by the Board of Fire Commissioners of South Brunswick Fire District #3 that, it hereby adopts the attached list of firefighters, who have qualified for LOSAP for the year 2011 and,

BE IT FURTHER RESOLVED that the Treasurer of the Board of Fire Commissioners of South Brunswick Fire District #3 is hereby instructed to make payment for each qualifying firefighter to The Lincoln National Life Insurance Company and Lincoln Financial Group, as provided for in it's Length of Service Award Plan Document, Plan Identifier: 01-LOSAP-LINCOLN-101700.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3



BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 15

March 20th, 2012

[A Resolution authorizing and setting forth a Fixed Asset Management Plan for the Board of Fire 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, it has been deemed prudent by the Board that it undertake to adopt a formal Fixed Asset Management Plan in accordance with such rules and regulations;

NOW THEREFORE, BE IT RESOLVED on this 20th day of March, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, that it has adopted a Fixed Asset Management Plan, the details of which are set forth below:

1. Fixed Asset Management Objectives

The Board objectives in this area are:

- A. Establish asset capitalization policies and procedures.
- B. Place a value on all fixed assets put into service.
- C. Maintain a subsidiary ledger of detailed records of fixed assets.
- D. Provide property management standards to control fixed assets.
- E. Provide a statement of fixed assets in the annual audit.

2. Capitalization Policies and Procedures

- A. Nonbondable assets are those assets having a useful life greater than one year but less than five years with a unit cost greater than \$500. but less than \$5,000.
- B. Capital assets are those assets having a useful life greater than 5 years and a unit cost greater than \$5,000
 1. Funding for capital appropriations shall be in accordance with N.J.S.A. 40A:14-84
 2. Approved capital projects shall be included in the budget of the year of acquisition.
 3. Capital assets shall be depreciated annually based on straight line depreciation over the useful life

3. Fixed Asset Valuation

- A. All Fixed assets are to be valued at cost or estimated historical cost.
- B. Donated assets are to be valued at estimated fair market value.

4. Fixed Asset Recordkeeping

- A. Capital asset schedule for recording depreciation expense and accumulated depreciation
- B. General fixed asset inventory.
 - 1. Includes all capital and nonbondable assets owned by the Board.
 - 2. Format of inventory to meet DCA and accounting requirements.

5. Property Management Standards

- A. Fire Company Chief is entrusted with the care and maintenance of the firematic equipment.
- B. Assets to be properly marked for identification as necessary.
- C. Physical inventory of assets
 - 1. Conducted annually by fire company and Commissioners
 - 2. Physical count reconciled to accounting records.
 - 3. Material discrepancies investigated by Commissioners.
- D. Fixed asset inventory reviewed periodically by insurance agent for adequate property coverage.
- E. A copy of the general fixed asset inventory shall be maintained off premises for security and insurance purposes.

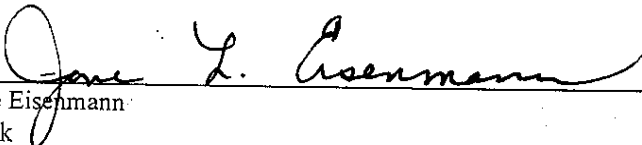
6. Audit

- A. The Fixed Asset Management Plan shall be subject to annual audit in accordance with N.J.S.A 40A:5-15.2.

7. Financial Reporting

- A. Statement of General Fixed Assets shall be prepared and included in the annual audit report in accordance with current accounting and auditing requirements.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 20th day of March, 2012.



Jane Eisenmann
Clerk
Fire District #3

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township


RESOLUTION 2012-16

Adoption of Temporary Budget for 2013

WHEREAS, it has become necessary for the Commissioners of Fire District No. 3 in the Township of South Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2013, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 16, 2013.

NOW, THEREFORE, be it **RESOLVED** by the Commissioners of Fire District No. 3 in the Township of South Brunswick, County of Middlesex, as follows:

(1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.


Jarje Eisenmann, Clerk Fire District #3

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

2012 - 18

June 19, 2012

[A Resolution adopting the Bloodborne Pathogen Policy of the Board]

WHEREAS, the Board, in cooperation with the Kingston Fire Company #1, has determined a need for a standard Bloodborne Pathogen Policy which contains information relative to the handling and activity surrounding how to handle, treat and protect firefighters who may come in contact with such blood borne diseases, and

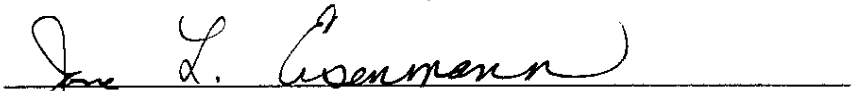
WHEREAS, it is a requirement that the Board set forth a standardized policy in conjunction with the Fire Company, and

WHEREAS, it is a mandatory requirement of OSHA and PEOSHA that such a policy exists and is followed and maintained,

NOW THEREFORE, BE IT RESOLVED on this 19th day of June, 2012, by the Commissioners of Fire District #3, in the Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

That the attached document known as "Bloodborne Pathogens Standard Model Exposure Plan and Exposure Guide" as amended by the Board under date of June 19, 2012 is hereby adopted for use by the Board and it's Fire Coordinators and the Kingston Fire Company #1, and it's firefighters.

I, Jane Eisenmann do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, State of New Jersey, at a meeting duly held on the 19th day of June, 2012.



Jane Eisenmann
Clerk
Fire District #3

