

2018

**So. Brunswick Twp. - Fire Dist No. 2**

# Fire District Budget

Web Address: <http://www.sbfd2.com>

Department Of



Community  
**Affairs**

Division of Local Government Services

# **2018 FIRE DISTRICT BUDGET**

## **Certification Section**

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

CERTIFICATION OF AMENDED 2018 INTRODUCED BUDGET

**Township of South Brunswick Fire District No. 2**

It is hereby certified that the amendment attached hereto complies with the requirements of law, and approval is given pursuant to N.J.S.A. 40A:14-78.3.

Department of Community Affairs  
Division of Local Government Services  
For: Timothy Cunningham, Director

By CM Zapicchi  
Christine M. Zapicchi, Assistant Director

Date 1/17/18



2018

**So. Brunswick Twp. – Fire District No. 2**

**FIRE DISTRICT BUDGET**

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2018 PREPARER'S CERTIFICATION

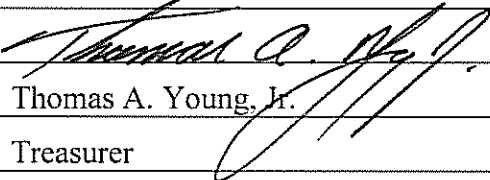
## So. Brunswick Twp. – Fire District No. 2

### FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to statute in that: all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Thomas A. Young, Jr.		
Title:	Treasurer		
Address:	P.O. Box 114 Monmouth Junction, NJ 08852		
Phone Number:	732-329-0250	Fax Number:	732-329-0327
E-mail address:	tyoung@sbfd2.com		

# 2018 PREPARER'S CERTIFICATION OTHER ASSETS

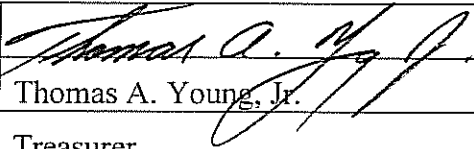
## So. Brunswick Twp. – Fire District No. 2

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2018 to December 31, 2018

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A: 2-1 et. seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A: 14-78.6.

Preparer's Signature:			
Name:	Thomas A. Young, Jr.		
Title:	Treasurer		
Address:	P.O. Box 114 Monmouth Junction, NJ 08852		
Phone Number:	732-329-0250	Fax Number:	732-329-0327
E-mail address:	tyoung@sbfd2.com		

# 2018 APPROVAL CERTIFICATION

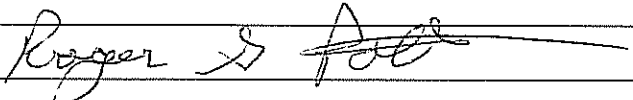
## So. Brunswick Twp. – Fire District No. 2

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2018 to December 31, 2018

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 4th day of December, 2017.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	Roger S. Potts		
Title:	District Clerk		
Address:	P.O. Box 114 Monmouth Junction, NJ 08852		
Phone Number:	732-329-0250	Fax Number:	732-329-0327
E-mail address:	rfishing6@verizon.net		



# FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address: http://www.sbfd2.com

All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- ☒ A description of the Fire District's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Charles G. Spahr

Title of Officer Certifying compliance

Chairman

Signature

Charles G. Spahr

# 2018 FIRE DISTRICT BUDGET RESOLUTION NO. 17- 25

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2018 and ending December 31, 2018 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 4, 2017; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,326,152, which includes an amount to be raised by taxation of \$968,391, and Total Appropriations of \$1,326,152; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 4, 2017 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 16, 2018.

  
Roger S. Potts, District Clerk

12/4/17  
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX  
RESOLUTION 18-01**

**RESOLUTION TO AMEND THE 2018 BUDGET  
PURSUANT TO N.J.S.A. 40A:14-78.3  
FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 2018**

WHEREAS, the Fire District Budget for the Fiscal Year beginning on January 1, 2018 and ending on December 31, 2018 was approved on the 4th day of December, 2017; and

WHEREAS, a public hearing on the 2018 Fire District budget has been held on the 16th day of January, 2018 as publicly advertised; and

WHEREAS, the Board desires to amend certain line items in the 2018 Budget;

NOW, THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of the Fire District No. 2 that the following amendments to the approved 2018 Fire District Budget be made:

**ANTICIPATED REVENUES (Page F-2)**

	<u>From</u>	<u>To</u>	<u>Change</u>
Unrestricted Fund Balance	\$ 200,281	\$ 140,281	\$ (60,000)
Total Fund Balance Utilized	\$ 350,281	\$ 290,281	\$ (60,000)
Total Revenues and Fund Balance Utilized	\$ 357,761	\$ 297,761	\$ (60,000)

**APPROPRIATIONS (Page F-3)**

	<u>From</u>	<u>To</u>	<u>Change</u>
Other Assets, Non-Bondable Fire Operations Equip.	\$ 85,000	\$ 25,000	\$ (60,000)
Total Operations & Maintenance - Other	\$ 450,530	\$ 390,530	\$ (60,000)
Total Operations & Maintenance	\$ 500,530	\$ 440,530	\$ (60,000)
Total Appropriations	\$ 1,326,152	\$ 1,266,152	\$ (60,000)

**BUDGET SUMMARY (Page F-1)**

Total Fund Balance Utilized	\$ 350,281	\$ 290,281	\$ (60,000)
Total Revenues and Fund Balance Utilized	\$ 357,761	\$ 297,761	\$ (60,000)
Total Anticipated Revenues	\$ 1,326,152	\$ 1,266,152	\$ (60,000)
 Total Cost of Operations & Maintenance	 \$ 500,530	 \$ 440,530	 \$ (60,000)
Total Appropriations	\$ 1,326,152	\$ 1,266,152	\$ (60,000)

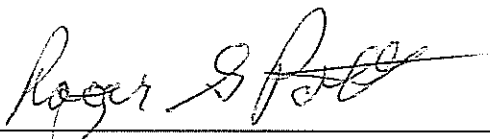
BE IT FURTHER RESOLVED that two (2) certified copies of this resolution shall be filed forthwith with the Director of the Division of Local Government Services for the certification of the 2018 Fire District Budget as so amended.

BE IT FURTHER RESOLVED that this complete amendment, in accordance with the provisions of N.J.S.A. 40A:14-78.3, be published in the Home News Tribune no later than January 20, 2018, and that said publication contain notice of public hearing on said amendment to be held at the Monmouth Junction Fire Station, on January 23, 2018 at 7:00 P.M.

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the Board of Fire Commissioners at a regular meeting held on 16th day of January, 2018.

**Board of Commissioners Recorded Vote:**

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

  
\_\_\_\_\_  
Roger S. Potts, District Clerk

1-16-18

\_\_\_\_\_  
Date

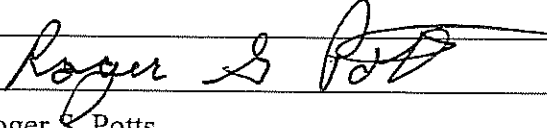
# 2018 ADOPTION CERTIFICATION

## So. Brunswick Twp. – Fire District No. 2

### FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2018 to December 31, 2018

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the 23rd day of January, 2018.

Officer's Signature:			
Name:	Roger S. Potts		
Title:	District Clerk		
Address:	P.O. Box 114 Monmouth Junction, NJ 08852		
Phone Number:	732-329-0250	Fax Number:	732-329-0327
E-mail address:	rfishing6@verizon.net		

# 2018 ADOPTED BUDGET RESOLUTION 18-03

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2018 and ending December 31, 2018, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 23, 2017; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

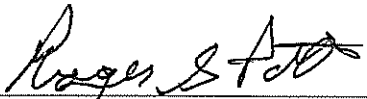
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,266,152, which includes amount to be raised by taxation of \$968,391 and Total Appropriations of \$1,266,152; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 23, 2017 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,266,152, which includes amount to be raised by taxation of \$968,391, and Total Appropriations of \$1,266,152; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
\_\_\_\_\_  
Roger S. Potts, District Clerk

1-23-18  
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

# **2018 FIRE DISTRICT BUDGET**

## **Narrative and Information Section**

# **2018 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS**

## **So. Brunswick Twp. – Fire District No. 2**

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2018 proposed Annual Budget and make comparison to the 2017 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

Total proposed appropriations of \$1,266,152 represent an increase of \$25,499 (+2.1%) over the 2017 adopted budget. The increase in appropriations is primarily due to an increase in total capital appropriations of \$21,184. The amount to be raised by taxation of \$968,391 is \$27,916 (+3.0%) higher than the 2017 adopted budget due mainly to the aforementioned increase in total appropriations.

Significant line items with a +/-10% variance are as follows:

**Administrative Fringe Benefits** – Increase of \$13,763 (+21.8%) is primarily due to higher health benefit costs of \$12,158 (+26.3%) which provides for an estimated 15% increase in premiums over the 2017 amounts.

**Other Administrative Expense** – Decrease of \$8,000 (-15.9%) is mainly the result of lower travel expenses of \$7,200. The 2017 budget included a provision for travel related to the New Pumper Truck capital project which was completed.

2. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation to support the district budget and on the Restricted and Unrestricted Fund Balance(s). Explain increases or decreases in the tax rate and utilization of fund balances. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.

As stated in #1 above, the amount to be raised by taxation will increase by \$27,916. It is anticipated that the tax rate will remain at .045 per hundred as realized in 2017 given the latest assessed value data provided to the District by the township tax collector's office. There is no anticipated significant impact on the following year's budget due to the use of \$140,281 of unreserved fund balance in the proposed Annual Budget as there remains a projected balance of \$457,714. The district's current outlook for 2019 anticipates the availability and utilization of \$242,920 of unreserved fund balance and a stable tax rate.

3. Include a statement explaining how the Fire District is complying with the Property Tax Levy Cap. The statement must explain reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.

The budget is cap compliant and \$74,898 under the allowable amount to be raised by taxation and therefore the District will not be proposing any referendum to exceed the cap limit.

4. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance, explain the reason and purposes of the appropriation. N/A



# 2017 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS (CONTINUED)

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

5. Complete a brief statement on the Annual Budget's proposed capital appropriations and payment methods, including debt service for the proposed budget year and for future years.

Capital Appropriations for 2018 are \$344,362 of which \$194,362 will be reserved for future capital outlays. Two capital projects totaling \$150,000 which both received voter approval as part of the annual Fire District election in February, 2017 are being funded by the use of Restricted Fund Balance. Total debt service of \$103,346 is unchanged from the current year adopted budget and is expected to remain constant for at least the next several years.

6. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14-78.6, then explain the reasons for the occurrence of the deficit. N/A

7. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts. N/A

8. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$2,170,095,438
Proposed Tax Rate per \$100 of Assessed Valuation	\$ .045

9. Is the Fire District providing for a first year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	<input checked="" type="checkbox"/>	Yes		If yes, how much is appropriated?	\$
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount? N/A

No		Yes	
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# FIRE DISTRICT CONTACT INFORMATION

## 2018

Please complete the following information regarding this Fire District. All information requested below must be completed.

<b>Name of Fire District:</b>	South Brunswick Fire District No. 2		
<b>Address:</b>	573 Ridge Road P.O. Box 114		
<b>City, State, Zip:</b>	Monmouth Junction	NJ	08852
<b>Phone: (ext.)</b>	732-329-0250	<b>Fax:</b>	732-329-0327

<b>Preparer's Name:</b>	Thomas A. Young, Jr.		
<b>Preparer's Address:</b>	573 Ridge Road P.O. Box 114		
<b>City, State, Zip:</b>	Monmouth Junction	NJ	08852
<b>Phone: (ext.)</b>	732-329-0250	<b>Fax:</b>	732-329-0327
<b>E-mail:</b>	tyoung@sbfd2.com		

<b>Chairman:</b>	Charles G. Spahr		
<b>Phone: (ext.)</b>	732-329-0250	<b>Fax:</b>	732-329-0327
<b>E-mail:</b>	cspahronridge@verizon.net		

<b>Secretary/Treasurer:</b>	Roger S. Potts / Thomas A. Young, Jr.		
<b>Phone: (ext.)</b>	732-329-0250	<b>Fax:</b>	732-329-0327
<b>E-mail:</b>	rfishing6@verizon.net / tyoung@sbfd2.com		

<b>Name of Auditor:</b>	John J. Maley, Jr.		
<b>Name of Firm:</b>	Holman Frenia Allison, P.C.		
<b>Address:</b>	P.O. Box 614		
<b>City, State, Zip:</b>	Bordentown	NJ	08505
<b>Phone: (ext.)</b>	609-298-8639	<b>Fax:</b>	609-298-1198
<b>E-mail:</b>	jmaley@hfacpas.com		

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR:** January 1, 2018 to December 31, 2018

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: 5
- 2) Provide the number of alternate voting members of the governing body: 0
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? **Yes (see Attachment 1)** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District.*
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? **Yes** *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? **No** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.*
- 6) Was the Fire District a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, or employee? **No**
  - b. A family member of a current or former commissioner, officer, or employee? **No**
  - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? **No***If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
  - a. First class or charter travel **No**
  - b. Travel for companions **No**
  - c. Tax indemnification and gross-up payments **No**
  - d. Discretionary spending account **No**
  - e. Housing allowance or residence for personal use **No**
  - f. Payments for business use of personal residence **No**
  - g. Vehicle/auto allowance or vehicle for personal use **No**
  - h. Health or social club dues or initiation fees **No**
  - i. Personal services (i.e.: maid, chauffeur, chef) **No***If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool." **(see Attachment 1)**
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? **No** *If "yes," attach explanation including amount paid.*
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? **No** *If "yes," attach explanation including amount paid.*
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? **Yes** **for the following 6 entities:**

**Brookview Vol. Fire Dept.  
Cranbury Volunteer Fire Co.  
Jamesburg FD  
No. Brunswick Vol. Eng. Co. #2  
Monmouth Junction Volunteer Fire Department  
Monmouth Junction First Aid Squad**

- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? **Yes** **(see accompanying Other Supporting Documentation)** *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? **Yes** *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*
- a) 1999  
b) 32  
c) 27  
d) No – Must be implemented by Resolution of the Commissioners  
e) \$44,278  
f) Yes

**FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE  
(ATTACHMENT 1)  
So. Brunswick Twp. – Fire District No. 2**

**FISCAL YEAR: January 1, 2017 to December 31, 2017**

3. Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year?

Commissioner Charles Smith is the father of full-time District Coordinator Scott Smith. Coordinator Smith was hired in June 2011. At the time of the hiring, Charles Smith had been a Commissioner since February 1996. Commissioner Smith resigned from the Board of Fire Commissioners prior to the hiring of Scott Smith.

Following the hiring, the Board of Fire Commissioners received a verbal ruling from the Department of Community Affairs stating that it was permitted for Charles Smith to sit on the Board provided he does not participate in any discussions regarding personnel matters or salary and wages/benefits regarding the District Coordinator's position.

Charles Smith was re-elected to the office of Fire Commissioner in March 2012. Since his return, Commissioner Smith has excused himself from all open and executive session discussions pertaining to the employment of the District Coordinator.

8. Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool."

2016 Ford F250 Truck – assigned to Motor Pool

2005 Ford Expedition – assigned to Deputy Chief Brian Spahr of the Monmouth Jct. Volunteer Fire Dept.

2014 Chevy Tahoe SUV – assigned to District Coordinator/Fire Chief of the Monmouth Jct. Volunteer Fire Dept. Scott Smith

**FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS**  
**So. Brunswick Twp. – Fire District No. 2**

**FISCAL YEAR: January 1, 2018 to December 31, 2018**

*Complete the attached table for all persons required to be listed per #1-2 below.*

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the Fire District with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial official as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year 2015.

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Fire District either by function or by physical location.

# Fire District Schedule of Commissioners and Officers (Continued)

South Brunswick Township Fire District # 2  
Middlesex

Reportable Compensation from Fire District (W-2/ 1099)																								
Position			Other (auto allowance, expense account, payment in lieu of health benefits, etc.)					Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)		Total Compensation from Fire District		Names of Other Public Entities where Individual is an Employee or Member of the Governing Body		Positions held at Other Public Entities Listed in Column N		Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column N		Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Reportable Compensation from Other Public Entities (W-2/ 1099)		Total Compensation All Public Entities		
Commissioner			Former Officer		Base Salary/ Stipend		Bonus		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District		Total Compensation from Fire District	
Name			Title		Average Hours per Week Dedicated to Position		X		X		X		X		X		X		X		X		X	
1 Charles G. Spahr			Chairman		N/A		X		X		X		X		X		X		X		X		X	
2 Charles Smith			Vice-Chairman		N/A		X		X		X		X		X		X		X		X		X	
3 Young, Jr. Thomas A.			Treasurer		N/A		X		X		X		X		X		X		X		X		X	
4 Roger S. Potts			District Clerk		N/A		X		X		X		X		X		X		X		X		X	
5 Douglas Wolfe			Commissioner		N/A		X		X		X		X		X		X		X		X		X	
6 Scott Smith			District Coord.		40		X		X		X		X		X		X		X		X		X	
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								
Total:																								

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

# Schedule of Health Benefits - Detailed Cost Analysis

South Brunswick Township Fire District # 2  
Middlesex

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee		Total Cost Estimate Proposed Budget		# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		Total Current Year Cost		% Increase (Decrease)	
	Budget	Proposed	Budget	Proposed	Budget	Proposed	Current Year	Current Year	Current Year	Current Year	Year Cost	(Decrease)	(Decrease)	(Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>														
Single Coverage					\$ -						\$ -		#DIV/0!	
Parent & Child					-						-		#DIV/0!	
Employee & Spouse (or Partner)	1		35,008		35,008		1		24,570		24,570	10,438	42.5%	
Family					-						-		#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )													#DIV/0!	
Subtotal	1				35,008		1				24,570	10,438	42.5%	
<b>Commissioners - Health Benefits - Annual Cost</b>														
Single Coverage					-						-		#DIV/0!	
Parent & Child					-						-		#DIV/0!	
Employee & Spouse (or Partner)					-						-		#DIV/0!	
Family					-						-		#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )													#DIV/0!	
Subtotal	0				-		0				-		#DIV/0!	
<b>Retirees - Health Benefits - Annual Cost</b>														
Single Coverage					-						-		#DIV/0!	
Parent & Child					-						-		#DIV/0!	
Employee & Spouse (or Partner)	1		23,418		23,418		1		21,698		21,698	1,720	7.9%	
Family					-						-		#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )													#DIV/0!	
Subtotal	1				23,418		1				21,698	1,720	7.9%	
<b>GRAND TOTAL</b>	<b>2</b>				<b>\$ 58,426</b>		<b>2</b>				<b>\$ 46,268</b>	<b>\$ 12,158</b>	<b>26.3%</b>	
Is medical coverage provided by the SHBP (Yes or No)?														
Is prescription drug coverage provided by the SHBP (Yes or No)?														
Yes														
Yes														



**South Brunswick Township Fire District # 2  
Middlesex**

*Legal Basis for Benefit  
(check applicable items)*

1	\$
---	----

# **2018 FIRE DISTRICT BUDGET**

## **Financial Schedules Section**

## 2018 Budget Summary

### South Brunswick Township Fire District # 2 Middlesex

	<i>2018 Proposed Budget</i>	<i>2017 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<b>REVENUES AND FUND BALANCE UTILIZED</b>				
Total Fund Balance Utilized	\$ 290,281	\$ 294,198	\$ (3,917)	-1.3%
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
Total Interest on Investments & Deposits	2,100	600	1,500	250.0%
Total Other Revenue	-	-	-	#DIV/0!
Total Operating Grant Revenue	5,380	5,380	-	0.0%
Total Revenues Offset with Appropriations	-	-	-	#DIV/0!
Total Revenues and Fund Balance Utilized	297,761	300,178	(2,417)	-0.8%
Amount to be Raised by Taxation to Support Budget	968,391	940,475	27,916	3.0%
Total Anticipated Revenues	1,266,152	1,240,653	25,499	2.1%
<b>APPROPRIATIONS</b>				
Total Administration	335,214	320,471	14,743	4.6%
Total Cost of Operations & Maintenance	440,530	449,380	(8,850)	-2.0%
Total Appropriations Offset with Revenue	-	-	-	#DIV/0!
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceeding Year (N.J.S.A. 40A:14-78.6)	-	-	-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (P.L.1997,c.388)	42,700	44,278	(1,578)	-3.6%
Total Capital Appropriations	344,362	323,178	21,184	6.6%
Total Principal Payments on Debt Service	90,909	88,987	1,922	2.2%
Total Interest Payments on Debt	12,437	14,359	(1,922)	-13.4%
Total Appropriations	1,266,152	1,240,653	25,499	2.1%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

## 2018 Revenue Schedule

### South Brunswick Township Fire District # 2 Middlesex

	2018 Proposed Budget	2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	\$ 140,281	\$ 108,950	\$ 31,331	28.8%
Restricted Fund Balance	150,000	185,248	(35,248)	-19.0%
Total Fund Balance Utilized	290,281	294,198	(3,917)	-1.3%
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	#DIV/0!
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	#DIV/0!
Emergency Assistance (N.J.S.A. 40A:14-26)			-	#DIV/0!
Municipal Assistance (N.J.S.A. 40A:14-34)			-	#DIV/0!
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	#DIV/0!
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	#DIV/0!
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	#DIV/0!
Rental Income			-	#DIV/0!
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
<i>Sale of Assets (List Individually)</i>				
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List Accounts Separately)</i>				
Operating Account - Checking/Savings	2,100	600	1,500	250.0%
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Interest on Investments & Deposits	2,100	600	1,500	250.0%
<i>Other Revenue (List in Detail)</i>				
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Other Revenue	-	-	-	#DIV/0!
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)	5,380	5,380	-	0.0%
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Operating Grant Revenue	5,380	5,380	-	0.0%
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	#DIV/0!
Annual Registration Fees			-	#DIV/0!
Penalties and Fines			-	#DIV/0!
Other Revenues			-	#DIV/0!
Total Uniform Fire Safety Act	-	-	-	#DIV/0!
<u>Other Revenues Offset with Appropriations (List)</u>				
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Other Revenues Offset with Appropriations	-	-	-	#DIV/0!
Total Revenues Offset with Appropriations	-	-	-	#DIV/0!
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b>	<b>\$ 297,761</b>	<b>\$ 300,178</b>	<b>\$ (2,417)</b>	<b>-0.8%</b>

## 2018 Appropriations Schedule

### South Brunswick Township Fire District # 2 Middlesex

	2018 Proposed Budget	2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adapted	% Increase (Decrease) Proposed vs. Adapted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ 107,400	\$ 101,870	\$ 5,530	5.4%
Commissioners	\$ 27,500	\$ 24,500	3,000	12.2%
Fringe Benefits	76,814	63,051	13,763	21.8%
Total Administration - Personnel	211,714	189,421	22,293	11.8%
<i>Administration - Other (List)</i>				
Election	1,200	750	450	60.0%
Shared Services	80,000	80,000	-	0.0%
Other Admin Expense (see Appendix 1 on next page)	42,300	50,300	(8,000)	-15.9%
Contingent Expenses			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Administration - Other	123,500	131,050	(7,550)	-5.8%
Total Administration	335,214	320,471	14,743	4.6%
<i>Cost of Operations &amp; Maintenance - Personnel</i>				
Salary & Wages	-	-	-	#DIV/0!
Fringe Benefits	50,000	55,000	(5,000)	-9.1%
Total Operations & Maintenance - Personnel	50,000	55,000	(5,000)	-9.1%
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Advertising	1,200	1,200	-	0.0%
Insurance	35,000	35,000	-	0.0%
Other Operations & Maintenance Expense (see Appendix 2)	314,330	318,180	(3,850)	-1.2%
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable Computer Equipment	5,650	5,650	-	0.0%
Other Assets, Non-Bondable Fire Operations Equipment	25,000	25,000	-	0.0%
Other Assets, Non-Bondable Misc./Unidentified Equipment	9,350	9,350	-	0.0%
Total Operations & Maintenance - Other	390,530	394,380	(3,850)	-1.0%
Total Operations & Maintenance	440,530	449,380	(8,850)	-2.0%
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	-	-	-	#DIV/0!
Fringe Benefits	-	-	-	#DIV/0!
Total Appropriations Offset with Revenue - Personnel	-	-	-	#DIV/0!
<i>Appropriations Offset with Revenue - Other (List)</i>				
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Total Appropriations Offset with Revenue - Other	-	-	-	#DIV/0!
Total Appropriations Offset with Revenue	-	-	-	#DIV/0!
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	#DIV/0!
Equipment			-	#DIV/0!
Materials & Supplies			-	#DIV/0!
Total Duly Incorporated First Aid/Rescue Squad Associations	-	-	-	#DIV/0!
<i>Emergency Appropriations &amp; Deferred Charges (List)</i>				
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
			-	#DIV/0!
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	42,700	44,278	(1,578)	-3.6%
Total Capital Appropriations	344,362	323,178	21,184	6.6%
Total Principal Payments on Debt Service	90,909	88,987	1,922	2.2%
Total Interest Payments on Debt	12,437	14,359	(1,922)	-13.4%
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,266,152</b>	<b>\$ 1,240,653</b>	<b>\$ 25,499</b>	<b>2.1%</b>

## 2018 Appropriations Appendix

### South Brunswick Township Fire District # 2 Middlesex

	<i>2018 Proposed Budget</i>	<i>2017 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>
<i>Administration - Other (List)</i>				
Memberships/Dues	500	500	-	0.0%
Office Expenses	3,800	3,600	200	5.6%
Professional Services	35,000	36,000	(1,000)	-2.8%
Travel Expenses	1,800	9,000	(7,200)	-80.0%
Other Outside Services	1,200	1,200	-	0.0%
 Total Administration - Other	 <u>42,300</u>	 <u>50,300</u>	 <u>(8,000)</u>	 <u>-15.9%</u>

## 2018 Appropriations Appendix

### South Brunswick Township Fire District # 2 Middlesex

	<i>2018 Proposed Budget</i>	<i>2017 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Maintenance & Repair	80,000	80,000	-	0.0%
Memberships/Dues	500	500	-	0.0%
Supplies Expense	12,500	12,000	500	4.2%
Training & Education	9,000	9,000	-	0.0%
Turnout Gear/Uniforms	18,800	18,800	-	0.0%
Utilities	45,000	45,000	-	0.0%
Reimbursement - Expenses & Losses	9,250	9,600	(350)	-3.6%
Contracted Services - Volunteer Fire Cos.	44,000	43,200	800	1.9%
Aid to First Aid Squad Assn.	11,400	11,200	200	1.8%
Promotion	3,500	3,500	-	0.0%
Supplemental Fire Services Grant	5,380	5,380	-	0.0%
Facilities Expense	75,000	80,000	(5,000)	-6.3%
 Total Operations & Maintenance - Other	 <u>314,330</u>	 <u>318,180</u>	 <u>(3,850)</u>	 -1.2%

**South Brunswick Township Fire District # 2**  
**Middlesex**

Page F-4



# 2018 Proposed Capital Budget

South Brunswick Township Fire District # 2  
Middlesex

## CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2018 Proposed Budget</i>	<i>2017 Adopted Budget</i>
New Pumper	Firefighting E N/A		12/07/15	100%		\$ 150,261
Firefighting Equipment	Firefighting E N/A		02/18/17	91%	60,000	
Bldg. Facil./Outside Appurts.	Bldg/Ground: N/A		02/18/17	91%	90,000	

Total Capital Improvements

150,000	150,261
---------	---------

## DOWN PAYMENTS (N.J.S.A. 40A:14-85)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2018 Proposed Budget</i>	<i>2017 Adopted Budget</i>
New Pumper	Firefighting E	10/19/16	12/07/15	100%	\$ 34,987	

Total Down Payments

Total Capital Improvements & Down Payments

## RESERVE FOR FUTURE CAPITAL OUTLAYS

## TOTAL CAPITAL APPROPRIATIONS

-	34,987
150,000	185,248
194,362	137,930
\$ 344,362	\$ 323,178

Capital Appropriations Offset with Restricted Fund  
Capital Appropriations Offset with Grants  
Capital Appropriations Offset with Unrestricted Fund

\$ 150,000	\$ 185,248

# Debt Service Schedule - Principal

South Brunswick Township Fire District # 2  
Middlesex

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year (2017)	2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
<i>General Obligation Bonds</i>												
Total Principal - General Obligation Bonds				-	-	-	-	-	-	-	-	\$ -
<i>Bond Anticipation Notes</i>												
Total Principal - BANs				-	-	-	-	-	-	-	-	-
Capital Leases												
New Pumper	12/01/14	100%	10/19/16	88,987	90,909	92,872	94,878	96,928	99,021	101,157	-	575,765
Total Principal - Capital Leases				88,987	90,909	92,872	94,878	96,928	99,021	101,157	-	575,765
<i>Intergovernmental Loans</i>												
Total Principal - Intergovernmental Loans				-	-	-	-	-	-	-	-	-
<i>Other Bonds or Notes Payable</i>												
Total Principal - Other Bonds or Notes				-	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL ALL OBLIGATIONS</b>				<b>\$ 88,987</b>	<b>\$ 90,909</b>	<b>\$ 92,872</b>	<b>\$ 94,878</b>	<b>\$ 96,928</b>	<b>\$ 99,021</b>	<b>\$ 101,157</b>	<b>\$ -</b>	<b>\$ 575,765</b>

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund		
Capital Appropriations Offset with Grants		
Capital Appropriations Offset with Unrestricted Fund		

# Debt Service Schedule - Interest

South Brunswick Township Fire District # 2  
Middlesex

	Current Year (2017)	2018	2019	2020	2021	2022	2023	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
\$0									\$
\$0									
\$0									
\$0									
	-	-	-	-	-	-	-	-	
<i>Total Interest - General Obligation Bonds</i>									
<i>Bond Anticipation Notes</i>									
\$0									
\$0									
\$0									
\$0									
	-	-	-	-	-	-	-	-	
<i>Total Interest Payments - BANS</i>									
<i>Capital Leases</i>									
New Pumper	14,359	12,437	10,473	8,467	6,418	4,324	2,184		44,303
\$0									
\$0									
\$0									
	14,359	12,437	10,473	8,467	6,418	4,324	2,184		44,303
<i>Total Interest Payments - Capital Leases</i>									
<i>Intergovernmental Loans</i>									
\$0									
\$0									
\$0									
\$0									
	-	-	-	-	-	-	-	-	
<i>Total Interest Payments - Intergovernmental</i>									
<i>Other Bonds or Notes Payable</i>									
\$0									
\$0									
\$0									
\$0									
	-	-	-	-	-	-	-	-	
<i>Total Interest Payments - Other Bonds or Notes</i>									
<b>TOTAL INTEREST ALL OBLIGATIONS</b>	<b>\$ 14,359</b>	<b>\$ 12,437</b>	<b>\$ 10,473</b>	<b>\$ 8,467</b>	<b>\$ 6,418</b>	<b>\$ 4,324</b>	<b>\$ 2,184</b>	<b>\$ -</b>	<b>\$ 44,303</b>

Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet. Enter the interest payment due for each year indicated and thereafter until maturity.


Capital Appropriations Offset with Restricted Fund  
Capital Appropriations Offset with Grants  
Capital Appropriations Offset with Unrestricted Fund

## 2018 Fund Balance Reconciliation

### South Brunswick Township Fire District # 2 Middlesex

#### UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2017 (1)	\$ 537,763
Less: Utilized in 2017 Adopted Budget	108,950
Proposed balance available	428,813
Estimated results of operations for the year ending December 31, 2017	169,182
Anticipated balance December 31, 2017	597,995
Less: Fund Balance utilized in 2018 Proposed Budget	140,281
Plus: Accrued Unfunded Pension Liability (1)	-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	-
Proposed balance after utilization in 2018 Proposed Budget	<u>\$ 457,714</u>

#### RESTRICTED FUND BALANCE

Beginning balance January 1, 2017 (1)	\$ 296,560
Less: Utilized in 2017 Adopted Budget	185,248
Proposed balance available	111,312
Estimated results of operations for the year ending December 31, 2017	271,255
Anticipated balance December 31, 2017	382,567
Less: Restricted Fund Balance used in 2018 Proposed Budget for Capital Purposes	150,000
Less: Restricted Fund Balance released via Referendum Resolution	-
Proposed balance after utilization in 2018 Proposed Budget	<u>\$ 232,567</u>

(1) This line item must agree to audited financial statements.

# 2018 Referendums

## South Brunswick Township Fire District # 2 Middlesex

Summary of Referendum Line Items	2018 Proposed Budget Amount Requested	2017 Final Budget
Total Referendum Line Items	\$ -	\$ -

Tax Levy Requested minus Maximum Allowable Levy  
 As this page is adjusted this amount changes, should = \$0  
 (For Reference Purposes Only - from Levy Cap Summary based on  
 Information provided by the district- see instructions.)

\$ -

Summary of Release of Restricted Fund Balance Referendum Line Items	2018 Proposed Budget Amount Requested	2017 Final Budget
Total Release of Restricted Fund Balance	\$ -	\$ -

## 2018 Levy Cap Summary

### South Brunswick Township Fire District # 2 Middlesex

#### LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	\$	940,475
Changes in Service Provider (+/-)		-
DLGS Approved Adjustments		-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation		940,475
Plus: 2% Cap Increase		18,810
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>		<b>959,285</b>

#### Exclusions

Shared Service Exclusion		-
Change in Total Debt Service Appropriation		-
Allowable Pension Increases		1,172
Allowable Increase in Health Care Costs		(925)
Changes in LOSAP Contributions (+/-)		(1,578)
Extraordinary Costs due to a "Declared" Emergency		-
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays		56,432
Total Exclusions		55,101
Less: Cancelled or Unexpended Referendum Amounts		-

Increase in Ratable Valuation (New Construction/Additions)	\$	64,230,700	
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.045		28,904
<b>ADJUSTED TAX LEVY</b>			<b>1,043,289</b>

Amount Utilized from Levy Cap Bank from 2015		-
Amount Utilized from Levy Cap Bank from 2016		-
Amount Utilized from Levy Cap Bank from 2017		-
Maximum Tax Levy Before Referendum		1,043,289
Amount Proposed for Levy Cap Referendum		-
<b>MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION</b>	<b>\$</b>	<b>1,043,289</b>

#### CAP BANK CALCULATION

Amount to be Raised by Taxation	\$	968,391	
Cap Bank Available from Prior Year (2015) for 2018 Budget		-	
Cap Bank Available from Prior Year (2016) for 2018 Budget		-	
Revised Cap Bank from Prior Year (2016) Available for 2019 Budget			-
Cap Bank Available from Prior Year (2017) for 2018 Budget		101,041	
Revised Cap Bank from Prior Year (2017) Available for 2019 Budget			101,041
Cap Bank from Current Year (2018) Available for 2019 Budget			74,898
Cap Bank Available from 2018 for 2019 Budget	<b>\$</b>		<b>74,898</b>

**South Brunswick Township Fire District # 2  
Middlesex**

Page 4-11

## 2018 Levy Cap Exclusion Calculations

### South Brunswick Township Fire District # 2 Middlesex

#### PENSION CONTRIBUTION CALCULATION

2018 Proposed Budget PERS Contribution Appropriated	\$ 10,028
2018 Proposed Budget PFRS Contribution Appropriated	-
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2018 Base Amount	<u>10,028</u>
2017 Adopted Budget PERS Contribution	8,856
2017 Adopted Budget PFRS Contribution	-
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2017 Base Amount	<u>8,856</u>
Pension Contribution Exclusion	<u>\$ 1,172</u>

#### LOSAP CALCULATION

2018 Proposed Budget LOSAP Appropriation	\$ 42,700
2017 Adopted Budget LOSAP Appropriation	44,278
LOSAP Exclusion (+/-)	<u>\$ (1,578)</u>

#### DEBT SERVICE CALCULATION

2018 Proposed Budget Total Debt Service Appropriation	\$ 103,346
2018 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	-
2018 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	-
2018 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	<u>103,346</u>
2017 Adopted Budget Total Debt Service Appropriation	103,346
2017 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2017 Adopted Budget Capital Appropriation Offset from Grant Fund	-
2017 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2017 Base Amount	<u>103,346</u>
Debt Service Exclusion	<u>\$ -</u>

#### CAPITAL APPROPRIATION CALCULATION

2018 Proposed Budget Total Capital Appropriation	\$ 344,362
2018 Proposed Budget Capital Appropriation Offset from Restricted Fund	150,000
2018 Proposed Budget Capital Appropriation Offset from Grant Revenue	-
2018 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	<u>194,362</u>
2017 Adopted Budget Total Capital Appropriation	323,178
2017 Adopted Budget Capital Appropriation Offset from Restricted Fund	185,248
2017 Adopted Budget Capital Appropriation Offset from Grant Revenue	-
2017 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2017 Base Amount	<u>137,930</u>
Capital Expenditure Exclusion	<u>\$ 56,432</u>

#### HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2018	<u>0.0%</u>
2018 Proposed Budget Administration Health Insurance Appropriation	\$ 58,426
2018 Proposed Budget Operations & Maintenance Health Insurance Appropriation	-
2018 Proposed Budget Group Health Insurance	<u>58,426</u>
2017 Adopted Budget Administration Health Insurance Appropriation	46,268
2017 Adopted Budget Operations & Maintenance Health Insurance Appropriation	-
2017 Adopted Budget Group Health Insurance	<u>46,268</u>
Net Increase (Decrease)	<u>12,158</u>
Net Increase Divided by 2016 Amount Budgeted = % Increase	26.28%
SFY 2018 State Health Average 0% Less 2% = % Increase Added to Current Levy	-2.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	28.28%
% Increase Inside Cap * 2017 Expended = Added Amount Inside Cap	<u>\$ 13,083</u>
% Increase Exclusion * 2017 Expended = 2018 Appropriation Added to Levy	<u>\$ (925)</u>
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	<u>\$ 12,158</u>
2018 Increase in Appropriation	<u>\$ 12,158</u>



**So. Brunswick Twp. – Fire District No. 2**

**2018 FIRE DISTRICT BUDGET**

**Other Supporting Documentation**

**Instructions:**

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

Enter the name of the fire district and county below. This will populate the name of the fire district and the county throughout the workbook.

Name of Fire District:

South Brunswick Township Fire District # 2

County:

Middlesex

**Levy Cap Calculation Summary**

2017 Adopted Budget - Amount to be Raised by Taxation	\$ 940,475
Cap Bank Available from 2015 (See Levy Cap Certification)	
Cap Bank Available from 2016 (See Levy Cap Certification)	
Cap Bank Available from 2017 (See Levy Cap Certification)	101,041
Cap Bank Used from 2015	
Cap Bank Used from 2016	
Cap Bank Used from 2017	
Changes in Service Provider (+/-)	
DLGS Approved Adjustments	
Cancelled or Unexpended Referendum Amount (Enter as a positive number)	
Assessed Valuation of District for adopted budget	2,105,864,738
New Ratables - Increase in Valuations (New Construction and Additions)	64,230,700
Adopted Fire District Tax Rate (three decimals) per \$100	\$0.045
Projected Tax Rate based upon Proposed Levy	0.044624351

CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/PARTIAL ASSESSMENTS  
(N.J.S.A. 40A:4-45.44 et seq.)

MUNICIPALITY South Brunswick COUNTY Middlesex  
FIRE DISTRICT CODE: F02 TOTAL NUMBER OF FIRE DISTRICTS 3

FILE FORM CNC-3 FOR THE CURRENT YEAR IMMEDIATELY FOR FIRE DISTRICTS IN THE MUNICIPALITY

1. Aggregate assessed value for the fire district for the current tax year filed on January 10 of the tax year. This is the fire district value on October 1 before added assessments. FOR REFERENCE ONLY.

\$ 2,105,864,738 (1)

2. Total valuation of new construction and improvements (not prorated) from the Added Assessment List filed on October 1 of the current calendar tax year minus the total valuation of any added assessment tax appeal reductions from the prior year. Do not include omitted added assessments, prior year added assessments, omitted assessments, or property transferred from the exempt list to the taxable list, or any land, whether subdivided or not.

\$64,230,700 (2)

11/20/17 [Signature]  
DATE DEPUTY ASSESSOR SIGNATURE

ASSESSOR: UPON ENTERING DATA ON LINES 1 AND 2 ABOVE, SIGN AND DATE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. REFER TO INSTRUCTIONS FOR FILING AND DISPOSITION OF FORM CNC-3 ON REVERSE SIDE.

3. Fire District TAX RATE from CURRENT YEAR (expressed as a decimal, \$ per hundred).

0.045 (3)

4. Amount of permitted revenue increase = line 2 X line 3 (N.J.S.A. 40A:4-45.45).

\$ 28,903.82 (4)

11-20-17 [Signature]  
DATE TAX COLLECTOR SIGNATURE



## AGREEMENT

This AGREEMENT made this 1<sup>ST</sup> day of DECEMBER, 2006

BETWEEN: The Commissioners of Fire District #2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, hereinafter referred to as "District"

AND: BROOKVIEW VOL. FIRE DEPT hereinafter referred to as "Company".

1. District is a Fire District organized pursuant to the laws of the State of New Jersey for the purpose of providing fire protection services to the residents of the area of Fire District #2 in South Brunswick Township, Middlesex County, New Jersey and said District is governed by The Board of Fire Commissioners.
2. Company is a volunteer fire company organized pursuant to the laws of the State of New Jersey, located in EAST BRUNSWICK New Jersey.
3. Company is in closer proximity to some areas of Fire District #2 than is the volunteer Fire Company operating within the jurisdiction of said District and has expressed willingness to furnish back up response to structural fire alarms, any reported fires (such as vehicle, brush, rubbish, etc) and any other incident type mutually agreed upon that the volunteer fire company wishes to have assistance with, within that territorial area.
4. Company will be responsible for workers compensation and all other health and accident and liability protection for its firefighters while engaged in furnishing the fire protection aforesaid and shall furnish proof of same to District upon request but at least once each year. Failure to maintain such insurance coverage shall result in termination of this Agreement, and Company shall indemnify and save harmless District from any non-compliance with provisions of this section.
5. Company shall meet and comply with all OSHA, State and NFPA requirements as they relate to firefighting. Company upon request shall certify that firefighters responding into Fire District #2 boundaries meet these requirements.
6. The Fire Chief or highest ranking officer of Company shall be in charge of the fire scene upon the response of Company to any fire call within purview of this Agreement until such time as the Chief of the Monmouth Junction Volunteer Fire Dept., or his designee arrives on the scene. Company shall then turn over command to the ranking officer of the Monmouth Junction Volunteer Fire Dept.
7. Company represents that any municipal approval required as a prerequisite of Company entering into this Agreement has been obtained.
8. Company will be provided with and will adhere to all policies and standard operating guidelines established by District and the Monmouth Junction Vol. Fire

Department governing fire companies within its jurisdiction while engaged in firefighting activities pursuant hereto. Company shall use and follow the Incident Command System at all incidents.

9. Any equipment issued to Company, such as portable radios, shall be properly cared for and used by trained personnel of said Company, in accordance with the Standard Operating Guidelines developed by the Monmouth Junction Vol. Fire Department. If any such equipment becomes damaged, defective or lost, the Chief of the Monmouth Junction Vol. Fire Department shall be notified immediately.

10. District will pay to the Company \$ 500.00 as compensation for providing back up fire coverage.

11. This agreement shall commence on January 1, 2007 and shall continue for a term of one year, renewing itself automatically if neither party notifies the other of its intention to terminate or re-negotiate the Agreement by December 1, provided that either party may terminate this Agreement without penalty and without just cause upon 60 days prior written notice.

12. This Agreement shall supersede any prior or existing Agreement, written or oral, expressed or implied.

13. Any notices to be provided hereunder shall be directed to the Clerk or Secretary of Company.

14. This Agreement shall become effective upon approval by Resolution by each of the parties and execution by the President and Chairman respectively of Company and District and attestation respectively by the Secretary and Clerk. Each executed copy of this Agreement shall constitute an original.

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

ATTEST

COMMISSIONERS OF FIRE DISTRICT #2  
In the Township of South Brunswick,  
Middlesex County, New Jersey

Roger S. Pelt  
Clerk, Fire District # 2

BY: Charles A. Sachs  
Chairman

Secretary, Fire Company

BY: [Signature] FIRE CO  
President

## AGREEMENT

This AGREEMENT made this 24 day of November, 2006

BETWEEN: The Commissioners of Fire District #2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, hereinafter referred to as "District"

AND: Cranbury Volunteer Fire Co. hereinafter referred to as "Company".

1. District is a Fire District organized pursuant to the laws of the State of New Jersey for the purpose of providing fire protection services to the residents of the area of Fire District #2 in South Brunswick Township, Middlesex County, New Jersey and said District is governed by The Board of Fire Commissioners.
2. Company is a volunteer fire company organized pursuant to the laws of the State of New Jersey, located in Cranbury New Jersey.
3. Company is in closer proximity to some areas of Fire District #2 than is the volunteer Fire Company operating within the jurisdiction of said District and has expressed willingness to furnish back up response to structural fire alarms, any reported fires (such as vehicle, brush, rubbish, etc) and any other incident type mutually agreed upon that the volunteer fire company wishes to have assistance with, within that territorial area.
4. Company will be responsible for workers compensation and all other health and accident and liability protection for its firefighters while engaged in furnishing the fire protection aforesaid and shall furnish proof of same to District upon request but at least once each year. Failure to maintain such insurance coverage shall result in termination of this Agreement, and Company shall indemnify and save harmless District from any non-compliance with provisions of this section.
5. Company shall meet and comply with all OSHA, State and NFPA requirements as they relate to firefighting. Company upon request shall certify that firefighters responding into Fire District #2 boundaries meet these requirements.
6. The Fire Chief or highest ranking officer of Company shall be in charge of the fire scene upon the response of Company to any fire call within purview of this Agreement until such time as the Chief of the Monmouth Junction Volunteer Fire Dept., or his designee arrives on the scene. Company shall then turn over command to the ranking officer of the Monmouth Junction Volunteer Fire Dept.
7. Company represents that any municipal approval required as a prerequisite of Company entering into this Agreement has been obtained.
8. Company will be provided with and will adhere to all policies and standard operating guidelines established by District and the Monmouth Junction Vol. Fire

Department governing fire companies within its jurisdiction while engaged in firefighting activities pursuant hereto. Company shall use and follow the Incident Command System at all incidents.

9. Any equipment issued to Company, such as portable radios, shall be properly cared for and used by trained personnel of said Company, in accordance with the Standard Operating Guidelines developed by the Monmouth Junction Vol. Fire Department. If any such equipment becomes damaged, defective or lost, the Chief of the Monmouth Junction Vol. Fire Department shall be notified immediately.

10. District will pay to the Company \$ 500.00 as compensation for providing back up fire coverage.

11. This agreement shall commence on January 1, 2007 and shall continue for a term of one year, renewing itself automatically if neither party notifies the other of its intention to terminate or re-negotiate the Agreement by December 1, provided that either party may terminate this Agreement without penalty and without just cause upon 60 days prior written notice.

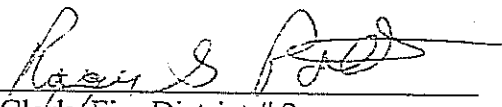
12. This Agreement shall supersede any prior or existing Agreement, written or oral, expressed or implied.

13. Any notices to be provided hereunder shall be directed to the Clerk or Secretary of Company.


14. This Agreement shall become effective upon approval by Resolution by each of the parties and execution by the President and Chairman respectively of Company and District and attestation respectively by the Secretary and Clerk. Each executed copy of this Agreement shall constitute an original.

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

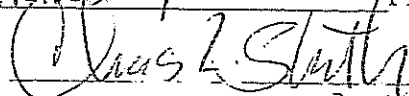
ATTEST

  
Clerk, Fire District # 2

COMMISSIONERS OF FIRE DISTRICT #2  
In the Township of South Brunswick,  
Middlesex County, New Jersey

BY:   
Chairman

\_\_\_\_\_  
Secretary, Fire Company

Cranbury Vol. FIRE CO  
BY:   
President



## AGREEMENT

This AGREEMENT made this 15<sup>th</sup> day of DECEMBER, 2006

BETWEEN: The Commissioners of Fire District #2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, hereinafter referred to as "District"

AND: JAMESBURG FD hereinafter referred to as "Company".

1. District is a Fire District organized pursuant to the laws of the State of New Jersey for the purpose of providing fire protection services to the residents of the area of Fire District #2 in South Brunswick Township, Middlesex County, New Jersey and said District is governed by The Board of Fire Commissioners.
2. Company is a volunteer fire company organized pursuant to the laws of the State of New Jersey, located in JAMESBURG New Jersey.
3. Company is in closer proximity to some areas of Fire District #2 than is the volunteer Fire Company operating within the jurisdiction of said District and has expressed willingness to furnish back up response to structural fire alarms, any reported fires (such as vehicle, brush, rubbish, etc) and any other incident type mutually agreed upon that the volunteer fire company wishes to have assistance with, within that territorial area.
4. Company will be responsible for workers compensation and all other health and accident and liability protection for its firefighters while engaged in furnishing the fire protection aforesaid and shall furnish proof of same to District upon request but at least once each year. Failure to maintain such insurance coverage shall result in termination of this Agreement, and Company shall indemnify and save harmless District from any non-compliance with provisions of this section.
5. Company shall meet and comply with all OSHA, State and NFPA requirements as they relate to firefighting. Company upon request shall certify that firefighters responding into Fire District #2 boundaries meet these requirements.
6. The Fire Chief or highest ranking officer of Company shall be in charge of the fire scene upon the response of Company to any fire call within purview of this Agreement until such time as the Chief of the Monmouth Junction Volunteer Fire Dept., or his designee arrives on the scene. Company shall then turn over command to the ranking officer of the Monmouth Junction Volunteer Fire Dept.
7. Company represents that any municipal approval required as a prerequisite of Company entering into this Agreement has been obtained.
8. Company will be provided with and will adhere to all policies and standard operating guidelines established by District and the Monmouth Junction Vol. Fire

Department governing fire companies within its jurisdiction while engaged in firefighting activities pursuant hereto. Company shall use and follow the Incident Command System at all incidents.

9. Any equipment issued to Company, such as portable radios, shall be properly cared for and used by trained personnel of said Company, in accordance with the Standard Operating Guidelines developed by the Monmouth Junction Vol. Fire Department. If any such equipment becomes damaged, defective or lost, the Chief of the Monmouth Junction Vol. Fire Department shall be notified immediately.

10. District will pay to the Company \$ 500.00 as compensation for providing back up fire coverage.

11. This agreement shall commence on January 1, 2007 and shall continue for a term of one year, renewing itself automatically if neither party notifies the other of its intention to terminate or re-negotiate the Agreement by December 1, provided that either party may terminate this Agreement without penalty and without just cause upon 60 days prior written notice.

12. This Agreement shall supersede any prior or existing Agreement, written or oral, expressed or implied.

13. Any notices to be provided hereunder shall be directed to the Clerk or Secretary of Company.

14. This Agreement shall become effective upon approval by Resolution by each of the parties and execution by the President and Chairman respectively of Company and District and attestation respectively by the Secretary and Clerk. Each executed copy of this Agreement shall constitute an original.

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

ATTEST

COMMISSIONERS OF FIRE DISTRICT #2  
In the Township of South Brunswick,  
Middlesex County, New Jersey

Roger S. Pore  
Clerk, Fire District # 2

BY: Charles H. Spahr  
Chairman

[Signature]  
Secretary, Fire Company

JAMESBURG FIRE CO  
BY: [Signature]  
President

# AGREEMENT

This AGREEMENT made this 14<sup>th</sup> day of November, 2006

BETWEEN: The Commissioners of Fire District #2 in the Township of South Brunswick, County of Middlesex, State of New Jersey, hereinafter referred to as "District"

AND: North Brunswick Vol. Eng. Co #2 hereinafter referred to as "Company".

1. District is a Fire District organized pursuant to the laws of the State of New Jersey for the purpose of providing fire protection services to the residents of the area of Fire District #2 in South Brunswick Township, Middlesex County, New Jersey and said District is governed by The Board of Fire Commissioners.
2. Company is a volunteer fire company organized pursuant to the laws of the State of New Jersey, located in North Brunswick, New Jersey.
3. Company is in closer proximity to some areas of Fire District #2 than is the volunteer Fire Company operating within the jurisdiction of said District and has expressed willingness to furnish back up response to structural fire alarms, any reported fires (such as vehicle, brush, rubbish, etc) and any other incident type mutually agreed upon that the volunteer fire company wishes to have assistance with, within that territorial area.
4. Company will be responsible for workers compensation and all other health and accident and liability protection for its firefighters while engaged in furnishing the fire protection aforesaid and shall furnish proof of same to District upon request but at least once each year. Failure to maintain such insurance coverage shall result in termination of this Agreement, and Company shall indemnify and save harmless District from any non-compliance with provisions of this section.
5. Company shall meet and comply with all OSHA, State and NFPA requirements as they relate to firefighting. Company upon request shall certify that firefighters responding into Fire District #2 boundaries meet these requirements.
6. The Fire Chief or highest ranking officer of Company shall be in charge of the fire scene upon the response of Company to any fire call within purview of this Agreement until such time as the Chief of the Monmouth Junction Volunteer Fire Dept., or his designee arrives on the scene. Company shall then turn over command to the ranking officer of the Monmouth Junction Volunteer Fire Dept.
7. Company represents that any municipal approval required as a prerequisite of Company entering into this Agreement has been obtained.
8. Company will be provided with and will adhere to all policies and standard operating guidelines established by District and the Monmouth Junction Vol. Fire

Department governing fire companies within its jurisdiction while engaged in firefighting activities pursuant hereto. Company shall use and follow the Incident Command System at all incidents.

9. Any equipment issued to Company, such as portable radios, shall be properly cared for and used by trained personnel of said Company, in accordance with the Standard Operating Guidelines developed by the Monmouth Junction Vol. Fire Department. If any such equipment becomes damaged, defective or lost, the Chief of the Monmouth Junction Vol. Fire Department shall be notified immediately.

10. District will pay to the Company \$ 500.00 as compensation for providing back up fire coverage.

11. This agreement shall commence on January 1, 2007 and shall continue for a term of one year, renewing itself automatically if neither party notifies the other of its intention to terminate or re-negotiate the Agreement by December 1, provided that either party may terminate this Agreement without penalty and without just cause upon 60 days prior written notice.

12. This Agreement shall supersede any prior or existing Agreement, written or oral, expressed or implied.

13. Any notices to be provided hereunder shall be directed to the Clerk or Secretary of Company.

14. This Agreement shall become effective upon approval by Resolution by each of the parties and execution by the President and Chairman respectively of Company and District and attestation respectively by the Secretary and Clerk. Each executed copy of this Agreement shall constitute an original.

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

ATTEST

Roger S. Patti  
Clerk, Fire District # 2

COMMISSIONERS OF FIRE DISTRICT #2  
In the Township of South Brunswick,  
Middlesex County, New Jersey

BY: Charles J. Spahn  
Chairman

North Brunswick Eng Co #2 FIRE CO

BY: [Signature]  
President

\_\_\_\_\_  
Secretary, Fire Company

## AGREEMENT

This agreement is made this 21st day of November, 2016 by and between the COMMISSIONERS OF FIRE DISTRICT NO. 2, in the Township of SOUTH BRUNSWICK, MIDDLESEX COUNTY (herein referred to as COMMISSIONERS); and the MONMOUTH JUNCTION VOLUNTEER FIRE DEPARTMENT (herein referred to as the FIRE DEPARTMENT).

WHEREAS, N.J.S.A., 40A:14-70.1(b) authorizes the COMMISSIONERS of a fire district to contract with a volunteer fire company or companies for the purpose of extinguishing fires, upon those terms and conditions as shall be deemed proper; and

WHEREAS, the COMMISSIONERS have negotiated an agreement with the FIRE DEPARTMENT within their jurisdiction upon terms that are fair and proper for the providing of fire protection services to the fire district;

NOW, THEREFORE, it is agreed, in consideration of the payment to be made as herein described and the exchange of mutual promises, as follows:

1. The term of this agreement shall run from January 1, 2017 through December 31, 2019.
2. The FIRE DEPARTMENT will extinguish fires within the fire district or within such other areas or territories as may be contracted for by the COMMISSIONERS and FIRE DEPARTMENT or pursuant to mutual aid agreements which have been approved by the COMMISSIONERS and the FIRE DEPARTMENT. For purposes hereof, the term "extinguishing fires" shall be used in its broadest and most universal sense.
3. Nothing herein shall be construed to increase any liability on the part of the FIRE DEPARTMENT to the public for errors or omissions in the performance or non-performance of its duties hereunder, or pursuant to any other requirement.
4. The members of the FIRE DEPARTMENT, in performing fire duties and related activities, shall be deemed to be exercising a governmental function.
5. The members of the FIRE DEPARTMENT shall be under the supervision and control of the COMMISSIONERS, and the FIRE DEPARTMENT may not take any action which is contrary to law.

6. The FIRE DEPARTMENT shall perform such other duties, directly or indirectly related to the extinguishment of fires and rescue as may reasonably be assigned from time to time by the COMMISSIONERS.
7. In addition to the payment to be made by the COMMISSIONERS to the FIRE DEPARTMENT pursuant to this agreement, the COMMISSIONERS shall provide worker's compensation coverage for all firefighters of the FIRE DEPARTMENT and liability insurance coverage for the FIRE DEPARTMENT and its apparatus, vehicles and equipment as approved by the COMMISSIONERS.
8. The COMMISSIONERS shall also carry a special Group Life Insurance Policy that provides life insurance in the amount of \$25,000.00 for each member who meets the requirements as prescribed in the Policy and Procedures Manual. As the \$25,000.00 is set by NJ State Statutes, any increase approved by the legislators will be considered by the COMMISSIONERS for qualified firefighters. COMMISSIONERS approved increases or changes will be included in that section of the Policy and Procedures Manual.
9. The COMMISSIONERS shall reimburse firefighters for any losses incurred while engaged in fire duty, subject to reasonable proof of such losses in accordance with procedures to be established by the COMMISSIONERS except for those losses or expenses for which reimbursement shall be covered by insurance. Payment for losses shall not exceed those monies provided for such purposes within the adopted budget.
10. The COMMISSIONERS shall provide an annual clothing allowance in the amount of \$350.00 for those members who meet the requirements as prescribed in the Policy and Procedures Manual.
11. The COMMISSIONERS shall provide Length of Service Award Program (LOSAP) contributions to those FIRE DEPARTMENT volunteers who meet the requirements as spelled out in the Policy and Procedures Manual at a rate of \$1,669.00 for the 2016 contribution. Each year after 2016 the COMMISSIONERS will give consideration to the Cost of Living Increase (COLI) for the current year, as set by the State of N.J. This increase, if deemed appropriate by the COMMISSIONERS, will be applied to the previous year's LOSAP contribution.

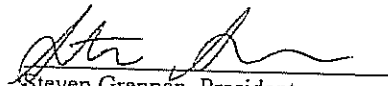
12. Notwithstanding anything to the contrary herein contained, the COMMISSIONERS will exercise jurisdiction over the FIRE DEPARTMENT in firematic matters only and will not interfere or seek to regulate the internal administration of the FIRE DEPARTMENT. Nothing herein contained shall be deemed to authorize the COMMISSIONERS to direct the actions of fire officials or firefighters at the scene or to act contrary to statutory command authority of the Fire Chief at the fire scene pursuant to 40A:14-70.1.
13. The COMMISSIONERS shall not contract with any other municipality or fire district for the extinguishment of fires, no mutual aid agreement and no rule or regulation or by-law relating thereto may be adopted without furnishing the FIRE DEPARTMENT in advance, an opportunity for hearing and discussion.
14. The FIRE DEPARTMENT will house, if applicable, any apparatus, vehicles or equipment furnished by the COMMISSIONERS in a safe and secure manner. The FIRE DEPARTMENT will observe any rules or regulations promulgated by the COMMISSIONERS, for the maintenance, storage and use of said apparatus, vehicles and equipment and shall utilize same in accordance with procedures established by the COMMISSIONERS to effectuate the purposes of this agreement.
15. The FIRE DEPARTMENT may not hire or employ any person to perform any firematic function for the FIRE DEPARTMENT without the consent of the COMMISSIONERS, which shall not be unreasonably held. The COMMISSIONERS may provide paid employees, provided that the requirements of L.1979,c.453 and N.J.S.A. 40A:14-81.1 and subsequent amendments, if any, are observed.
16. The COMMISSIONERS will pay to the FIRE DEPARTMENT the sum of \$40,000.00 for the period from January 1, 2017 through December 31, 2017, a sum of \$41,000.00 for the period from January 1, 2018 through December 31, 2018, and \$42,000.00 for the period from January 1, 2019 through December 31, 2019. The COMMISSIONERS shall make payment to the FIRE DEPARTMENT in equal quarterly installments for services provided hereunder which services shall include, but not be limited to, firematic matters, and the maintenance and operation of the FIRE DEPARTMENT. Payments will be made no later than three business days following the COMMISSIONERS regular meeting schedule for the months of March, June, August, and November. The COMMISSIONERS shall require submission of a voucher as a prerequisite to payment.

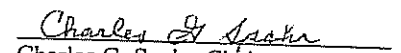
17. This agreement is contingent upon adequate funding being provided in the budget as approved by the taxpayers, or if the budget be defeated at the annual election, adequate funding being left in place by the South Brunswick Township Municipal Council. If adequate funding is not provided, this agreement shall be voidable at the discretion of either party.
18. The terms of this agreement shall not be modified except by written agreement of the parties. Notice of negotiation for a successor agreement shall be served by August 31, 2019 by either party to the other. If notice to negotiate is not provided, or the parties are unable to reach agreement prior to the expiration date, the contract shall continue in full force and effect on a month to month basis until a new agreement is concluded or either party provides 30 days notice of termination.
19. If any article, section, paragraph, sentence or clause of this agreement is determined to be invalid, same shall be deemed severable and the remainder of the agreement shall survive unless such invalidation language is material to the purposes and intentions of this agreement.
20. The COMMISSIONERS agree to indemnify, hold harmless and provide a defense to any lawsuit brought against any member of the FIRE DEPARTMENT arising out of the performance of the obligations in this agreement. Those terms and conditions are subject to the terms and conditions imposed by the District Insurance Carrier under those policies titled Errors and Omissions.
21. The COMMISSIONERS for the term of the contract agree to continue to provide direct payment for the following expenses related to the Dayton Annex Building (STATION 21), located at 481 Georges Road, Dayton, New Jersey. It is also understood and agreed that the COMMISSIONERS will work together with the Trustees of the FIRE DEPARTMENT to solicit, advertise, and monitor the performance of contracts awarded by the COMMISSIONERS for the following:
- a. Property and building insurance coverage.
  - b. Interior cleaning and janitorial maintenance.
  - c. Grounds maintenance and lawn care.
  - d. Utilities (telephone, water and sewer, electric and gas).
  - e. Interior and Exterior repairs, maintenance, improvements and upgrades.
22. To ensure accurate and proper accounting principles and procedure methods are being utilized and performed, the FIRE DEPARTMENT shall be required





to have an annual financial disclosure completed by an outside certified public accountant. Upon completion of said financial disclosure, a signed copy of the independent accountant's review report letter will be furnished to the COMMISSIONERS. Such letter shall be provided to the COMMISSIONERS no later than September 30<sup>th</sup> following the close of each fiscal year.

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

  
Steven Grennen, President  
Monmouth Junction Vol. Fire Dept.

  
Charles G. Spahr, Chairman  
COMMISSIONERS Fire Dist. No. 2

  
Matthew Doktor, Secretary  
Monmouth Junction Vol. Fire Dept.

  
Roger S. Potts, Clerk  
COMMISSIONERS Fire Dist. No. 2

FIRST AID AGREEMENT

This agreement made this 15 day of MARCH,

BETWEEN: The Commissioners of Fire District #2 in the Township of South Brunswick, Middlesex County, State of New Jersey, hereinafter referred to as "District"

AND: The Monmouth Junction First Aid Squad, hereinafter referred to as "Squad".

1. District is a fire district organized pursuant to the laws of the State of New Jersey for the purpose of providing fire protection services to the residents of the area of Fire District #2 in South Brunswick Township, County of Middlesex, State of New Jersey.
2. Squad is a volunteer first aid squad organized under the laws of the State of New Jersey.
3. District desires to have an ambulance and qualified crew accompany the Monmouth Junction Volunteer Fire Company on all alarms within Fire District #2.
4. Squad is willing to undertake the obligations of attending the Monmouth Junction Volunteer Fire Company on all calls within Fire District #2.
5. For the aforesaid services rendered to the Commissioners, Commissioners agree to compensate Squad for the calendar year ending DEC 31, 1999 at the rate of \$6000.00 to be paid in one lump sum.
6. Squad shall be responsible for workers compensation and all other health and accident insurance and liability protection for its members and shall furnish proof of same to District upon request but at least once a year.
7. This agreement shall commence on JAN 1, 1999 and shall continue for a term of one year, renewing itself automatically if neither party notifies the other of its intention to terminate or re-negotiate the agreement by December 1, providing that either party may terminate this agreement without penalty and without just cause upon 60 days prior written notice.
8. This agreement shall supersede any prior or existing agreements, written or oral, expressed or implied.
9. Any notices to be provided hereunder shall be directed to the Clerk of District or Secretary of Squad.
10. This agreement shall become effective upon approval by Resolution by each of the parties and execution by the President and Chairman respectively of Company and District and attestation respectively the the Secretary and Clerk. Each executed copy of this agreement shall constitute an original.

In witness whereof, the parties have set their hands and seals or caused their corporate presents to be signed and their seals affixed the day and year first above written.

COMMISSIONERS OF FIRE DISTRICT #2,  
SOUTH BRUNSWICK TOWNSHIP

Attest:

Roger S. Poes  
CLERK

BY: Charles J. Spahr  
CHAIRMAN

MONMOUTH JUNCTION FIRST AID SQUAD

Nadine S. Senatore  
SECRETARY

BY: [Signature]  
PRESIDENT