

Board of Fire Commissioners

Fire District #2

Township of South Brunswick

Regular Meeting

Third Monday at 7:30 P.M.

Monmouth Junction Fire House

P.O. Box 114

Monmouth Junction, N.J. 08852

AGENDA

May 19, 2014

7:30 PM

- 1. Call to Order and Pledge of Allegiance***
- 2. Notice of Compliance***

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The South Brunswick Post, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2014.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
 - A. April 21, 2014 Regular Meeting
- 6. Professional Reports***
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative Report
- 7. Old Business***
 - A. Discussion on Station 20 HVAC Engineering Study Draft Report
 - B. Discussion/Approval on Station 20 Weight Room Renovation
 - C. Discussion on Station 21 Floor Re-Surfacing
- 8. New Business***
 - A. Resolution #14-15, Station 21 Floor Re-Surfacing
 - B. Discussion/Approval on Station 20 Roof Repairs & Maintenance
 - C. Discussion/Approval on Hurst Equipment Preventive Maintenance
 - D. Discussion/Approval on New Firefighter Bail-Out System & Training
 - E. Discussion on 2013 Audit Report
 - F. Resolution #14-16, Acceptance of Audit Report for the Year 2013
 - G. Resolution #14-17, Corrective Action Plan for the Year 2013 Audit
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Adjournment***

Voucher List

A	Kleen-Tec Maintenance, LLC	415.00
B	Midco Waste #689	256.36
C	Verizon Wireless	302.39
D	PSE&G	1,599.45
E	Verizon	323.60
F	Alan Landscaping, LLC	666.75
G	Poland Spring Water Co.	45.10
H	Access Health Systems	7,145.00
I	Absolute Fire Protection Company, Inc.	10,345.00
J	Mid-State Mobile Radio	420.50
K	Monmouth Junction Vol. Fire Department	479.00
L	Fire Flow Services, Inc.	1,000.00
M	CMF Business Supplies, Inc.	69.98
N	Campbell Supply Company	663.44
O	Affiliated Computer Services	800.00
P	Matt Pinter Door Company	280.00 498.00
Q	Mercer County Community College	970.00
R	Leavitt Communications	3,690.00
S	Donald C. Rodner, Inc.	582.96
T	Uni Select USA, Inc.	7.54
U	New Jersey Fire Equipment Co.	792.00
V	Tasc Fire Apparatus Inc.	8,497.75
W	Skylands Area Fire Equipment & Training	4,150.00
X	Cummins Power Systems, LLC	990.00
Y	John J. Maley, Jr.	5,700.00
Z	Richard M. Braslow, Esq.	96.00
AA	Travelers	2,985.00
BB	Fire & Safety Services, LTD.	2,875.00
CC	Witmer Public Safety Group, Inc.	478.40
DD	Active Imprints	205.00
EE	THOMSON REUTERS - WEST	72.00
FF	ELECTRONIC MEASUREMENT LABS INC.	1393.00

approved 6/16/14 JS

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
May 19, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:30 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

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

3. ROLL CALL

Present: Comm. Bellizio
 Comm. Potts
 Comm. Smith
 Comm. Young
 Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A motion made by Comm. Potts seconded by Comm. Bellizio to approve the minutes of the April 21, 2014 regular meeting. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

6. PROFESSIONAL REPORTS

A. Chief's Report

Chief Scott Smith reviewed the April 2014 Activity Report (see attached).

Chief Smith reported that the Fire Department participated in the Hugs for Brady 5k event at the High School on May 3rd by displaying apparatus and equipment.

Chief Smith reported that he will be giving a presentation to the Board under new business on the line officer's request for a new bail-out system to be issued to the firefighters.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the May 2014 Coordinator's Report (see attached).

During the report on the repairs to the engine bay door at Station 21, Coordinator Smith added that Matt Pinter Door Company repaired a bay door at Station 20 on Saturday May 17th, and performed the preventive maintenance on all three bay doors at the station.

Coordinator Smith also reported that TruGreen was on site today to perform the second lawn treatment at both fire stations.

C. Insurance Chairman's Report

Coordinator Scott Smith reviewed the May 2014 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there has been one deposit since the last meeting. The deposit was made on May 2nd from Glatfelter Insurance Group in the amount of \$442.95 for premium reimbursement following the removal of the 2003 Ford Explorer from the insurance coverage.

Comm. Young distributed the latest monthly financial reports to the Commissioners mailboxes earlier this afternoon.

Comm. Young reported that he has been working extensively on the audit the last several weeks, including answering several questions and providing additional information to the auditor as requested. Comm. Young reported that the audit will be discussed further under new business.

E. Legislative Report

Comm. Potts reported that there were several bills in hearings today.

Comm. Potts reported that one bill increases the contribution municipalities can make to volunteer fire companies or fire districts.

Comm. Potts reported that another bill allows municipal health insurance to be provided to volunteer firefighters.

Comm. Potts reported that a fire department in Essex County allows firefighters to live in apartments in a building owned by the department next door to the fire station.

7. OLD BUSINESS

A. Discussion on Station 20 HVAC Engineering Study Draft Report

Chairman Spahr reported that the final report was received from KSI Consulting Engineers this past weekend. Chairman Spahr further reported that the final report includes several minor changes to address issues with the office HVAC system.

Comm. Smith mentioned that he, Chairman Spahr, and Coordinator Smith met with the engineer and Donald Rodner on May 2nd to review the second draft of the HVAC report for Station 20. Comm. Smith further reported that based on the discussion at the meeting, several changes were discussed that were included in the final report.

Chairman Spahr expressed his opinion that he would like to sit down with Comm. Smith to discuss the report and prepare a course of action going forward based on the recommendations of that report.

B. Discussion/Approval on Station 20 Weight Room Renovation

Coordinator Smith reported that he has two quotes for new equipment and flooring for the Station 20 weight room, with the lowest quote from Ener-G Wellness in the amount of \$13,603.00.

Coordinator Smith has been in contact with Fire Department Treasurer Justin Rogers, who initially approached the Commissioners about the upgrades to the weight room, and stated that he is in favor of the items detailed in the quote.

Comm. Young posed the question as to what will be done with the Vectra multi-station machine currently in the weight room, which will be replaced. Chairman Spahr reported that the Board will have to declare the machine surplus before it can be disposed of. Coordinator Smith expressed his opinion that once it is declared surplus, he recommends offering the equipment to the Police Department and the other two fire companies in town.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the purchase of new gym equipment and flooring from Ener-G Wellness at a cost of \$13,603.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

Coordinator Smith added that after obtaining a timeframe from the vendor for delivery, he will be working with the fire department to coordinate removal of the current equipment to allow installation of the new flooring.

C. Discussion on Station 21 Floor Resurfacing

Coordinator Smith reported that he, Chairman Spahr and Comm. Smith toured two fire stations on April 30th that have the Armor Tuff tile floor system installed.

Comm. Smith reported that he and Chairman Spahr met with the salesman and installer from Armor Tuff last week at Station 21 to review the project and discuss several questions. Following the meeting, the salesman provided an updated final quote of \$20,358.00 to level the floor and install the tile system in the engine bay and compressor room.

Comm. Smith reported that the only remaining decision to be made was the color of the floor tiles to be installed. Comm. Smith further reported that the choices were between dark grey and light grey. After discussion with the trustees and members that respond out of Station 21, the consensus was to go with the light grey color tile.

Chairman Spahr reported that he spoke with District Attorney Richard Braslow regarding the project, as Armor Tuff is the only vendor that manufactures and installs this type of flooring system. Chairman Spahr further reported that Mr. Braslow provided a resolution to award the project to Armor Tuff.

8. NEW BUSINESS

A. Resolution #14-15, Station 21 Floor Re-Surfacing

A motion made by Comm. Young seconded by Comm. Bellizio to approve Resolution #14-15, Station 21 Floor Re-Surfacing. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

B. Discussion/Approval on Station 20 Roof Repairs and Maintenance

Coordinator Smith reported that he obtained a roof preventive maintenance contract renewal for 2014 from Roth Bros., Inc. for Station 20 at a cost of \$1,721.05. Coordinator Smith reported that the preventive maintenance was last performed on March 13, 2013 at a cost of \$1,670.92.

Coordinator Smith recommended renewing the maintenance contract with Roth Bros., then determining a course of action to repair the trough area above the weight room and soffit above the side entrance.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the renewal of the roof preventive maintenance contract with Roth Bros., Inc. at a cost of \$1,721.05. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

C. Discussion/Approval on Hurst Equipment Preventive Maintenance

Coordinator Smith reported that he received the preventive maintenance renewal agreement for the Hurst rescue tools from Tasc Fire Apparatus. Coordinator Smith further reported that the total cost for the preventive maintenance is \$2,150.00, which is an increase from the 2013 amount of \$1,425.00. Coordinator Smith reported that this is due to an increase of \$25.00 per pump, and the fact that the District purchased a third pump in 2013 as part of the upgrade to the Hurst high-pressure system.

A motion made by Comm. Smith seconded by Comm. Bellizio to approve the renewal of the Hurst preventive maintenance agreement with Tasc Fire Apparatus at a cost of \$2,150.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

D. Discussion/Approval on New Firefighter Bail-Out System & Training

Chief Smith gave a presentation to the Commissioners outlining the current bail-out system that is in service and the reason for the line officer's request to change to a new system. Chief Smith reported that the current system is time-consuming to deploy, offers little control for the firefighter as he descends from the structure, and is easy to become entangled during the descent.

Chief Smith reported that after extensive research and meeting with a vendor to review the various systems that are on the market, the line officers would like to purchase the Sterling F4 Firefighter Escape System and issue them to each interior firefighter. In order to utilize this system, Chief Smith explained that each firefighter would also have to be issued a Class II harness that the bail-out system would be attached to. As such, Chief Smith reported that the line officers would like to issue the Gemtor Model #543NYC harness to each firefighter. Chief Smith explained that the harness would be worn over the turnout pants at all times, which would also provide the added capabilities of a ladder belt when working from a ground or aerial ladder, as well as a Class III (full body) harness for use in confined space rescue. Chief Smith explained that the use of the harness requires the installation of positioning loops to be sewn into the pants to keep the harness in place.

Chief Smith explained that the line officers would like to have the positioning loops retrofitted on all existing turnout pants, with the loops being added to the spec for any new turnout gear that

is ordered in the future. Chief Smith reported that he obtained two quotes for the retrofitting of the turnout pants. The lowest quote was from Minerva Bunker Gear Cleaners at a cost of \$85.50 per set, with a total of 35 pairs of pants to retrofit. Chief Smith reported that he obtained two quotes for the purchase of the Gemtor Class II harness, with the lowest quote from All Hands Fire Equipment at a cost of \$265.00 each. Chief Smith reported that he would look to order a total of 35 harnesses. Chief Smith also reported that he obtained a quote of \$1,250.00 from All Hands Fire Equipment for training for members on the use of the Gemtor harness. Chief Smith requested permission to order the above equipment and training out of the 2014 budget.

Chief Smith reported that he obtained two quotes for the purchase of the Sterling F4 bail-out system, with the lowest quote from All Hands Fire Equipment at a cost of \$260.00 each. Chief Smith reported that he would like to include the purchase of the bail-out systems and associated training in the budget for 2015.

Comm. Young reported that the items requested to be purchased in 2014 should come out of the O-8 "Uniforms" budget line item, which has sufficient funds at this time.

A motion made by Comm. Smith seconded by Comm. Potts to approve the retro-fitting of the turnout pants, purchase of Class II harnesses with Class III harness attachment, and harness training, at a cost not to exceed \$14,000.00. Roll call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

E. Discussion on 2013 Audit Report

Comm. Young reported that the final audit report was obtained earlier today.

Comm. Young reported that all financial numbers were correct in 2013. Comm. Young further reported that there were two non-financial items identified in the audit. Comm. Young reported that the first item deals with the expenditure to Alizio Seal Coating in the amount of \$6,184.00, for seal coating of the driveways at both stations. Comm. Young reported that the amount was the same as what the vendor charged in the past for the same work, and as such, a second quote was not obtained. Comm. Young reported that at least two quotes or bids must be obtained for expenditures that meet the threshold limits, even if the scope of work and cost were the same from previous years.

Comm. Young reported that the second item identified in the audit deals with the stipend that was issued to the Fire District Coordinator. The audit details that the Board should have issued a W-2 or 1099 for the stipend, or had the stipend issued as part of the regular payroll.

Comm. Young reported that the audit also reviewed the \$15,300.00 emergency appropriation made last year. Comm. Young reported that per the audit, the Board followed the proper procedures for the expenditure. Comm. Young reported that the purchase was paid for out of the capital account, and the amount was included in the 2014 budget as a deferred charge. Comm. Young further reported that the funds for the emergency appropriation must be replaced in the capital account. As such, Comm. Young will be issuing a check next month that will be charged to the deferred appropriation line item and depositing it in the capital account.

Comm. Young reported that the 27 air packs and 54 air cylinders that were purchased with grant monies have been added to the Fixed Asset Account. Comm. Young further reported that the new Chevrolet Tahoe chief's vehicle will also be added to this account for 2014 reporting purposes.

Comm. Young reported that the resolution for the Corrective Action Plan details that the District will obtain quotes where required, and all payments to employees will be issued through payroll.

F. Resolution #14-16, Acceptance of Audit Report for the Year 2013

(See next item for approval).

G. Resolution #14-17, Corrective Action Plan for the Year 2013 Audit

A motion by Comm. Smith seconded by Comm. Bellizio to approve Resolution #14-16 and Resolution #14-17. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to include one change and two additional items; Item #P to Matt Pinter Door Company was changed to \$498.00. Item #EE was added to Thomson-Reuters West in the amount of \$72.00. Item #FF to Electronic Measurement Labs was added in the amount of \$1,393.00.

A motion by Comm. Bellizio seconded by Comm. Potts to approve the voucher list as amended. Roll Call Comm. Bellizio-yes, Comm. Potts-yes, Comm. Smith-yes, Comm. Young-yes, Chairman Spahr-yes.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

A motion to adjourn was made by Comm. Young seconded by Comm. Bellizio and by a voice vote all voted in affirmative. Meeting adjourned at 9:25 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
April 2014

INCIDENT RUNS

2	Structure Fires
1	Vehicle Fires
	Dumpster/Trash/Refuse Fires
4	Trees, Brush, Grass, Mulch Fires
	Fires, Other
	Vehicle Extrications (Jaws)
	Motor Vehicle Accident (No Extrication, No Spill)
	Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
1	Haz-Mat Spill / Leak No Ignition
1	Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
2	Hazardous Condition
1	Service Call (Unauthorized Burning, Water Problem/Leak, etc.)
1	Assist Police / EMS / Landing Zone
	Stand-By / Cover Assignment
1	Dispatched & Cancelled En Route
1	Smoke Scare / Odor Removal / Problem
9	System Malfunctions
15	Unintentional System / Detector Operation
2	False Calls
	Other

41 Total Runs for 355.86 Man-Hours

DEPARTMENT ACTIVITIES

1	Board of Fire Commissioners Meeting
	Chief's Meeting
2	Line Officer's Meeting
1	Regular Fire Department Monthly Meeting
1	Relief Association Meeting
	OEM Meeting
1	Work Night
	Work Detail
2	Drills
2	Training Session
	Parade/Wetdown
2	Public Relations
	Stand-by Assignment
	Viewing/Funeral

310.22 Man-Hours

Total Man-Hours for Month: 666.08

Fire Safety:

Referrals Sent – 13

Responded to Scene – 2

Fire District Coordinator's Report
May 19, 2014

- The 2003 Ford Explorer was dropped off to the Township on 4-22-2014. The insurance coverage on the vehicle was cancelled and the license plates were turned into the MVC.
- Absolute Fire Protection was on site on 4-23-2014 to complete the conversion of the new Tahoe chief's vehicle.
- Fire Flow Services Inc. was on site on 4-24-2014 to complete the NFPA fire pump flow testing on 201, 204, 206 & 208. All pumps passed flow testing. Several minor issues were identified with 204 and will be addressed when the vehicle goes for its annual preventive maintenance in a couple months.
- Campbell Supply Company was on site on 4-24-2014 to repair the fuel gauge on Support Unit 207.
- Matt Pinter Door Company was on site on 4-25 & 5-1-2014 to replace the air safety switch on one of the bay doors at Station 21, as the door was not operating properly.
- Donald C. Rodner, Inc. was on site on 5-2-2014 to perform the quarterly service on the HVAC systems at Station 20.
- We took delivery on 5-7-2014 of the 20 lengths of hose that was approved last month using a different vendor. The hose took approximately 2 weeks for delivery using the new vendor. The hose has been inventoried and placed in service. As a reminder, we will be looking to replace additional hose at the end of the year prior to annual testing due to age. I am anticipating replacing about 15 lengths of hose this year, not including any hose that fails testing.
- Fire & Safety Services completed the preventive maintenance service on Engine #206 on 5-2-2014. The only repair to the truck was a minor adjustment to the air horns.
- Air & Gas Technologies was on site on 5-14-2014 to perform the 6-month preventive maintenance service on the Bauer breathing air compressor. The unit is in proper working order at this time.
- The computer tech installed new virus protection software on all computers on 5-14-2014.
- The gas meters were calibrated by Electronic Measurement Labs on 5-14 & 5-15-2014.

- Brush Truck #202 is still out of service at this time. A couple members have begun diagnosis of the brake issues.
- As I brought up last month, I had a logo designed for the Fire District, and used the artist at Active Imprints to create it. Going forward, I will look to have shirts made using the design.
- With regard to our 2012 Assistance to Firefighters Grant, the closeout module is not available from FEMA. The modules are only available up until the 2010 grant year. There is no action necessary on our part at this time, and there is no timeframe as to when the module will be available.
- Station 20 will be used as a polling place for the primary election on 6-2-2014.
- I completed a total of 5 pre-plans in April for a total of 25 in 2014.

Insurance:

- We were visited by a Risk Control Consultant from Travelers on 4-28-2014, who performed a loss analysis survey of Station 20. Survey performed approx. every three years. Discussed our injury reporting program, regular & driver training programs, pre-planning program, and record keeping. Also toured facility. Received high complements on all programs discussed. Recommended annual driver license checks on apparatus drivers.
- We received a check from VFIS on 5-2-2014 in the amount of \$442.95 for reimbursement following the removal of the 2003 Ford Explorer Chief's vehicle from the insurance coverage.
- There is an invoice on the voucher list to Travelers in the amount of \$2,985.00 for our worker's compensation coverage. After speaking with VFIS, I was informed that the charges are due to a state-mandated change in rates.

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

Resolution #14-15.

Authorizing Award of Contract Relative to Flooring Project

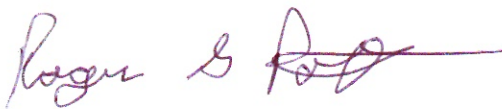
WHEREAS, the Fire District deems it necessary to engage in a flooring project at one of the Fire District firehouses; and

WHEREAS, a single source provider of the materials necessary for the project has been confirmed as to a specific vendor and the Fire District wishes to award a contract to the vendor on this basis.

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

- (1) An award of contract is hereby made to Armor-Tuff Floors pursuant to the proposal submitted.

I hereby certify that the forgoing is a true copy of a resolution adopted by the Board of Fire Commissioners at a publicly held meeting on May 19, 2014.

A handwritten signature in purple ink, appearing to read "Roger S. Potts", with a long horizontal flourish extending to the right.

Roger S. Potts /Secretary



May 14, 2014 --- **REVISED FINAL QUOTE**

Scott Smith, Chief
Monmouth Junction Fire Department
481 Georges Road
Dayton, NJ 08810

**ARMOR-TUFF SUPRATILE 6.5 MM COIN TILES IN GRAY TILES
THAT CARRIES A LIFETIME WARRANTY**

ENGINE / RESCUE BAY AND CASCADE ROOM

- Supply & Install 2,403 sq. ft. plus 212 sq. ft. of tiles for cuts. Total 2,615.
- Supply and Install leveling material where water puddles under apparatus.
- Supply & Install 14 gallons of adhesive.
- Supply & Install 16 packs "T" molding for drains.
- Supply & Install 50' of edging in for doors.
- Supply and Install self-leveling material if needed to stop puddles.
- Cut and fit Supratiles to any existing drains using "T" molding.
- Cut and fit bay doors with edging Glue on Edging.
- Cut and fit wall border (flooring to wall seam) at maximum 1/4" gap, providing for silicone joint.
- Cut & fit tiles to compressor drip tray. Maximum 1/4" gap, providing for silicone joint.
- Silicone caulk color to match floor tiles as closely as possible.
- Provide and install transition edging for exit doors (interior/exterior) where required.
- Cut and fit wall border (flooring to wall seam) at maximum 1/4" gap, providing for silicone joint.
- Silicone caulk color to match floor tiles as closely as possible.
- Floor tile above floor drain to be perforated

Total for product and installation \$7.73 a sq. ft. Total \$20,358.00 --- Delivered

"LIFETIME WARRANTY"

Armor-Tuff Flooring ~ 805 Lehigh Avenue, Union, NJ 07083 ~ 855-723-5667

ARMOR TUFF

FLOORING FOR TOUGH JOBS

Page 2
May 14, 2014
Monmouth Junction Fire Department

Please have the entire floor cleared of the apparatus, gear, and equipment along with any other items leaving the floor totally without obstruction.

Please note: I have included in your quote 10% extra Tiles for cuts. Upon completion of the installation, any unused and unopened product can be returned for full credit. Armor Tuff will not be responsible for adhesion to prior coated surfaces. Failure to use the factory approved adhesive voids warranty. Please sign and date acceptance of this quote and submit a voucher or PO for the total amount. Final payment due 30 days after completion of the floor.

Armor Tuff will provide a safe, clean, neat and professional environment during the installation which will meet the Board of Fire Commissioner's satisfaction and approval. Armor Tuff will provide minimum 7-day advanced notice prior to the desired start date of the installation.

With your order you will receive at **"No Charge"** your logo printed and sealed on 4 tiles. Art work to be supplied by you in a high resolution pdf file.

Vince DeRienzo
Regional Sales Manager
908-917-7697

Accepted: _____ Date: _____

"LIFETIME WARRANTY"

Armor-Tuff Flooring ~ 805 Lehigh Avenue, Union, NJ 07083 ~ 855-723-5667

**Synopsis of Audit Report of The
Township of South Brunswick Fire District No. 2
Statement of Net Position
As of December 31, 2013**

<u>ASSETS</u>	<u>2013</u>
Assets:	
Cash and cash equivalents	\$ 909,127.31
Capital Assets	3,307,158.66
Total Assets	<u>4,216,285.97</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred Outflows of Resources:	
Unamortized charge on 2006 refunding bonds	5,839.00
Total Deferred Outflows of Resources	<u>5,839.00</u>
<u>LIABILITIES AND NET POSITION</u>	
Liabilities:	
Accounts Payable	67,832.53
Deferred Revenue	5,380.00
Accrued Interest Payable	8,095.52
Noncurrent Liabilities	
Due Within One Year	172,044.86
Due Beyond One Year	367,624.88
Total Liabilities	<u>620,977.79</u>
Net Position:	
Invested in capital assets, net of related debt	2,767,488.92
Restricted	175,254.99
Unrestricted	658,403.27
Total Net Position	<u>3,601,147.18</u>
Total Liabilities and Net Position	<u>\$ 4,222,124.97</u>

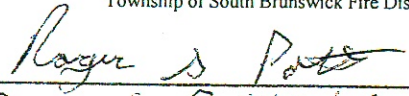
**Synopsis of Audit Report of The
Township of South Brunswick Fire District No. 2
Statement of Activities
As of December 31, 2013**

<u>REVENUES</u>	<u>2013</u>
District Taxes	\$ 828,865.00
Federal Aid - Firefighters Assistance Grant	185,797.00
Supplemental Fire Services Program	5,380.00
Interest on Deposits and Investments	505.70
Proceeds/Gain on Sale	-
Other	25,943.00
Total Revenues	<u>1,046,490.70</u>
<u>EXPENSES</u>	
Administration	27,112.86
Operating & Maintenance	546,289.04
First Aid Squad	10,400.00
Depreciation Expense	174,529.52
Debt Service	32,111.69
Total Expenses	<u>790,443.11</u>
Changes in Net Position	256,047.59
Net Position Beginning of the Year	3,360,807.59
Prior Period Adjustment	(15,708.00)
Net Position as Restated	<u>3,345,099.59</u>
Net Position End of the Year	<u>\$ 3,601,147.18</u>

It is recommended that: Quotes should be obtained when required and all employees should be paid though payroll.

The above summary or synopsis was prepared from the report of audit of the Township of South Brunswick Fire District No. 2 for the fiscal year ended December 31, 2013. This report of audit submitted by John J. Maley, Jr., Registered Municipal Accountant and Certified Public Accountant, is on file with the Township of South Brunswick Fire District No. 2 and may be inspected by any interested person.

A Corrective Action Plan, which outlines actions the Township of South Brunswick Fire District No. 2 will take to correct the findings listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the office of the Township of South Brunswick Fire District No. 2 within 45 days of this notice.


Roger S Potts / Secretary

RESOLUTION

#14-16

TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2013 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

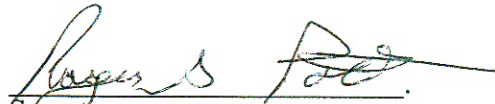
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED

AT THE MEETING HELD ON MAY 19, 2014.

5/19/2014.
Date


Secretary

LOCAL DISTRICT GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Township of South Brunswick Fire District No. 2, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township of South Brunswick Fire District No. 2.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

Charles Spahr

Charles Smith

Thomas A. Young

Roger S. Potts

Kevin J. Bellizio

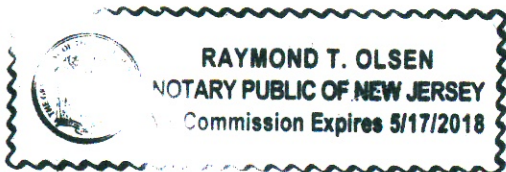
Charles G. Spahr
Charles M. Smith
Thomas A. Young
Roger S. Potts
Kevin J. Bellizio

Sworn to and subscribed before me

this 20th day of MAY, 2014.

Raymond T. Olsen

Notary Public of New Jersey



TOWNSHIP OF SOUTH BRUNSWICK FIRE DISTRICT NO. 2

CORRECTIVE ACTION PLAN

RESOLUTION

14-17

WHEREAS, in accordance with the Government Auditing Standards, it is necessary for the fire district to prepare a Corrective Action Plan as part of the annual audit process; and

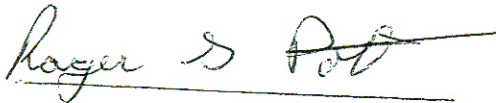
WHEREAS, it is further required that all findings and recommendations contained in the audit report be addressed by the chief financial officer of the Fire District by means of a Corrective Action Plan, which will address the method of resolving any problems as set forth in the findings and recommendations of the audit report; and

WHEREAS, said Corrective Action Plan is to be submitted to the Division of Local Government Services and placed on file with the Clerk or Secretary of the Fire District within 60 days from the date the audit is received by the fire district.

NOW, THEREFORE, BE IT RESOLVED by the fire district, as follows:

1. The Corrective Action Plan as attached is hereby adopted by the fire district in accordance with applicable statutory law or regulations.
2. A copy of same shall be forwarded to all appropriate parties.

Certified by me
this 19th day of MAY, 2014



Roger S. Potts / Secretary

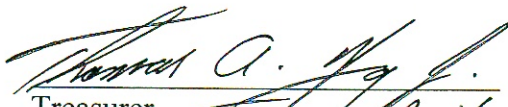
SOUTH BRUNSWICK TOWNSHIP FIRE DISTRICT NO. 2
CORRECTIVE ACTION PLAN
2013 AUDIT FINDINGS

Finding – Quotes

1. Description:
One purchase exceeded the quote threshold and no quotes were obtained.
2. Analysis:
Quotes from two vendors must be obtained when the cost will exceed the quote threshold.
3. Corrective Action:
Quotes will be obtained when required.
4. Implementation Date:
Immediately.

Finding – Payroll

1. Description:
One employee was paid outside of payroll and no subsequent 1099 was issued.
2. Analysis:
Payments to employees for job related stipends should be paid through payroll.
3. Corrective Action:
All payments to employees will be through payroll.
4. Implementation Date:
Immediately.


Treasurer Thomas A. Young, Jr.
5/19/14
Date