

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

Minutes of the Meeting of February 09, 2016

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

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

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

IV. ROLL CALL:

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

Chairman Lyons reported that Commissioner Alan Weissman passed away. The position held by Commissioner Weissman will be filled by Board appointment during the March Annual reorganization meeting. Anyone interested in filling the seat is encouraged to notify a Board member for consideration.

V. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was in attendance and provided the following report:

Fire Prevention Bureau Inspection Progress January, 2016:

Period/Activity		Month Qty	YTD Qty
January	2016 Inspections	186	186
January	2015 Inspections	215	215
January	2016 Re-Inspection	17	17
January	2015 Re-Inspection	31	31
January	2016 Smoke Detectors	18	18
January	2015 Smoke Detectors	22	22
January	2016 Multi-Housing Inspections	44	44
January	2015 Multi-Housing Inspections	10	10
January	2016 Multi-Housing Re-Inspections	28	28
January	2015 Multi-Housing Re-Inspections	10	10

Bureau Funds Collected – Business & Multi Housing(YTD)	\$ 3,229.00
Outstanding Registration Fees – Regular Inspections 2015	\$ 1,025.00
Outstanding Fees – Multi-Housing	\$ 2,175.00

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

Following site plans were reviewed:

None

Fire Marshal introduced newly hired inspector Andrew Kahse. Inspector Kahse will be working four (4) days per week.

Bureau is still evaluating electronic reporting systems.

Invoices for 2016 Annual Inspection Fees have been issued.

Eight remaining Annual Inspection Fees are due from 2015; Bureau is making an effort to collect the outstanding amounts.

Grids for 2016 have been started.

Bureau conducted a fire safety presentation for the residents of Halls Corner Senior Center. Plans are to present the program on a semi-annual basis.

Three site plans have been issued for review. Plans will be provided to Chief Johnson for review and comment.

Bureau will be purchasing hands free blue-tooth systems for all vehicles.

Bureau has purchased a new vehicle for use by the Fire Marshal. Existing vehicle used by Fire Marshal will be converted to the unit used for fire investigations.

VI. APPROVAL OF MINUTES:

The minutes of January 12, 2016 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner DeGraw. Roll call showed Commissioners DeGraw, Grande, and Lyons, all voting Aye.

VII. COMMUNICATIONS:

Board received a copy of a letter from US Senator Booker supporting the Grant application submitted to FEMA.

Board received a Local Finance Notice from the State of New Jersey Department of Community Affairs concerning 2015 LOSAP distribution. The annual Cost of Living increase for LOSAP has been set at 0%. Fund distribution will be the same as 2014.

VIII. TREASURERS REPORT: [Attachment II for details]

Commissioner Grande reported the following as of January 31, 2016:

Operating Account	\$ 456,154.98
Cash Mgmt Fund - General	\$ 140,852.96
Cash Mgmt Fund – Fire App	\$ 439,990.14
Cash Mgmt Fund LOSAP	\$ 35,504.00
Cash Mgmt Dedicated Penalty FC	\$ 14,334.76
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,048.06

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

IX. COMMITTEE REPORTS:

1. Apparatus Replacement Committee

Chief Johnson reported a committee meeting was being held at the same time as this Board meeting. Proposals offered by various suppliers are being reviewed; comments and requests for updated proposals will be sent to the vendors.

X. UNFINISHED BUSINESS:

1. Annual Inventory

No Progress

2. Grant Status:

Grant application has been submitted; no further information available at this time.

3. Monthly Injuries

One (1) firefighter suffered a hand injury during the past month. Treatment was provided and the firefighter is back to full active duty.

4. Computer Issues

No issues were reported

5. Hydrant Markers

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

6. Volunteer Membership Drive

East Brunswick Independent Fire Company President Alexander reported there are four new applicants being interviewed for membership to the East Brunswick Independent Fire Company.

7. PHONE/INTERNET SERVICE

Installation has been completed. Lawrence Brook Station is reporting an issue with the WiFi service, Comcast will be notified.

8. PRESERVATION OF 911 MEMORIAL

No progress due to inclement weather.

9. HARASSMENT TRAINING

District insurance carrier, VFIS, offers an on-line harassment training program which will be used for all District employees and Fire Company members. Information is being gathered to register all personnel.

11. DISPOSAL OF UNUSED RADIOS

No Progress

12. NEW MEMBERSHIP APPLICATIONS

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

XI NEW BUSINESS:

Gear dryer stopped working and needs to be replaced. Bids were received, replacement was ordered.

XII FIRE CHIEF/PRESIDENT REPORT:

East Brunswick Independent Fire Company President Alexander reported the following:

- 1.) Light pole located at the Dunhams Corner Station was damaged as a result of a motor vehicle accident. Police report has been obtained and a claim will be submitted to the insurance carrier.
- 2.) One bid to paint the apparatus room floor in Building 1, Willow Street Complex, has been received. Additional bids will be requested.

- 3.) Chairman Lyons requested the Chief and or President notify the District when the buildings are being used by law enforcement agencies for training purposes.

East Brunswick Independent Fire Company Chief Johnson reported the following:

- 1.) Fire Company had a busy January responding to many alarms.
- 2.) Tough books placed in the apparatus can be removed as they are not used. Units in Chief's vehicles are to remain.

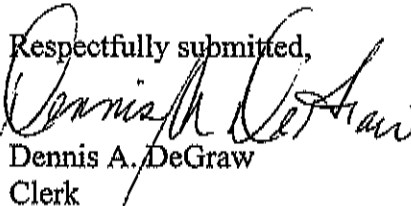
XIII. PUBLIC PORTION:

None

XIV. ADJOURNMENT:

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

Respectfully submitted,



Dennis A. DeGraw
Clerk

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

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

LEGAL NOTICE

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

April 14, 2015

May 12, 2015

June 9, 2015

July 14, 2015

August 11, 2015

September 8, 2015

October 13, 2015

November 10, 2015

December 8, 2015

January 12, 2016

February 9, 2016

March 8, 2016

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

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

EAST BRUNSWICK
BOARD OF FIRE COMMISSIONERS
DIST. NO 2
January 31, 2016

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
660105	Office Salaries	165,000.00	\$6,999.52	\$6,999.52	\$158,000.48
8506/2260	Payroll Taxes (EB)	30,470.00	\$2,262.01	\$2,262.01	\$28,207.99
2261	Pers Employer (EB)	21,065.00		\$0.00	\$21,065.00
2262	decp-Employer (EB)	2,435.00		\$0.00	\$2,435.00
6607	Workers Compensation (EB)	45,000.00		\$0.00	\$45,000.00
5510	Equipment (Non-Bondable)	80,100.00		\$0.00	\$80,100.00
6616	Insurance Premiums	140,750.00	\$1,800.24	\$1,800.24	\$138,949.76
6520	Fire Protection Agreement	157,600.00	\$41,250.00	\$41,250.00	\$116,250.00
6626	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
6528	Legal-Professional Fees	8,000.00	\$313.50	\$313.50	\$7,686.50
6629	Physician & Fit Test-Professional Fees	9,000.00	\$525.00	\$525.00	\$8,475.00
6635	Advertising	1,600.00		\$0.00	\$1,600.00
6640	Elections	2,750.00		\$0.00	\$2,750.00
6646	Dues/Sub/Seminars/Classes	4,000.00		\$0.00	\$4,000.00
6660	Training & Education	29,700.00	\$74.85	\$74.85	\$29,625.15
6700	FUEL & LUBRICANTS	15,000.00		\$0.00	\$15,000.00
6716	Office Expenses/Inventory	16,000.00		\$0.00	\$16,000.00
6720	Radio Repairs R & M	6,000.00		\$0.00	\$6,000.00
6721	Equipment Repairs R & M	125,000.00		\$0.00	\$125,000.00
6721A	Mechanic Tools & Supplies	10,000.00		\$0.00	\$10,000.00
6722	Compressor Repairs R & M	6,250.00		\$0.00	\$6,250.00
6724	Computer Maintenance R & M	14,000.00		\$0.00	\$14,000.00
6730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
6736	Supplemental Fire Grant 2016	11,519.00		\$0.00	\$11,519.00
6737	Fire Prevention Bureau	293,650.00	\$13,801.35	\$13,801.35	\$279,848.65
6740	Contingency	10,000.00		\$0.00	\$10,000.00
6741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
6742	LOSAP	50,000.00		\$0.00	\$50,000.00
6828	Principal on Bonds	190,000.00		\$0.00	\$190,000.00
6829	Interest on Bonds	105,500.00		\$0.00	\$105,500.00
2023	Bond Insurance Fees			\$0.00	\$0.00
5832/6710/6711	Utilities(gas,electric, cable,phone,mobile)	65,000.00	\$712.96	\$712.96	\$64,287.04
6833	Bldg. Maintenance-NWS	150,000.00	\$166.75	\$166.75	\$149,833.25
Total Operating Appropriations		1,880,289.00	\$67,906.18	\$67,906.18	\$1,812,382.82
6801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
6802	Capital Improvements				
Total Capital Appropriations		150,000.00			
Total Capital & Operating Appropriations		2,030,289.00			
2000	Prior Years Accounts Payable	4,127.57	\$2,152.66	\$2,152.65	\$1,974.92
2005	2016 Encumbered Funds	52,258.90	\$9,939.17	\$9,939.17	\$42,319.73
6735	Supplemental Fire Grant Prior Year (3)	4,669.40			
4730	Ded. Pen. FC Deposits		\$25.00		
6738	2016 Dod. Pen. Expense				
Recap of Cash Held on Deposit					
	Operating Account		456,154.98		
	Cash Mgt Fund - General		140,852.96		
	Cash Mgt Fund -Ded. Pen. Fc		14,334.76		
	Cash Mgt Fund -Fire App.		439,990.14		
	Cash Mgt Fund -LOSAP		35,504.00		
	Cash Mgt Fund -New Bldg.		23,048.06		
Total Funds Available			\$1,109,884.90		

Board of Fire Commissioners Dist. 2

Trial Balance

As of January 31, 2016

	Jan 31, 16	
	Debit	Credit
1000 - BOA REGULAR ACCOUNT	456,154.98	
1001 - CASH-NEW WS BLDG.BOA	0.00	
1005 - Petty Cash	39.33	
1010 - Cash - Fire Prevention	202,883.41	
1011 - FIRE PREVENTION INSPECTION FEES	117,966.94	
1150 - Investments	140,852.96	
1153 - Investments Short Term Bonds	0.00	
1154 - INVESTMENTS-FIRE AAPPARATUS FUND	439,990.14	
1155 - INVESTMENTS-DEDICATED PENALTIES	14,334.76	
1156 - INVESTMENTS-LOSAP FUND	35,504.00	
1157 - INVESTMENTS-DED. PENALTIES-FP	10,144.06	
1158 - INVESTMENTS-NEW BLDG. FUND	23,048.06	
1159 - INVESTMENTS-FP/BOFC#2	24,618.40	
1203 - *Accounts Receivable	5,329.02	
2002 - FP Expenses owed District	7,763.00	
1099 - Cash Transfers	0.00	
1151 - Investments Smith Barney	0.00	
1202 - Due from EB Township	346,643.43	
1250 - Accts Receivable Fire Preventio	0.00	
1310 - General Bond Obligation	0.00	
1400 - Loans & Exchanges	0.00	
1401 - Mortgage Receivable	0.00	
1402 - DUE FROM EAST BRUNSWICK-PENALTI	0.00	
1403 - DUE FROM DIST 1 & EBRs	0.00	
1404 - PERS OVERPAYMENT	0.00	
1410 - PAYROLL	0.00	
1152 - INVESTMENTS MORTGAGE PROPERTIES	0.00	
1901 - General Fixed Assets	10,068,159.00	
2000 - Accounts Payable		80,913.01
2020 - YEAR END AP	0.00	
2021 - General Bonds Payable		2,105,357.04
2023 - General Bond Payable Fees	4,886.60	
2022 - General Bond Payable-3million		2,265,000.00
2050 - Amt to be Recd for Debt Retire	0.00	
2210 - FWT	0.00	
2220 - FICA	0.00	
2260 - Reserve for Dedicated Penalties		98,549.23
2270 - DUE TO FIRE COMPANY	0.00	
2280 - PURCHASE OF RESCUE PUMPER	0.00	
2290 - CHIEFS VEHICLE	0.00	
3000 - Opening Bal Equity	0.00	
3400 - Unappropriated Fund Balance		0.56
3401 - Fire App Fund Surplus	0.00	
3402 - Training Fund Surplus	0.00	
3403 - Capital Fund Surplus	0.00	
3404 - Building Fund Surplus	0.00	
3405 - Equity in Fixed Assets		9,831,698.00
3406 - Fire Prevention Surplus	0.00	
3407 - Reserve for Future Capital Outl		2,652.50
3408 - Building Expansion & Acquisitio	0.00	
3900 - Retained Earnings	2,412,906.54	

Board of Fire Commissioners Dist. 2

Trial Balance

As of January 31, 2016

02/05/16

	Jan 31, 16	
	Debit	Credit
4200 · Interest & Dividend Income	0.00	
4700 · Smoke Detector Fees		1,590.00
4710 · Registration/Inspection Fees		2,375.00
4720 · I Permit Fees		542.00
4730 · Ded Penal (Fire Co Portion)		25.00
4740 · Ded Penal (fire prev. Portion)		25.00
4741 · MISC. INCOME FIRE REPORT		60.00
2005 · Reserve for Encumbrances	9,939.17	
2250 · PERS employee	1,463.49	
2252 · DCRP PENSION/LIFE EMPLOYER	6.00	
5505 · Office Staff	6,999.52	
5506 · Payroll Taxes	2,262.01	
5515 · Insurance Premiums	1,800.24	
5520 · Fire Protection Agreement	41,250.00	
5528 · Legal	313.50	
5529 · Physician	525.00	
5550 · Training & Education	74.85	
5711 · Mobile Telephone	434.46	
5715 · Office Supplies	268.69	
5832 · UTILITIES	278.50	
5833 · Building Maintenance	166.75	
6000 · Office Payroll	866.55	
6010 · Inspector Payroll	6,889.26	
6040 · Telephone	358.74	
6050 · Payroll Tax Expense	3,112.04	
6110 · Dues & Subscriptions	185.00	
6131 · dcrp FP pension PT employees	11.00	
6132 · pers/life fp employees	284.91	
6170 · Payroll Service Fees	73.03	
TOTAL	14,388,787.34	14,388,787.34