

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 January 12, 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 Colon, DeGraw, Grande, Lyons, and Weissman, were in attendance.

V. FIRE PREVENTION BUREAU:

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

Fire Prevention Bureau Inspection Progress December, 2015:

Period/Activity	Month Qty	YTD Qty
December 2015 Inspections	16	1901
December 2014 Inspections	12	1904
December 2015 Re-Inspection	72	776
December 2014 Re-Inspection	95	681
December 2015 Smoke Detectors	26	315
December 2014 Smoke Detectors	15	244
December 2015 Multi-Housing Inspections	44	443
December 2014 Multi-Housing Inspections	15	290
December 2015 Multi-Housing Re-Inspections	9	194
December 2014 Multi-Housing Re-Inspections	9	143

Bureau Funds Collected – Business & Multi Housing(YTD)	\$254,992.51
Outstanding Registration Fees – Regular Inspections 2015	\$ 2,700.00
Outstanding Fees – Multi-Housing	\$ 2,175.00

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

Following site plans were reviewed:

None

Bureau is reviewing resumes from applicants for the position of Inspector.

Bureau is still reviewing available electronic reporting systems for use by the inspectors. Recently heard of another vendor used by other local communities; demonstration will be arranged.

Fire Marshal Verdi reported Ms. Harriet Wiseman newly hired administrative assistant is performing to expectations with positive results for the Bureau.

VI. APPROVAL OF MINUTES:

The minutes of December 3, 2015 Budget Workshop Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

The minutes of December 8, 2015 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

The minutes of December 31, 2015 Special Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

VII. COMMUNICATIONS:

None

VIII. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of December 31, 2015:

Operating Account	\$ 534,135.34
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 Colon, seconded by Commissioner Grande. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Board received approval of the Proposed 2016 Budget from the State of New Jersey Department of Community Affairs. No additional adjustments were required. Proposed was formally adopted on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons and Weissman all voting Aye.

Annual Election is scheduled for Saturday, February 20, 2016. Poles will be open from 2:00 Pm to 9:00 PM.

IX **COMMITTEE REPORTS:**

1. Apparatus Replacement Committee

Chief Johnson reported the committee has been progress by the committee.

X **UNFINISHED BUSINESS:**

1. Annual Inventory

No Progress

2. Grant Status:

Commissioner Colon reported Keenyo Consultants LLC is working to complete the Grant application for submittal by the January 15, 2016 deadline. Quantities of some of the equipment being requested have been modified. All other information appears to be ready for submittal.

3. Monthly Injuries

No injuries were reported over the past month.

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 three new applicants waiting to be interviewed.

7. PHONE/INTERNET SERVICE

Major installation work has been completed. Currently experiencing issues in the stations relative to Wi-Fi accessibility and heat generated by the electronic equipment installed in the radio rooms. Staff will contact Comcast for resolution.

8. PRESERVATION OF 911 MEMORIAL

Arrangements have been made for an anchoring system to be installed on the 911 Steel. Upon completion the Steel will be removed, sandblasted, coated, and re-installed. Labor and materials are being donated by local businesses.

9. HARASSMENT TRAINING

Board insurance carrier has an on-line training system that can be used; currently under review. In addition, training web site Fire Rescue University has training available which is acceptable for use. Upon completion of evaluation a program will be implemented for all volunteer and paid staff to participate in the training.

11. DISPOSAL OF UNUSED RADIOS

No Progress

XI NEW BUSINESS:

Some lighting over bay doors at the Willow Street Station is not functioning. Staff will retains services to repair lighting

XII FIRE CHIEF/PRESIDENT REPORT:

East Brunswick Independent Fire Company President Alexander reported the following:

- 1.) Questioned the working of recently enacted policy for individuals on medical leave. Board requested proposed wording change for consideration and discussion.
- 2.) Provided a copy of proposed change in membership application for information purposes. Discussion on whether cadet applicant's parent or guardian should sign that they understand roles and responsibility of Cadets. Board to forward samples of wording provided by R. Braslow, Board Attorney, for consideration by the Fire Company.
- 3.)

East Brunswick Independent Fire Company Chief Johnson had nothing to report; all items were discussed and reported above.


XIII. PUBLIC PORTION:

None

XIV ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner Grande that the public meeting be adjourned at 9:05 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,


Dennis A. DeGraw
Clerk

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

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

LEGAL NOTICE

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

April 14, 2015

May 12, 2015

June 9, 2015

July 14, 2015

August 11, 2015

September 8, 2015

October 13, 2015

November 10, 2015

December 8, 2015

January 12, 2016

February 9, 2016

March 8, 2016

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

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

Board of Fire Commissioners Dist. 2

Trial Balance

As of December 31, 2015

01/12/16

	Dec 31, 15	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	534,135.34	
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	113,650.64	
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 & EBR	0.00	
1404 · PERS OVERPAYMENT	0.00	
1410 · PAYROLL	0.00	
1152 · INVESTMENTS MORTGAGE PROPERTIES	0.00	
1901 · General Fixed Assets	10,068,159.00	
2000 · Accounts Payable		83,065.66
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	2,457,412.58	

Board of Fire Commissioners Dist. 2

Trial Balance

As of December 31, 2015

01/12/16

	Dec 31, 15	
	Debit	Credit
4000 · Revenue		1,173,601.00
4002 · Sale of Equipment		3,500.00
4200 · Interest & Dividend Income		742.69
4300 · Contract Volunteer Fire Co.		100.00
4699 · FIRE PREVENTION REVENUES		86,675.47
4700 · Smoke Detector Fees		16,480.00
4710 · Registration/Inspection Fees		111,380.00
4711 · Reinspection Fees Smoke Detecto		20.00
4720 · I Permit Fees		17,794.00
4730 · Ded Penal (Fire Co Portion)		9,050.00
4740 · Ded Penal (fire prev. Portion)		9,050.00
4741 · MISC. INCOME FIRE REPORT		60.00
4742 · Multi-Housing Inspection Fees		9,750.00
4790 · Interest Income		203.04
2005 · Reserve for Encumbrances	35,197.43	
2250 · PERS employee	14,311.88	
2251 · PERS EMPLOYER	19,142.00	
2252 · DCRP PENSION/LIFE EMPLOYER	333.00	
2254 · DCRP PENSION/EMPLOYEE	275.00	
5501 · Commissioners Compensation	24,177.94	
5505 · Office Staff	98,120.34	
5506 · Payroll Taxes	40,532.51	
5507 · Workers Compensation	34,591.00	
5510 · Equipment Non-Bondable	37,038.99	
5515 · Insurance Premiums	95,588.39	
5520 · Fire Protection Agreement	166,680.00	
5526 · Accounting	8,700.00	
5528 · Legal	1,469.00	
5529 · Physician	9,780.00	
5535 · Advertising	1,942.27	
5540 · Elections	3,446.63	
5545 · Membership Dues & Subscriptions	3,176.20	
5550 · Training & Education	9,370.54	
5700 · Fuel	6,718.47	
5711 · Mobile Telephone	5,721.18	
5715 · Office Supplies	8,029.77	
5720 · Radio Repairs	2,639.45	
5721 · Equipment Repairs	124,755.83	
5722 · Compressor Repairs	150.00	
5724 · Computer Maintenance	10,099.25	
5730 · Fire Prevention Program	2,543.75	
5735 · SUPPLEMENTAL FIRE GRANT STATE		11,519.30
5738 · Dedicated Penalty Expense-FC	5,083.20	
5742 · LOSAP	38,743.98	
5828 · Principle on Bonds	190,000.00	
5829 · Interest on Bonds	109,300.00	
5830 · WILLOW STREET PURCHASE	0.00	
5832 · UTILITIES	47,033.25	
5833 · Building Maintenance	94,788.58	
5999 · FIRE PREVENTION		3,183.64
6000 · Office Payroll	4,441.13	

Board of Fire Commissioners Dist. 2

Trial Balance

As of December 31, 2015

01/12/16

	Dec 31, 15	
	Debit	Credit
6010 · Inspector Payroll	86,253.46	
6040 · Telephone	3,777.63	
6050 · Payroll Tax Expense	35,264.86	
6060 · Uniform Allowance	1,749.75	
6070 · Auto/car Expense -gas,purchase	2,625.27	
6080 · Auto Repairs & Maint	1,694.85	
6090 · Postage	1,167.52	
6100 · CPE Seminars	100.00	
6110 · Dues & Subscriptions	1,317.05	
6112 · Office Expenses	10,240.01	
6120 · Clothing Allowance	200.00	
6130 · Physician Expense	450.00	
6131 · dcrp FP pension PT employees	335.50	
6132 · pers/life fp employees	4,007.44	
6150 · Small Tools & Equipment	1,133.74	
6161 · MISCELLANEOUS	578.45	
6170 · Payroll Service Fees	2,000.41	
6175 · Dedicated Penalties Expense-FP	2,466.00	
6180 · Bank Charges		15.00
6191 · COMPUTER EXPENSE	769.50	
TOTAL	<u>15,839,447.13</u>	<u>15,839,447.13</u>

EAST BRUNSWICK
BOARD OF FIRE COMMISSIONERS
DIST. NO 2
December 31, 2015
after transfers

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
5501/05	Office Salaries	130,000.00	\$17,902.10	\$119,983.98	\$10,016.02
5506/2250	Payroll Taxes (EB)	49,400.00	\$5,222.27	\$36,504.83	\$12,895.17
2251	Perz Employer (EB)	19,142.00	-\$2,142.00	\$19,142.00	\$0.00
2252	Corp-Employer (EB)	2,000.00	\$43.60	\$295.50	\$1,704.50
5607	Workers Compensation (EB)	41,100.00	-\$3,562.00	\$34,591.00	\$6,509.00
5510	Equipment (Non-Bondable)	73,155.00	\$10,371.28	\$64,661.07	\$8,493.93
5515	Insurance Premiums	94,614.10		\$85,217.11	\$9,396.99
5520	Fire Protection Agreement	166,680.00	-\$1,680.00	\$166,680.00	\$0.00
5526	Accounting-Professional Fees	10,000.00		\$8,700.00	\$1,300.00
5528	Legal-Professional Fees	8,000.00		\$1,468.50	\$6,531.50
5529	Physician & Fit Test-Professional Fees	14,000.00	\$1,580.00	\$14,000.00	\$0.00
5535	Advertising	1,942.27	\$1,963.64	\$1,942.27	\$0.00
5540	Elections	3,446.63	\$1,309.10	\$3,446.63	\$0.00
5545	Dues/Sub/Seminars/Classes	4,000.00	\$100.00	\$3,176.20	\$823.80
5550	Training & Education	14,400.00	\$3,738.00	\$14,138.67	\$261.33
5700	FUEL & LUBRICANTS	15,000.00	\$1,766.66	\$6,718.47	\$8,281.53
5715	Office Expenses/Inventory	15,000.00	\$650.38	\$8,029.77	\$6,970.23
5720	Radio Repairs R & M	3,000.00		\$2,639.45	\$360.55
5721	Equipment Repairs R & M	137,633.00	\$12,877.17	\$137,633.00	\$0.00
5722	Compressor Repairs R & M	6,250.00	\$615.00	\$765.00	\$5,485.00
5724	Computer Maintenance R & M	13,660.00		\$10,099.25	\$3,560.75
5730	Fire Prevention Program	5,000.00	-\$1,231.26	\$2,543.75	\$2,456.25
5735	Supplemental Fire Grant 2015	11,519.00		(\$11,519.00)	\$0.00
5737	Fire Prevention Bureau	293,650.00	\$16,314.22	\$190,820.57	\$102,829.43
5740	Contingency	10,000.00		\$10,000.00	\$0.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	45,000.00		\$38,743.98	\$6,256.02
5828	Principal on Bonds	190,000.00		\$190,000.00	\$0.00
5829	Interest on Bonds	109,300.00		\$109,300.00	\$0.00
2023	Bond Issuance Fees	200.00		\$200.00	\$0.00
5832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	60,000.00	\$4,864.50	\$52,754.43	\$7,245.57
5833	Bldg. Maintenance-NWS	118,657.00	\$12,108.74	\$99,170.26	\$19,486.72
Total Operating Appropriations		1,765,749.00	81,809.31	\$1,421,846.71	\$320,864.29

5801	Reserve for future Cap. Outlays	150,000.00		\$0.00	\$150,000.00
5802	Capital Improvements			\$0.00	\$0.00
Total Capital Appropriations		150,000.00			150,000.00
Total Capital & Operating Appropriations		1,915,749.00			

2000	Prior Years Accounts Payable	2,609.03		\$2,609.03	\$0.00
2005	2014 Encumbered Funds	36,257.25		\$35,197.43	\$1,059.82
5735	Supplemental Fire Grant Prior Year (3)	4,669.40		\$0.00	\$4,669.40
5830	New Willow Street	23,025.94		\$18.35	\$23,044.29
4730	Ded. Pen. FC Deposits	6,532.09	\$1,250.00	\$9,050.00	\$15,582.09
5738	2016 Ded. Pen. Expense		\$6,746.00		(\$8,837.09)

Recap of Cash Held on Deposit

	Operating Account		\$534,135.34		
	Cash Mgt Fund - General		\$140,662.96		
	Cash Mgt Fund -Ded. Pen. Fc		\$14,334.76		
	Cash Mgt Fund -Fire App.		\$329,990.14		
	Cash Mgt Fund -LOSAP		\$36,504.00		
	Cash Mgt Fund -New Bldg.		\$23,048.06		
Total Funds Available			\$1,077,665.26		

