

**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 August 11, 2015**

**I. CALL TO ORDER:** Chairman 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:** Chairman Lyons opened the meeting with the salute to the flag.

**III. READING OF THE OFFICIAL NOTICE OF THE MEETING:**  
 Chairman Lyons read the official notice of the meeting. [Attachment I]

**IV. ROLL CALL:**

Roll Call showed Commissioners DeGraw, Grande, Lyons, and Weissman were in attendance. Commissioner Colon was absent.

**V. FIRE PREVENTION BUREAU:**

Fire Marshal Verdi was not in attendance and provided the following report:

Fire Prevention Bureau Inspection Progress July, 2015:

Period/Activity	Month Qty	YTD Qty
July 2015 Inspections	121	1314
July 2014 Inspections	160	1255
July 2015 Re-Inspection	99	509
July 2014 Re-Inspection	39	386
July 2015 Smoke Detectors	37	188
July 2014 Smoke Detectors	25	141
July 2015 Multi-Housing Inspections	58	245
July 2014 Multi-Housing Inspections	26	198
July 2015 Multi-Housing Re-Inspections	9	81
July 2014 Multi-Housing Re-Inspections	22	91

Bureau Funds Collected – Business (YTD)	185,294.76
Bureau Funds Collected – Multiple Housing (YTD)	
Outstanding Registration Fees – Regular Inspections 2015	\$ 13,047.00

Bureau inspections are on schedule.

Commissioner Lyons reported that Inspector Len Dolan has submitted a resignation from the Bureau. Inspector Dolan has accepted a full time position with Kean University.

Bureau will begin the process of finding a replacement.

Audit by the State of New Jersey has not yet occurred. State auditor is attempting to coordinate the audit of District 1 and 2 during the same time period. Fire Marshal Verdi is prepared to conduct the audit at the State's request.

Following site plans were reviewed:

None

**VI. APPROVAL OF MINUTES:**

The minutes of July 12, 2015 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Weissman. Roll call showed Commissioners 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 July, 2015:

Operating Account	\$ 184,468.14
Cash Mgmt Fund - General	\$ 190,762.37
Cash Mgmt Fund - Fire App	\$ 439,732.01
Cash Mgmt Fund LOSAP	\$ 35,483.19
Cash Mgmt Dedicated Penalty FC	\$ 6,279.35
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,034.53

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

Mike Bart of Bart & Bart, Certified Public Accountants, presented the results of the annual audit conducted for fiscal year 2014. Mr. Bart found the District to be financially sound with good accounting practices. No irregularities were found nor were any recommendations made to change current practices offered.

Resolution 2015-17 accepting the audit results was made by Commissioner Grande, seconded by Commissioner Weissman. Roll Call showed, Commissioners DeGraw, Grande, Lyons, and Weissman all voting Aye.

Commissioner DeGraw requested the Fire Company administration and line officers to begin preparing for the 2016 budget presentation. Emphasis should be directed to capital projects being requested so the District has ample time to obtain anticipated cost for consideration for fiscal year 2016.

## **IX COMMITTEE REPORTS:**

### **1. Apparatus Replacement Committee**

One meeting was held to discuss and review the needs of Fire Company relative to apparatus. One additional meeting is being planned prior to the New Jersey State Fireman's Convention where the committee will have an opportunity to review recently produced apparatus.

## **X UNFINISHED BUSINESS:**

### **1. Annual Inventory**

No Progress

### **2. Grant Status:**

FEMA has begun to award grants, application made by the District has not yet been determined.

### **3. Monthly Injuries**

Two member of the Fire Company were injured during the past month, both minor. All documentation has been submitted.

### **4. Computer Issues**

Four replacement computers were received and will be installed in the line officer area of the building. Units required replacement due to age.

### **5. Hydrant Markers**

District will need to purchase additional hydrant markers to complete the Project. A requisition will be submitted by Chief Johnson for the purchase of the required markers.

Chief Johnson reported that the installation of the remaining markers will be performed by local Boy Scouts as a community project.

### **6. Volunteer Membership Drive**

Fire Company President Alexander reported there are three (3) applicants being considered for membership.

### **7. PHONE/INTERNET SERVICE**

Comcast is conducting surveys at the Lawrence Brook and Dunhams Corner Stations to determine what needs to be done to complete the

bundling of services for telephone, internet and television. Anticipate beginning work within the next few months.

8. PRESERVATION OF 911 MEMORIAL

Fire Company representative to advise when the sandblasting of the Memorial will be done so protective coating can be applied.

9. HARASSMENT TRAINING

No Progress

10. GENERATOR BOLLARDS

Recently replaced bollard at the Lawrence Brook Station was once again struck by an unknown vehicle and broken. Bollard will need to be replaced.

11. DISPOSAL OF UNUSED RADIOS

Commissioner Lyons reported the Township is working with a prospective buyer for the radio equipment.

12. CAMERA & SECURITY INSTALLATION

No Progress

13. SECURITY CODES

Security codes for both the Knox boxes and District fuel system have been updated, issues closed.

**XI NEW BUSINESS:**

Application to the New Jersey State Fireman's Association for Thomas Grande was read and accepted on a motion by Commissioner Grande, seconded by Commissioner Weissman. Roll Call showed Commissioners DeGraw, Grande, Lyons, and Weissman all voting Aye.

**XII FIRE CHIEF/PRESIDENT REPORT:**

Fire Company President Alexander reported the following:

A request for the District to purchase furniture for the Lawrence Brook and Dunhams Corner Stations were submitted for consideration. Estimated cost is approximately \$4,000.00

A request for the District to purchase a replacement shed for the Lawrence Brook Station was presented. Estimated cost is approximately \$2,700.00

Requested lighting on the apparatus room floor of the original Willow Street Station be considered for replacement and upgrade.

Requested apparatus room floor of the original Willow Street Station be painted.

Chief Johnson reported the following:

Reported annual DOT physicals can be performed on each member for an additional \$30.00 during annual fit testing. Physical exams on a periodic basis for all drivers of District owned vehicles are now recommended by the insurance carrier. Commissioners discussed and agreed the annual physicals should be performed for all members.

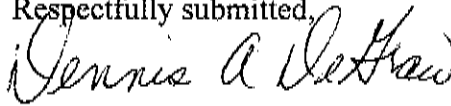
Requested District consider the next Grant application be issued for the installation of an automatic traffic signal changing system for the next Grant application. System cost is approximately \$240,000.00. Information was provided by Chief Johnson and will be forwarded to Commissioner Colon.

**XIII. PUBLIC PORTION:**

None

**XIV. ADJOURNMENT:**

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner Colon that the public meeting be adjourned at 9:00 PM. Roll call showed Commissioners 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 July 31, 2015

08/06/15

	Jul 31, 15	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	184,468.14	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	14,701.70	
1011 · FIRE PREVENTION INSPECTION FEES	414,538.66	
1150 · Investments	190,748.46	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPPARATUS FUND	439,699.89	
1155 · INVESTMENTS-DEDICATED PENALTIES	6,279.35	
1156 · INVESTMENTS-LOSAP FUND	35,480.63	
1157 · INVESTMENTS-DED. PENALTIES-FP	92.36	
1158 · INVESTMENTS-NEW BLDG. FUND	23,032.88	
1159 · INVESTMENTS-FP/BOFC#2	24,602.15	
1203 · *Accounts Receivable	5,329.02	
2002 · FP Expenses owed District	167,217.50	
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	9,831,698.00	
2000 · Accounts Payable		61,569.65
2020 · YEAR END AP	0.00	
2021 · General Bonds Payable		1,952,857.04
2023 · General Bond Payable Fees	5,086.60	
2022 · General Bond Payable-3million		2,105,000.00
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	2,193,769.17	

08/06/15

## Board of Fire Commissioners Dist. 2

## Trial Balance

As of July 31, 2015

	Jul 31, 15	
	Debit	Credit
4000 · Revenue		513,450.44
4002 · Sale of Equipment		3,500.00
4200 · Interest & Dividend Income		287.73
4300 · Contract Volunteer Fire Co.		100.00
4699 · FIRE PREVENTION REVENUES		49,981.99
4700 · Smoke Detector Fees		8,995.00
4710 · Registration/Inspection Fees		101,102.00
4711 · Reinspection Fees Smoke Detecto		20.00
4720 · I Permit Fees		15,564.00
4730 · Ded Penal (Fire Co Portion)		5,925.00
4740 · Ded Penal (fire prev. Portion)		5,925.00
4741 · MISC. INCOME FIRE REPORT		40.00
4790 · Interest Income		86.77
2005 · Reserve for Encumbrances	30,717.43	
2250 · PERS employee	6,667.58	
2251 · PERS EMPLOYER	19,142.00	
2252 · DCRP PENSION/LIFE EMPLOYER	147.00	
5501 · Commissioners Compensation	11,993.31	
5505 · Office Staff	53,448.88	
5506 · Payroll Taxes	20,520.65	
5507 · Workers Compensation		1,451.00
5510 · Equipment Non-Bondable	3,298.75	
5515 · Insurance Premiums	56,630.01	
5520 · Fire Protection Agreement	125,430.00	
5528 · Legal	1,155.50	
5529 · Physician	2,175.00	
5535 · Advertising		196.53
5540 · Elections	2,137.53	
5545 · Membership Dues & Subscriptions	2,958.50	
5550 · Training & Education	3,199.69	
5700 · Fuel	1,520.09	
5711 · Mobile Telephone	3,143.47	
5715 · Office Supplies	5,377.77	
5720 · Radio Repairs	7,096.75	
5721 · Equipment Repairs	42,001.96	
5722 · Compressor Repairs	150.00	
5724 · Computer Maintenance	7,392.54	
5742 · LOSAP	38,743.98	
5828 · Principle on Bonds	190,000.00	
5829 · Interest on Bonds	55,800.00	
5830 · WILLOW STREET PURCHASE	0.00	
5832 · UTILITIES	26,059.68	
5833 · Building Maintenance	58,168.55	
6000 · Office Payroll	2,909.92	
6010 · Inspector Payroll	52,683.84	
6040 · Telephone	2,417.04	
6050 · Payroll Tax Expense	21,576.49	
6060 · Uniform Allowance	1,581.50	
6070 · Auto/car Expense -gas,purchase	1,867.93	
6080 · Auto Repairs & Maint	1,534.54	
6090 · Postage	763.52	



Board of Fire Commissioners Dist. 2

**Trial Balance**

As of July 31, 2015

08/06/15

	Jul 31, 15	
	Debit	Credit
6110 · Dues & Subscriptions	800.00	
6112 · Office Expenses	6,212.79	
6120 · Clothing Allowance	200.00	
6130 · Physician Expense	450.00	
6131 · dcrp FP pension PT employees	269.50	
6132 · pers/life fp employees	2,303.24	
6150 · Small Tools & Equipment	503.80	
6170 · Payroll Service Fees	1,138.94	
6175 · Dedicated Penalties Expense-FP	2,466.00	
6180 · Bank Charges	0.00	
6191 · COMPUTER EXPENSE	769.50	
<b>TOTAL</b>	<b>14,758,952.44</b>	<b>14,758,952.44</b>

EAST BRUNSWICK  
BOARD OF FIRE COMMISSIONERS  
DIST. NO 2  
JULY 31, 2015

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
550105	Office Salaries	130,000.00	\$12,398.14	\$65,442.19	\$64,557.81
5506/2250	Payroll Taxes (EB)	49,400.00	\$3,591.56	\$20,520.65	\$28,879.35
2251	Pers Employer (EB)	17,000.00		\$19,142.00	(\$2,142.00)
2252	Perp-Employer (EB)	2,000.00		\$0.00	\$2,000.00
5507	Workers Compensation (EB)	41,100.00		(\$1,451.00)	\$42,551.00
5510	Equipment (Non-Bondable)	73,155.00		\$3,298.75	\$69,856.25
5515	Insurance Premiums	105,000.00		\$56,630.01	\$48,369.99
5520	Fire Protection Agreement	165,000.00	\$41,250.00	\$125,430.00	\$39,570.00
5525	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	\$115.00	\$1,155.00	\$6,845.00
5529	Physician & Fit Test-Professional Fees	8,825.00	\$205.00	\$2,175.00	\$6,650.00
5536	Advertising	1,500.00		(\$196.53)	\$1,696.53
5540	Elections	2,500.00		\$2,137.53	\$362.47
5545	Dues/Sub/Seminars/Classes	4,000.00	\$786.00	\$2,958.50	\$1,041.50
5550	Training & Education	14,400.00	\$472.00	\$3,199.69	\$11,200.31
5700	FUEL & LUBRICANTS	15,000.00	\$1,599.19	\$1,520.09	\$13,479.91
5715	Office Expenses/Inventory	15,000.00	\$593.86	\$5,377.77	\$9,622.23
5720	Radio Repairs R & M	3,000.00	\$2,616.75	\$7,096.75	(\$4,096.75)
5721	Equipment Repairs R & M	95,760.00	\$12,666.55	\$42,001.96	\$53,758.04
5722	Compressor Repairs R & M	6,250.00		\$150.00	\$6,100.00
5724	Computer Maintenance R & M	13,660.00	\$1,559.75	\$7,392.54	\$6,267.46
5730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
5735	Supplemental Fire Grant 2015	11,519.00		\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	\$17,318.69	\$112,098.78	\$181,551.22
5740	Contingency	10,000.00		\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	45,000.00		\$38,743.98	\$6,256.02
5825	Principal on Bonds	190,000.00		\$190,000.00	\$0.00
5829	Interest on Bonds	109,500.00		\$55,800.00	\$53,700.00
5832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	60,000.00	\$1,128.22	\$29,203.15	\$30,796.85
5833	Bldg. Maintenance-NWS	160,530.00	\$16,019.10	\$58,168.55	\$102,361.45
<b>Total Operating Appropriations</b>		<b>1,765,749.00</b>	<b>\$112,320.41</b>	<b>\$647,995.36</b>	<b>\$917,753.64</b>

5801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
5802	Capital Improvements				
<b>Total Capital Appropriations</b>		<b>150,000.00</b>			<b>150,000.00</b>
<b>Total Capital &amp; Operating Appropriations</b>		<b>1,915,749.00</b>			

2000	Prior Years Accounts Payable	2,609.03		\$2,609.03	\$0.00
2005	2014 Encumbered Funds	36,257.25		\$30,717.43	\$5,539.82
2023	Bond Issuance Fees	200.00		\$200.00	\$0.00
5735	Supplemental Fire Grant Prior Year (3)	4,669.40		\$0.00	\$4,669.40
5800	Fire App. Reserve	289,556.20		\$150,143.69	\$439,699.89
5830	New Willow Street	23,024.57			\$23,024.57
4730	Ded. Pen. FC Deposits	5,961.33		\$6,240.92	\$12,202.25
5738	2015 Ded. Pen. Expense				

Recap of Cash Held on Deposit

Operating Account		\$184,458.14			
Cash Mgt Fund - General		\$190,762.37			
Cash Mgt Fund -Ded. Pen. Fc		\$6,279.35			
Cash Mgt Fund -Fire App.		\$438,732.01			
Cash Mgt Fund -LOSAP		\$35,483.19			
Cash Mgt Fund -New Bldg.		\$23,034.53			
<b>Total Funds Available</b>			<b>\$879,759.59</b>		



