

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 December 9, 2014

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

V. FIRE PREVENTION BUREAU:

Fire Marshal Verdi provided the following information:

Fire Prevention Bureau Inspection Progress November 2014:

Period/Activity	Month Qty	YTD Qty
November 2014 Inspections	155	1867
November 2013 Inspections	132	1823
November 2014 Re-Inspection	50	585
November 2013 Re-Inspection	86	688
November 2014 Smoke Detectors	21	229
November 2013 Smoke Detectors	14	220
November 2014 Multi-Housing Inspections	5	275
November 2013 Multi-Housing Inspections	34	346
November 2014 Multi-Housing Re-Inspections	27	134
November 2013 Multi-Housing Re-Inspections	6	157
Bureau Funds Collected – Businesses		\$232,614.43
Bureau Funds Collected – Multi-Housing		\$16,475.00
Outstanding Registrations Regular Inspections – 2013*		\$350.00
Outstanding Registrations Regular Inspection 2014		\$8,500.00

*Final fees paid for 2013 Registration Regular Inspection after above amounts were reported by the Bureau.

Fire Marshal Verdi reported the following:

Bureau is in the process of hiring two (2) part time inspectors for call-out stand-by and at least one (1) additional person to perform inspections on a part time basis. Fire Marshal Verdi suggested the new inspectors be introduced to the Fire Company personnel at one of their monthly meetings. Arrangements will be made for the introduction.

All periodic inspections for 2014 have been completed. Inspectors are finishing re-inspections in areas where deficiencies were found. In addition, visits are being made to those establishments that have not paid their fees for the year to expedite remittance.

VIII. APPROVAL OF MINUTES:

The minutes of November 11, 2014 Monthly Meeting were approved, on a motion by Commissioner Colon, seconded by Commissioner Grande. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

The minutes of November 25, 2014 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.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of November 30, 2014:

Operating Account	\$ 244,395.44
Cash Mgmt Fund - General	\$ 315,917.14
Cash Mgmt Fund – Fire App	\$ 289,525.21
Cash Mgmt Fund LOSAP	\$ 35,464.13
Cash Mgmt Dedicated Penalty FC	\$ 5,960.70
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,022.11

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.

Fiscal year 2015 budget was introduced for approval. Budget was approved on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye. Budget documents were signed by the Commissioners for formal submittal to the Department of Community Affairs 10-Dec-143

XI **COMMITTEE REPORTS:**

1. Willow Street Expansion:

No report

2. Apparatus Replacement Committee

Asst Chief Johnson reported projected pricing for the replacement Engine will be available January 2015.

XII **UNFINISHED BUSINESS:**

1. Annual Inventory

No Progress

2. Grant Status:

Commissioner Colon reported the FEMA grant application was completed and submitted. District applied for funds to purchase a vehicle designated as a self-contained breathing apparatus refill station. Application reflected a cost of \$325,000.00 for the unit.

3. Monthly Injuries

No injuries were reported..

4. Computer Issues

District offered to purchase a server and contract for the maintenance of the Fire Company computer system. In addition, the hardware would be cycled for replacement with the other District owned equipment. Fire Company declined the offer.

5. Shared Service

Nothing to report

6. Hydrant Markers

Asst Chief Johnson reported an arrangement has been made with the Township water department to install hydrant markers when hydrants are replaced. Remaining markers are being installed.

7. Volunteer Membership Drive

Banners and "Point of Sale" advertising have been delivered and given to the Fire Company for display. Items have not been utilized as of yet.

8. RFQ for Truck Maintenance

No Progress

9. LOSAP

No Report

8. PHONE/INTERNET SERVICE

Comcast is scheduled to complete installation of new cable system week of 08-Dec-14. When all work has been completed at the Willow Street complex arrangements will be made to “bundle” the services at the Lawrence Brook and Dunhams Corner Stations.

9. BENEFICIARY FORMS

Beneficiary forms from five (5) individuals remain outstanding.

10. PRESERVATION OF 911 MEMORIAL

No progress

11. INSTALLATION OF NEW THERMOSTATS

New thermostats have been installed at the Willow Street and Dunhams Corner Stations. Lawrence Brook Station requires installation of override switches to accommodate the new thermostats. Work scheduled to begin within the next month.

12. HARASSMENT TRAINING

Board is arranging for harassment training course to be given on line for new Fire Company members and new District employees.

13. NEW MEMBER ORIENTATION

No Progress

14. BREATHING AIR SYSTEM

District is contracting with an outside vendor to provide breathing air cylinders for the booster system located at the Willow Street Station. This will be utilized in lieu of the compressor system jointly owned with East Brunswick Fire District 1. Disposition of the air compressor system needs to be resolved.

15. GENERATOR BOLLARDS

No progress on having damaged bollards replaced. Work will be scheduled for Spring 2015.

16. REQUISITIONS

Fire Company line officers were advised that in the future when equipment and or services were being ordered for a specific individual the name of said individual must be shown on the requisition.

17. SIAMESE CONNECTION WALMART

No Progress

18. 911 MEMORIAL PRESERVATION

No Progress

XIII NEW BUSINESS:

1. The Fire Company requested the Board consider converting the Lawrence Brook Station storage room into a bunk room. Work would include installation of a new egress window, sheet rock the walls, and install new flooring and purchase bunk beds. Work is estimated to cost \$10,000.00 with funds being utilized from the building maintenance accounts. Board members had no specific questions or objections.
2. Board passed two resolutions recognizing the service of President Robert Dunphy and Chief Brian Adams during 2013 and 2014. Both individuals will be vacating their offices effective January 1, 2015. Resolutions were approved on a motion by Commissioner Colon, seconded by Commissioner Grande. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.
3. Commissioner DeGraw reported the District is being re-evaluated by ISO for the fire insurance rating within the District. This evaluation is different from past reviews as the District will be graded on its own merit; past practice was to evaluate the Township as a whole. Asst Chief Johnson provided the information requested by ISO and presented same during a meeting held 08-Dec-14. Additional information will be provided by District 2 Bureau of Fire Prevention which will be used during the evaluation. Results should be available within six (6) months.
4. Asst Chief Johnson reported the apparatus room heater at the Lawrence Brook Station may need to be serviced.
5. Asst Chief Johnson reported the Township will be installing new water mains in the Lawrence Brook area over the next two years. Fire Company has experienced water supply issues in this part of town when utilizing hydrants. Work was recommended by the township Water Policy Board and agreed to by the administration.

6. District discussed disposal of old mobile and portable radios. Township will be disposing of their equipment through GovDeals and has offered to include the District equipment. Board agreed to provide a list of the unused items to the Township for inclusion in the Township sale.

7.

XIV FIRE CHIEF/PRESIDENT REPORT:

President Dunphy reported the following:

- 1.) The exterior door lock at the Lawrence Brook Station is malfunctioning; District is arranging for the lock to be repaired.
- 2.) President Dunphy thanked the Board for their assistance during the past two years he served as the Fire Company President. Chairman Lyons expressed the Board's gratitude for the service performed by President Dunphy to the residents of Fire District 2.

Asst Chief Johnson reported the following:

- 1.) Engine 806 is out of service for front end repairs
- 2.) Engine 805 was out of service for replacement of a defective slack adjuster. Engine was at Campbell Supply for repairs when 806 presented front end issues requiring the unit being taken out of service immediately. Campbell supply was requested to complete repairs on Engine 805 as quickly as possible; vendor responded by having repairs completed the same day allowing the District to maintain the required complement of in service apparatus.
- 3.) New mobile radios have been installed in both Chief vehicles
- 4.) District owned pagers in need of repair have been evaluated by Allen Radio who is recommending using parts from some pagers to repair others for use. Currently there are 20 pagers requiring repairs, using existing units will allow for 14 usable units. Board agreed to the suggested method of repairs.
- 5.) Board received proposals from two (2) companies for the installation of warning devices on the new Bureau of Fire Prevention vehicle. Bids were not of equal equipment; vendors have been requested to provide pricing to one specification for comparison purposes. Re-bids are due within the next two weeks.
- 6.) District received five invoices from Allen Radio for work performed over the past two (2) years but had not been billed. A review will be conducted by staff.

XV. PUBLIC PORTION:

None

XVI ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner Colon that the public meeting be adjourned at 9:15 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk