

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

V. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was not in attendance due to scheduling conflicts.

Fire Prevention Bureau Inspection Progress January 2015:

Period/Activity	Month Qty	YTD Qty
January 2015 Inspections	193	193
January 2014 Inspections	132	132
January 2015 Re-Inspection	28	28
January 2014 Re-Inspection	13	13
January 2015 Smoke Detectors	22	22
January 2014 Smoke Detectors	16	16
January 2015 Multi-Housing Inspections	10	10
January 2014 Multi-Housing Inspections	29	29
January 2015 Multi-Housing Re-Inspections	10	10
January 2014 Multi-Housing Re-Inspections	2	2
Bureau Funds Collected – Businesses	\$2,418.00	\$2,418.00
Bureau Funds Collected – Multi-Housing		
Outstanding Registrations Regular Inspections – 2014		\$1,350.00
Outstanding Registrations Regular Inspection 2015		

Fire Marshal Verdi provided the following report:

As a matter of record, the below has been provided for informational purposes relative to the new inspectors reported last month:

Will Smith, Jr.
Resides in Aberdeen, NJ
Assignments: On-call and weekend inspections

Doug Tackach, Jr.
Resides in New Brunswick
Assignments: On-call

Both inspectors have qualifications to perform fire investigation as well as inspections.

All inspections are on schedule.

Bureau is reviewing an electronic, internet based, inspection program offered by Mobile-eyes. Company provided a presentation along with a list of current users in New Jersey. Fire Marshal Verdi will be contacting the Woodbridge Fire Marshal to arrange a field demonstration of the program and all capabilities. District Office Manager Cheryl Bove will also attend the demonstration in Woodbridge to assess the administrative capabilities of the system. Mobile-eyes will be forwarding a proposal for consideration by the Bureau and District.

Invoices for 2015 fees were issued on 02-Feb-15.

Bureau reviewed site plan #14-40V
Old Forge builders
571 Ryders Lane
Development of 14 homes

Site plan also reviewed by Fire Chief William Johnson

Comments were noted and returned to the Township of East Brunswick

Bureau issued a purchase order for the installation of warning devices on the new vehicle. Work will be performed as soon as all equipment is delivered.

VIII. APPROVAL OF MINUTES:

The minutes of January 13, 2015 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.

IX. COMMUNICATIONS:

Chairman Lyons read a letter of resignation from Administrative Assistant Anita Price who will be retiring effective 27-Feb-15. Anita has been employed by the District/Bureau for 15 years and has been an exemplary employee. Board and Bureau members will be hosting a luncheon on 27-Feb-15 in honor of Anita's service. Fire Company Chief and President will be invited to attend along with all Bureau and District staff.

X. TREASURERS REPORT: [Attachment II for details]

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

Operating Account	\$	439,950.48
Cash Mgmt Fund - General	\$	315,950.95
Cash Mgmt Fund – Fire App	\$	289,556.20
Cash Mgmt Fund LOSAP	\$	35,467.93
Cash Mgmt Dedicated Penalty FC	\$	5,961.33
Cash Mgmt New Bldg Cash Mgmt & Checking	\$	23,024.57

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.

Annual Election for the District is set for Saturday, 21-February-15.

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

No report

2. Apparatus Replacement Committee

No report

XII UNFINISHED BUSINESS:

1. Annual Inventory

No Progress

2. Grant Status:

No Progress

3. Monthly Injuries

No injuries were reported during the month of January.

4. Computer Issues

East Brunswick Independent Fire Company President reported a stand-alone server was being considered for use by the Fire Company administration. Fire Company requested access to personnel sections of ESP software in their Administration area of the building. Board explained that with the potential change in software for the Bureau inspection program, the District is also considering a change in administration software for Fire Company personnel records. More information will be made available as available programs are evaluated.

5. Shared Service

Nothing to report

6. Hydrant Markers

No progress

7. Volunteer Membership Drive

President Alexander reported two potential applicants were interviewed. Upon completion of the meetings it was determined the individuals were unable to comply with requirements of the Fire Company at this time. Applicants will be re-evaluated later in the year.

8. RFQ for Truck Maintenance

No Progress

9. LOSAP

Fire Company provided revised records for 2014 attendance of fire fighters. Internal records will be adjusted and LOSAP accounting will be distributed to all individuals during the month of February.

10. PHONE/INTERNET SERVICE

District will be making arrangements to “bundle” the telephone, internet and cable connections at the Lawrence Brook and Dunhams Corner Stations.

11. BENEFICIARY FORMS

Additional forms have been submitted. Remaining individuals will be expedited by Chief Johnson.

12. PRESERVATION OF 911 MEMORIAL

No progress until spring 2015.

13. INSTALLATION OF NEW THERMOSTATS

Dunhams Corner Station needs additional instrumentation for the new thermostat to work properly.

14. HARASSMENT TRAINING

No Progress

15. NEW MEMBER ORIENTATION

East Brunswick Independent Fire Company President Alexander will meet with District staff to discuss new member orientation and processes.

16. GENERATOR BOLLARDS

No progress. Work will be scheduled for Spring 2015.

17. SIAMESE CONNECTION WALMART

No Progress

18. LAWRENCE BROOK BUNK ROOM

Received two proposals for converting the storage room at the Lawrence Brook Station into a bunk room, waiting for a third proposal prior to authorizing work.

19. DISPOSAL OF UNUSED RADIOS

List of radios has been provided to East Brunswick Township for inclusion with surplus equipment being sold by the Township.

20. ISO AUDIT

Additional information from Bureau forwarded to ISO for consideration when completing the evaluation of the District. A report has not yet been issued by ISO

21. MECHANIC

Board will not move on hiring the mechanic until after the February annual elections.

22. CAMERA INSTALLATION

Arrangements have been made to meet with Integrated Systems & Services to obtain a proposal to install cameras on the exterior of the Willow Street Station and additional electronic locks on doors in the complex. Proposal should be available for consideration late February

XIII NEW BUSINESS:

1. State of New Jersey has allowed a 1% cost of living increase for LOSAP distribution for 2014. Amount will be included in calculations to be issued during the month of February.
2. Calculations for 2014 night stand-by Program have been submitted by the Fire Company for consideration. Total cost of the program appears to be approximately \$1,400.00. Upon formalization, Board will provide funds to the Fire Company for distributor.

XIV FIRE CHIEF/PRESIDENT REPORT:

President Alexander presented following:

- 1.) Demolition of the storage room at Lawrence Brook has been completed
- 2.) Requested Board to consider reviewing lighting on the northern most parking lot of the Willow Street Station.
- 3.) Shed at Lawrence Brook Station needs to be replaced
- 4.) Stand-by Room furniture at Lawrence Brook and Dunhams Corner Stations needs to be replaced.

Chief Johnson reported the following:

- 1.) Ladder 801 is out for repairs.

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 9:00 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk