

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 13, 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 provided the following information:

Fire Prevention Bureau Inspection Progress December 2014:

Period/Activity	Month Qty	YTD Qty
January 2015 Inspections	12	1880
January 2014 Inspections	20	1843
January 2015 Re-Inspection	91	676
January 2014 Re-Inspection	102	790
January 2015 Smoke Detectors	15	244
January 2014 Smoke Detectors	16	236
January 2015 Multi-Housing Inspections	16	236
January 2014 Multi-Housing Inspections	21	367
January 2015 Multi-Housing Re-Inspections	9	143
January 2014 Multi-Housing Re-Inspections	18	175
Bureau Funds Collected – Businesses		\$239,570.05
Bureau Funds Collected – Multi-Housing		\$16,975.00
Outstanding Registrations Regular Inspections – 2014		\$50.00
Outstanding Registrations Regular Inspection 2015		\$1,525.00

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

Fire Marshal Verdi reported the following:

There are 16 multi-housing units remaining from 2014 which need to be inspected. All efforts will be made to finish these by the end of January 2015. Multi-housing units are inspected once every five (5) years and are difficult to complete as arrangements with individual residents must be made so inspections can be completed. Given the total number of inspection performed the remaining quantity is not unusual nor an issue.

All other periodic inspections were completed prior to the end of December 2014.

Two (2) new inspectors have begun performing duties for the Bureau. One of the inspectors has been retained to perform only on call duties; one inspector will be perform on call duties and will work on Saturdays performing inspections as assigned. Both new inspectors will be introduced to the members of the East Brunswick Independent fire Company on 26-January-15.

Fire Marshal is continuing to interview candidates for the position of inspector, on a part time basis, four days per week.

The new Jeep vehicle purchased by the Bureau will have the warning devices installed within the next month.

Bureau pick-up truck required repairs to the braking system; repairs have been completed and the unit is in service.

VIII. APPROVAL OF MINUTES:

The minutes of December 9, 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.

The minutes of December 31, 2014 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.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

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

Operating Account	\$ 522,236.47
Cash Mgmt Fund - General	\$ 315,932.24
Cash Mgmt Fund – Fire App	\$ 289,539.05
Cash Mgmt Fund LOSAP	\$ 35,465.83
Cash Mgmt Dedicated Penalty FC	\$ 5,960.98
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,023.21

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

Board received approval from the Department of Community Affairs on the proposed 2015 proposed budget submitted in December.

Formal adoption of the Fiscal year 2015 budget was introduced for approval. Resolution for the adoption of the budget was approved on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioner Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye. Formal resolution was signed for submittal to the State of New Jersey Department of Community Affairs.

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

Chief Johnson reported the committee has received preliminary pricing for the supply of the replacement unit from two (2) manufacturers; awaiting two additional preliminary proposals. Once all proposals have been obtained the Board will review same for formal consideration.

XII **UNFINISHED BUSINESS:**

1. Annual Inventory

No Progress

2. Grant Status:

Commissioner Colon reported an additional grant for fire prevention activities has been released by the Federal Government. Commissioner Colon and Fire Marshal Verdi will review the needs of the Bureau to determine what the application will consist of for 2015. Grant application is due in April

3. Monthly Injuries

No injuries were reported.

4. Computer Issues

E-mail accounts are being established for the newly elected officers of the East Brunswick Independent Fire Company

5. Shared Service

Nothing to report

6. Hydrant Markers

Chief Johnson reported slow progress is being made to complete the task.

7. Volunteer Membership Drive

President Alexander reported the fire company interviewed three individuals for membership along with two additional applicants being scheduled for interviews. The Fire Company and District will work together to stream line the application/interview process.

8. RFQ for Truck Maintenance

No Progress

9. LOSAP

Fire Company reported that records for the 2014 LOSAP distribution will be ready within one week.

10. PHONE/INTERNET SERVICE

Comcast has completed the bundling of phone, internet, and cable television at the Willow Street Complex. District will be arranging for the same services to be bundled at the Lawrence Brook and Dunhams Corner Stations.

11. BENEFICIARY FORMS

Beneficiary forms from five (5) individuals remain outstanding.

12. PRESERVATION OF 911 MEMORIAL

No progress.

13. INSTALLATION OF NEW THERMOSTATS

New thermostats have been installed on the apparatus room floors of both Lawrence Brook and Dunhams Corner Station. Dunhams Corner Station required the installation of a relay on the overhead doors which will disable the heaters when the doors are open.

14. HARASSMENT TRAINING

District is arranging for the harassment training to be available on-line for new employees and new members of the Fire Company. Plan is to have the course available by 01-February-15.

15. NEW MEMBER ORIENTATION

President Alexander of the East Brunswick Independent Fire Company will meet with District staff to pick up all required documents needed for new members of the Fire Company.

16. GENERATOR BOLLARDS

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

17. SIAMESE CONNECTION WALMART

No Progress

18. 911 MEMORIAL PRESERVATION

No Progress

18. LAWRENCE BROOK BUNK ROOM

Conversion of the storage room into a bunk room at the Lawrence Brook Station will begin within the next month. Commissioner Lyons will be contacting potential contractors to perform the work.

19. LAWRENCE BROOK APPARATUS ROOM HEATERS

Lt Kowalski reported the apparatus room heaters are performing normally. If an issue arises the District will be notified.

19. DISPOSAL OF UNUSED RADIOS

District will be disposing of all old/unused radios in conjunction with the Township of East Brunswick disposal. Staff will provide a list of radios by make, model, and serial number to the Town for inclusion on their GovDeals auction.

20. ISO AUDIT

Fire Marshal Verdi completed the questionnaire on statistics from the Bureau of Fire Prevention for inclusion with information gathered by ISO for fire insurance rating purposes. District will submit this information to ISO before the end of January

XIII NEW BUSINESS:

1. District will be meeting with the Chief and President of the Fire Company to discuss the areas currently utilized for storage at the Willow Street Complex. A portion of these areas may be utilized for storage and repair of vehicles and equipment.
2. The Board is considering hiring a mechanic to do routine maintenance and repairs on vehicles and equipment. Advertisements in local publication for a part time mechanic have resulted in the submittal of a few resumes. Goal is to have an individual on staff by March 2015.

XIV FIRE CHIEF/PRESIDENT REPORT:

President Alexander reported following:

- 1.) Requested the Board consider including a replacement of the roof at the Lawrence Brook Station for the 2016 Budget
- 2.) Requested the Board consider installing additional security cameras at the Willow Street complex. Chairman Lyons advised that additional cameras were included in the 2015 budget. New units are intended for the front of the complex but additional units can be considered.

Asst Chief Johnson reported the following:

- 1.) Engine 806 repairs have been completed.
- 2.) Engine 805 repairs have been completed.
- 3.) Ladder 801 was taken out of service for accelerator issues. Unit is at Campbell Supply 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