

**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 July 14, 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 and provided the following report:

Fire Prevention Bureau Inspection Progress June, 2015:

Period/Activity	Month Qty	YTD Qty
June 2015 Inspections	206	1187
June 2014 Inspections	153	1095
June 2015 Re-Inspection	128	406
June 2014 Re-Inspection	118	347
June 2015 Smoke Detectors	34	151
June 2014 Smoke Detectors	30	116
June 2015 Multi-Housing Inspections	0	138
June 2014 Multi-Housing Inspections	36	172
June 2015 Multi-Housing Re-Inspections	0	59
June 2014 Multi-Housing Re-Inspections	1	69

Bureau Funds Collected – Business (YTD)	181,556.85
Bureau Funds Collected – Multiple Housing (YTD)	
Outstanding Registration Fees – Regular Inspections 2015	\$ 15,047.85

Bureau inspections are on schedule.

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:

Z15-21: 3256 Route 18 East Brunswick Burrito (Moe's Southwestern) plans were reviewed by the Bureau and Chief Johnson. Comments were returned to the Township of East Brunswick

Chief Johnson's request for verification of dedicated penalty funds was provided shortly after the last Commissioners meeting. Information is included on each monthly report issued, location of same was provided to Chief Johnson. Amounts reported were in line with the Chief's records.

**VI. APPROVAL OF MINUTES:**

The minutes of June 12, 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.

**VII. COMMUNICATIONS:**

None

**VIII. TREASURERS REPORT:** [Attachment II for details]

Commissioner Weissman reported the following as of June, 2015:

Operating Account	\$	31,907.57
Cash Mgmt Fund - General	\$	190,748.46
Cash Mgmt Fund – Fire App	\$	439,699.89
Cash Mgmt Fund LOSAP	\$	35,480.63
Cash Mgmt Dedicated Penalty FC	\$	6,279.35
Cash Mgmt New Bldg Cash Mgmt & Checking	\$	23,032.88

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.

Monthly check register was available for review as requested by Commissioner Colon.

Annual audit draft was received from Bart & Bart, District accounting firm. Due to late submittal Commissioners had not had a chance to review same. Action will be scheduled for the August meeting.

Fire Company President Alexander asked when LOSAP was funded. Commissioner Weissman reported the financial report indicated the funds were transferred late June.

## IX COMMITTEE REPORTS:

### 1. Apparatus Replacement Committee

A meeting has not yet been scheduled

## 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

One member of the Fire Company received burns to his hand. Medical treatment was provided and the member has returned to active duty.

### 4. Computer Issues

Computer terminal has been installed in the Willow Street radio room.

### 5. Hydrant Markers

Chief Johnson has contacted Boy Scout troop with the intent of completing the installation of the hydrant markers as an Eagle Scout project. Additional markers may be required and will be purchased by the District in necessary.

### 6. Volunteer Membership Drive

No new members accepted by the Fire Company.

### 7. PHONE/INTERNET SERVICE

Comcast has been contacted by the District staff to begin process of bundling services provided to the Dunhams Corner and Lawrence Brook stations.

### 8. PRESERVATION OF 911 MEMORIAL

Fire Company has approved the preservation of the Memorial structural steel piece. No further action has been taken.

9. HARASSMENT TRAINING

No Progress

10. GENERATOR BOLLARDS

Broken bollards at both the Willow Street and Lawrence Brook stations have been replaced. Bollards need to be painted safety yellow.

11. LAWRENCE BROOK BUNK ROOM

All work on the bunk room has been completed.

12. DISPOSAL OF UNUSED RADIOS

No report from the Township on results to the second round of bidding.

13. CAMERA & SECURITY INSTALLATION

No Progress

14. SECURITY CODES

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

**XI** **NEW BUSINESS:**

Resolution 2015-18 authorizing the District to obtain a purchasing card was introduced and discussed. Resolution was passed on a motion by Commissioner Grande, seconded by Commissioner Weissman. Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Application for Fire Company member Herman Ramierz-Molina to become a member of the NJ State Fireman's Association was read and approved on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

**XII** **FIRE CHIEF/PRESIDENT REPORT:**

Fire Company President Alexander reported the following:

- 1.) Reviewing the possibility of installing cameras on the apparatus room floor of the fire stations.
- 2.) Exterior door of the Lawrence Brook station needed to be repaired.

Chief Johnson had nothing to report.

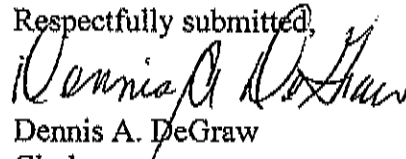
**XIII. PUBLIC PORTION:**

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 8:35 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 June 30, 2015

07/10/15

	Jun 30, 15	
	Debit	Credit
1000 - BOA REGULAR ACCOUNT	31,907.57	
1001 - CASH-NEW WS BLDG.BOA	0.00	
1005 - Petty Cash	39.33	
1010 - Cash - Fire Prevention	14,701.03	
1011 - FIRE PREVENTION INSPECTION FEES	411,930.92	
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 & EBR	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	

**Board of Fire Commissioners Dist. 2**

**Trial Balance**

As of June 30, 2015

07/10/15

	Jun 30, 15	
	Debit	Credit
4000 · Revenue		249,390.21
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		7,475.00
4710 · Registration/Inspection Fees		99,213.00
4711 · Reinspection Fees Smoke Detecto		20.00
4720 · I Permit Fees		15,272.00
4730 · Ded Penal (Fire Co Portion)		5,925.00
4740 · Ded Penal (fire prev. Portion)		5,925.00
4741 · MISC. INCOME FIRE REPORT		30.00
4790 · Interest Income		69.86
2005 · Reserve for Encumbrances	30,717.43	
2250 · PERS employee	5,426.45	
2251 · PERS EMPLOYER	19,142.00	
2252 · DCRP PENSION/LIFE EMPLOYER	43.50	
5501 · Commissioners Compensation	11,993.31	
5505 · Office Staff	41,050.74	
5506 · Payroll Taxes	16,929.09	
5507 · Workers Compensation		1,451.00
5510 · Equipment Non-Bondable	3,298.75	
5515 · Insurance Premiums	56,630.01	
5520 · Fire Protection Agreement	84,180.00	
5528 · Legal	1,040.00	
5529 · Physician	1,970.00	
5535 · Advertising		196.53
5540 · Elections	2,137.53	
5545 · Membership Dues & Subscriptions	2,172.50	
5550 · Training & Education	2,727.69	
5700 · Fuel		79.10
5711 · Mobile Telephone	2,745.11	
5715 · Office Supplies	4,650.22	
5720 · Radio Repairs	4,480.00	
5721 · Equipment Repairs	29,335.41	
5722 · Compressor Repairs	150.00	
5724 · Computer Maintenance	5,832.79	
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	25,328.82	
5833 · Building Maintenance	42,149.45	
6000 · Office Payroll	2,909.92	
6010 · Inspector Payroll	43,008.47	
6040 · Telephone	2,057.25	
6050 · Payroll Tax Expense	17,591.85	
6060 · Uniform Allowance	1,176.00	
6070 · Auto/car Expense -gas,purchase	1,584.45	
6080 · Auto Repairs & Maint	1,534.54	
6090 · Postage	643.52	



Board of Fire Commissioners Dist. 2

**Trial Balance**

As of June 30, 2015

07/10/15

	Jun 30, 15	
	<u>Debit</u>	<u>Credit</u>
6110 · Dues & Subscriptions	800.00	
6112 · Office Expenses	5,939.79	
6120 · Clothing Allowance	200.00	
6130 · Physician Expense	450.00	
6131 · dcrp FP pension PT employees	79.75	
6132 · pers/life fp employees	2,023.61	
6150 · Small Tools & Equipment	77.80	
6170 · Payroll Service Fees	992.88	
6175 · Dedicated Penalties Expense-FP	2,466.00	
6180 · Bank Charges		15.00
6191 · COMPUTER EXPENSE	769.50	
6999 · Uncategorized Expenses	20.00	
<b>TOTAL</b>	<b><u>14,491,258.40</u></b>	<b><u>14,491,258.40</u></b>

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

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
5501/05	Office Salaries	130,000.00	\$13,366.02	\$53,044.05	\$76,955.95
5508/2250	Payroll Taxes (EB)	49,400.00	\$4,542.93	\$16,929.09	\$32,470.91
2251	Pers Employer (EB)	17,000.00		\$19,142.00	(\$2,142.00)
2252	Corp-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	13,557.00	\$56,630.01	\$48,369.99
5520	Fire Protection Agreement	165,000.00		\$84,180.00	\$80,820.00
5525	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	198.00	\$1,040.00	\$6,960.00
5529	Physician & Fil Test-Professional Fees	8,825.00	210.00	\$1,970.00	\$6,855.00
5535	Advertising	1,500.00	537.47	(\$196.53)	\$1,696.53
5540	Elections	2,500.00		\$2,137.53	\$362.47
5545	Dues/Sub/Seminars/Classes	4,000.00		\$2,172.50	\$1,827.50
5550	Training & Education	14,400.00	137.85	\$2,727.69	\$11,672.31
5700	FUEL & LUBRICANTS	15,000.00	-954.27	(\$79.10)	\$15,079.10
5715	Office Expenses/Inventory	15,000.00	477.53	\$4,475.97	\$10,524.03
5720	Radio Repairs R & M	3,000.00		\$4,480.00	(\$1,480.00)
5721	Equipment Repairs R & M	95,760.00	4,346.51	\$29,335.41	\$66,424.59
5722	Compressor Repairs R & M	6,250.00	150.00	\$150.00	\$6,100.00
5724	Computer Maintenance R & M	13,860.00	595.00	\$5,832.79	\$7,827.21
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		\$81,278.23	\$212,371.77
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	\$38,743.98	\$6,256.02
5828	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	4,291.36	\$28,073.93	\$31,926.07
5833	Bldg. Maintenance-NWS	160,530.00	13,116.33	\$42,149.45	\$118,380.55
<b>Total Operating Appropriations</b>		<b>1,765,749.00</b>	<b>\$93,315.71</b>	<b>\$721,864.75</b>	<b>\$1,043,884.25</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	\$29.07	\$150,143.69	\$439,699.89
5830	New Willow Street	23,024.57			\$23,024.57
4730	Ded. Pen. FG Deposits	5,961.33	\$375.00	\$6,240.92	\$12,202.25
5738	2015 Ded. Pen. Expense				

Recap of Cash Held on Deposit

	Operating Account		\$31,907.57		
	Cash Mgt Fund - General		\$190,748.46		
	Cash Mgt Fund -Ded. Pen. Fc		\$6,279.35		
	Cash Mgt Fund -Fire App.		\$439,699.89		
	Cash Mgt Fund -LOSAP		\$35,480.63		
	Cash Mgt Fund -New Bldg.		\$23,032.88		
<b>Total Funds Available</b>			<b>\$727,148.78</b>		



