

**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 June 9, 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 May, 2015:

Period/Activity	Month Qty	YTD Qty
May 2015 Inspections	206	972
May 2014 Inspections	229	942
May 2015 Re-Inspection	54	278
May 2014 Re-Inspection	124	229
May 2015 Smoke Detectors	36	117
May 2014 Smoke Detectors	23	86
May 2015 Multi-Housing Inspections	21	138
May 2014 Multi-Housing Inspections	28	136
May 2015 Multi-Housing Re-Inspections	4	59
May 2014 Multi-Housing Re-Inspections	27	68

Bureau Funds Collected -- Business (YTD)	\$151,462.68
Bureau Funds Collected -- Multiple Housing (YTD)	
Outstanding Registration Fees -- Regular Inspections 2015	\$ 17,058.00

Bureau inspection are on schedule.

Audit by the State of New Jersey has not yet occurred.

No site plans were presented for review during the past month.

Chief Johnson requested verification of funds available to the Fire Company from Dedicated Penalty. Staff will be requested to provide fund balance to Chief Johnson.

**VI. APPROVAL OF MINUTES:**

The minutes of May 12, 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.

**VII. COMMUNICATIONS:**

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

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

Operating Account	\$ 36,763.77
Cash Mgmt Fund - General	\$ 290,710.42
Cash Mgmt Fund – Fire App	\$ 439,642.93
Cash Mgmt Fund LOSAP	\$ 35,376.08
Cash Mgmt Dedicated Penalty FC	\$ 6,278.64
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,029.85

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.

Commissioner Colon requested a monthly check register be included with the next report presented to the Board.

**IX. COMMITTEE REPORTS:**

1. Apparatus Replacement Committee

First meeting of the new Apparatus Replacement Committee will be held within the next two weeks.

**X. UNFINISHED BUSINESS:**

1. Annual Inventory

No Progress

2. Grant Status:

FEMA grants have not yet been awarded.

3. Monthly Injuries

No injuries were reported during the month of May.

4. Computer Issues

Computer terminal will be installed in the Willow Street Station Radio Room within the next two weeks.

5. Hydrant Markers

Chief Johnson is investigating the possibility of having the remaining markers installed by Boy Scouts.

6. Volunteer Membership Drive

No report this month

7. RFQ for Truck Maintenance

No Progress

8. LOSAP

LOSAP has been funded for 2014.

9. PHONE/INTERNET SERVICE

No Progress

10. PRESERVATION OF 911 MEMORIAL

No report this month

14. HARASSMENT TRAINING

No Progress

15. GENERATOR BOLLARDS

Broken bollards are scheduled to be replaced by 26-Jun-15.

16. LAWRENCE BROOK BUNK ROOM

All construction work has been completed. Bunk beds are scheduled to be delivered 11-Jun-15.

19. DISPOSAL OF UNUSED RADIOS

Township has started second round of offerings for the used radios.

## 21. MECHANIC

Second reading of the resolution for hiring maintenance personnel was read and approved on a motion by Commissioner DeGraw, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

## 22. CAMERA & SECURITY INSTALLATION

No Progress

## 23. ICE MACHINE REPAIR

Ice machine in the kitchen has been repaired.

## 24. BOTTLED WATER MACHINES

Board has been informed by the Fire Company that the bottled water machines in the three fire stations were no longer required. Machines will be removed and the service stopped.

## 25. SECURITY CODES

Asst Chief Zelehoski will provide a list of update security codes for Knox Boxes and access to the fuel system. Codes will be entered by staff upon receipt of same.

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

Board received an application for the Relief Association for Herman Ramierz-Molina. It was noted that the individual had not yet reached the age of 18, application was tabled until next month.

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

Fire Company administration had no representation at the meeting.

Chief Johnson reported the following:

- 1.) Fire Company has elected Robert Zelehoski to the office of Asst Chief.
- 2.) Chief reported the new maintenance system was working well. All parties are striving to make sure communication is being done to keep everyone apprised of apparatus and equipment repairs.
- 3.) Capt Rosa is obtaining proposals for pump testing
- 4.) Annual hose testing was completed week of 01-Jun-15. Some hose needs to be replaced, requisition is being issued to replace defective hose.

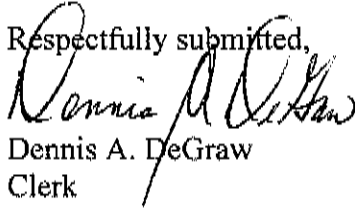
- 5.) A requisition for new gear is being prepared and will be submitted in the near future.
- 6.) Scott Air Pack has a new dealer in our area, NJ Firefighters.

**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 8:25 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

06/09/15

## Board of Fire Commissioners Dist. 2

## Trial Balance

As of May 31, 2015

	May 31, 15	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	36,763.77	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	13,951.03	
1011 · FIRE PREVENTION INSPECTION FEES	382,741.63	
1150 · Investments	290,710.42	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPPARATUS FUND	439,642.93	
1155 · INVESTMENTS-DEDICATED PENALTIES	6,278.64	
1156 · INVESTMENTS-LOSAP FUND	35,476.08	
1157 · INVESTMENTS-DED. PENALTIES-FP	92.36	
1158 · INVESTMENTS-NEW BLDG. FUND	23,029.85	
1159 · INVESTMENTS-FP/BOFC#2	24,599.00	
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 & EBR5	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	2,193,969.17	

06/09/15

## Board of Fire Commissioners Dist. 2

## Trial Balance

As of May 31, 2015

	May 31, 15	
	Debit	Credit
4000 · Revenue		249,390.21
4002 · Sale of Equipment		3,500.00
4200 · Interest & Dividend Income		181.29
4300 · Contract Volunteer Fire Co.		100.00
4699 · FIRE PREVENTION REVENUES		24,512.82
4700 · Smoke Detector Fees		5,480.00
4710 · Registration/Inspection Fees		97,291.00
4711 · Reinspection Fees Smoke Detecto		20.00
4720 · I Permit Fees		14,929.00
4730 · Ded Penal (Fire Co Portion)		5,550.00
4740 · Ded Penal (fire prev. Portion)		5,550.00
4741 · MISC. INCOME FIRE REPORT		20.00
4790 · Interest Income		69.86
2005 · Reserve for Encumbrances	30,717.43	
2250 · PERS employee	5,426.45	
2251 · PERS EMPLOYER	19,142.00	
5501 · Commissioners Compensation	5,903.41	
5505 · Office Staff	33,599.57	
5506 · Payroll Taxes	12,386.16	
5507 · Workers Compensation		1,451.00
5510 · Equipment Non-Bondable	3,298.75	
5515 · Insurance Premiums	43,073.01	
5520 · Fire Protection Agreement	84,180.00	
5528 · Legal	842.00	
5529 · Physician	1,760.00	
5535 · Advertising		734.00
5540 · Elections	2,137.53	
5545 · Membership Dues & Subscriptions	2,172.50	
5550 · Training & Education	2,589.84	
5700 · Fuel	875.17	
5711 · Mobile Telephone	2,350.40	
5715 · Office Supplies	3,998.44	
5720 · Radio Repairs	4,480.00	
5721 · Equipment Repairs	24,988.90	
5724 · Computer Maintenance	5,237.79	
5828 · Principle on Bonds	190,000.00	
5829 · Interest on Bonds	55,800.00	
5830 · WILLOW STREET PURCHASE	0.00	
5832 · UTILITIES	21,432.17	
5833 · Building Maintenance	29,033.12	
6000 · Office Payroll	2,909.92	
6010 · Inspector Payroll	35,676.35	
6040 · Telephone	1,697.56	
6050 · Payroll Tax Expense	14,610.72	
6060 · Uniform Allowance	1,176.00	
6070 · Auto/car Expense -gas,purchase	1,404.57	
6080 · Auto Repairs & Maint	1,482.04	
6090 · Postage	543.52	
6110 · Dues & Subscriptions	800.00	
6112 · Office Expenses	5,552.41	
6130 · Physician Expense	450.00	



06/09/15

**Board of Fire Commissioners Dist. 2**  
**Trial Balance**  
As of May 31, 2015

	<b>May 31, 15</b>	
	<b>Debit</b>	<b>Credit</b>
6132 · pers/life fp employees	2,023.61	
6150 · Small Tools & Equipment	77.80	
6170 · Payroll Service Fees	767.76	
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>14,461,121.16</b>	<b>14,461,121.16</b>

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

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
6501/06	Office Salaries	130,000.00	\$6,956.59	\$39,619.98	\$90,380.02
5508/2250	Payroll Taxes (EB)	49,400.00	\$2,434.77	\$12,386.16	\$37,013.84
2261	Para Employer (EB)	17,000.00		\$19,142.00	(\$2,142.00)
2262	dcrp-Employer (EB)	2,000.00		\$0.00	\$2,000.00
6507	Workers Compensation (EB)	41,100.00		(\$1,451.00)	\$42,551.00
6510	Equipment (Non-Bondable)	73,155.00	2,066.00	\$3,298.75	\$69,856.25
6516	Insurance Premiums	105,000.00	5,980.05	\$43,073.01	\$61,926.99
5520	Fire Protection Agreement	165,000.00		\$84,180.00	\$80,820.00
6626	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	132.00	\$842.00	\$7,158.00
6628	Physician & Fit Test-Professional Fees	8,825.00	575.00	\$1,760.00	\$7,065.00
5535	Advertising	1,500.00		(\$734.00)	\$2,234.00
6640	Elections	2,500.00		\$2,137.53	\$362.47
5545	Dues/Sub/Seminars/Classes	4,000.00	120.00	\$2,172.50	\$1,827.50
6660	Training & Education	14,400.00	734.00	\$2,589.84	\$11,810.16
5700	FUEL & LUBRICANTS	15,000.00	1,857.40	\$875.17	\$14,124.83
5716	Office Expenses/Inventory	15,000.00	728.25	\$3,998.44	\$11,001.56
5720	Radio Repairs R & M	3,000.00		\$4,480.00	(\$1,480.00)
5721	Equipment Repairs R & M	95,760.00	10,146.60	\$24,988.90	\$70,771.10
5722	Compressor Repairs R & M	6,250.00		\$0.00	\$6,250.00
5724	Computer Maintenance R & M	13,860.00	2,791.78	\$5,237.79	\$8,422.21
5730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
6736	Supplemental Fire Grant 2015	11,519.00		\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	13,924.31	\$81,278.23	\$212,371.77
6740	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		\$0.00	\$45,000.00
6828	Principal on Bonds	190,000.00		\$190,000.00	\$0.00
6829	Interest on Bonds	109,500.00		\$55,800.00	\$53,700.00
6832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	60,000.00	4,215.42	\$23,782.57	\$36,217.43
6833	Bldg. Maintenance-NWS	160,530.00	3,245.79	\$29,033.12	\$131,496.88
<b>Total Operating Appropriations</b>		<b>1,765,749.00</b>	<b>\$55,907.96</b>	<b>\$628,490.99</b>	<b>\$1,137,258.01</b>

6801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
6802	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
6800	Fire App. Reserve	289,556.20		\$150,086.73	\$439,642.93
6830	New Willow Street	23,024.57			\$23,024.57
4730	Ded. Pen. FC Deposits	5,961.33		\$5,865.92	\$11,827.25
6736	2016 Ded. Pen. Expense				

Recap of Cash Held on Deposit

	Operating Account		\$36,763.77		
	Cash Mgt Fund - General		\$290,710.42		
	Cash Mgt Fund -Ded. Pen. Fc		\$6,278.64		
	Cash Mgt Fund -Fire App.		\$439,642.93		
	Cash Mgt Fund -LOSAP		\$35,476.08		
	Cash Mgt Fund -New Bldg.		\$23,029.85		
			\$831,901.69		
<b>Total Funds Available</b>			<b>\$831,901.69</b>		



