

**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 May 12, 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. Commissioner Colon arrived at 8:05 PM.

**V. FIRE PREVENTION BUREAU:**

Fire Marshal Verdi was in attendance and provided the following report:

Fire Prevention Bureau Inspection Progress April, 2015:

Period/Activity	Month Qty	YTD Qty
April 2015 Inspections	192	765
April 2014 Inspections	177	713
April 2015 Re-Inspection	87	220
April 2014 Re-Inspection	41	105
April 2015 Smoke Detectors	26	81
April 2014 Smoke Detectors	15	63
April 2015 Multi-Housing Inspections	32	117
April 2014 Multi-Housing Inspections	26	108
April 2015 Multi-Housing Re-Inspections	15	55
April 2014 Multi-Housing Re-Inspections	5	41

Bureau Funds Collected – Business (YTD)	\$126,154.00
Bureau Funds Collected – Multiple Housing (YTD)	
Outstanding Registration Fees – Regular Inspections 2015	\$ 20,094.00

Bureau has regained schedule due to the addition of newly hired Inspector Len Dolan.

The Bureau of Fire Prevention audit by the State of New Jersey is being arranged in conjunction with Fire District 1 Bureau of Fire Prevention at the request of the State auditor. Attempt is to maximize the time required to perform the audit. Fire Marshal Verdi is coordinating with District 1.

Bureau pick-up truck continues to experience an electrical system issue causing the vehicle battery to drain. Vehicle will be repaired by in-house maintenance personnel.

All new Bureau personnel were introduced to the Fire Company personnel during a training session.

Bureau offered East Brunswick High School a course on dorm safety for graduating seniors. Due to scheduling conflicts the High School was unable to include the course this year. Bureau will follow up with school officials for scheduling prior to the 2016 graduation.

Auto Zone is opening a location on Rte 18 & Race Track Road.

There were no site plans presented for review during the past month.

#### **VI. APPROVAL OF MINUTES:**

The minutes of April 10, 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:**

Insurance carrier presented a quotation to increase the life insurance carried for firefighters and staff from \$15,000.00 to \$20,000.00. Premium increase for new limits is \$4,000.00. Money is available in the budget to accommodate the increase. After a brief discussion the Board approved the increase on a motion by Commissioner Colon, seconded by Commissioner Grande. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Board reviewed proposal for the supply of a new computer terminal for the Bureau of Fire Prevention. Cost of terminal and new software is approximately \$1,100.00. Staff will purchase the new terminal.

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

Commissioner Weissman reported the following as of April 30, 2015:

Operating Account	\$ 41,950.34
Cash Mgmt Fund - General	\$ 340,688.50
Cash Mgmt Fund – Fire App	\$ 439,617.18
Cash Mgmt Fund LOSAP	\$ 35,473.99
Cash Mgmt Dedicated Penalty FC	\$ 6,278.30
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,024.57

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.

## **IX      COMMITTEE REPORTS:**

1. Willow Street Expansion:

No report

Category will be removed from future agenda.

2. Apparatus Replacement Committee

Chief Johnson reported the individuals serving on the committee has changed. New committee members will be conducting meetings in the near future.

## **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 April.

4. Computer Issues

Need to provide a computer for installation in the Willow Street Station Radio Room. Upon receipt of the new computer purchased for the Bureau the current computer will be moved to the Radio Room.

5. Hydrant Markers

District provided replacement hydrant markers to the Township Water Department to use when hydrants are replaced. Balance of the markers to be installed will be arranged by the Fire Company.

6. Volunteer Membership Drive

Fire Company has received two (2) applications for consideration.

7. RFQ for Truck Maintenance

No Progress

8. LOSAP

Adjustments to LOSAP records forwarded to the District for record modification. LOSAP will be funded within the next month.

9. PHONE/INTERNET SERVICE

No Progress

10. PRESERVATION OF 911 MEMORIAL

Fire Company will schedule the sandblasting of the Memorial. Upon completion the District will provide the coating materials to protect the structural steel from the World Trade Center.

14. HARASSMENT TRAINING

No Progress

15. GENERATOR BOLLARDS

No progress. Work will be scheduled for spring 2015.

16. LAWRENCE BROOK BUNK ROOM

Carpet scheduled to be installed on 13-May-15. All work scheduled to be completed by 15-May-15.

19. DISPOSAL OF UNUSED RADIOS

Township did not receive any bidders for the used radio equipment. A second auction will be scheduled.

21. MECHANIC

District was advised by Board Attorney, R. Braslow, that the resolution passed by the Board to establish the position of maintenance personnel needed to be published in the newspaper and approved again at a second reading. Process is being conducted and concluded at the June monthly meeting.

22. CAMERA & SECURITY INSTALLATION

Camera system approved by the Board during the April meeting has been installed. Second part of the work is to install cameras in the front of the Willow Street Station and install an electronic lock on the tool room utilized by the Fire Company. Work should be completed within the next six weeks.

**XI    NEW BUSINESS:**

Vice President Dave Stockton reported the ice machine in the kitchen was not working. Chairman Lyons reported service was arranged and scheduled for 13-May-15. Questions regarding filter replacement and cleaning of the water system were raised.

Chief Johnson reported the bottled water and fountains supplied for the Station was not being used; suggested the Board consider stop supplying same. Chief will raise the subject with the fire company membership and confirm that the bottled water systems can be removed.

It was reported that the spray portion of the kitchen sink needs to be replaced.

**XII    FIRE CHIEF/PRESIDENT REPORT:**

Vice-President David Stockton was present, all items for discussed were covered previously and reported above.

Chief Johnson reported the following:

- 1.) Edward Fox has resigned the position of Asst. Chief due to a change in his career. Fire Company is proceeding to elect a new Asst. Chief.
- 2.) Car 808 will be used to transport the new apparatus committee to the Fire Expo in Harrisburg on Saturday, 16-May-15.
- 3.) Chief is working on utilizing a Google App for vehicle maintenance notification.
- 4.) Vehicle maintenance and repairs using in house personnel is working well. Establishment of reporting systems is ongoing but overall there are no complaints.
- 5.) Requested the entry codes for the fuel system be updated, apparently not all members have access to use the fuel system.
- 6.) Requested a list of all members' social security numbers, last four digits only for use in updating Knox Box access.

**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 8:55 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw  
Clerk