

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 November 11, 2014

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. Chairman Lyons reported the District monthly meeting for October was cancelled to allow the Commissioners' to attend the wake of Commissioner Colon's father.

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:

Office to the Fire Marshal provided the following information:

Fire Prevention Bureau Inspection Progress August 2014:

Period/Activity	Month Qty	YTD Qty
October 2014 Inspections	158	1668
October 2013 Inspections	154	1691
October 2014 Re-Inspection	51	532
October 2013 Re-Inspection	65	602
October 2014 Smoke Detectors	17	208
October 2013 Smoke Detectors	21	206
October 2014 Multi-Housing Inspections	41	270
October 2013 Multi-Housing Inspections	25	312
October 2014 Multi-Housing Re-Inspections	5	107
October 2013 Multi-Housing Re-Inspections	27	151
Bureau Funds Collected – Businesses		\$220,059.59
Bureau Funds Collected – Multi-Housing		\$14,275.00
Outstanding Registrations Regular Inspections – 2013*		\$350.00
Outstanding Registrations Regular Inspection 2014		\$13,024.00

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

Fire Marshal Verdi reported the following:

Bureau has sold the Ford Explorer taken out of service when the new Jeep was purchased.

To date, three candidates have been interviewed for the position of Fire Inspector. Additional resumes have been received and are under review. Plan is to have replacements hired within the next thirty (30) days.

Chairman Lyons reported issues found at the new WalMart store located on Rte 18 relative to the Siamese connection. Connection is currently exists of four (4) 2-1/2" connections; original request was for a 5" Storz connection. Fire Company will investigate the possibility of having the connection changed.

Fire Marshal Verdi contacted the construction site management and requested the existing fire department connections be kept clear of debris.

WalMart will be open on Thanksgiving Day, Fire Marshal Verdi has discussed storage of merchandise with store management to assure all regulations are being followed.

Site plans reviewed during the past month are as follows:

3 Cornwall Court – addition of second story to the existing structure

511 Ryders Lane – proposed building of 14 residential homes

VIII. APPROVAL OF MINUTES:

The minutes of September 9, 2014 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

The minutes of November 4, 2014 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:

The District received a note of appreciation from the family of Commissioner Colon for attending the wake for Commissioner Colon's father.

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of October 31, 2014:

Operating Account	\$ 324,208.33
Cash Mgmt Fund - General	\$ 315,901.35
Cash Mgmt Fund – Fire App	\$ 289,510.82
Cash Mgmt Fund LOSAP	\$ 35,462.37
Cash Mgmt Dedicated Penalty FC	\$ 5,960.40
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,020.97

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.

Introduction of 2015 Proposed Budget was again reviewed; additional work will be done before formal introduction at the December monthly meeting. There is one additional budget workshop scheduled for November 25, 2014 at 8:00 PM.

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

No report

2. Apparatus Replacement Committee

Asst Chief Johnson reported committee is receiving preliminary pricing from suppliers.

XII UNFINISHED BUSINESS:

1. Annual Inventory

A meeting with Acclaim Inventory is scheduled for next week to review a proposal to perform an inventory. Same company performed service for Fire District 1 with good results. Intent is to have the inventory taken prior to year end.

2. Grant Status:

FEMA Grant application requests have been released with new submittals being accepted up to 05-Dec-14. Individual who previously completed the District application is no longer available. Commissioner Colon will look to obtain the services of another Grant Writer.

3. Monthly Injuries

No injuries were reported over the past two months.

4. Computer Issues

District has offered to purchase a server for the Fire Company administration computers and include the system into the District maintenance contractor scope of supply. Plan would also include periodic replacement of hardware within the cycle of computers owned and maintained by the District. Fire Company will review and advise if this is acceptable.

3. Shared Service

Nothing to report

4. Hydrant Markers

Asst Chief Johnson reported some progress has been made in completing the installation of hydrant markers.

5. Alarm Response

Banners and advertising for membership drive have been ordered and received.

6. RFQ for Truck Maintenance

No Progress

7. LOSAP

Proposed changes to the LOSAP program were reviewed by the Board. The changes were accepted by passage of Resolution 2014-15. Resolution passed on a motion by Commissioner Grande, seconded by Commissioner Weissman. Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

13. GEAR RACKS

New gear racks have been installed at the Willow Street Station.

14. PHONE/INTERNET SERVICE

Comcast is completing installation of new cable connections which will allow for bundling of telephone, cable television, and internet service. Switch over expected within one week.

15. ANNUAL MEDICAL STATEMENTS

Asst Chief Johnson reported all Annual Medical Statements from individuals who drive District owned vehicles have been submitted. Information is kept in District files as required by the insurance carrier.

16. BENEFICIARY FORMS

Updated beneficiary forms for life insurance policies have been submitted and filed in District records.

17. PRESERVATION OF 911 MEMORIAL

No progress

18. INSTALLATION OF NEW THERMOSTATS

District is installing new thermostats in the apparatus rooms of all three fire stations. Thermostats are non-adjustable and pre-set at 62°. To date, Willow Street Station has been completed; Dunhams Corner and Lawrence Brook Stations will be completed in the near future.

19. HARASSMENT TRAINING

Two sessions on Harassment have been completed with a total of 56 individuals in attendance. Course will be established on-line for new members and those who have not yet completed the course.

20. NEW MEMBER ORIENTATION

District and Fire Company administrative officers will be meeting in the near future to discuss the process of accepting new members. Intent is to shorten the cycle from acceptance to being cleared to ride the apparatus. Fire Company will propose dates and times for the meeting.

21. BREATHING AIR SYSTEM

District is reviewing the possibility of having breathing air supplied by an outside agency in lieu of filling bottles by the compressor located at District 1 fire stations. Fire Company reports the process of using the compressor takes 10 to 12 hours to complete.

22. GENERATOR BOLLARDS

Fire Company reported one of the bollards protecting the emergency generator at the Willow Street Station was hit, broken and requires replacement. Cause of the incident is unknown.

23. ACCIDENT REPORTING

District received a report from an outside insurance carrier that one of the Chief's vehicles was involved in an accident at a local shopping mall. Client of the outside insurance carrier backed into the Chief's car. Incident was never reported to the District so a report was not filed with the District carrier. Once again the importance of reporting incidents was explained to Fire Company representatives.

24. REQUISITIONS

Fire Company line officers were advised that in the future when equipment and or services were being ordered for a specific individual the name of said individual must be shown on the requisition.

XIII NEW BUSINESS:

The Board received two applications to the New Jersey State Firemen's Association. On a motion by Commissioner Colon, seconded by Commissioner Grande the following individuals are formally recognized for acceptance in the above organization:

Obadiah Williams
Darren Lamp

Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

XIV FIRE CHIEF/PRESIDENT REPORT:

Asst Chief Johnson reported the following:

Engine 806 was having repairs completed

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 9:15 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk