

**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 Regular Meeting of April 12, 2011**

- 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 Regular meeting. [Attachment I]
- IV. **ROLL CALL:** Roll Call showed Commissioners DeGraw, LeBuis, and Lyons to be in attendance. Commissioners Colon and Timper were absent.
- V. **FIRE PREVENTION BUREAU:**

Fire Marshal Johnson reported the following:

Inspections are on track for the year.

Multiple Dwelling Housing inspections began in this month.

Apartment complex located on Lake Avenue have been converted to condominiums.

Grant applied for new Fire Prevention Trailer has not been released by US Govt.

No progress on Hydrant Markers. East Brunswick Township originally agreed to fund ½ the cost of installing hydrant markers. Further review with the Township representatives will be required to accomplish the task. District 2 has 712 hydrants in its area with District 3 having 210 hydrants. Utilizing shared service with the Township, the cost to District 2 would be approximately \$7,800.00. Fire Marshal Johnson to discuss.

Board reviewed proposed change to policy concerning education days allotted to inspectors. Currently each part time inspector is permitted two (2) days to attend classes to maintain license certification. In addition, Fire Marshall has proposed that each inspector attend a Fire Arson Detection Conference and classes given annually and held in Atlantic City. As the conference and classes are two (2) days long this would not allow for further educational classes necessary to maintain inspection licenses. Board did not have any comments and the proposed change will be drafted for formalization.

**VIII. APPROVAL OF MINUTES:**

The minutes of March 8, 2011 Regular Meeting, were approved on a motion by Commissioner LeBuis, seconded by Commissioner DeGraw. Roll call showed Commissioners DeGraw, LeBuis, and Lyons all voting Aye.

**IX COMMUNICATIONS:**

District received additional insurance policy for the fuel tank installation.

**X TREASURERS REPORT:** [Attachment II for details]

Asst Clerk/Treasurer LeBuis reported the following as of March 31, 2011:

Operating Account	\$ 114,718.32
Cash Mgmt Fund - General	\$ 295,685.88
Cash Mgmt Fund – Fire App	\$ 67,374.88
Cash Mgmt Fund LOSAP	\$ 35,381.63
Cash Mgmt Dedicated Penalty FC	\$ 20,226.39
Cash Mgmt New Bldg	\$ 146,905.89
Cash – New WS Bldg: BOA	\$ 19,565.45

The Treasurer’s Report was accepted as submitted on a motion by Commissioner DeGraw seconded by Commissioner Lyons. Roll call showed Commissioners DeGraw, LeBuis, and Lyons all voting Aye.

**XI COMMITTEE REPORTS:**

1. Willow Street Expansion:

Security Camera Storage System – No Progress, on hold

Parking Lot Repairs – to be completed within the next month

Coffee Pot – No Progress

Chief’s office; tile has been replaced, door appears to be operating properly

**XII UNFINISHED BUSINESS:**

1. Grant Status:

No report as Commissioner Colon was not in attendance.

2. Fuel Tank Modification/Replacement

Fuel tank has been completed and is now operational.

3. Annual Inventory

Commissioner DeGraw is reviewing companies who perform inventory services. Reports and recommendations will be made in the upcoming months.

3. Monthly Injuries

None

4. LOSAP Policy Update

No Progress

5. Computer Problems

Problems with ESP software programs have been resolved. Modifications have been made and program appears to be operating correctly.

System governing the computers mounted in vehicles have been reviewed and adjusted by hardware contractors. Chief reported system is working much better. No further action is required.

District will purchase a new desk top computer for the line officers. Unit to be the same as previous unit purchased.

6. New Radio System

No Progress

7. Siren Maintenance

Siren system was tested for operations by Danley Electric. All appears to be functioning except the receiving of a signal through the telephone lines from Police Headquarters. District will contact Verizon to test circuits and repair so the sirens can be placed back in service. Siren located at East Brunswick High School and Lawrence Brook School will not be activated. Sirens will be removed and placed into storage for future use and/or parts.

8. Sale of Engine 801

No Progress

9. Grant for New Radios

No Progress

10. Memorial School Asbestos Abatement Report

Received a report on asbestos contamination in building however; it needs further explanation.

11. Fire Watch Program

No Report as Commissioner Colon was not in attendance.

12. Shared Service

Commissioners DeGraw and Lyons attended a meeting with Commissioner Bruce Smith of Fire District 1 to discuss the possibility of shared services in the future. District 1 is currently interested in inventory services being considered by District 2. Information will be shared with the intent of reducing cost for this service if the decision is made to proceed.

13. Card Keys

Board is considering installing card key access to the remaining exterior doors in the Willow Street complex. Discussion with Fire Company President to determine viability will be conducted within the next month.

**XIII NEW BUSINESS:**

None

**XIV FIRE CHIEF/PRESIDENT REPORT:**

Chief Withum reported the following:

Ladder 809 is out of service for brake issues.

Engine 803 has broken body mountings causing the unit to be placed out of service. Engine 801, scheduled for sale, will have the pump repaired and placed back in service until such time as 803 is repaired.

President Vojir reported the following:

Fire Company has awarded a contract for a memorial to be installed at the Willow Street complex.

District reported the backup tapes for the Firehouse software have been located. Board offered to provide a copy of the ESP personnel program for Fire Company use. Fire Company agreed and a copy will be provided shortly.

**XV. PUBLIC PORTION:**

No comments from the public.

**XVII ADJOURNMENT:**

Being no further discussion or business at this time, Commissioner DeGraw moved, seconded by Commissioner LeBuis that the public meeting be adjourned at 9:40 PM. Roll call showed Commissioners DeGraw, LeBuis and Lyons all voting Aye.

Respectfully submitted,

Dennis A. DeGraw  
Clerk