

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 January 11, 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 Colon, DeGraw, LeBuis, Lyons and Timper to be in attendance. Commissioner Timper rescinded the resignation presented at the December meeting. During discussions with Board attorney, R. Braslow, regarding the process for appointing a replacement it was recommended that Commissioner Timper remain on the Board at least until after the annual election. As Commissioner Timper served as the Board Treasurer it would be best to have him available if any questions and or issues arose with the proposed budget. The recommendation was discussed with Commissioner Timper and he agreed to rescind his resignation at this time.
- V. **FIRE PREVENTION BUREAU:**

Fire Marshal Johnson reported the following:

Periodic inspections and Life Hazard Inspections for 2010 were completed in December. Periodic inspections for 2011 have begun.

Multiple housing inspections for 2011 will begin within the next few months.

Bureau has collected approximately \$6,000.00 in penalties from 2010 fines. An additional \$4,000.00 is expected to be collected by the end of January.

Board received a letter from the Middlesex County Fire Marshal stating that effective 01Jan-11 the NJ State Division of Fire recognized the Middlesex County Fire Marshal's office as a local enforcing agency. As a result the County Fire Marshal will be responsible to enforce the Uniform Fire Code for all premises owned by or leased to the County. After a brief discussion the Board decided to write to the County Freeholders stating its objection to the new process stating the opinion that there will be a loss of direct communication regarding any situation found on County property.

VIII. APPROVAL OF MINUTES:

The minutes of December 14, 2010 Regular Meeting, were approved on a motion by Commissioner LeBuis, seconded by Commissioner Colon. Roll call showed Commissioners DeGraw, Colon, LeBuis, Lyons and Timper all voting Aye.

The minutes of December 31, 2010 Special Meeting, were approved on a motion by Commissioner LeBuis, seconded by Commissioner Colon. Roll call showed Commissioners DeGraw, Colon, LeBuis, Lyons and Timper all voting Aye.

IX. COMMUNICATIONS:

Received notification from East Brunswick Tax Assessor regarding the assessed value of properties located within District 2. Due to the large number of challenges filed with the Board of Taxation it is the opinion of the Tax Assessor that the ratable will most likely decrease for fiscal year 2011.

X. TREASURERS REPORT: [Attachment II for details]

Treasurer Timper reported the following as of December 31, 2010:

Operating Account	\$ 5,268.01
Cash Mgmt Fund - General	\$ 243,142.92
Cash Mgmt Fund – Fire App	\$ 67,337.51
Cash Mgmt Fund LOSAP	\$ 35,362.00
Cash Mgmt Dedicated Penalty FC	\$ 20,215.17
Cash Mgmt New Bldg	\$ 146,824.41
Cash – New WS Bldg: BOA	\$ 69,434.12

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

Budget has been submitted to the State of New Jersey. There has been no comment as of this date. A Special Meeting has been scheduled for 18-Jan-10 to act on any changes that may be required.

Board will review the issue with the reduction in ratable to determine if the 2011 proposed budget will be impacted.

XI. COMMITTEE REPORTS:

1. Willow Street Expansion:

The pump which is producing all the noise in the mechanical room has been replaced. The replacement pump is noisy as well. Manufacturer of the pump will review the situation and propose a fix.

Additional security cameras are on order and will be installed within the next month.

A crack in the concrete was reported in the hallway outside the kitchen area. Commissioner Lyons to review

No progress on the cracked concrete located in the pad in front on the truck bays.

Parking lot repairs will not be completed until the spring.

XII **UNFINISHED BUSINESS:**

1. Grant Status:

Commissioner Colon reported he has been in contact with a new grant writing company that will perform work on a Fire Prevention Grant for \$1,000.00. Fire Marshal Johnson reported that the Bureau will apply for the Grant at no cost to the District, the application will be submitted with the assistance of EB Fire District 1 Fire Marshal.

Commissioner Colon will keep in contact with the newly found grant writer for future grants.

2. Fuel Tank Modification/Replacement

Fuel tank was removed; test results from soil under the tank were negative for contamination. Replacement tank scheduled to be installed the second week of February, weather permitting.

3. Annual Inventory

No progress.

3. Monthly Injuries

None

4. LOSAP Policy Update

Board is waiting for comments from Fire Company Line Officers relative to a stand-by policy which is scheduled to be implemented shortly.

5. Computer Problems

Asst. Chief Withum reported he is unable to print from the work station in his office. District administrative assistant will review settings.

6. New Radio System

No Progress

7. Siren Maintenance

No Progress

8. Sale of Engine 801

Pump has not yet been repaired preventing a sale of the unit. Party from Arizona has notified the Board that they are no longer interested in the Engine, they apparently found a way to purchase 2 Engines for the price bid on 801.

9. Grant for New Radios

Radios have been delivered to Fire District 1, awaiting information regarding serial numbers. Chief will arrange for installation of radios in vehicles.

10. Cooperative Purchasing/Shared Services:

Review of proposals for insurance coverage indicates a possible change in carriers; savings of approximately 10% may be realized. Awaiting additional analysis and response to questions before a final decision is made. If possible, Board will discuss at the 18-Jan-10 Special Meeting.

11. Memorial School Asbestos Abatement Report

No response from the Board of Education relative to the request to provide a copy of the asbestos abatement report for Memorial School.

12. ESP Software

Received communication from ESP stating their support in resolving issues with the software start-up on machines with Window 7. Issues have not yet been resolved. Commissioner DeGraw will call ESP in an attempt to resolve.

XIII NEW BUSINESS:

Commissioner Lyons appointed Commissioner Colon to review the issue of utilizing fire watch personnel and how the District can best assist in or establish a program to accommodate the need for individuals to perform these duties.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum reported the following:

Cell phones provided to Line officers are not being utilized as the units are not Blackberry type phones. It is recommended to cancel the phone contracts and pay the Line Officers a stipend for the use of their private phones; Commissioner Timper to review the proposal.

Requested process for disposal of old equipment that is no longer in service. Board requested a list of items to be disposed.

Reported the computer assigned to Lt. Fox is running very slow.

President Vojir had nothing to report.

XV. PUBLIC PORTION:

No comments from the public.

XVII ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Colon moved, seconded by Commissioner LeBuis that the public meeting be adjourned at 9: 30 PM. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons and Timper all voting Aye. At the request of Fire Marshal Johnson the Board will meet in closed session to discuss matters of personnel.

Respectfully submitted,

Dennis A. DeGraw
Clerk