

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 July 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, Lyons and Weissman to be in attendance. Commissioner Colon was absent.

V. FIRE PREVENTION BUREAU:

Acting Fire Marshal Verdi was unable to attend the meeting; Chairman Lyons reported the following items for the Bureau of Fire Prevention:

Annual and Life Hazard inspections are on par with previous years.

Multiple Dwelling Inspections are ahead of schedule

No progress on the purchase and plans for installation of Hydrant Markers. Chairman Lyons recommended this issue be addressed when a permanent appointment is made for the position of Fire Marshal.

No progress on the grant for a new Fire Prevention Demonstration Trailer. Board will check with District 1 for an update.

Site Plan A-11-15 for the Farrington Manor was reviewed with comments being returned to the Township of East Brunswick.

VIII. APPROVAL OF MINUTES:

The minutes of June 14, 2011 Regular Meeting, were approved on a motion by Commissioner LeBuis, seconded by Commissioner Weissman. Roll call showed Commissioners DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

IX **COMMUNICATIONS:**

None

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

Commissioner Weissman reported the following as of June 30, 2011:

Operating Account	\$	45,673.09
Cash Mgmt Fund - General	\$	514,199.93
Cash Mgmt Fund – Fire App	\$	62,290.05
Cash Mgmt Fund LOSAP	\$	35,397.19
Cash Mgmt Dedicated Penalty FC	\$	20,235.29
Cash Mgmt New Bldg	\$	61,959.95
Cash – New WS Bldg: BOA	\$	5,701.03

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

The Board recognized Michael Bart of Bart & Bart, Board accountant, who was in attendance to present the 2010 annual Audit, copy attached. As a brief summary Mr. Bart reported that there were no issues found and the District was in sound financial condition with no irregularities found. A few minor changes were required to be made resulting from question asked by the Commissioners.

Resolution 2011-09 for the acceptance of the Annual Audit was read and acted upon with a motion by Commissioner Weissman, seconded by Commissioner LeBuis. Roll Call showed Commissioners DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Audit results are to be published in the local newspapers as required.

XI **COMMITTEE REPORTS:**

1. Willow Street Expansion:

Security Camera Storage System – No Progress, on hold until next budget cycle.

Coffee Pot – Repaired.

Need to locate where roof is leaking so it can be repaired.

Noisy pump to be repaired/replaced by the contractor

Building contractor has been paid \$23,250.00 with a remaining balance of approximately \$23,250.00 which is being held until all warranty items have been resolved.

XII

UNFINISHED BUSINESS:

1. Grant Status:

Government grants have not been released yet. The Grantwell, Board grant writer, is awaiting the release and will advise as soon as information is received.

2. Annual Inventory

Inventory is in progress with a target completion date of 01-Sep-11. Program started at the Lawrence Brook Station; data will be entered into ESP system upon completion of Lawrence Brook Station to assure there are no issues with the data recorded.

3. Monthly Injuries

None

4. LOSAP Policy Update

No Progress

5. Computer Problems

Chief reported sporadic issues with e-mail not being sent.

6. New Radio System

Commissioners Lyons and DeGraw attended a meeting with Township of East Brunswick representative to discuss the installation of narrow band radio system. District will need to purchase 50 plus portable radios to be compatible with the new system. Cost of upgrade may be as much as \$250,000.00 a special election will need to be conducted during 2011 to request permission from the public to make the expenditure. Board will target September for the election.

Township will provide information on radios required in the near future.

7. Sale of Engine 803

Chief Withum reported the estimated repair to Engine 803 will be \$8,000.00 including transportation to KME in Pennsylvania. Chief will arrange for the repairs to be made so the unit can be sold.

8. Grant for New Radios

Radios to be installed in apparatus, Chief Withum making arrangements to accomplish same.

9. Fire Watch Program

Commissioner Colon submitted a report to Chairman Lyons regarding a Fire Watch Program. Information will be held with no further action until a permanent appointment of a Fire Marshal.

10. Shared Service

No progress.

11. Card Keys

No Progress – to be considered in next budget cycle.

12. PEOSHA

Information was not transmitted to PEOSHA and an extension has been granted to the District. All information is now due on 22-Aug-11.

XIII NEW BUSINESS:

Chief Withum requested the Board to consider the purchase of a back up radio repeater for the fire service to avoid an incidence of no radio communications in the event of a failure of the main repeater. Situation occurred during June. District will consider including a repeater with the purchase of the new portable radios.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum reported the following:

Engine 806 is being out of service for repairs and annual preventative maintenance.

Chief requested permission to release purchase of Scott EZ Escape system, cost approximately \$31,000.00. Chief requested to provide a copy of PO prior to release. Commissioners will review current status of available cash and advise Chief when PO can be released.

President Vojir reported the following:

President Vojir was not present at the meeting.

XV. PUBLIC PORTION:

No comments from the public.

XVI ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Colon moved, seconded by Commissioner LeBuis that the public meeting be adjourned at 9:15 PM. Roll call showed Commissioners DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk