

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 July 09, 2013

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, Lyons, and Weissman to be in attendance. Commissioners Grande arrived at 8:20 PM.

V. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was in attendance. Following information was provided for the meeting.

Bureau Inspection Progress:

Inspection June 2013	Year to Date:	1,185
Inspection June 2012	Year to Date:	984
Re-Inspections June 2013	Year to Date:	377
Re-Inspections June 2012	Year to Date:	364
Smoke Detector Inspection 2013	Year to Date:	124
Smoke Detector Inspection 2012	Year to Date:	155
Multiple Family Dwellings June 2013	Year to Date:	205
Multiple Family Dwellings June 2012	Year to Date:	342
Multiple Family Re-Inspections June 2013	Year to Date:	80
Multiple Family Re-Inspections June 2012	Year to Date:	119
Outstanding Fees 2012	\$	00.00
Outstanding Fees 2013	\$	17,717.00

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

Fire Marshal Verdi reported the Bureau of Fire Prevention has hired an additional inspector for the purpose of covering off hour call outs. Inspector Tony Spezzio started his employment at the beginning of June.

Fire Marshal Verdi reported duties for Inspector Spezio may expand in the future depending upon the needs of the Bureau.

Fire Marshal Verdi reported warning lights have been installed on the Dodge Avenger vehicle utilized by Bureau Inspectors.

Monthly reports issued by the Bureau are indicating the re-inspection process is behind schedule. Upon investigation it was learned that the system does not recognize the process has been completed if data was not entered in the same month shown on the schedule. Bureau to contact Software Company to determine if the issue can be corrected to allow the re-inspection be closed when data is entered.

VIII. APPROVAL OF MINUTES:

The minutes of June 11, 2013 Meeting were approved, on a motion by Commissioner Weissman, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

District received communication from FEMA confirming application for reimbursement funds for Hurricane Sandy has been accepted without further information being required.

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of June 30, 2013:

Operating Account	\$	89,545.71
Cash Mgmt Fund - General	\$	598,729.26
Cash Mgmt Fund – Fire App	\$	117,385.87
Cash Mgmt Fund LOSAP	\$	35,436.84
Cash Mgmt Dedicated Penalty FC	\$	4,031.24
Cash Mgmt New Bldg	\$	32,002.01
Cash – New WS Bldg: BOA	\$	1,187.38

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

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

Only remaining issue related to the new building is the repair of the closet door in the hallway located outside the District meeting room. Upon completion, balance of funds can be release to the general contractor.

XII

UNFINISHED BUSINESS:

1. Grant Status:

Commissioner Colon presented the draft of the District information to be formulated into future grant application. Each Commissioner was presented with a copy for comment.

2. Monthly Injuries

Two firefighters were injured during the past month. One individual received minor injuries while attending training class at the Middlesex County Fire Academy. One individual was injured while performing duties at the scene of a house fire. Both injuries were minor with the firefighters being returned to duty.

Submittal of documents for both of the above was delayed. Board stressed the importance of having all reports with corresponding documents being submitted within 24 hours of an injury occurring. Fire Company will review procedure to assure delays do not occur in the future.

3. Computer Issues

Storage of back-up information has been changed from in house tape drive to storage on the "cloud". Process is completed automatically by the computer system and is less expensive than the old method of tape storage.

4. New Radios

Fire Marshal Verdi reported the new radios are not scanning properly. Problem will be investigated by District staff.

5. Shared Service

Nothing to report

6. Hydrant Markers

Lt. Withum is continuing to oversee the installation of the hydrant markers

7. Willow Street Paving

No Progress

8. Alarm Response

Fire Company President Dunphy presented draft copies of signage and Point of Purchase advertising cards for review. Board members had no comments and authorized the purchase of same. Total investment will be approximately \$1,700.00. District staff will issue the purchase order for same.

9. Website

No Progress

10. RFQ for Truck Maintenance

No Progress

11. LOSAP

LOSAP records will be released to firefighters within the next two weeks. Review process is 30 days at which time funding will be completed.

A change in the parameters for LOSAP will be presented to the Board for consideration in the near future.

12. NEW HEATERS WILLOW STREET STATION

No Progress

13. PURCHASE OF REPLACEMENT HOSE

No Progress

14. LETTER TO PLANNING BOARD

No Progress

15. PURCHASE OF NEW CHIEF VEHICLE

No Progress

16. INTER-LOCAL AGREEMENT FOR VEHICLE MAINTENANCE

No Progress

17. WINDOW CLEANING

Board received two (2) proposals for the cleaning of windows in the office building. Bureau will award work to low bidder for approximately \$750.00. Contractor must present insurance certificate prior to beginning work.

XIII NEW BUSINESS:

None

XIV FIRE CHIEF/PRESIDENT REPORT:

No issues were presented by Chief Adams or President Dunphy as all open topics were discussed and recorded above.

XV. PUBLIC PORTION:

No comments from the public.

XVI ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner DeGraw that the public meeting be adjourned at 9:05 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk