

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 8, 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.
- 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, Grande, and Lyons, Weissman were in attendance. Commissioner DeGraw was absent.
- V.** **FIRE PREVENTION BUREAU:**

Fire Marshal Verdi was not in attendance.

Fire Prevention Bureau Inspection Progress June 2014:

Period/Activity	Month Qty	YTD Qty
June 2014 Inspections	146	1075
June 2013 Inspections	175	1061
June 2014 Re-Inspection	108	333
June 2013 Re-Inspection	80	386
June 2014 Smoke Detectors	30	116
June 2013 Smoke Detectors	30	124
June 2014 Multi-Housing Inspections	36	172
June 2013 Multi-Housing Inspections	24	204
June 2014 Multi-Housing Re-Inspections	1	80
June 2013 Multi-Housing Re-Inspections	12	69
Bureau Funds Collected – Businesses		\$136,612.88
Bureau Funds Collected – Multi-Housing		\$9,400.00

Fire Marshal Verdi reported the following:

Bureau is ahead of schedule for the year.

Requested that Fire Officers contact police headquarters for dispatch of inspectors to fire scenes and avoid calling the on-call inspector direct.

Requested that the Chief notify the Bureau of any fire where damage is caused.

Amend minutes from June regular meeting to reflect that Fire Marshal was in attendance.

VIII. APPROVAL OF MINUTES:

The minutes of June 10, 2014 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, Grande, and Lyons, Weissman all voting Aye.

IX. COMMUNICATIONS:

Board received the Analysis of Emergency Medical Services issued by ICMA.

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of June 30, 2014:

Operating Account	\$	43,925.14
Cash Mgmt Fund - General	\$	417,878.44
Cash Mgmt Fund – Fire App	\$	289,464.04
Cash Mgmt Fund LOSAP	\$	35,458.39
Cash Mgmt Dedicated Penalty FC	\$	5,959.40
Cash Mgmt New Bldg Cash Mgmt & Checking	\$	23,017.08

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

XI. COMMITTEE REPORTS:

1. Willow Street Expansion:

No report

2. Apparatus Replacement Committee

Capt. Fox reported the following progress:

- 1.) Obtaining preliminary cost information from various suppliers

EAST BRUNSWICK
BOARD OF FIRE COMMISSIONERS
DIST. NO 2
JUNE, 2014

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
5501/05	District Salaries	125,000.00	\$10,627.93	\$45,938.25	\$79,061.75
5506	Payroll Taxes (EB)	27,262.00	\$3,748.08	\$17,502.82	\$9,759.18
2251	PERS-Employer(EB)	16,701.00		\$15,114.00	\$1,587.00
2252	DCRP-Employer (EB)	2,000.00	\$148.20	\$794.55	\$1,205.45
5507	Workers Compensation	55,500.00		\$8,468.00	\$47,032.00
5510	Equipment (Non-Bondable)	75,500.00		\$6,172.86	\$69,327.14
5515	Insurance Premiums	112,000.00	\$11,430.82	\$57,994.41	\$54,005.59
5520	Fire Protection Agreement	165,000.00		\$82,000.00	\$83,000.00
5526	Accounting-Professional Fees	10,000.00		\$0.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00	\$672.00	\$2,192.00	\$5,808.00
5529	Physician-Professional Fees	2,750.00	\$551.00	\$1,077.00	\$1,673.00
5535	Advertising	1,500.00		\$272.76	\$1,227.24
5540	Elections	2,500.00		\$923.10	\$1,576.90
5545	Member Dues & Subscriptions	3,000.00	\$300.00	\$2,881.89	\$138.31
5550	Training & Education	14,510.00	\$1,600.00	\$3,159.00	\$11,351.00
5700	FUEL & LUBRICANTS	18,000.00	\$4,535.09	\$6,636.10	\$11,363.90
5715	Office Expenses	15,000.00	\$721.50	\$4,193.48	\$10,806.52
5720	Radio Repairs R & M	9,000.00		\$486.00	\$8,514.00
5721	Equipment Repairs R & M	101,549.00	\$10,400.47	\$23,120.49	\$78,428.51
5722	Compressor Repairs R & M	5,500.00		\$929.34	\$4,570.66
5724	Computer Maintenance R & M	13,660.00	\$1,807.00	\$5,351.05	\$8,308.95
5730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
5735	Supplemental Fire Grant	11,519.00		\$11,519.00	\$0.00
5737	Fire Prevention Bureau	294,650.00	\$17,108.25	\$107,273.08	\$187,376.92
5740	Contingency	10,000.00		\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	45,000.00		\$0.00	\$45,000.00
5828	Principal on Bonds	190,000.00		\$150,000.00	\$40,000.00
5829	Interest on Bonds	111,500.00		\$56,500.00	\$55,000.00
5832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	55,500.00	\$4,657.85	\$33,788.19	\$21,711.81
5833	Bldg. Maintenance-NWS	160,795.00	\$6,746.72	\$20,820.19	\$139,974.81
Total Operating Appropriations		1,767,896.00	\$75,054.91	\$665,087.36	\$1,102,808.64

5801	Reserve for future Cap. Outlays	150,000.00		\$0.00	\$150,000.00
5802	Capital Improvements			\$0.00	\$0.00
Total Capital Appropriations		150,000.00		\$0.00	150,000.00
Total Capital & Operating Appropriations		1,917,896.00			\$1,330,281.82

2000	Prior Years Accounts Payable	8,951.18	\$1,200.00	\$9,086.18	\$0.00
2005	2013 Encumbered Funds	36,642.06	\$2,814.94	\$31,685.04	\$4,957.02
2023	Bond Issuance Fees	200.00		\$200.00	\$0.00
5735	Supplemental Fire Grant Prior Year (2)	29,387.00	\$655.00	\$12,486.00	\$16,901.00
5800	Fire App. Reserve	152,456.73		\$0.00	289,464.04
5830	New Willow Street	32,880.48	\$1,350.00	\$8,707.20	\$24,186.59
4730	Ded. Pen. FC Deposits		\$250.00	\$1,550.00	\$1,550.00
5738	2014 Ded. Pen. Expense				

Recap of Cash Held on Deposit

	Operating Account		\$43,925.14		
	Cash Mgt Fund - General		\$417,878.44		
	Cash Mgt Fund -Ded. Pen. Fc		\$5,959.40		
	Cash Mgt Fund -Fire App.		\$289,464.04		
	Cash Mgt Fund -LOSAP		\$35,456.39		
	Cash Mgt Fund -New Bldg.		\$23,017.08		
	New Bldg. Checking		\$0.00		
Total Funds Available			815,700.49		

07/03/14

Board of Fire Commissioners Dist. 2

Trial Balance

As of June 30, 2014

	Jun 30, 14	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	43,925.14	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	158.82	
1011 · FIRE PREVENTION INSPECTION FEES	370,471.96	
1150 · Investments	417,878.44	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPARATUS FUND	289,464.04	
1155 · INVESTMENTS-DEDICATED PENALTIES	5,959.40	
1156 · INVESTMENTS-LOSAP FUND	35,456.39	
1157 · INVESTMENTS-DED. PENALTIES-FP	12,036.28	
1158 · INVESTMENTS-NEW BLDG. FUND	23,017.08	
1159 · INVESTMENTS-FP/BOFC#2	10,591.19	
1203 · *Accounts Receivable	4,043.26	
1099 · Cash Transfers	0.00	
1151 · Investments Smith Barney	0.00	
1202 · Due from EB Township	346,643.43	
1250 · Accts Receivable Fire Preventio	0.00	
1310 · General Bond Obligation	0.00	
1400 · Loans & Exchanges	0.00	
1401 · Mortgage Receivable	0.00	
1402 · DUE FROM EAST BRUNSWICK-PENALTI	0.00	
1403 · DUE FROM DIST 1 & EBR	0.00	
1404 · PERS OVERPAYMENT	0.00	
1410 · PAYROLL	0.00	
1152 · INVESTMENTS MORTGAGE PROPERTIES	0.00	
1901 · General Fixed Assets	9,831,698.00	
2000 · Accounts Payable		66,243.13
2020 · YEAR END AP	0.00	
2021 · General Bonds Payable		2,007,857.04
2023 · General Bond Payable Fees	4,886.60	
2022 · General Bond Payable-3million		2,105,000.00
2050 · Amt to be Recd for Debt Retire	0.00	
2210 · FWT	0.00	
2220 · FICA	0.00	
2260 · Reserve for Dedicated Penalties		98,549.23
2270 · DUE TO FIRE COMPANY	0.00	
2280 · PURCHASE OF RESCUE PUMPER	0.00	
2290 · CHIEFS VEHICLE	0.00	
3000 · Opening Bal Equity	0.00	
3400 · Unappropriated Fund Balance		0.56
3401 · Fire App Fund Surplus	0.00	
3402 · Training Fund Surplus	0.00	
3403 · Capital Fund Surplus	0.00	
3404 · Building Fund Surplus	0.00	
3405 · Equity in Fixed Assets		9,831,698.00
3406 · Fire Prevention Surplus	0.00	
3407 · Reserve for Future Capital Outl		2,652.50
3408 · Building Expansion & Acquisitio	0.00	
3900 · Retained Earnings	2,685,171.27	
4000 · Revenue		245,146.80

Board of Fire Commissioners Dist. 2

Trial Balance

As of June 30, 2014

07/03/14

	Jun 30, 14	
	Debit	Credit
4200 · Interest & Dividend Income		238.63
4699 · FIRE PREVENTION REVENUES		46,424.09
4700 · Smoke Detector Fees		6,562.00
4710 · Registration/Inspection Fees		108,850.48
4720 · I Permit Fees		4,477.00
4730 · Ded Penal (Fire Co Portion)		1,550.00
4740 · Ded Penal (fire prev. Portion)		1,550.00
4741 · MISC. INCOME FIRE REPORT		70.00
4742 · Multi-Housing Inspection Fees		11,225.00
4750 · Other Parking Fines		318.00
4790 · Interest Income		38.49
2005 · Reserve for Encumbrances	31,685.04	
2250 · PERS employee	4,905.01	
2251 · PERS EMPLOYER	15,114.00	
2252 · DCRP PENSION/LIFE EMPLOYER	794.55	
2254 · DCRP PENSION/EMPLOYEE	202.30	
5501 · Commissioners Compensation	11,772.42	
5505 · Administrative Assistant	34,165.83	
5506 · Payroll Taxes	17,502.82	
5507 · Workers Compensation	8,468.00	
5510 · Equipment Non-Bondable	6,172.86	
5515 · Insurance Premiums	57,994.41	
5520 · Fire Protection Agreement	82,000.00	
5528 · Legal	2,192.00	
5529 · Physician	1,077.00	
5535 · Advertising	272.76	
5540 · Elections	923.10	
5545 · Membership Dues & Subscriptions	2,861.69	
5550 · Training & Education	3,159.00	
5700 · Fuel	6,636.10	
5710 · Commissioners Phone	1,917.99	
5711 · Mobile Telephone	4,157.34	
5715 · Office Supplies	4,193.48	
5720 · Radio Repairs	486.00	
5721 · Equipment Repairs	23,120.49	
5722 · Compressor Repairs	929.34	
5724 · Computer Maintenance	5,351.05	
5735 · SUPPLEMENTAL FIRE GRANT STATE	24,005.00	
5830 · WILLOW STREET PURCHASE	8,707.20	
5832 · UTILITIES	27,712.86	
5833 · Building Maintenance	20,960.19	
5834 · NWS Insurance Claim		59,702.59
6000 · Office Payroll	6,959.81	
6010 · Inspector Payroll	59,844.90	
6040 · Telephone	2,435.21	
6050 · Payroll Tax Expense	24,169.34	
6060 · Uniform Allowance	1,250.00	
6070 · Auto Gas Expense	1,352.96	
6080 · Auto Repairs & Maint	190.85	
6090 · Postage	1,088.61	
6100 · CPE Seminars	400.00	

07/03/14

Board of Fire Commissioners Dist. 2

Trial Balance

As of June 30, 2014

	Jun 30, 14	
	Debit	Credit
6110 · Dues & Subscriptions	715.00	
6112 · Office Expenses	3,758.96	
6131 · dcrp FP pension PT employees	2,091.44	
6132 · pers/life fp employees	2,941.50	
6191 · COMPUTER EXPENSE	74.50	
TOTAL	14,598,153.54	14,598,153.54