

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 June 14, 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, and Lyons to be in attendance.
- V. **ELECTION OF OFFICIAL POSITIONS**

As a vacancy on the Board of Fire Commissioners – District 2 was created by the resignation of William B. Timper during the May meeting and as the remaining Commissioners prefer to maintain a full Board of five (5) members; Resolution 2011-08 was introduced nominating Alan Weissman to the position of Commissioner for the balance of the term due to expire February 2012. Resolution 2011-08 passed on a motion by Commissioner Colon, seconded by Commissioner LeBuis. Roll call showed Commissioners Colon, DeGraw, LeBuis, and Lyons all voting Aye.

Alan Weissman was administered the oath of office by Commissioner Lyons and joined the Board for the balance of the meeting.

As the official positions of Board members were passed on a temporary basis during the March re-organization meeting, the Commissioners were elected to the following positions:

Wayne T. Lyons, Sr	Chairman
Paul Colon	Vice-Chairman
Alan Weissman	Treasurer
Dennis DeGraw	Clerk
Arthur J. LeBuis, Sr.	Asst. Clerk/Treasurer

The above positions were nominated on a motion by Commissioner DeGraw, seconded by Commissioner Colon. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

VI. FIRE PREVENTION BUREAU:

Fire Marshal Johnson reported the following:

Inspection of all life hazard and non-life hazard structures is on schedule.

Multiple Dwelling Housing inspections are ahead of schedule.

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

No progress on the installation of Hydrant Markers.

Site Plan 11-13, 572 Ryders Lane – Calvary Korean United Methodist Church, plans relative to the Church beginning a full time pre-school program, were reviewed without comments.

Fire Marshal Johnson tendered his resignation from the East Brunswick Bureau of Fire Prevention to take a position with Middlesex County. The resignation was accepted on a motion by Commissioner LeBuis, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

On behalf of the entire Board; Chairman Lyons thanked Bill Johnson for his years of service and wished him well in his future endeavors.

As a result of the vacancy, advertisements for a replacement will be placed in the Home News Tribune and Star Ledger.

VIII. APPROVAL OF MINUTES:

The minutes of May 10, 2011 Regular Meeting, were approved on a motion by Commissioner Colon, seconded by Commissioner LeBuis. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

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

Operating Account	\$ 44,380.96
Cash Mgmt Fund - General	\$ 595,783.78
Cash Mgmt Fund – Fire App	\$ 67,397.19
Cash Mgmt Fund LOSAP	\$ 35,393.34
Cash Mgmt Dedicated Penalty FC	\$ 20,233.09
Cash Mgmt New Bldg	\$ 71,949.95
Cash – New WS Bldg: BOA	\$ 24,862.97

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

Commissioner Lyons reported the annual audit is in progress with a report expected by the July meeting.

XI **COMMITTEE REPORTS:**

1. Willow Street Expansion:

Security Camera Storage System – No Progress, on hold

Coffee Pot – Service representative recommended the coffee pot be changed to a smaller unit as the one provided is too large for the use.

A roof leak was discovered in the area of the electrical room, to be repaired under warranty by the contractor

Crack in concrete pad in front of bays will be repaired by the contractor

Noisy pump to be repaired/replaced by the contractor

Building architect requested the balance due the contractor, approximately \$46,500.00 be released. Chairman Lyons recommended the Board pay half of the remaining balance. On a motion by Commissioner LeBuis, seconded by Commissioner Colon, the Board authorized a payment of \$23,250.00 to the building contractor. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

XII **UNFINISHED BUSINESS:**

1. Grant Status:

Government grants have not yet been released. The Grantwell agency is monitoring and will notify Commissioner Colon once it has been released.

2. Annual Inventory

A physical inventory of all District owned equipment will begin within the next two weeks. Plan is to have all project completed by September 1, 2011. Service is to be performed by members of the Fire Company acting as independent contractors. Scope of work includes the recording of equipment, color coding, and entry into the data base. Cost of this service will be \$8,000.00.

3. Monthly Injuries

None

4. LOSAP Policy Update

No Progress

5. Computer Problems

None Reported

6. New Radio System

Two Commissioners and the Chief of the East Brunswick Independent Fire Company have been invited to a meeting with Mayor Dave Stahl to discuss plans for the new radio system. Meeting is scheduled for June 22nd at 7:00 PM.

7. Siren Maintenance

Sirens have been repaired and are in operating order

8. Sale of Engine 801

No progress as repairs to Engine 803 have not been completed.

9. Grant for New Radios

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

10. Fire Watch Program

No Progress

11. Shared Service

No progress.

12. Card Keys

No progress.

13. PEOSHA

Chief Withum reported that he would be ready to submit results of recommendation to PEOSHA on or before the 20-June-11 deadline. District tasks have been completed and will be submitted to PEOSHA.

XIII NEW BUSINESS:

Lawn maintenance contractor, NIK Landscaping and Lawn, presented a proposal to provide 20 yards of mulch, refresh and fertilize the lawn areas for \$1,200.00. This service was not included in the monthly service for lawn care. Expenditure was authorized on a motion by Commissioner LeBuis, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Board received a proposal from Arrow Elevator to conduct monthly and annual maintenance on the elevator in the building. Question arose relative to the monthly service required, staff to review and advise prior to Board acting on the proposed contract. Service is quoted at a rate of \$135.00 per month.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum reported the following:

Ladder 809 is back in service, repairs cost are approximately \$21,000.00

Ladder 809 still needs to have body work and ladder work done by KME, vehicle manufacturer.

Engine 806 will be having paint issues repaired, work may take as long as three (3) weeks to complete.

Engine/Ladder 801 will be having warranty items fixed; work will take approximately one (1) week.

Training Room has been recertified as a Formal Training facility.

President Vojir reported the following:

Fire Company will be breaking ground in 2 -3 weeks for the construction of the memorial to be located outside the District offices. Plan is to have the Project completed before 11-Sep-11.

Fire Company will arrange for all permits required prior to beginning construction.

Fire Company is requesting the Board to consider installing new gear racks in the Willow Street Station. Cost is approximately \$3,100.00.

Fire Company will be load testing the generator currently servicing the Willow Street Fire Station.

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 9:25 PM. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Board met in executive session to discuss matters of personnel.

XVII OPEN PUBLIC PORTION

Upon completion of the Executive Session, the Board re-opened the public portion of the meeting to act on a motion to appoint a temporary Fire Marshal. On a motion by Commissioner LeBuis, seconded by Commissioner Colon, the Board of Commissioner appointed Sean Verdi as Fire Marshal on a temporary basis until a candidate can be found to replace Bill Johnson. In addition, the position on Fire Marshal shall be advertised in local newspapers. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons and Weissman all voting Aye.

Being no further discussion or business at this time, Commissioner Colon moved, seconded by Commissioner LeBuis that the public meeting be adjourned at 9:55 PM. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk