

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 June 12, 2012

- 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 DeGraw, Lyons, LeBuis, and Weissman to be in attendance. Commissioner Colon was not in attendance.

- V.** **FIRE PREVENTION BUREAU:**

Fire Marshal Verdi reported the following:

The Bureau has hired Dorian Minond as an inspector on a part time basis with a schedule of three (3) days per week working from 10:00 AM to 6:00 PM beginning immediately.

Newly hired inspector Dan Costa began performing inspections on a schedule of 2 – 3 days per week.

Bureau working hours have been changed to staggered shifts. Beginning hours now start at 8:00 AM through 6:00 PM.

Bureau is currently behind performing inspections, the addition of two part time inspectors is expected to bring the schedule in line.

Multiple dwelling inspections are ahead of schedule for this time in the cycle.

Regarding the PEOSHA inspection conducted last month, Bureau has requested each field employee to verify if they have attended Hazardous Material Awareness classes; if not, arrangements will be made to send anyone requiring same to the class. In addition, the Bureau is purchasing new PPE, i.e. coveralls, safety glasses, work gloves, and protective foot wear, for each inspector along with arranging for Fit Testing and Training on the use of respirators.

Bureau is preparing for the upcoming Middlesex County Fair. Fire Marshal Verdi is considering the use of personnel from Fire District 1 Bureau of Fire Prevention to assist in performing inspections.

Use of electronic tablets for inspections is being tested to determine if paperwork will be reduced.

Multiple housing inspection forms are being modified to include fast codes on the forms. A change in procedure is being considered wherein paperwork will be entered by administrative staff thereby allowing inspectors to spend more time in the field.

Following site plans were reviewed by the Bureau:

Plan Z-12-06, 548 Riva Avenue – single family home

Plan 12-06, 72 Dutch Road – former Country Swim Club being converted to 19 residential lots

Bureau will be replacing the Chevy Impala car with a new vehicle. Funding will come from Dedicated Penalty Funds.

VII. APPROVAL OF MINUTES:

The minutes of May 8, 2012 Regular Meeting, were approved, as amended to correct a spelling error, 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 May 31, 2012:

| | | |
|--------------------------------|----|------------|
| Operating Account | \$ | 44,597.13 |
| Cash Mgmt Fund - General | \$ | 502,120.89 |
| Cash Mgmt Fund – Fire App | \$ | 62,320.68 |
| Cash Mgmt Fund LOSAP | \$ | 35,414.39 |
| Cash Mgmt Dedicated Penalty FC | \$ | 21,358.00 |
| Cash Mgmt New Bldg | \$ | 31,981.82 |
| Cash – New WS Bldg: BOA | \$ | 4,166.32 |

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

Commissioner Weissman reported credit balances questioned last month on the financial reports were results of reimbursements from previous year.

XI **COMMITTEE REPORTS:**

1. Willow Street Expansion:

District received a revised proposal from APS Construction relative to the replacement of the noisy pump. In lieu of guaranteeing the replacement pump would not be noisier than the second pump; contractor agrees to allow District to change the pump and back charge the open balances. Board agrees to this process and will retain a mechanical contractor to perform the work.

XII **UNFINISHED BUSINESS:**

1. Grant Status:

No Progress

2. Monthly Injuries

None

3. LOSAP

Board needs additional information from the Fire Company to complete LOSAP distribution for 2011. Vice President Dunphy will expedite the information required.

4. Computer Problems

None

5. New Radios

Township officials have met with FCC representative in Washington DC in an attempt to have the restrictions on frequency licenses modified and/or removed which will allow the Township to precede with the installation of the new communications system. FCC reported that progress is being made however; a final decision has not been made but the progress is seen a positive move toward resolving open issues.

6. Sale of Engine and Equipment

No Progress

7. Shared Service

Chief Withum reported Fire Company is working with the Township to include e-dispatch at Police Headquarters.

8. Disposal of Equipment

No Progress

9. Memorial School Asbestos Contamination

Board of Education has not yet responded to the Board's request for information on asbestos contamination at Memorial School. Board attorney Richard Braslow is expediting the BOE for the information requested through the Freedom of Information request.

10. Dunhams Corner Station Floor

Vice President Dunphy of the Fire Company reported a contractor was hired to remove the area where the floor was cracked. It was discovered the dirt below the floor was wet and had not dried out from the time of being uncovered. The Fire Company will be retaining the services of an engineer to recommend the proper repair for the floor.

Vice President asked the Board if funding was available to help defray the cost to the Fire Company. Board reported the request for funding would have to be reviewed.

11. Hydrant Markers

Chief Withum reported additional hydrant markers were located at other stations. Fire Company personnel will continue to install until the project is completed.

12. Fire Prevention Demonstration

Fire Company and Bureau of Fire Prevention are working together on the event planned for 03-Oct-12.

13. Generator Replacement

Contractor stated work on 12-Jun-12, anticipate completion in approximately one month.

14. Willow Street Paving

Project scheduled for July, District will advise Fire Company once formal schedule is received.

XIII NEW BUSINESS:

- 1.) Board received an application for membership to the New Jersey State Fireman's Association from Firefighter Dorian Minond, application was approved on a motion by Commissioner, seconded by Commissioner Weissman. Roll Call showed Commissioners DeGraw, LeBuis, Lyons and Weissman all voting Aye.
- 2.) Resolution 2012-17 was introduced authorizing the disposal of personal property, copy attached. Resolution was passed on a motion by Commissioner Weissman, seconded by Commissioner LeBuis. Roll Call showed Commissioners DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

XIV FIRE CHIEF/PRESIDENT REPORT:

All items on the agenda for Chief Withum were discussed above.

Vice President Dunphy asked the Board when the surplus materials currently being stored would be disposed of, Board reported the items would be listed on GovDeals and removed as soon as possible.

XV. PUBLIC PORTION:

No comments from the public.

XVI ADJOURNMENT:

Being no further discussion or business at this time, Commissioner LeBuis moved, seconded by Commissioner Weissman that the public meeting be adjourned at 9:30 PM. Roll call showed Commissioners DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk