

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 March 11, 2014

I. CALL TO ORDER: Vice-Chairman Colon 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: Vice-Chairman Colon opened the meeting with the salute to the flag.

III. READING OF THE OFFICIAL NOTICE OF THE MEETING:
Vice-Chairman Colon read the official notice of the meeting. [Attachment I]

IV. RESULTS OF ANNUAL ELECTION

<u>Total Ballots:</u>	
Voted Cast	127
Absentee Ballots	<u>12</u>
Total Ballots	139

<u>Budget for Fiscal Year 2014:</u>	
Yes	94
No	31

<u>For Two (2) Three (3) Year Commissioner Term:</u>	
William C. Grande	96
Edward M. Janzekovich	48
Wayne T. Lyons, SR.	97

William C. Grande and Wayne T. Lyons, Sr. were officially re-elected as Commissioner, with three (3) year terms commencing at the reorganization meeting to be held March 11, 2014 at 8:00 PM and expiring Tuesday, March 14, 2017 at Noon.

V. REORGANIZATION

William C. Grande and Wayne T. Lyons, Sr. were administered the oath of office, each serving a three (3) year term as Commissioner

On a motion by Commissioner DeGraw, seconded by Commissioner Weissman, Board members were elected to the following positions:

Wayne T. Lyons, Sr.	Chairman
Paul A. Colon	Vice-Chairman
Alan Weissman	Treasurer
Dennis A. DeGraw	Clerk
William C. Grande	Asst Clerk/Treasurer

Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons and Weissman all voting Aye.

At this time Chairman Lyons chaired the balance of the meeting.

As a part of the re-organization Chairman Lyons assigned the following duties/oversight positions to the Commissioners:

Commissioner Colon – Insurance, Legal, Grants
Commissioner DeGraw – Administration/Procurement
Commissioner Grande – Buildings/Grounds
Commissioner Weissman – Finance & Accounting

VI. ROLL CALL:

Roll Call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman to be in attendance.

It is to be noted the District and Fire Company are currently working out of temporary offices due to the water line break.

VII. FIRE PREVENTION BUREAU:

Fire Marshal Verdi presented the following information as a status of Bureau of Fire Prevention activity:

Fire Prevention Bureau Inspection Progress February 2014:

Period/Activity	Month Qty	YTD Qty
February 2014 Inspections	167	297
February 2013 Inspections	337	538
February 2014 Re-Inspection	11	24
February 2013 Re-Inspection	82	135
February 2014 Smoke Detectors	11	27
February 2013 Smoke Detectors	19	34
February 2014 Multi-Housing Inspections	43	72
February 2013 Multi-Housing Inspections	21	66
February 2014 Multi-Housing Re-Inspections	11	13
February 2013 Multi-Housing Re-Inspections	15	25

Outstanding Fees 2013 \$1,275.00

Fire Marshal Verdi explained the Bureau is currently behind schedule relative to inspections due to the time lost when the office area experienced the broken water pipe. In an effort to bring the Bureau back on schedule additional part time staff will be assigned inspections until such time as the Bureau is operating at a level consistent with the time of year.

Bureau will be contacting those businesses that have not paid their fee for 2013 and assessing fines for late payment.

Chairman Lyons informed Fire Marshal Verdi that the Board will be replacing the vehicle currently utilized by the Asst Chief and asked if the Bureau would like to retain the vehicle for its use. Fire Marshal Verdi will consider how the vehicle would fit within the fleet and advise.

VIII. APPROVAL OF MINUTES:

The minutes of February 14, 2014 Monthly Meeting were approved, on a motion by Commissioner Colon, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of January 31, 2014:

Operating Account	\$	189,616.47
Cash Mgmt Fund - General	\$	745,641.08
Cash Mgmt Fund – Fire App	\$	152,433.48
Cash Mgmt Fund LOSAP	\$	35,449.28
Cash Mgmt Dedicated Penalty FC	\$	5,958.19
Cash Mgmt New Bldg	\$	23,012.49
Cash Mgmt & Checking New WS Bldg: BOA	\$	25,537.76

Commissioner Grande questioned the amount shown in the “Cash – New WS Bldg: BOA” as the previous month balance was \$1,165.94; Commissioner Weissman will review and provide an explanation for the Board.

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

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

No report

XII UNFINISHED BUSINESS:

1. Grant Status:

No information or updates from the US Government relative to the Grant submitted

2. Monthly Injuries

One (1) firefighter sustained an apparent knee injury at a fire scene. Initial indications are the injury was minor.

3. Computer Issues

None

4. Shared Service

Nothing to report

5. Hydrant Markers

No Progress

6. Alarm Response

No report

7. RFQ for Truck Maintenance

No Progress

8. LOSAP

Records for the 2013 LOSAP participation are being gathered by the Fire Company; to be submitted shortly.

Fire Company has not yet commented on the proposed changes to the LOSAP Program to reflect current practices.

9. NEW HEATERS WILLOW STREET STATION

No action has been taken to replace the heater due to recent severe weather conditions. Project will be placed on hold until Spring.

10. PHYSICAL INVENTORY:

No report on progress

11. TRUCK COMMITTEE

No Report

12. NEW CHIEF VEHICLE

No Progress

13. MODIFY MEMBERSHIP APPLICATION

Board provided President Dunphy with the wording for modifying the Fire Company Membership application to include a release of juvenile records for applicants.

14 PURCHASE OF JACKETS

Jackets scheduled to be delivered during the month of April.

XIII NEW BUSINESS:

The following annual resolutions were presented to the Board for action:

2014-02	Setting the Dates and Times of the Monthly Meetings
2014-03	Authorizing Transfer of Monies
2014-04	Setting the Date and Time for the Annual Election
2014-05	Designating the Official newspaper for Publications for the 2014-2015 Year
2014-06	Adopting Cash Management Plan
2014-07	Authorizing Approval and Payment of Claims
2014-08	Fire Protection Agreement
2014-09	Designating Surety Bonding for Commissioners
2014-10	Authorizing Appointment of Attorney for the 2014-2015 Year
2014-11	Authorizing Appointment of Auditor for the 2014-2015 Year
2014-12	Authorizing Appointment of Accountant for the 2014-2015 Year
2014-13	Authorizing Appointment of Financial Consultant

All of the above resolutions were passed on a motion by Commissioner Weissman, seconded by Commissioner Grande. Roll Call showed Commissioner Colon, DeGraw, Grande, and Weissman all voting Aye.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Adams was not in attendance, no report received.

President Dunphy was in attendance however he had no issues to discuss.

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 Grande that the public meeting be adjourned at 9:55 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk