

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 12, 2013

- 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.** **ELECTION RESULTS**

<u>Total Ballots</u>	
Votes Cast	59
Absentee Ballots	<u>2</u>
Total Ballots	61

Budget for Fiscal Year 2013

Appropriation of \$1,543,117.00 requiring \$907,087.00 to be raised by local fire tax:

Yes	47
No	9

For One (1) Three (3) Year Commissioner Term:

Dennis A. DeGraw	41
Jeff Withum (Write-in)	1

For One (1) One (1) Year Commissioner Term:

William C. Grande	52
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Dennis A. DeGraw was officially re-elected as Commissioner, for a three (3) year term commencing at the reorganization meeting held March 12, 2013 at 8:00 PM and expiring Tuesday, March 8, 2016 and William C. Grande was officially elected to the un-expired term of one (1) year commencing at the reorganization meeting held on March 12, 2013 and expiring on Tuesday, March 11, 2014.

V. **REORGANIZATION**

Dennis A. DeGraw was administered the oath of office for a three (3) year term as Commissioner.

William C. Grande was administered the oath of office for a one (1) year term as Commissioner.

On a motion by Commissioner DeGraw, seconded on a motion 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.

VI. ROLL CALL:

Roll Call showed Commissioners Colon, DeGraw, Grande, and Weissman to be in attendance. Commissioner Lyons was absent at the start of the meeting but arrived in time to vote for the election of official positions for 2013.

VII. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was in attendance and reported the following:

Bureau performed 405 inspection during the month of February compared to 174 inspection performed during the same period in 2012.

Bureau performed 34 smoke detector inspections during the month of February compared to 47 performed during the same period in 2012.

Bureau performed 36 Multiple Housing inspections during the month of February compared to 75 performed during the same period in 2012.

Outstanding fees from 2012, approximately \$500.00, have been added to the 2013 fees for those entities in arrears. Fire Marshal Verdi will monitor the payments of those establishments who were remiss in 2012; if payment for both 2012 and 2013 are not paid by the end of the first quarter fines will be levied for non-payment.

Following site plans were reviewed the following site plans during the month of February:

13-05V: Brunswick Urgent Care, 641 Route 18 – formally Polo Chicken Building being converted to a walk-in medical facility

Z-13-01: Hatikvah Int'l Academy Charter School, 367 Cranbury Road
Bus entrance and exit being modified

Both site plans were returned to the Township of East Brunswick with minor or no comments.

Bureau took delivery on 25-Feb-13 of a 2013 Jeep which will be utilized by Fire Inspectors in the performance of their duties.

One of the inspection units was involved in a minor, single vehicle, motor vehicle incident resulting in a broken rear window. There were no injuries as a result of the incident. Report has been filed with the insurance carrier; repairs will be made to the unit as soon as possible

White Castle is building a new restaurant in the parking lot of K-Mart on Rte 18.

Demolition of the former site of Sam's Club and Flea Market has begun. Building is being made available to the Fire Company for training purposes now that all asbestos has been removed from the structure. Information has been provided to the Fire Chief.

The new building being constructed at the "Golden Triangle" will have three (3) stories of condominiums above commercial property. As the building does not exceed four (4) floors a sprinkler system is not required by the New Jersey Uniform Fire Code. Fire Marshal Verdi suggested the Fire Company attend East Brunswick Planning Board meetings when the structure is being discussed to request the owner include a sprinkler system in the entire building.

VIII. APPROVAL OF MINUTES:

The minutes of February 12, 2013 Regular Meeting, were approved, on a motion by Commissioner Weissman, seconded by Commissioner Grande. Roll call showed Commissioners Colon, DeGraw, Grande, and Weissman all voting Aye.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of February 28, 2013:

Operating Account	\$ 249,145.13
Cash Mgmt Fund - General	\$ 598,641.00
Cash Mgmt Fund – Fire App	\$ 117,368.56
Cash Mgmt Fund LOSAP	\$ 35,431.62
Cash Mgmt Dedicated Penalty FC	\$ 4,030.65
Cash Mgmt New Bldg	\$ 31,997.37
Cash – New WS Bldg: BOA	\$ 1,241.38

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

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

Following items are remaining as warranty repair:

- Install missing damper
- Replace/repair closet door in main lobby hallway
- Replace damaged fan wheel assembly
- Determine cause of noisy VAV's (part of HVAC system)

Building architect is writing to the contractor to give them first right of refusal to make repairs. If the contractor chooses not to respond or effect repairs, District will contact with OEM suppliers to have the repairs made and back charge the contractor. Funds due the contractor and being held by District as retention should be sufficient to cover costs.

XII UNFINISHED BUSINESS:

1. Grant Status:

No Progress

2. Monthly Injuries

None

3. Computer Problems

Chief is experiencing an issue with running a report in ESP. Staff will review and have repairs effected.

4. New Radios

Portable radio chargers are being installed in vehicles. Upon completion the new radios will be placed in service.

5. Shared Service

No Progress

6. Disposal of Equipment

District staff has begun the process of disposing of damaged and outdated equipment. Inventory is being adjusted accordingly.

7. Hydrant Markers

No report this month

8. Willow Street Paving

Paving contractor has a few minor items to complete.

9. Alarm Response

President Dunphy reported additional members have been accepted by the Fire Company.

President Dunphy presented a proposal to purchase point of sale signs and outdoor advertising signs for additional members. Three (3) bids were obtained; District to issue PO to Alpha Graphics in the amount of \$1,400.00 to purchase the above described advertising materials.

10. Painting of Willow Street Station Apparatus Room Floor

The District is actively seeking proposals from painting contractors to paint the Willow Street Station apparatus room floor. In addition, District is considering the replacement of cleaning ceiling tile grids and replacing existing ceiling tiles. Funding for additional work will be re-allocated from funds reserved for apparatus room heater replacement.

11. Purchase of New Gear

Chief Adams has requested new turnout gear be purchased. District advised Chief to issue a requisition for gear needed and purchase process for same will begin.

12. Website

District is having a website constructed to comply with recent enactment of State law requiring all public entities establish a site on the internet. Anticipated completion within the next few weeks.

XIII NEW BUSINESS:

Newly formatted Board policies were distributed to the Commissioners for review and comment.

Commissioner DeGraw reported the District has hired a new administrative assistant, Mr. William Brian Timper, to work for both the Bureau of Fire Prevention and the District on a part time basis. Duties for established for the position are as follows:

- Greet the Public and assist as necessary
- Enter Data for electronic storage
- Filing as required
- Payroll Entry
- Purchasing
- Inventory Control
- Minor building maintenance

Special Projects; i.e. search for a grant writer, enter truck maintenance records, inventory new portable radios, disposal of outdated/damaged equipment, etc.

As Mr. Timper is a member of the East Brunswick Fire Company response to fire alarms during work hours is prohibited. Mr. Timper has not been retained to be a paid firefighter and will not act in that capacity while performing his duties.

The District will be issuing a Request for Proposals for vehicle maintenance. Chief Adams has been requested to participate in the process. A meeting will be held in the near future to begin writing specifications.

As part of the RFQ process for truck maintenance, District has requested Chief Adams provide a current vehicle maintenance schedule.

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

2013-03	Setting the Dates and Times of the Monthly Meetings
2013-04	Authorizing Transfer of Monies
2013-05	Setting the Date and Time for the Annual Election
2013-06	Designating the Official newspaper for Publications for the 2013-2014 Year
2013-07	Adopting Cash Management Plan
2013-08	Authorizing Approval and Payment of Claims
2013-09	Fire Protection Agreement
2013-10	Designating Surety Bonding for Commissioners
2013-11	Authorizing Appointment of Attorney for the 2013-2014 Year
2013-12	Authorizing Appointment of Auditor for the 2013-2014 Year
2013-13	Authorizing Appointment of Accountant for the 2013-2014 Year

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:

As there were no representatives from the Fire Company line officers no report was given

President Dunphy stated all concerns of the Fire Company administration were covered above and there were no other issues brought to the Board for action.

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 8:50 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk