

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 Re-Organization Meeting of March 13, 2012

I. CALL TO ORDER: Chairman Lyons called the meeting to order at 8:10 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. ELECTION RESULTS:

<u>Total Ballots:</u>	
Votes Cast	116
Absentee Ballots	<u> 3</u>
Total Ballots	119

Budget for Fiscal Year 2012:

Appropriation of \$1,804,543.00 requiring \$1,109,259.00 to be raised by local fire tax:

Yes	91
No	22

For Two (2) Three (3) Year Commissioner Terms:

Paul A. Colon	84
Bernard L. Olender, Jr.	40
Alan Weissman	78

Paul A. colon and Alan Weissman are officially re-elected as Commissioners, each with a three (3) year term commencing at the reorganization meeting held this date and expiring Tuesday March 1, 2015 at 12:00 Noon.

V. REORGANIZATION:

Paul A. Colon and Alan Weissman were each administered the oath of office for a three (3) year term as Commissioner.

On a motion by Commissioner Colon, 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
Arthur J. LeBuis, Sr.	Asst Clerk/Treasurer

Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman voting Aye on the above.

VI. ROLL CALL: Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman to be in attendance.

VII. FIRE PREVENTION BUREAU:

Fire Marshal Verdi provided the following status of the Bureau of Fire Prevention:

Multiple Housing inspections are on schedule, re-inspection to determine violation correction will begin during the month of April.

Periodic inspections are slightly behind. Adjustment of personnel schedules is being reviewed to determine best course of action to mitigate impacts. Bureau is also considering adding staff on a permanent part-time basis to aid in maintaining work load.

Fire Marshal Verdi and Chairman Lyons met with Fire District 3 Commissioners to review status of performing inspections within their area of responsibility. District 3 has been reviewing the services provided by District 2 relative to inspections and has discussed requirements with District 1 and Middlesex County. Anticipate a decision by District 3 as to who will perform these services within the near future. Inspections within District 3 are planned to begin during the month of April.

Fire District 3 asked if a separate bank account was established to hold fines levied by the Bureau. Fire Marshal Verdi reported there was not a separate account and requirement for establishing same would be reviewed. To date, Bureau does not recall ever having levied fines against any business or homeowner within District 3.

Township of East Brunswick Police Department has changed the dispatch procedures when alarm companies are performing maintenance on systems. In the past, headquarters was notified of maintenance and would not dispatch if an alarm was received. Due to an oversight at Headquarters wherein dispatch failed to remove notification of work being performed on a system, dispatch to an activated alarm was delayed. To avoid this situation in the future, dispatch will no longer accept notifications of systems being temporarily out of service and will dispatch all alarms

received. This may have an adverse impact by having the Fire Company respond to systems where work is being performed. The procedure will be reviewed again with the Bureau, respective Fire Chiefs', and the Police Department.

Fire Marshal and Chairman Lyons met with the various Presidents of school PTA organizations and resolved the fee schedule which is established by Township Code. Representative of the PTA's were satisfied with the resolution and scheduling practice for their events.

VII. APPROVAL OF MINUTES:

The minutes of February 14, 2012 Regular Meeting, were approved on a motion by Commissioner Colon, seconded by Commissioner Weissman. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

Letter received from Township of East Brunswick stating the paving of the Willow Street parking lot will be included in the annual paving request for proposal issued by the Township.

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of February 29, 2012:

Operating Account	\$	318,829.75
Cash Mgmt Fund - General	\$	577,046.56
Cash Mgmt Fund – Fire App	\$	62,312.57
Cash Mgmt Fund LOSAP	\$	35,409.78
Cash Mgmt Dedicated Penalty FC	\$	21,355.22
Cash Mgmt New Bldg	\$	31,977.65
Cash – New WS Bldg: BOA	\$	4,166.32

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

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

District received a report from Liberty Mutual Insurance regarding the noise levels in the bunk room relative to the noisy pump in the mechanical room. Report indicates the noise level is excessive and the pump should be changed. Information was forwarded to the building architect; who in turn had an acoustical engineer for

review. Meeting with APS and Jersey Mechanical is being arranged to resolve the issue.

XII UNFINISHED BUSINESS:

1. Grant Status:

No Progress

2. Monthly Injuries

None

3. LOSAP

Additional records are required from the Fire Company to complete LOSAP distribution for 2011.

4. Computer Problems

Chief Withum reported there were a few issues with a computer assigned to the line officers however; open items are being resolved. No action required by the Board.

5. New Radios

Chief Withum requested District to purchase additional portable radios which would be given to the City of New Brunswick for use when responding into the District. Board will review the cost of additional radios.

6. Sale of Engine 803

Engine 803 has been returned from KME. Chief Withum has recommended the apparatus be sold and retain Engine 801. Board will begin process of selling the Engine.

7. Shared Service

Hydrant markers are being installed.

Chief Withum reported issues with the e-dispatch system not operating reliably and requested Board to consider purchasing a system for use by District 2 only. Board will contact Dist 1 to determine if there are issues with the system.

8. Disposal of Equipment

No Progress

XIII NEW BUSINESS:

The following annual Resolutions were reviewed and approved on a motion by Commissioner LeBuis, seconded by Commissioner Colon. Roll Call showed the Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Resolution 2012-03: Award of Contract for Insurance to Parker, Remsen & Sullivan & VFIS

Resolution 2012-04: Designating Financial Consultant

Resolution 2012-05: Setting the Date & Time for Annual Election

Resolution 2012-06: Authorizing Transfer of Monies

Resolution 2012-07: Setting the Date and Time of the Annual Election

Resolution 2012-08: Designating the Official Newspaper

Resolution 2012-09: Adopting Cash Management Plan

Resolution 2012-10: Authorizing Approval and Payment of Claims

Resolution 2012-11: Fire Protection Agreement

Resolution 2012-12: Designating Surety Bonding for Commissioners

Resolution 2012-13: Authorizing Appointment of Attorney

Resolution 2012-14: Authorizing Appointment of Auditor

Resolution 2012-15: Authorizing Appointment of Accountant

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum reported the following:

Chief Withum asked if Chief's vehicles will have GPS units installed, Board responded that GPS units will be installed.

Chief requested clarification on purchasing processes. Meeting will be held with the District staff and Commissioners to explain process.

President Vojir reported the following:

Motor on overhead door at Dunhams Corner has been replaced.

Dedication of Memorial has been set for May 12, 2012.

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 9:45 PM. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk