

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 March 8, 2011

- 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 Regular meeting. [Attachment I]

IV. **ELECTION RESULTS:**

<u>Total Ballots:</u>	
Votes Cast	220
Absentee Ballots	<u> 2</u>
Total	222

Budget for Fiscal Year 2011

Appropriations of \$1,656,656.00 requiring \$1,035,000.00 to be raised by local fire tax.

Yes	130
No	70

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

Michael Baird	59
Arthur J. LeBuis, Sr.	145
Wayne T. Lyons, Sr.	141
Patrick Reardon	50
Robert Weissman	1

Arthur J. LeBuis, Sr. and Wayne T. Lyons, Sr. are officially re-elected to the position of Commissioner, each for a three (3) year term commencing at the reorganization meeting held on March 8, 2011 at 8:00 PM and expiring Tuesday, March 1, 2014 at 12:00 Noon.

V. **REORGANIZATION:**

Arthur J. LeBuis, Sr. and Wayne T. Lyons, Sr. were each sworn in for a three (3) year term as Commissioner.

On a motion by Commissioner DeGraw, seconded by Commissioner Colon the following positions were established for the period of one (1) month. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons and Timper all voting Aye.

Wayne T. Lyons, Sr.	Chairman
Paul Colon	Vice-Chairman
William B. Timper	Treasurer
Dennis A. DeGraw	Clerk
Arthur J. LeBuis, Sr.	Asst Clerk/Treasurer

The positions will be reviewed during the next month to determine if any changes will be made for the balance of the year.

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

VII. **FIRE PREVENTION BUREAU:**

Following monthly report for the Bureau of Fire Prevention was prepared by Fire Marshal Johnson who was not in attendance:

Inspections are on schedule for 2011 as compare to status from 2009 and 2010.

Multiple housing inspections are scheduled to begin 15-Mar-11.

Bureau has received all fines from 2010 except for \$2,000.00 which is claimed to have been mailed by the individual receiving the fine.

Site Plan review of Vica Trust Residential; proposed 4 homes on Fresh Ponds Road, Fire Dist 3. Bureau had no comments.

Fire Marshal Johnson provided copies of past inspection reports for County owned properties to Middlesex County Fire Marshal Gallagher. County Fire Marshal will be performing all inspections in the future. During a meeting held to discuss the future process, the County Fire Marshal committed to provide copies of all future inspections to Bureau. Any deficiencies found during these inspections will be reported immediately for distribution to the respective Fire Companies.

The Board reviewed a proposed motor vehicle usage policy for enactment. After a short discussion the policy was approved on a motion by Commissioner LeBuis, seconded by Commissioner Colon. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Timper all voting Aye.

The Board discussed the space utilized by the Bureau of Fire Prevention and the rental associated with same. On a motion by Commissioner LeBuis, seconded by Commissioner Colon the rental rate of \$4,000.00 per month shall be paid by the Bureau to the District. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Timper all voting Aye.

Fire Marshal Johnson requested a review of the policy concerning the days allotted to part time fire inspectors to attend classes to maintain their CEU's. Discussion will be conducted when Fire Marshal is in attendance at a meeting.

VIII. APPROVAL OF MINUTES:

The minutes of February 8, 2011 Regular Meeting, were approved on a motion by Commissioner LeBuis, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, LeBuis, and Lyons all voting Aye. Commissioner Timper voted no as he was not in attendance for the February 8, 2011 meeting.

IX COMMUNICATIONS:

None

X TREASURERS REPORT: [Attachment II for details]

Treasurer Timper reported the following as of February 28, 2011:

Operating Account	\$ 190,341.82
Cash Mgmt Fund - General	\$ 295,635.17
Cash Mgmt Fund – Fire App	\$ 67,363.33
Cash Mgmt Fund LOSAP	\$ 35,375.56
Cash Mgmt Dedicated Penalty FC	\$ 20,222.92
Cash Mgmt New Bldg	\$ 146,880.70
Cash – New WS Bldg: BOA	\$ 29,678.47

The Treasurer's Report was accepted as submitted on a motion by Commissioner LeBuis seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, LeBuis, and Timper all voting Aye. Commissioner Lyons voted No.

Commissioner Timper reported the State of New Jersey Department of Community Affairs has approved the 2011 budget.

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

Noisy pump issue - No progress

Security Camera Storage System – No Progress

Cracks in Concrete – No Progress

Parking Lot Repairs – No Progress

Crossed Water Lines – No Progress

Coffee Pot – No Progress

Chief Withum reported the door to the Chief's office needs to be repaired as it will not stay open. In addition, missing ceiling tiles need to be replaced and the carpet needs to be cleaned.

XII **UNFINISHED BUSINESS:**

1. Grant Status:

Grant for Fire Prevention Trailer – No Progress

Commissioner Colon reported the grant writer used by the District in the past is now working with an organization licensed to do work in New Jersey. Commissioner Colon to contact the organization to retain for future grants.

2. Fuel Tank Modification/Replacement

Installation scheduled to begin week on 07-Mar-11

3. Annual Inventory

No progress.

Board discussed the possibility of retaining an inventory service to update the current records and add all new assets. Staff will attempt to make contact with vendor used to perform this service in the past.

3. Monthly Injuries

Two (2) injuries was reported for the month, all documentation has been submitted.

4. LOSAP Policy Update

Board will act on proposed changes to LOSAP Program at the April meeting.

5. Computer Problems

Representatives from ESP, software provider and Vectrocon, hardware maintenance vendor are working to resolve problems related to start up of ESP Programs.

Line officers reported issues with utilizing lap tops in vehicles. Log in times are excessive, occasionally being up to 15 minutes; appears to be a result of security built into servers. Board will ask Vectrocon to review the process.

Chief reported one desk top utilized by the line is very old and may need to be replaced. Chief asked to provide District with information to replace the desk top computer.

6. New Radio System

Chief Withum reported the Fire Company has completed the testing of radios provided by Middlesex County. Results of tests are unfavorable. Commissioner Lyons requested Chief Withum to provide a written report on the proposed system along with the deficiencies discovered during testing.

7. Siren Maintenance

No Progress

Asst Chief Zelehoski requested Board complete the task of reviewing the siren system as action item has been on the list for some time. Commissioner DeGraw will have the work performed.

8. Sale of Engine 801

No Progress – Need pump defects determine by Line officers prior to selling the Engine.

9. Grant for New Radios

Installation of new radios is being arranged by line officers.

10. Memorial School Asbestos Abatement Report

No response from the Board of Education relative to the request to provide a copy of the asbestos abatement report for Memorial School. Board will ask District attorney to get involved.

11. Fire Watch Program

Commissioner Colon provided information to the Board for consideration. Board will review and discuss at a later meeting.

12. Shared Service

Commissioner DeGraw to contact other Districts to determine other areas for shared services.

13. Cell Phone for Line Officers

Chief Withum reported the Line officers no longer utilize cell phones provided by the District but prefer to use personal phones. Board was asked to consider providing the Lieutenants and Captains with a stipend to defer the cost of text messages related to District work. After consideration a motion by Commissioner LeBuis, seconded by Commissioner Colon was passed to provide a stipend of \$20.00 per month to the Lieutenants and Captains; stipends will be paid annually with the clothing allowance. First payment will occur with the issuing of Clothing allowance funds for 2011.

As Blackberry phones are provided to the Chief and Asst Chief they are not included in the above program.

XIII NEW BUSINESS:

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

Resolution 2011-03: Closing of Meeting Pursuant to Open Public Meetings Act

Resolution 2011-05: Designating Financial Consultant

Resolution 2011-06: Authorizing Regular Meeting Schedule

Resolution 2011-07: Setting the Date & Time for Annual Election

Resolution 2011-08: Designating Official Newspapers

Resolution 2011-09: Adopting Cash Management Plan

Resolution 2011-10: Authorizing Approval and Payment of Claims

Resolution 2011-11: Fire Protection Agreement

Resolution 2011-12: Designating Surety Bonding for Commissioners

Resolution 2011-13: Authorizing Appointment of Attorney

Resolution 2011-14: Authorizing Appointment of Auditor

Resolution 2011-15: Authorizing Appointment of Accountant

The following annual Resolution was reviewed and approved on a motion by Commissioner LeBuis, seconded by Commissioner Timper. Roll Call showed the Commissioners DeGraw, LeBuis, Lyons, and Timper all voting Aye. Commissioner Colon abstained from this vote as he has a business relationship with AIG.

Resolution 2011-02: Award of Contract to AIG Life Insurance Company

The following annual Resolution was reviewed and approved on a motion by Commissioner LeBuis, seconded by Commissioner Timper. Roll Call showed the Commissioners Colon, DeGraw, LeBuis, and Timper all voting Aye. Commissioner Lyons abstained from this vote as he has a business relationship with Parker, Remsen & Sullivan.

Resolution 2011-04: Award of Contract to Parker, Remsen & Sullivan Insurance

Board will review possibility of installing electronic card entry system to the remaining building on the Willow Street complex.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum had nothing to report.

President Vojir asked if there was any progress in finding a copy of software containing personnel information. No progress at this time.

XV. PUBLIC PORTION:

No comments from the public.

XVII ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Colon moved, seconded by Commissioner LeBuis that the public meeting be adjourned at 10:05 PM. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Timper all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk