

**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 May 14, 2013**

**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 Colon, DeGraw, Grande, Lyons, and Weissman to be in attendance.

**V. FIRE PREVENTION BUREAU:**

Fire Marshal Verdi was not in attendance. Following information was provided for the meeting.

Bureau Inspection Progress:

Inspection April 2013	Year to Date: 734
Inspection April 2012	Year to Date: 549
Re-Inspections April 2013	Year to Date: 259
Re-Inspections April 2012	Year to Date: 228
Smoke Detector Inspection 2013	Year to Date: 68
Smoke Detector Inspection 2012	Year to Date: 113
Multiple Family Dwellings April 2013	Year to Date: 169
Multiple Family Dwellings April 2012	Year to Date: 289
Multiple Family Re-Inspections April 2013	Year to Date: 68
Multiple Family Re-Inspections April 2012	Year to Date: 75
Outstanding Fees 2012	\$ 200.00
Outstanding Fees 2013	\$10,902.00

Fire Marshal Verdi interviewed an individual with for the purpose of covering evening call outs. More information will be available next month.

Bureau of Fire Prevention is currently working with Board Attorney R. Braslow to resolve open penalty issues with one District business owner.

Fire Marshal Verdi conveyed the owner of the new Golden Triangle dwellings has agreed to install automatic sprinklers in the attic areas which is not required by Code. In addition, a stand pipe system will be installed in the stairwells. Board has agreed to write a letter to the Planning Board requesting the sprinklers be included in all areas of the structure.

**VIII. APPROVAL OF MINUTES:**

The minutes of April 9, 2013 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:**

District received the funds from the New Radio Bond. Invoices will be paid once all equipment is received and installed.

**X. TREASURERS REPORT:** [Attachment II for details]

Commissioner Weissman reported the following as of April 30, 2013:

Operating Account	\$	198,618.85
Cash Mgmt Fund - General	\$	598,677.19
Cash Mgmt Fund – Fire App	\$	117,375.66
Cash Mgmt Fund LOSAP	\$	35,433.76
Cash Mgmt Dedicated Penalty FC	\$	4,030.89
Cash Mgmt New Bldg	\$	31,999.30
Cash – New WS Bldg: BOA	\$	1,223.38

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:

The damper missed during construction has been installed and all failed parts have been replaced. Building HVAC system is scheduled to be balanced on 17-May-13. Upon receipt of all invoices for work performed a final reconciliation will be conducted with results forwarded to Eli Goldstein, building architect for submittal to the contractor. The completion of this work is believed to cover major defects discovered. May be two minor items open.

## XII

### UNFINISHED BUSINESS:

1. Grant Status:

Commissioners Colon and DeGraw met with an individual from Colonia Volunteer Fire Company on Monday 13-May-13 to discuss the process for submitting application for Grants offered by the US Government and others. Commissioner Colon will begin the process of setting up a package for use by District when applying for Grants.

2. Monthly Injuries

None

3. Computer Problems

None

4. New Radios

Waiting for the delivery of mounting brackets which will enable the installation of six bank chargers; upon receipt contractor will be instructed to install all chargers. Fire Company line officers have requested the portable radios be engraved with the unit number for ease of identification. Board will investigate the engraving.

5. Shared Service

No Progress

6. Disposal of Equipment

During annual hose testing multiple lengths were discovered to be defective. Items have been removed from the removed from the apparatus, discarded, and removed from the inventory.

7. Hydrant Markers

Lt. Withum is continuing to oversee the installation of the hydrant markers

8. Willow Street Paving

Discussions with paving contractor have been held relative to repairing area in drive to bay area that retains water. Contractor will make repairs soon.

9. Alarm Response

No new progress this month

10. Painting of Willow Street Station Apparatus Room Floor

Painting of the apparatus room and floor coating has been completed.

11. Website

No progress this past month. Hope to have the site up and running within the next 30 days.

12. RFQ for Truck Maintenance

District will be releasing a Request for Quotation for vehicle maintenance within the next few weeks.

13. LOSAP

Fire Company still needs to provide data to allow for the completion of LOSAP records for 2012.

Board was requested to investigate if ex-member Joe Mikosz was entitled to LOSAP distribution without being vested. Mr. Mikosz passed away and his heirs were listed as beneficiary. Policy allows for the distribution of non-vest funds to members in the event of their death. As Mr. Mikosz was no longer a member of the organization the funds cannot be distributed to the estate. Board received this opinion from Board Attorney R. Braslow

14. NEW HEATERS WILLOW STREET STATION

Board will replace a minimum of one heater for the Willow Street apparatus room floor during 2013. Remaining heaters will be replaced periodically over the next two years.

**XIII NEW BUSINESS:**

Board briefly discussed the re-formatting of all Policies. On a motion by Commissioner Colon, seconded by Commissioner Weissman the Board voted to approve the Policies. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons and Weissman all voting Aye.

Copies will be made and distributed to all employees.

Computer back up will be changed from current practice of storing data on tape to retaining a service to store data. Back up will be accomplished through the internet. Change has been recommended by Vectrocon, computer contractor. District will realize a savings in making the change. Intent is to have the change implemented within the next 30 days.

District was required to change e-mail spam service as a result of a policy change by supporting software from Google. The change was implemented during the month of April with e-mails accounts/service for the District not being affected. Vectrocon also contacted Fire Company to notify them of this change which will affect their email as of 7/1/2013 if not implemented.

**XIV FIRE CHIEF/PRESIDENT REPORT:**

Chief Adams asked the Board to consider replacing the vehicle currently being utilized by the Asst Chief. Vehicle is currently 10 years old; Chief believes the unit should be replaced as soon as possible. Board will take the request under consideration.

Chief Adams reported the loss of hose during annual testing. Replacement hose needs to be purchased; Chief will be providing a requisition for same.

Chief Adams reported the annual flow test of self-contained breathing apparatus has been completed.

President Dunphy was in attendance; thanked the Board for their cooperation in having work completed in the Willow Street Station prior to the 75<sup>th</sup> Anniversary celebration held on 04-May-13.

**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 9:15 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw  
Clerk