

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 October 11, 2011

- 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 Regular meeting. [Attachment I]
- IV.** **ROLL CALL:** Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman to be in attendance.
- V.** **FIRE PREVENTION BUREAU:**

Acting Fire Marshal Verdi was unable to attend the meeting; Chairman Lyons reported the following items for the Bureau of Fire Prevention:

Annual inspections are on schedule to be completed by the end of November leaving December for closing out open issues from the year.

Fire Inspector Juba will no longer be doing multiple housing inspections. The Fire Prevention Bureau has hired Mark Wojciechowski to perform this task on a part time basis, working two (2) days per week.

The Bureau will be purchasing fire hydrant markers for installation within the District. In an effort to reduce costs, Bureau contacted other agencies in the area to determine if there was an interest in installing markers which would increase the quantity required and reduce overall cost. East Brunswick Fire District 3 will participate in the purchase of the hydrant markers. Installation of same may be done by a local Boy Scout troop.

The Grant application for a new Fire Prevention trailer has been denied.

Annual Fire Prevention Program conducted at all Township schools is being conducted at this time and will last through 14-Oct-11.

Commissioner DeGraw asked Chief Withum if the Fire Company was experiencing any difficulty in contacting inspectors during off hours. Chief reported he was not aware of any issues at this time. Chief was asked to contact any Board member if an issue did arise.

VIII. APPROVAL OF MINUTES:

The minutes of September 13, 2011 Regular Meeting, were approved on a motion by Commissioner Colon, seconded by Commissioner LeBuis. Roll call showed Commissioners Colon, DeGraw, LeBuis, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

Chief Withum reported the Fire Company received a Proclamation from Mayor Stahl commemorating Fire Prevention Week.

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of July 31, 2011:

Operating Account	\$	108,831.01
Cash Mgmt Fund - General	\$	565,636.62
Cash Mgmt Fund – Fire App	\$	62,301.16
Cash Mgmt Fund LOSAP	\$	35,403.30
Cash Mgmt Dedicated Penalty FC	\$	26,239.07
Cash Mgmt New Bldg	\$	51,970.68
Cash – New WS Bldg: BOA	\$	427.55

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.

Board will be preparing the proposed budgets for 2012 over the next few months. Chief has been requested to have all purchases made by 01-Nov-11. Meetings with the Fire Company line and administration will be arranged to review proposal for fiscal year 2012.

XI. COMMITTEE REPORTS:

1. Willow Street Expansion:

Noisy pump has not been resolved and will remain open.

XII. UNFINISHED BUSINESS:

1. Grant Status:

Grant application has been submitted; awaiting response.

2. Annual Inventory

Inventory of the Lawrence Brook and Dunhams Corner Stations is complete and data has been entered in the inventory program. Inventory of Willow Street apparatus has been taken and data entry is being done. Still need to perform physical inventory of offices.

3. Monthly Injuries

None

4. LOSAP Policy Update

No Progress

5. Computer Problems

None

6. New Radio System

A review of current radios is being conducted to determine what portion, if any, can be programmed to accept narrow banding as mandated by FCC. Board believes that purchase of new portable radios will be necessary and can cost as much as \$300,000.00. To allow for the purchase to take place in 2012; NJ law required authorization from voters during 2011. This authorization must be accomplished through a Special Election which requires a 60 day notice to the Public. To meet the schedule of a new system being installed and operational by the end of 2012 the Board proposed a Special Election be held in December to seek authorization to expend up to \$300,000.00 for new radios to continue normal operations. Resolution 2011-12 was introduced on a motion by Commissioner Colon, seconded by Commissioner LeBuis to conduct the Special Election. Roll Call showed Commissioners Colon, DeGraw, LeBuis, Lyons and Weissman all voting Aye.

Advertisement for the election will be placed in the local publications immediately to allow for the election to take place early to mid December.

7. Sale of Engine 803

During the repairs of Engine 803 additional items were found that needed to be repaired. Additional cost of approximately \$8,000.00

8. New Vehicle Radios

Chief Withum reported installation of radios will begin in the immediate future.

9. Shared Service

District 2 and 3 will be jointly purchasing hydrant markers to provide a lower cost.

10. PEOSHA

Program proposed by Chief Withum and the District has been accepted by the State of New Jersey.

11. New Fuel Tank

District received a contribution from District 1 in the amount of \$5,000.00 for the installation of the new fuel tank.

XIII NEW BUSINESS:

1. Commissioner DeGraw asked Chief Withum is one of the lockers in the men's changing room could be designated to the Bureau of Fire Prevention for the storage of surplus uniforms and gear. Chief agreed with the proposal.
2. Board reported the updating of membership personnel files is being performed by the District staff and should be completed in the near future. Copy will be downloaded to the Fire Company server upon completion of the task.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Withum reported the following:

Chief requested correct procedure for disposal of equipment that is no longer used or in service. Board to contact R. Braslow to determine statute requirement and will forward information to Chief.

President Vojir reported the following:

Fire Company is waiting for proposal from Duke Electric for the replacement of the emergency generator at the Willow Street complex.

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 9:20 PM. Roll call showed Commissioners Colon, DeGraw, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk