

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 September 9, 2014

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 were in attendance.

V. FIRE PREVENTION BUREAU:

Office to the Fire Marshal provided the following information:

Fire Prevention Bureau Inspection Progress August 2014:

Period/Activity	Month Qty	YTD Qty
August 2014 Inspections	122	1369
August 2013 Inspections	139	1351
August 2014 Re-Inspection	55	450
August 2013 Re-Inspection	68	501
August 2014 Smoke Detectors	28	169
August 2013 Smoke Detectors	20	162
August 2014 Multi-Housing Inspections	1	199
August 2013 Multi-Housing Inspections	12	367
August 2014 Multi-Housing Re-Inspections	8	99
August 2013 Multi-Housing Re-Inspections	5	175
Bureau Funds Collected – Businesses		\$175,174.81
Bureau Funds Collected – Multi-Housing	\$2,175.00	\$ 10,550.00
Outstanding Registrations Regular Inspections – 2013*		\$ 850.00
Outstanding Registrations Regular Inspection 2014		\$15,424.00

*Final fees paid for 2013 Registration Regular Inspection after above amounts were reported by the Bureau.

Bureau plans to advertise for the position of fire inspector; position to be filled sometime in the near future.

Fire Marshal Verdi is performing on call duty until staff can be replaced to fill position vacated by Inspector Minond.

VIII. APPROVAL OF MINUTES:

The minutes of August 12, 2014 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

IX. COMMUNICATIONS:

None

X. TREASURERS REPORT: [Attachment II for details]

Commissioner Weissman reported the following as of August 31, 2014:

Operating Account	\$ 46,277.73
Cash Mgmt Fund - General	\$ 417,919.82
Cash Mgmt Fund – Fire App	\$ 289,486.88
Cash Mgmt Fund LOSAP	\$ 35,459.43
Cash Mgmt Dedicated Penalty FC	\$ 5,959.91
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,019.06

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

XI COMMITTEE REPORTS:

1. Willow Street Expansion:

No report

2. Apparatus Replacement Committee

Asst Chief Johnson reported due to be completed by 14-Sep-14. Board requested a copy be provided for informational purposes.

XII **UNFINISHED BUSINESS:**

1. Annual Inventory

No Progress

2. Grant Status:

Commissioner Colon will provide a copy of the rejection letter received from FEMA for the Grant applied for last year to the Chief for record purposes.

3. Monthly Injuries

One (1) firefighter was reported to have received injuries to his hand while operating at the scene of a car fire. The individual was transported to the hospital to receive medical attention. All documents have been filed with the appropriate agencies.

District will distribute the formal policy to President Dunphy of the East Brunswick Independent Fire Company for fire company members to use Med Express Care Center for minor injuries received while performing duties.

4. Computer Issues

Nothing to report

3. Shared Service

Nothing to report

4. Hydrant Markers

No progress – Asst Chief Johnson reported a concerted effort will be made beginning mid-September to complete the project of installing the remaining hydrant markers prior to winter.

5. Alarm Response

President Dunphy reported cost of banners advertising need for membership was \$240.00 each for four (4) banners. Board requested written quotes for record purposes. President Dunphy authorized to proceed with the purchase of the banners.

6. RFQ for Truck Maintenance

No Progress

7. LOSAP

LOSAP for 2013 has been funded.

Revised policy has been reviewed by the fire company; only comment was to remove the "New Building" from the list of committees eligible for LOSAP points. Modification will be made and policy changes will be acted upon by the Board at the October Regular Meeting.

8. NEW HEATERS WILLOW STREET STATION

Replacement of one (1) unit heater at the Willow Street Station has been completed

9. NEW JERSEY FIREMAN'S CONVENTION:

The new Chiefs vehicle will be on display at the New Jersey Fireman's Convention in Wildwood.

10 INSURANCE RECOMMENDATIONS

No Report

12 ALARM RECORDS

Asst Chief Johnson reported alarm entry is behind by two (2) weeks. It was reported that one of the fire company Captains was on a leave of absence which is contributing to the delay in alarm entry.

13. GEAR RACKS

Replacement gear racks for the Willow Street Station have been ordered; scheduled to be delivered 13-Sep-14. Fire company members will install same.

14. PHONE/INTERNET SERVICE

District has contracted with Comcast to bundle telephone and internet services at the Willow Street complex. Installation of a new cable line to be completed within the next 30 days.

XIII NEW BUSINESS:

- 1.) Chairman Lyons proposed the installation of a thermostat for the bay area of the Willow Street Station that is set for one temperature and cannot be adjusted. In agreement with Chief Adams the unit will be installed with a setting of 65°. An override switch will also be installed to allow for the unit heaters to run for 10 minutes.

President Dunphy requested these same thermostats also be installed at the Lawrence Brook and Dunhams Corner apparatus rooms. Chairman Lyons will arrange for all three stations to have the new thermostats and override switches installed.

2. District will be supplying Annual Medical Statements for completion by all fire company apparatus drivers. Completed forms are to be returned as soon as possible.
3. District has requested Fire Company to distribute insurance beneficiary forms to all members who need to update same.
4. District noted the 911 Memorial located at the Willow Street Complex is continuing to rust and should be protected with a coating to avoid further deterioration. District offered to pay for the materials to coat the Trade Center steel if the Fire Company would provide the labor to install same. President Dunphy will take the matter under consideration.
5. District will be arranging for training course on harassment to be given by an outside instructor. Fire Company is requested to have all members participate in the class. Commissioner Colon is arranging the class and will work with Chief Adams and the Line Officers establish dates and times.
6. District staff will be meeting with President Dunphy to review the process for receiving and processing new members. Commissioner DeGraw to be in attendance when the meeting is held.

XIV FIRE CHIEF/PRESIDENT REPORT:

Chief Adams reported the following:

- 1.) Review possibility of purchasing a new breathing air compressor. Chief to include Commissioner DeGraw when meetings with potential suppliers are held.
- 2.) Ladder 801 is having brakes replaced on both front and rear wheels of vehicle

President Dunphy reported the following:

- 1.) Telephone in the Fire Company conference room does not work.
- 2.) Bollard protecting the emergency generator at Willow Street needs to be replaced. Cause of damage is unknown but will require replacement.

XV. PUBLIC PORTION:

None

XVI ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner Colon that the public meeting be adjourned at 9:20 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

Dennis A. DeGraw
Clerk