

**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 8, 2015**

**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:**

Fire Marshal Verdi was not in attendance and provided the following report:

Fire Prevention Bureau Inspection Progress August, 2015:

Period/Activity	Month Qty	YTD Qty
August 2015 Inspections	114	1434
August 2014 Inspections	143	1398
August 2015 Re-Inspection	37	548
August 2014 Re-Inspection	64	450
August 2015 Smoke Detectors	29	217
August 2014 Smoke Detectors	26	167
August 2015 Multi-Housing Inspections	21	266
August 2014 Multi-Housing Inspections	1	199
August 2015 Multi-Housing Re-Inspections	34	115
August 2014 Multi-Housing Re-Inspections	8	99

Bureau Funds Collected – Business (YTD)	
Bureau Funds Collected – Multiple Housing (YTD)	
Outstanding Registration Fees – Regular Inspections 2015	\$

Bureau inspections are ahead of schedule when compared to 2014.

Bureau has not found a replacement for Inspector Dolan.

Audit by the State of New Jersey has not yet occurred. State auditor is attempting to coordinate the audit of District 1 and 2 during the same time period. Fire Marshal Verdi is prepared to conduct the audit at the State's request.

Following site plans were reviewed:

None

**VI. APPROVAL OF MINUTES:**

The minutes of August 11, 2015 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.

**VII. COMMUNICATIONS:**

None

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

Commissioner Weissman reported the following as of August, 2015:

Operating Account	\$ 63,509.02
Cash Mgmt Fund - General	\$ 190,778.89
Cash Mgmt Fund – Fire App	\$ 439,770.09
Cash Mgmt Fund LOSAP	\$ 35,486.25
Cash Mgmt Dedicated Penalty FC	\$ 6,280.32
Cash Mgmt New Bldg Cash Mgmt & Checking	\$ 23,036.55

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.

Commissioner DeGraw reminded Fire Company representatives that budget time was approaching. Requests for 2016 will be needed by mid-October to begin formulating the budgets.

**IX. COMMITTEE REPORTS:**

1. Apparatus Replacement Committee

Chief Johnson reported the committee would be reviewing apparatus at the New Jersey State Fireman's Convention in Wildwood.

**X**      **UNFINISHED BUSINESS:**

1.    Annual Inventory

    No Progress

2.    Grant Status:

    District has not received notification relative to existing grant application.

    Commissioner Grande stated the District should consider retaining the services of a grant writer. US Government grants have begun to be released with many Middlesex County fire service organizations being awarded significant amounts for a wide range of items.

3.    Monthly Injuries

    One member was injured during at a fire scene and is currently receiving medical treatment. All documentation has been filed with the insurance carrier.

4.    Computer Issues

    New computer terminals have been installed for the line officers. There is one issue related to the computer used for creating ID Cards, apparently having a software issue. Staff is aware and working with vendors to resolve.

5.    Hydrant Markers

    District will be purchasing additional hydrant markers. Additional markers from the supplier used in the initial purchase have increased in cost by almost 50%. Personnel are searching for other supplier with a more reasonable cost.

6.    Volunteer Membership Drive

    Fire Company President Alexander reported three (3) applicants have been accepted into the fire company. Documentation is current being processed.

7.    PHONE/INTERNET SERVICE

    Wireless alarm system completed 03SEP15, balance of work is on-going at both the Dunhams Corner and Lawrence Brook Stations.

8.    PRESERVATION OF 911 MEMORIAL

    Fire Company has received a price of \$250.00 to sand blast the steel from Atlantic Soda Ash. Further investigation is required prior to awarding the work.

9. HARASSMENT TRAINING

No Progress

10. GENERATOR BOLLARDS

No progress -- anticipate work to be done within the next 30 days

11. DISPOSAL OF UNUSED RADIOS

Commissioner Lyons reported the Township is working with a prospective buyer for the radio equipment.

12. CAMERA & SECURITY INSTALLATION

No Progress

**XI NEW BUSINESS:**

1. Medical Leave of Absence:

Commissioner DeGraw advised the Board and representative from the Fire Company that the District will be issuing a policy relative to personnel on medical leave. Comments and suggestions from the Fire Company are welcome and the policy will be reviewed by both parties before formal adoption.

2. Modify Vacation Policy:

District current policy related to vacation for paid staff is all allotted vacation must be used within the year earned. A policy revision will be presented to the Board to allow the District to pay unused vacation in certain instances. Revision will be presented within the next two months.

**XII FIRE CHIEF/PRESIDENT REPORT:**

Fire Company President Alexander reported the following:

President Alexander requested a status of requests made for District to purchase a shed for the Lawrence Brook Station, furniture for the Dunhams Corner and Lawrence Brook Stations and re-lamping of the oldest building at the Willow Street complex. As none of the above were requested for the 2015 budget by the Fire Company any items provided would be at the end of the budget year if any funds were available.

Funds were anticipated to be tight due to the amount of vehicle repairs being experienced during this year.

Chief Johnson reported the following:

Chief Johnson had nothing to report.

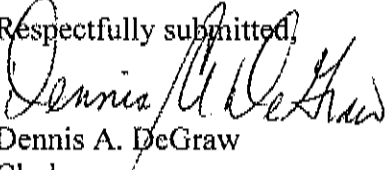
**XIII. PUBLIC PORTION:**

None

**XIV. ADJOURNMENT:**

Being no further discussion or business at this time, Commissioner Weissman moved, seconded by Commissioner Colon that the public meeting be adjourned at 8:30 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Lyons, and Weissman all voting Aye.

Respectfully submitted,

  
Dennis A. DeGraw  
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF EAST BRUNSWICK  
COUNTY OF MIDDLESEX, NEW JERSEY**

216 Joseph Street • East Brunswick, New Jersey 08816  
732-257-2846 732-651-1944(Fax)

**LEGAL NOTICE**

In accordance with the requirements of the Open Public Meetings Act (L. 1975, c. 231), The Commissioners of Fire District No. 2 in the Township of East Brunswick, County of Middlesex, State of New Jersey, at their reorganization meeting of March 10, 2015 have adopted the following meeting schedule for 2015/2016:

April 14, 2015

May 12, 2015

June 9, 2015

July 14, 2015

August 11, 2015

September 8, 2015

October 13, 2015

November 10, 2015

December 8, 2015

January 12, 2016

February 9, 2016

March 8, 2016

Regular meetings are held at 8:00 PM in the William C. Peck Administration Bldg., District No. 2, 216 Joseph Street, East Brunswick, New Jersey.

Commissioners of Fire District No. 2  
East Brunswick Township  
Dennis A. DeGraw  
March 10, 2015

## Board of Fire Commissioners Dist. 2

## Trial Balance

As of August 31, 2015

09/04/15

	Aug 31, 15	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	63,509.02	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	16,702.41	
1011 · FIRE PREVENTION INSPECTION FEES	438,499.31	
1150 · Investments	190,778.89	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPPARATUS FUND	439,770.09	
1155 · INVESTMENTS-DEDICATED PENALTIES	6,280.32	
1156 · INVESTMENTS-LOSAP FUND	35,486.25	
1157 · INVESTMENTS-DED. PENALTIES-FP	92.36	
1158 · INVESTMENTS-NEW BLDG. FUND	23,036.55	
1159 · INVESTMENTS-FP/BOFC#2	24,606.12	
1203 · *Accounts Receivable	5,329.02	
2002 · FP Expenses owed District	0.00	
1099 · Cash Transfers	0.00	
1151 · Investments Smith Barney	0.00	
1202 · Due from EB Township	346,643.43	
1250 · Accts Receivable Fire Preventio	0.00	
1310 · General Bond Obligation	0.00	
1400 · Loans & Exchanges	0.00	
1401 · Mortgage Receivable	0.00	
1402 · DUE FROM EAST BRUNSWICK-PENALTI	0.00	
1403 · DUE FROM DIST 1 & EBR	0.00	
1404 · PERS OVERPAYMENT	0.00	
1410 · PAYROLL	0.00	
1152 · INVESTMENTS MORTGAGE PROPERTIES	0.00	
1901 · General Fixed Assets	10,068,159.00	
2000 · Accounts Payable		81,756.56
2020 · YEAR END AP	0.00	
2021 · General Bonds Payable		2,051,857.04
2023 · General Bond Payable Fees	4,886.60	
2022 · General Bond Payable-3million		2,265,000.00
2050 · Amt to be Recd for Debt Retire	0.00	
2210 · FWT	0.00	
2220 · FICA	0.00	
2260 · Reserve for Dedicated Penalties		98,549.23
2270 · DUE TO FIRE COMPANY	0.00	
2280 · PURCHASE OF RESCUE PUMPER	0.00	
2290 · CHIEFS VEHICLE	0.00	
3000 · Opening Bal Equity	0.00	
3400 · Unappropriated Fund Balance		0.56
3401 · Fire App Fund Surplus	0.00	
3402 · Training Fund Surplus	0.00	
3403 · Capital Fund Surplus	0.00	
3404 · Building Fund Surplus	0.00	
3405 · Equity in Fixed Assets		9,831,698.00
3406 · Fire Prevention Surplus	0.00	
3407 · Reserve for Future Capital Outl		2,652.50
3408 · Building Expansion & Acquisitio	0.00	
3900 · Retained Earnings	2,457,412.58	

09/04/15

## Board of Fire Commissioners Dist. 2

## Trial Balance

As of August 31, 2015

	Aug 31, 15	
	Debit	Credit
4000 · Revenue		513,450.44
4002 · Sale of Equipment		3,500.00
4200 · Interest & Dividend Income		402.59
4300 · Contract Volunteer Fire Co.		100.00
4699 · FIRE PREVENTION REVENUES		71,001.04
4700 · Smoke Detector Fees		10,520.00
4710 · Registration/Inspection Fees		102,749.00
4711 · Reinspection Fees Smoke Detecto		20.00
4720 · I Permit Fees		15,648.00
4730 · Ded Penal (Fire Co Portion)		6,925.00
4740 · Ded Penal (fire prev. Portion)		6,925.00
4741 · MISC. INCOME FIRE REPORT		40.00
4790 · Interest Income		105.08
2005 · Reserve for Encumbrances	30,717.43	
2250 · PERS employee	7,908.71	
2251 · PERS EMPLOYER	19,142.00	
2252 · DCRP PENSION/LIFE EMPLOYER	196.50	
2254 · DCRP PENSION/EMPLOYEE	68.75	
5501 · Commissioners Compensation	11,993.31	
5505 · Office Staff	61,416.96	
5506 · Payroll Taxes	22,721.70	
5507 · Workers Compensation		1,451.00
5510 · Equipment Non-Bondable	3,980.64	
5515 · Insurance Premiums	64,145.06	
5520 · Fire Protection Agreement	125,430.00	
5526 · Accounting	8,700.00	
5528 · Legal	1,155.50	
5529 · Physician	2,310.00	
5535 · Advertising		196.53
5540 · Elections	2,137.53	
5545 · Membership Dues & Subscriptions	2,958.50	
5550 · Training & Education	4,874.54	
5700 · Fuel	1,542.94	
5711 · Mobile Telephone	3,542.07	
5715 · Office Supplies	6,058.98	
5720 · Radio Repairs	7,119.45	
5721 · Equipment Repairs	54,588.15	
5722 · Compressor Repairs	150.00	
5724 · Computer Maintenance	8,272.50	
5742 · LOSAP	38,743.98	
5828 · Principle on Bonds	190,000.00	
5829 · Interest on Bonds	55,800.00	
5830 · WILLOW STREET PURCHASE	0.00	
5832 · UTILITIES	33,131.48	
5833 · Building Maintenance	64,460.62	
6000 · Office Payroll	2,909.92	
6010 · Inspector Payroll	58,550.56	
6040 · Telephone	2,775.99	
6050 · Payroll Tax Expense	23,902.34	
6060 · Uniform Allowance	1,581.50	
6070 · Auto/car Expense -gas,purchase	2,096.58	



Board of Fire Commissioners Dist. 2

**Trial Balance**

As of August 31, 2015

09/04/15

	Aug 31, 15	
	Debit	Credit
6080 • Auto Repairs & Maint	1,539.54	
6090 • Postage	865.52	
6110 • Dues & Subscriptions	800.00	
6112 • Office Expenses	6,485.79	
6120 • Clothing Allowance	200.00	
6130 • Physician Expense	450.00	
6131 • dcrp FP pension PT employees	291.50	
6132 • pers/life fp employees	2,582.89	
6150 • Small Tools & Equipment	503.80	
6170 • Payroll Service Fees	1,292.56	
6175 • Dedicated Penalties Expense-FP	2,466.00	
6180 • Bank Charges		15.00
6191 • COMPUTER EXPENSE	769.50	
<b>TOTAL</b>	<b>15,064,562.57</b>	<b>15,064,562.57</b>

EAST BRUNSWICK  
BOARD OF FIRE COMMISSIONERS  
DIST. NO 2  
August 31, 2015

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
550105	Office Salaries	130,000.00	\$7,968.08	\$73,410.27	\$64,557.81
5505/2250	Payroll Taxes (EB)	49,400.00	\$2,201.05	\$22,721.70	\$28,679.35
2251	Pers Employer (EB)	17,000.00		\$19,142.00	(\$2,142.00)
2252	dcrp-Employer (EB)	2,000.00	\$6.00	\$196.50	\$1,803.50
5507	Workers Compensation (EB)	41,100.00		(\$1,451.00)	\$42,551.00
5510	Equipment (Non-Bondable)	73,155.00	\$681.89	\$3,980.64	\$69,856.25
5515	Insurance Premiums	105,000.00	\$7,616.06	\$64,145.06	\$48,369.99
5520	Fire Protection Agreement	165,000.00		\$125,430.00	\$39,570.00
5525	Accounting-Professional Fees	10,000.00	\$8,700.00	\$8,700.00	\$10,000.00
5528	Legal-Professional Fees	8,000.00		\$1,155.00	\$6,845.00
5529	Physician & Fit Test-Professional Fees	8,825.00	\$138.00	\$2,310.00	\$6,650.00
5535	Advertising	1,500.00		(\$196.53)	\$1,696.53
5540	Elections	2,500.00		\$2,137.53	\$362.47
5545	Dues/Sub/Seminars/Classes	4,000.00		\$2,958.50	\$1,041.50
5550	Training & Education	14,400.00	\$1,674.85	\$4,874.54	\$11,200.31
6700	FUEL & LUBRICANTS	15,000.00	\$22.85	\$1,542.94	\$13,479.91
5715	Office Expenses/Inventory	15,000.00	\$681.21	\$5,058.98	\$9,622.23
5720	Radio Repairs R & M	3,000.00	\$22.70	\$7,119.45	(\$4,096.75)
5721	Equipment Repairs R & M	95,760.00	\$12,686.19	\$54,588.15	\$53,758.04
5722	Compressor Repairs R & M	6,250.00		\$150.00	\$6,100.00
5724	Computer Maintenance R & M	13,660.00	\$679.96	\$8,272.50	\$6,267.46
5730	Fire Prevention Program	5,000.00		\$0.00	\$5,000.00
5735	Supplemental Fire Grant 2015	11,519.00		\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	\$11,203.79	\$124,042.84	\$169,607.16
5740	Contingency	10,000.00		\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	45,000.00		\$38,743.98	\$6,256.02
5828	Principal on Bonds	190,000.00		\$190,000.00	\$0.00
5829	Interest on Bonds	109,300.00	\$53,500.00	\$109,300.00	\$0.00
2023	Bond Issuance Fees	200.00		\$200.00	\$0.00
5832/5710/5711	Utilities(gas,electric, cable,phone,mobile)	60,000.00	\$7,470.40	\$36,673.55	\$30,796.85
5833	Bldg. Maintenance-NWS	160,530.00	\$6,292.07	\$64,460.62	\$102,361.45
<b>Total Operating Appropriations</b>		<b>1,765,749.00</b>	<b>\$121,541.09</b>	<b>\$970,667.22</b>	<b>\$795,081.78</b>

5801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
5802	Capital Improvements				
<b>Total Capital Appropriations</b>		<b>150,000.00</b>			<b>150,000.00</b>
<b>Total Capital &amp; Operating Appropriations</b>		<b>1,915,749.00</b>			

2000	Prior Years Accounts Payable	2,609.03		\$2,609.03	\$0.00
2005	2014 Encumbered Funds	36,257.25		\$30,717.43	\$5,539.82
5735	Supplemental Fire Grant Prior Year (3)	4,669.40		\$0.00	\$4,669.40
5830	New Willow Street	23,024.57		\$0.00	\$23,024.57
4730	Ded. Pen. FC Deposits	5,961.33	\$1,000.00	\$7,240.92	\$13,202.25
5739	2015 Ded. Pen. Expense				

Recap of Cash Held on Deposit

	Operating Account		\$63,609.02		
	Cash Mgt Fund - General		\$190,778.89		
	Cash Mgt Fund -Ded. Pen. Fe		\$6,280.32		
	Cash Mgt Fund -Fire App.		\$439,770.09		
	Cash Mgt Fund -LOSAP		\$35,486.26		
	Cash Mgt Fund -New Bldg.		\$23,036.55		
<b>Total Funds Available</b>			<b>\$758,861.12</b>		



