

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 13, 2016

I. CALL TO ORDER: Commissioner 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: Commissioner Lyons opened the meeting with the salute to the flag.

III. READING OF THE OFFICIAL NOTICE OF THE MEETING:
 Commissioner Lyons read the official notice of the meeting. [Attachment I]

IV. ROLL CALL:

Roll Call showed Commissioners Colon, DeGraw, Grande, Jewett and Lyons were in attendance.

V. FIRE PREVENTION BUREAU:

Fire Marshal Verdi was absent.

Fire Prevention Bureau Inspection Progress August, 2016:

Period/Activity		Month Qty	YTD Qty
August	2016 Inspections	104	1304
August	2015 Inspections	119	1457
August	2016 Re-Inspection	62	565
August	2015 Re-Inspection	41	563
August	2016 Smoke Detectors	40	236
August	2015 Smoke Detectors	29	217
August	2016 Multi-Housing Inspections	21	261
August	2015 Multi-Housing Inspections	21	265
August	2016 Multi-Housing Re-Inspections	26	147
August	2015 Multi-Housing Re-Inspections	34	115
Fees	2016 Bureau & Multi-Housing		\$203,608.32

2016 Outstanding Fees Bureau	\$14,512.00
Outstanding Registration Fees – Regular Inspections 2015	\$ 475.00
Outstanding Fees – Multi-Housing	

Final Notices mailed for Outstanding Fees on 8/25/16

Audit by the State of New Jersey has not yet occurred.

Site Plans – none at this time

Reviewing applications for the position of Fire Inspector

New computer system is being installed, there is an October target date for having the new system up and running. NFIRs is included in the program package

VI. APPROVAL OF MINUTES:

The minutes of August 10, 2016 Monthly Meeting were approved, on a motion by Commissioner Grande, seconded by Commissioner Colon. Roll call showed Commissioners Colon, DeGraw, Grande, Jewett, and Lyons, all voting Aye.

VII. COMMUNICATIONS:

No communications at this time

VIII. TREASURERS REPORT: [Attachment III for details]

Commissioner Degraw reported the following as of August 31, 2016:

Operating Account	\$	22,520.77
Cash Mgmt Fund - General	\$	191,164.66
Cash Mgmt Fund – Fire App	\$	590,935.84
Cash Mgmt Fund LOSAP	\$	35,579.62
Cash Mgmt Dedicated Penalty FC	\$	16,216.27
Cash Mgmt New Bldg	\$	23,097.30

Commissioner Jewett reported that Commissioner Grande's name was mistakenly entered under the Treasure's report in several previous months' minutes. They have been corrected to reflect Commissioner Degraw as reporting

IX. COMMITTEE REPORTS:

1. **Apparatus Replacement Committee**

Bid specs were returned by KME, Pierce and Seagrave. Each approximately 150 pages, are being reviewed and compared. Review should be completed for the October meeting

One set of Bid Specs returned for the Pick-up Truck, Route 23 Automall. Specs have been reviewed; motion to accept by Commissioner Degraw, second by Commissioner Grande. Roll Call showed Commissioners Colon, DeGraw, Grande, Jewett and Lyons all voting Aye.

X **UNFINISHED BUSINESS:**

1. Annual Inventory

No Status

2. Grant Status:

Commissioner Colon stated that our Grant Application has been denied. Will be requesting a point by point review of our application.

3. Monthly Injuries

None

4. Computer Issues

No issues were reported

5. Hydrant Markers

Some progress reported

6. Volunteer Membership Drive

New member status:

1. Brandon Withum – 6/20/16: No signed paperwork received, no physical and no fingerprints as of 8/31/16
2. Gregory Aaron – 6/3/16: No signed paperwork, no abstract, physical or fingerprints as of 8/31/16

7. HARASSMENT TRAINING

Policy is in place, new members must take the online course. Asked for President Alexander to be briefed about concerns

8. NEW MEMBERSHIP APPLICATION

Being reviewed by President Alexander

9. DUNHAMS CORNER KITCHEN MOLD

Bottom cabinets have been removed; remediation is complete

XI NEW BUSINESS:

1. Willow Street rear main door is not closing properly at times. Issue is being looked into and replacement will be addressed in the 2017 budget.
2. New phone system is in place in all three Fire Stations and running properly. Telephone extension numbers will be distributed
3. Flu shot program for members is being investigated
4. The new door locks have been installed in all Fire Station main doors. Individual FABS will be distributed to members the week of September 19th. Training and testing will be conducted for two weeks, before the system is implemented.

XII FIRE CHIEF/PRESIDENT REPORT:

East Brunswick Independent Fire Company President Alexander reported the following:

- 1.) DC remodeling project to be readied for review next month
- 2.) DC roof is leaking

East Brunswick Independent Fire Company Chief Johnson reported:

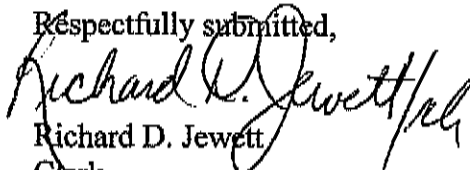
- 1.) Received an email from the Chief of Milltown; they will be receiving their new Ladder Truck the week of September 19th and are requesting to house the Truck at our Dunhams Corner Station until the completion of the new building for the Ladder. All insurance concerns with its housing at DC will be addressed.
- 2.) Communications for maintenance on the apparatus needs to improve
- 3.) During the Wildwood Firemen's Convention we will have 24 hour coverage from Chestertown Fire Department
- 4.) Truck 809 will be going out to have the ground ladder storage compartments professionally cleaned. At this times the ground ladders will also be cleaned and ropes replaced

XIII. PUBLIC PORTION:

XIV ADJOURNMENT:

Being no further discussion or business at this time, Commissioner Grande moved, seconded by Commissioner Colon, that the public meeting be adjourned at 9:18 PM. Roll call showed Commissioners Colon, DeGraw, Grande, Jewett, and Lyons all voting Aye.

Respectfully submitted,


Richard D. Jewett
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 8, 2016 have adopted the following meeting schedule for 2016/2017:

April 12, 2016
May 10, 2016
June 14, 2016
July 12, 2016
August 9, 2016
September 13, 2016
October 11, 2016
November 8, 2016
December 13, 2016
January 10, 2017
February 14, 2017
March 14, 2017

Regular meetings are held at 8:00 PM in the East Brunswick Independent Fire Company's Administrative Offices, 216 Joseph Street, East Brunswick, New Jersey.

Commissioners of Fire District No. 2
East Brunswick Township
Dennis A. DeGraw
March 8, 2016

EAST BRUNSWICK
BOARD OF FIRE COMMISSIONERS
DIST. NO 2
AUGUST, 2016

ACCT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	UNENCUMBERED BUDGET
5501/05	Office Salaries	165,000.00	7,004.71	\$72,428.50	\$92,571.50
6506/2250	Payroll Taxes (EB)	30,470.00	2,183.03	\$22,842.95	\$7,627.05
2261	Pers Employer (EB)	21,065.00		\$21,065.00	\$0.00
2252	dcrp Employer (EB)	2,435.00		\$675.40	\$1,559.60
6507	Workers Compensation (EB)	45,000.00		\$17,867.00	\$27,133.00
5510	Equipment (Non-Bondable)	80,100.00	1,387.20	\$9,217.20	\$70,882.80
6515	Insurance Premiums	140,750.00	6,289.04	\$63,363.74	\$77,386.26
5520	Fire Protection Agreement	157,500.00		\$120,000.00	\$37,500.00
5526	Accounting-Professional Fees	10,000.00	8,700.00	\$8,700.00	\$1,300.00
5528	Legal-Professional Fees	8,000.00	68.00	\$1,420.50	\$6,579.50
5529	Physician & Fit Test-Professional Fees	9,000.00		\$2,185.00	\$6,815.00
5535	Advertising	1,600.00		(\$416.52)	\$2,016.52
5540	Elections	2,750.00		\$2,056.91	\$693.09
5545	Dues/Sub/Seminars/Classes	4,000.00	784.00	\$2,043.00	\$1,957.00
5550	Training & Education	20,700.00		\$2,220.55	\$18,479.45
5550A	District Training	9,000.00		\$0.00	\$9,000.00
5700	FUEL & LUBRICANTS	15,000.00	1,021.85	\$4,736.61	\$10,263.39
5715	Office Expenses/Inventory	16,000.00	482.05	\$3,804.42	\$11,995.58
5720	Radio Repairs R & M	6,000.00		\$1,217.05	\$4,782.95
5721	Equipment Repairs R & M	125,000.00	9,805.08	\$11,648.79	\$113,351.21
5721A	Mechanic Tools & Supplies	10,000.00		\$192.89	\$9,807.11
5722	Compressor Repairs R & M	6,250.00		\$4,379.10	\$1,870.90
5724	Computer Maintenance R & M	14,000.00	2,537.40	\$8,815.99	\$5,184.01
5730	Fire Prevention Program	5,000.00		\$3,125.00	\$1,875.00
5735	Supplemental Fire Grant 2015	11,519.00		\$0.00	\$11,519.00
5737	Fire Prevention Bureau	293,650.00	\$22,387.03	\$136,239.77	\$157,410.23
5740	Contingency	10,000.00		\$0.00	\$10,000.00
5741	Paid Personnel	100,000.00		\$0.00	\$100,000.00
5742	LOSAP	50,000.00		\$46,766.75	\$3,233.25
5828	Principal on Bonds	190,000.00		\$190,000.00	\$0.00
5829	Interest on Bonds	105,500.00		\$24,450.00	\$81,050.00
2023	Bond Issuance Fees			\$200.00	\$0.00
5832/5716/5711	Utilities(gas,electric,cable,phone,mobile)	65,000.00	4,488.86	\$34,128.74	\$30,871.26
5933	Bldg. Maintenance-NWS	150,000.00	12,861.30	\$56,249.21	\$93,750.79
Total Operating Appropriations		1,880,289.00	\$78,980.15	\$871,823.55	\$1,008,465.45
5801	Reserve for future Cap. Outlays	150,000.00			\$150,000.00
5802	Capital improvements				
Total Capital Appropriations		150,000.00			
Total Capital & Operating Appropriations		2,030,289.00			
2000	Prior Years Accounts Payable	4,567.89		\$4,567.89	\$0.00
2005	2015 Encumbered Funds	44,630.17		\$34,511.79	\$10,118.38
5735	Supplemental Fire Grant Prior Year (3)	4,669.40			
4730	Ded. Pen. FC Deposits		\$1,125.00	\$2,100.00	\$2,100.00
5738	2016 Ded. Pen. Expense				
Recap of Cash Held on Deposit					
	Operating Account		\$22,520.77		
	Cash Mgt Fund - General		\$191,164.66		
	Cash Mgt Fund -Ded. Pen. Fe		\$16,216.27		
	Cash Mgt Fund -Fire App.		\$590,935.84		
	Cash Mgt Fund -LOSAP		\$35,579.52		
	Cash Mgt Fund -New Bldg.		\$23,097.30		
Total Funds Available			\$879,514.46		

Board of Fire Commissioners Dist. 2

Trial Balance

As of August 31, 2016

09/06/16

	Aug 31, 16	
	Debit	Credit
1000 · BOA REGULAR ACCOUNT	22,520.77	
1001 · CASH-NEW WS BLDG.BOA	0.00	
1005 · Petty Cash	39.33	
1010 · Cash - Fire Prevention	204,956.80	
1011 · FIRE PREVENTION INSPECTION FEES	163,091.02	
1150 · Investments	191,164.66	
1153 · Investments Short Term Bonds	0.00	
1154 · INVESTMENTS-FIRE AAPPARATUS FUND	590,935.84	
1155 · INVESTMENTS-DEDICATED PENALTIES	16,216.27	
1156 · INVESTMENTS-LOSAP FUND	35,579.62	
1157 · INVESTMENTS-DED. PENALTIES-FP	12,016.74	
1158 · INVESTMENTS-NEW BLDG. FUND	23,097.30	
1159 · INVESTMENTS-FP/BOFC#2	24,670.75	
1203 · *Accounts Receivable	5,235.66	
2002 · FP Expenses owed District	85,778.65	
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		90,761.78
2020 · YEAR END AP	0.00	
2021 · General Bonds Payable		1,673,857.04
2023 · General Bond Payable Fees	5,086.60	
2022 · General Bond Payable-3million		2,225,000.00
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	
2291 · DUE bofc#2 fp expenses		78,015.65
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		9,831,898.00
3406 · Fire Prevention Surplus	0.00	
3407 · Reserve for Future Capital Outl		2,652.50
3408 · Building Expansion & Acquisitio	0.00	

09/06/16

Board of Fire Commissioners Dist. 2

Trial Balance

As of August 31, 2016

	Aug 31, 16	
	Debit	Credit
3900 - Retained Earnings	2,231,519.19	
4000 - Revenue		575,039.23
4002 - Sale of Equipment		525.00
4200 - Interest & Dividend Income		1,466.12
4699 - FIRE PREVENTION REVENUES		68,303.65
4700 - Smoke Detector Fees		13,030.00
4710 - Registration/Inspection Fees		96,693.00
4720 - I Permlt Fees		21,138.00
4730 - Ded Penal (Fire Co Portion)		2,100.00
4740 - Ded Penal (fire prev. Portion)		2,100.00
4741 - MISC. INCOME FIRE REPORT		60.00
4742 - Multi-Housing Inspection Fees		1,625.00
4790 - Interest Income		133.67
2005 - Reserve for Encumbrances	34,511.79	
2250 - PERS employee	14,190.57	
2251 - PERS EMPLOYER	21,065.00	
2252 - DCRP PENSION/LIFE EMPLOYER	630.60	
5501 - Commissioners Compensation	11,486.54	
5505 - Office Staff	61,941.96	
5506 - Payroll Taxes	22,842.95	
5507 - Workers Compensation	17,867.00	
5510 - Equipment Non-Bondable	9,217.20	
5515 - Insurance Premiums	63,363.74	
5520 - Fire Protection Agreement	120,000.00	
5526 - Accounting	8,700.00	
5528 - Legal	1,420.50	
5529 - Physician	2,185.00	
5535 - Advertising	238.03	
5540 - Elections	1,402.36	
5545 - Membership Dues & Subscriptions	2,043.00	
5550 - Training & Education	2,220.55	
5700 - Fuel	4,736.61	
5710 - Commissioners Phone	527.26	
5711 - Mobile Telephone	2,444.18	
5715 - Office Supplies	4,208.79	
5720 - Radio Repairs	1,217.05	
5721 - Equipment Repairs	11,648.79	
5721A - EQUIPMENT MAINTENANCE PURCHASES	492.19	
5722 - Compressor Repairs	4,379.10	
5724 - Computer Maintenance	8,815.99	
5730 - Fire Prevention Program	3,125.00	
5738 - Dedicated Penalty Expense-FC	13,022.50	
5742 - LOSAP	46,766.75	
5830 - WILLOW STREET PURCHASE	691.00	
5832 - UTILTIES	31,684.60	
5833 - Building Maintenance	56,249.21	
6000 - Office Payroll	6,735.65	
6010 - Inspector Payroll	55,893.41	
6040 - Telephone	5,386.61	
6050 - Payroll Tax Expense	25,189.26	
6060 - Uniform Allowance	1,021.50	

Board of Fire Commissioners Dist. 2

Trial Balance

As of August 31, 2016

09/06/16

	Aug 31, 16	
	Debit	Credit
6070 · Auto/car Expense -gas,purchase	1,092.71	
6080 · Auto Repairs & Maint	970.00	
6090 · Postage	913.14	
6100 · CPE Seminars	1,425.00	
6110 · Dues & Subscriptions	2,195.57	
6112 · Office Expenses	6,008.50	
6131 · dcrp FP pension PT employees	1,156.10	
6132 · pers/life fp employees	2,320.18	
6150 · Small Tools & Equipment	1,757.50	
6161 · MISCELLANEOUS	6,285.00	
6170 · Payroll Service Fees	1,381.09	
6191 · COMPUTER EXPENSE	21,225.43	
6600 · AUTOMOBILES	29,744.34	
TOTAL	14,782,748.43	14,782,748.43