

THE BOARD OF COMMISSIONERS OF FIRE  
DISTRICT NO. 3  
TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY  
REGULAR MEETING



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**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, February 9, 2016
<b>Location:</b>	Colonial Oaks Firehouse
<b>Facilitator:</b>	Commissioner Fenstermaker
<b>Scribe:</b>	Linda Nicholas
<b>Meeting Objective:</b>	Monthly Meeting

<b>Attendees:</b>	<b>Status (Present / Absent)</b>
Commissioner Edward Bowne	Absent
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 19:44 by Commissioner Fenstermaker.

Pledge of Allegiance was recited.

Commissioner Fenstermaker read the Open Public Meeting Act as follows:

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN PUBLIC MEETING ACT (L.1975, C.231) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 10, 2015, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Fenstermaker indicated where the emergency exits are located.

Roll call was taken.

**CORRESPONDENCE (reported by Commissioner Miller)**

- Received a letter dated January 15, 2016 from the Administrator of the Middlesex County Board of Elections letting us know that if we need anyone available for the firehouse election on February 20<sup>th</sup> to complete the information on the attached letter. As per Christine Gerbereux, we are all covered so we are not going to require this.
- Letter from US Department of Commerce requesting that we submit our 2015 annual survey of local government finances. Thank you for your response. Commissioner Miller will review and see what is required.
- Another letter from the US Department of Commerce regarding the 2016 census government units. Commissioner Miller will look into this one as well. He thinks it may have to go to the fire units themselves to complete.

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- Letter dated January 15, 2016 from a company named District Compliance out of NYC – they can assist us in bringing website up to date if required. Commissioner Miller confirmed with Commissioner Wood that we were compliant. He said yes so we will not need their services.

**INSURANCE (reported by Commissioner Duffy)**

- Received check from insurance company to fix engine #904.

**LOSAP (reported by Commissioner Fenstermaker)**

- In receipt of points from Fire company.
- Commissioner Fenstermaker is in touch with Lincoln and will complete the necessary forms
- There will be a deposit next month
- Commissioner Miller stated Inv. Report submitted to New Jersey that there were complains that LOSAP program is not being managed properly. The Commissioner asked if everyone had an opportunity to read and also if they had any questions to state them so they can bring to the meeting with Braslow (so he is prepared).
- There were 3 areas of concern according to Commissioner Miller.
  - Points - We have no influence. Miller thinks we have to do a better job reviewing the reports. The fire company has documentation but the commissioners don't review it. Commissioner Miller doesn't think there is any funny business going on with our fire company.
  - Can a single participant be in 2 locations as members under different account numbers?
  - When does an individual become eligible to receive distribution? Commissioner Fenstermaker reviewed the policy and it is not specific about when they receive it or when they can start accruing points.
- Lincoln Financial is sending Commissioner Fenstermaker the list of who is currently listed in the program. He will identify whose accounts are dormant.
- Commissioner Wood asked how we would recoup our funds.
- (listen to recording)
- All in attendance talked about making changes to the point system. Chief things we should discuss this further to button up holds in the system.

**RIVA AVENUE PROJECT (reported by Commissioner Duffy)**

- Waiting to meet with Attorney Braslow about final bid package. Hope to have meeting with him before next monthly meeting.

**NEW TRUCK COMMITTEE (reported by Commissioner Duffy & Chief Heilbronn)**

- Finalized everything and signed paperwork
- Payments per chassis will be \$292,422.00 if they receive documents in by March.
- It will be a savings of about \$11,800.00

**PROFESSIONALS REPORT**

**Chiefs Report – reported by Chief Michael Heilbronn**

- Total of 13 alarms for the month of January. This brings the total alarms for 2016 to be 13.
- See attached report regarding details for the month of January.

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Engineer's Report - Ken Skalla

- See attached report regarding the details.
- Ken Skalla stated he will make sure he requests and receives an email each time he deals with Fire and Safety Services regarding the work that was completed so he can keep track of what invoices are outstanding.

**PUBLIC PORTION**

New Chief's Vehicles - Commissioner Wood

- Met with Billy (re: lights, caps, etc) general about East Coast Emergency Lighting company.
- Assistant Chief went out to get price on cap for pick-up truck. (Includes full door on back)
- They want to present to board next month or at meeting with Attorney Braslow (whichever comes first) as long as it comes after the election.
- Trying to put entire package together so it is ready to present and can be ordered when given the OK.

**TREASURY REPORT (reported by Commissioner Wood)**

Before Commissioner Wood read off the Treasury report, he stated that the pre chassis payment will be coming out of Surplus right now. Commissioner Wood sent an email to Mr. Lou Neely about obtaining the funds.

Beginning balance as of January 12, 2016 was \$1,085,982.72.

After interest of \$109.87, and 3 deposits (\$2,483.51 insurance loss for Engine #904; \$3,682.67 insurance loss for Engine #901, \$26.76 refund from Bank of America on closed business account; \$126.00 overpayment from Mercer). Ending balance after payments/disbursements tonight is \$750,324.38.

(See attached reports for the breakdown of payments/disbursements)

Commissioner Fenstermaker made a motion to pay the bills. Commissioner Duffy seconds the motion. All were in favor. It was so moved.

**OLD BUSINESS:**

- Attorney Braslow proposed a date during the week of February 22<sup>nd</sup> to meet on the Riva Avenue project. The only day he was not available was the 24<sup>th</sup>.

**NEW BUSINESS:**

- The election is on February 20<sup>th</sup>. Commissioner Wood will oversee.

Meeting adjourned at 20:27.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	US Department of Commerce regarding the 2016 census government units	Commissioner Miller		High	He will look into this to see if the individual fire units have to complete this themselves.

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2	LOSAP forms to be completed by Lincoln	Commissioner Fenstermaker		High	
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**Items / Issues to Discuss at a Later Time (Parking Lot):**

#	Description
1	LOSAP – next steps
2	Riva Ave Project – meet with Braslow before next monthly meeting

**Decisions / Agreements:**

#	Description
1	New Trucks for Chief and Assistant Chief were finalized and paperwork was signed. Waiting for election to see if it was a 'yes' vote in order to move forward.
2	First payment for truck will come out of surplus

# Brookview Volunteer Fire Company

## Chief's Report

### January 2016

#### Alarms by Month:

January: 13  
 February:  
 March:  
 April:  
 May:  
 June:  
 July:  
 August:  
 September:  
 October:  
 November:  
 December:

Alarms for the Month 13  
 Total Alarms for the Year 13  
  
 Average Manpower for the Month 16.7  
 Average Manpower for the Year 16.7

#### Type Of Alarm:

		<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:		4	4
	EB District 1	4	4
Active Fire Alarm:		3	3
Appliance:		3	3
CO Alarm:		1	1
Gas Leak/Odor:		1	1
Weather Stand-By:		1	1

#### Alarms by Day of the Week:

	<u>Month:</u>	<u>Year:</u>
Sunday:	2	2
Monday:	1	1
Tuesday:	4	4
Wednesday:	1	1
Thursday:	1	1
Friday:	1	1
Saturday:	3	3

#### Alarms by Time of Day:

	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	2	2
07:00 - 15:00	6	6
15:00 - 23:00	5	5

# ***BROOKVIEW VOLUNTEER FIRE COMPANY***

363 DUNHAM'S CORNER ROAD, EAST BRUNSWICK, NJ 08816 (732) 238-1966

## Engineer's Report

Ken Skalla

Date: February 2016

RED numbered vehicles are BVFC owned

\* HYDRANT ASSIST HANDLES PLACED IN EACH HYDRANT BAG.

901 - 2009 Pierce Arrow XT 2000 GPM Pumper - (Commissioner owned).

902 - 2003 Pierce Dash 1500 GPM Pumper - (Commissioner owned).

\*Hydrant bag mounted to rear deck. Supplies put inside, ready for use.

903 - 1997 Pierce Saber 1500 GPM Pumper - (Commissioner owned).

\*Hydrant bag mounted to rear deck. Supplies put inside, ready for use.

\*Air system leaking again, Fire & Safety Services notified.

904 - 1991 GMC Medium Rescue / Light Truck - (Commissioner owned).

905 - 1994 Ford F350 Utility Truck – (Fire Company owned).

906 - 1995 Ford Bronco - (Commissioner owned).

\*Vehicle scheduled for oil change.

907 - 1972 Dodge Power Wagon Brush Truck - (Fire Company owned).

908 - 2006 Dodge Durango Chief's Car - (Commissioner owned).

909 - 2004 Dodge Durango Assistant Chief's Car - (Commissioner owned).

912 - 1994 Ford F250 4X4 Pickup Truck - (Fire Company owned).

\*Wiper blades replaced.

915 - 1999 Crown Victoria (Commissioner owned).

\*Vehicle scheduled for oil change. L/R wheel cover replaced.

Marine 9, Rescue Boat - (Fire Company owned).

# East Brunswick Fire District #3

2/9/2016 7:57 PM

Register: TD Bank

From 01/12/2016 through 02/09/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/12/2016	1156	New Jersey Fire Equi...	6320 Equipment M&R	INV#49203(63...	48.60	X		1,085,934.12
01/12/2016	1157	New Jersey Fire Equi...	6320 Equipment M&R	INV#49470(63...	266.10	X		1,085,668.02
01/12/2016	1158	Continental Fire & S...	6320 Equipment M&R	INV#E5494(63...	617.48	X		1,085,050.54
01/12/2016	1159	Board of Fire Commi...	6224 Election Expenses	1/3 cost 2016 E...	654.55			1,084,395.99
01/12/2016	1160	Verizon Wireless	6236 Office Expenses	INV#9757889...	80.02	X		1,084,315.97
01/12/2016	1161	Twp of East Brunswi...	accts payable - 05-WA...	Fuel Nov 2015...	413.86	X		1,083,902.11
01/12/2016	1162	Twp of East Brunswick	accts payable - 05-WA...	Fuel Dec 2015 ...	344.48	X		1,083,557.63
01/12/2016	1163	Home News Tribune	6230 Legal & Display ...	Order#921444(...	46.00	X		1,083,511.63
01/12/2016	1164	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-229...	5,095.00	X		1,078,416.63
01/12/2016	1165	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-238...	6,138.59	X		1,072,278.04
01/12/2016	1166	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-240...	828.05	X		1,071,449.99
01/12/2016	1167	Christine Gerbereux	6236 Office Expenses	Reim USPS(62...	61.00	X		1,071,388.99
01/12/2016	1168	All Hands Fire Equip...	accts payable - 05-WA...	INV#8538(6320)	372.97	X		1,071,016.02
01/12/2016	1169	Alpha Omega Traini...	accts payable - 05-WA...	INV#227(W A...	300.00	X		1,070,716.02
01/12/2016	1170	Selective Automotive	6346- Vehicle M&R	VOID: INV#3...		X		1,070,716.02
01/12/2016	1171	Dave Wood	6236 Office Expenses	Reim McAfee(...	139.07	X		1,070,576.95
01/12/2016	1172	Christine Gerbereux	6250 Admin Service	INV#218(6250)	309.00	X		1,070,267.95
01/12/2016	1173	Linda Nicholas	6250 Admin Service	INV#16(6250)	135.00	X		1,070,132.95
01/12/2016	1174	Ken Skalla	6346- Vehicle M&R	Reim(6346)	16.59	X		1,070,116.36
01/15/2016			Interest Income	Interest		X	109.87	1,070,226.23
02/09/2016			-split-	Deposit			6,318.94	1,076,545.17
02/09/2016	1175	Board of Fire Commi...	6236 Office Expenses	1/3 cost edispat...	486.00	*		1,076,059.17
02/09/2016	1176	Middlesex County Fi...	6344 Training	INV#01-1001-...	472.00	*		1,075,587.17
02/09/2016	1177	Witmer Public Safety...	accts payable - 05-WA...	INV#E142858...	218.17	*		1,075,369.00
02/09/2016	1178	Verizon Wireless	6236 Office Expenses	INV#9759519...	80.02	*		1,075,288.98
02/09/2016	1179	Fire Fighters Equipm...	accts payable - 05-WA...	INV#2016032...	19,116.98	*		1,056,172.00
02/09/2016	1180	Richard M. Braslow	6640 Riva Ave Project	INV#17747(66...	610.50	*		1,055,561.50
02/09/2016	1181	McNeil & Co., Inc.	6330 Insurance - Other	INV#1165211...	916.32	*		1,054,645.18
02/09/2016	1182	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278611...	1,002.75	*		1,053,642.43
02/09/2016	1183	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279111...	1,366.25	*		1,052,276.18
02/09/2016	1184	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279611...	3,380.00	*		1,048,896.18
02/09/2016	1185	Confires Fire Protecti...	6320 Equipment M&R	INV#0212652-...	423.20	*		1,048,472.98
02/09/2016	1186	Insurance Restoratio...	6320 Equipment M&R	INV#9528(6320)	47.00	*		1,048,425.98
02/09/2016	1187	Pinnacle Wireless USA	accts payable - 05-WA...	INV#12351(W...	930.00	*		1,047,495.98
02/09/2016	1188	Parts Authority	6346- Vehicle M&R	Acct#0100109...	92.96	*		1,047,403.02
02/09/2016	1189	Home News Tribune	6230 Legal & Display ...	Order#000101...	44.68	*		1,047,358.34
02/09/2016	1190	Clarkcomm (pago)	accts payable - 05-WA...	INV#1474(6312)	1,095.00	*		1,046,263.34
02/09/2016	1191	Caola & Company, I...	6320 Equipment M&R	INV#W-17900...	58.73	*	hold	1,046,204.61
02/09/2016	1192	Insurance Restoratio...	6320 Equipment M&R	INV#9583(6320)	74.00	*		1,046,130.61
02/09/2016	1193	Pierce Manufacturing...	6900 New Command ...	INV#M48066(...	292,422.00	*		753,708.61

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02/09/2016	1194	New Jersey Fire Equi...	accts payable - 05-WA...	INV#49571(W...	2,052.00	Ⓢ		751,656.61
02/09/2016	1195	Dave Wood	accts payable - 05-WA...	Reim Pager & ...	972.02	Ⓢ		750,684.59
02/09/2016	1196	Ken Skalla	<del>6314 SPFG Grant</del> 6344	Reim for 1 Pip...	40.46	Ⓢ		750,644.13
02/09/2016	1197	Ray Hippeli	6344 Training	Reim Training(...	30.00	Ⓢ		750,614.13
02/09/2016	1198	Linda Nicholas	6250 Admin Service	INV#17(6250)	75.00	Ⓢ		750,539.13
02/09/2016	1199	Christine Gerbereux	6236 Office Expenses	Reim USPS(62...	25.75	Ⓢ		750,513.38
02/09/2016	1200	Christine Gerbereux	6250 Admin Service	INV#219(6250)	189.00	Ⓢ		750,324.38