

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



Meeting Minutes

Date & Time:	Tuesday, November 8, 2016
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 7:30pm by Commissioner Bowne.

Pledge of Allegiance was recited by all.

Commissioner Bowne 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 8, 2016, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS TRIBUNE AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Bowne indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Memorandum dated 10/31/16 from Attorney Braslow regarding a NJ State Municipal Statute 40A regarding the timetable and nomination details relative to the annual election budgetary process in February on the 18th 2017. Commissioner Miller distributed copies of this memorandum and schedule to the Board of Commissioners.
- A second Memorandum dated 10/31/16 received from Attorney Braslow regarding two resolutions concerning budget transfers and encumbrances.
- Thank you letter addressed to the board and fire house from the Spotswood Fire Department dated 11/4/16. To thank the Fire department and commissioners for the donations of two saws to their fire department. It was confirmed by Commissioner Duffy that the saws were considered 'non value' in a prior meeting when a bunch of gear was pulled together and to be released from the fire company. The

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letter and related documents noting the Brookview fire house should not be held responsible for anything that may happen during the use of said equipment was handed over to the Assistant Fire Chief so they can get this form signed by a representative of the Spotswood Fire Company.

- Request came in to Commissioner Duffy from **Celosia Cohenella** out of Chester, NJ. She was asking for the job post or the announcements for the hiring or the appointment of firefighters from March 1, 2010 to present. Any resolutions that were included with this. Commissioner Miller spoke to Attorney Braslow regarding this who advised that Commissioner Miller should respond to her inquiry stating we are a volunteer fire company and we do not hire fire fighters.

INSURANCE (reported by Commissioner Duffy)

- Had a minor issue with damage to the rear of #902. In order to replace the chrome wheel cover, it would cost over \$900 for Fire and Safety to handle this. Commissioner Duffy inquired about the cost of the part (trim ring), he found out it was only \$227 which included the 8 screws to put it in place. He spoke to the other commissioners and they all agreed they would install this new part and save the company \$700. The invoice will follow once the part is received.

LOSAP

- Nothing to report at this time

COMMITTEES

New Rescue Truck - reported by Commissioner Duffy

- The truck has been received and it is being readied for use. They will work through the weekend to get it prepared.

Riva Avenue Project - reported by Commissioner Duffy

- Architect had a question – During the last meeting, it was discussed that there be a waiting period of 30 days after work has been done for the approvals and the check to be cut. Commissioner Duffy would like to cut the check at the following monthly meeting after the work is done rather than wait until the following month to cut the check so the work is not delayed. The architect would like some clarification on the payment schedule. Commissioners Fenstermaker and Bowne stated that if the inspections and verification of work can be done before the monthly meeting, then they will cut the check. If the inspections and verification cannot be completed, they will have to wait until the following meeting to get the check cut.

PROFESSIONALS REPORT

Chiefs Report – reported by Chief Michael Heilbronn

- Total of 11 alarms for the month of October. This brings the total alarms for 2016 to be 145.
- See attached full report on alarms.
- Chief has long list of purchases he would like to make but wasn't sure if the monies were available. He
- Helmet shields (6) at \$50 a piece – totaling \$300 (comes out of #6312 (ordering less helmets and supplementing the shields to save money))
- Purchase another glass cutter for motor vehicle extrication. Cost is \$192 and will be placed on new rescue (comes out of #6900)
- Would like to purchase three High Rise kits (one for each engine). The kit would include 1 - 2½" inline gauge, 1 - 2½ to 1½" adapter, **batter wrenches** (need 2 for each bag for a total of 6 however there are 3 light duty wrenches at Riva Ave. that can be used for this), 3 – smooth bore nozzles and 3 – 60 degree elbows. Total for requested equipment is \$2,818. Commissioner Wood stated that there is only \$1,200 available in account #6312 for this. The purchase is within their budget but Commissioner Wood was

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not sure the account breakout if they purchased it. Chief will look through the accounts to see how the breakout would occur. He would have to get back to them. Commissioner Wood asked if we could do a pending approval of these purchases since it is within their overall budget but the breakout will be decided upon once all accounts are reviewed.

- Need to encumber the bailout system. It is around \$5,000. Need to also encumber money out of training to handle a course or two that they want to do before the end of the year. Chief was not sure what was still remaining in the training budget.
- The Chief asked if next year they could know where they are periodically financially so they don't have to guess what is remaining – they could be a little more prepared for their purchase requests. Christine Gerbereux said that account #6312 is usually kept track by the Assistant Chief so they would know what was spent and what was pending. The Commissioners only approve the requests and not keep track of the purchases. Commissioner Wood pointed out that in December is when they do the encumbered monies so please come prepared with that info so we don't miss anything.
- Commissioner Wood had a conversation with Assistant Chief Umbach. He noted they are out that we are out of stream lights – want to purchase around 10 sets which are around \$1,000 total. This does not include chargers.
- They also discussed that they would like to get the Boss radio straps – they would like to purchase 20 of those at a total of \$200. It's so the radio is attached to the firefighter's belt and not swinging around.
- SFG grant will cover these purchases.
- A current itemized list of equipment purchases for this year was sent to Commissioner Wood and Chris Gerbereux.

Commissioner Miller made a motion to approve:

- Account #6312 - \$300.00 to purchase 6 helmet shields; not to exceed \$2,218 for the purchase of 3 high rise kits (one for each engine)
- Account #6900 - \$192.00 for one glass cutter on the new engine
- Account #6314 - \$1,000.00 to purchase 10 stream lights; \$200 to purchase 20 boss radio straps

Commissioner Duffy seconded the motion, all were in favor; it was so moved.

Engineers Report - reported by Ken Skalla

- Need to encumber money for the annual servicing.
- Need to also encumber money for the wheel well trim.
- Has a quote for the body damage on Engine #901. It was given to Christine Gerbereux who was not sure if this was paid for yet. She was checking. Commissioner Duffy confirmed the check for the damage was received from the insurance company.
- **See attached report for vehicle details for the month of November.**

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance in account as of October 13, 2016 after a deposit of \$163,749.75 is \$1,068,655.29. After disbursements tonight balance is \$1,011,852.31.

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

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

OLD BUSINESS:

- Commissioner Miller spoke about the 2 Durango's that they want to get rid of. As of the last meeting a decision was not made. Helmetta is very interested in them – was there any decision to post them on

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GovDeals website or to donate to Helmetta? Helmetta looked at the vehicles and submitted the letters as required. Commissioner Miller can look into the blue book value of the vehicles. Commissioner Fenstermaker feels they should be listed for a period of time and Commissioner Miller said it can be with a reserve price. After discussions among the Commissioners, it was decided to list both vehicles on GovDeals website with no reserve and look to see if anyone is interested. They will give it one month. The posting will be approved by the board of Commissioners.

- Commissioner Duffy was asked to talk to the Commissioners about whether the district will pay for flu shots for the members of the fire company. Commissioner Wood mentioned that they can get them through Axis Health. Members have taken advantage of this option in the past.

NEW BUSINESS

- Commissioner Miller brought up the posting of Engine #904 on GovDeals as well. Commissioners agreed to sell it on this site. Commissioner Miller read Resolution #016-16 – Authorizing Disposal of Surplus Property. Commissioners approved this sale through a roll call vote. All were in favor. It was so moved.

PUBLIC PORTION

- Nothing to report

NEW BUDGET for 2017

- The Line Officers Budget for 2017 was started this evening but not finished.
- Commissioner Wood requested a new Fire Protection Agreement for 2017.
- The new budget now has to include grant information as well as what surplus funds will be put towards in the coming year.
- Continuation of the budget will be done at next week's special budget meeting to be held on November 15, 2016.

Meeting adjourned at 21:15.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Respond to letter out of Chester PA that we are a volunteer fire company	Commissioner Miller	By December meeting	Low	
2	Get the Riva Project review to happen prior to the monthly Commissioner meetings (if possible) so checks can be cut in a timely manner	Commissioner Duffy	ASAP	High	Discuss with Kurt Ludwig, Architect
3	Review of accounts to see how the purchase of High Rise equipment will be purchased and accounted for	Commissioner Wood and Chief Heilbronn	ASAP	High	
4	GovDeals – post both Durangos and Engine #904	Commissioner Miller	ASAP	Medium	

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5	Reach out to Neeley about 2017 budget items in question	Chris Gerbereux	By 11/15 meeting	High	
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Items / Issues to Discuss at a Later Time (Parking Lot):

#	Description
1	N/A
2	

Decisions / Agreements:

#	Description
1	Payment of bills for November
2	Purchases of new equipment requested by Chief Heilbronn listed above
3	Started 2017 budget so next meeting won't be so long – will continue at next meeting.

Brookview Volunteer Fire Company

Chief's Report

October 2016

Alarms for the Month	11
Total Alarms for the Year	145
Average Manpower for the Month	14
Average Manpower for the Year	14.8

<u>Alarms by Month:</u>	
January:	13
February:	11
March:	13
April:	17
May:	18
June:	13
July:	22
August:	16
September:	11
October:	11
November:	
December:	

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	1	58
EB District 1		23
EB District 2	1	16
S. Brunswick		8
N. Brunswick		6
Milltown		1
Monroe		1
Carteret		1
Edison		1
Hillsborough		1
Active Fire Alarm:	6	35
Wires Down/Transformer Fire:	1	8
CO Alarm:	1	8
Smoke Odor/Investigation		5
Gas Leak/Odor:	2	7
Appliance:		4
Brush Fire/Open Burning:		4
MVA		7
Assist PD		2
Water/Ice Rescue		2
Vehicle Fire:		1
Weather Stand-By:		1
Structure:		1
Assist EMS		1
Fuel Leak/Haz-Mat		1

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	2	24
Monday:	2	20
Tuesday:	2	16
Wednesday:	1	21
Thursday:		18
Friday:	2	25
Saturday:	2	21

<u>Alarms by Time of Day:</u>	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	2	15
07:00 - 15:00	7	67
15:00 - 23:00	2	63