

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



Meeting Minutes

Date & Time:	Tuesday, March 21, 2017
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Fenstermaker
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:33 by Commissioner Duffy.

Pledge of Allegiance was recited by all.

Commissioner Duffy 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 Duffy indicated where the emergency exits are located.

Roll call was taken.

REORGANIZATION (read by Commissioner Miller)

The Fire Commissioners nominated who would perform in what positions on the board for the year.

Commissioner Miller read the following:

- Chairman – Commissioner Edward Bowne was nominated by Commissioner Miller; it was seconded by Commissioner Duffy
- Vice Chairman – Commissioner Ryan Fenstermaker was nominated by Commissioner Miller; it was seconded by Commissioner Duffy
- Secretary – Commissioner Scott Miller was nominated by Commissioner Duffy; it was seconded by Commissioner Wood
- Clerk – Commissioner Thomas Duffy was nominated by Commissioner Miller; it was seconded by Commissioner Wood

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- Treasurer – Commissioner Dave Wood was nominated by Commissioner Miller; it was seconded by Commissioner Duffy

All were in favor of the nominations; they were so elected.

Commissioner Bowne was absent and will read aloud the Oath of Allegiance at the next meeting he is in attendance for. He was voted in to another term of being a Commissioner for Fire District #3.

Commissioner Miller read allowed eight (8) resolutions to which the board of Commissioners took a roll call vote for each of them. All were passed by the Commissioners. Commissioner Scott Miller certified each of the roll call votes. Resolutions and roll call votes are attached at the end of these minutes. The meeting continued with the standard monthly agenda.

CORRESPONDENCE (reported by Commissioner Miller)

- Received letter from Mall Chevrolet about the Tahoe. It had a recall and has to be served to fix the front air bags and the way they deploy. The letter was given to the engineer who in turn reviewed his files. He confirmed that this recall has already been repaired. It was done somewhere other than Mall Chevrolet where the truck was purchased.
- Received the new registration for the boat trailer – this was given to the engineer as well.
- Received a second notice for an annual local government survey – Commissioner Miller stated he will take care of this request after the meeting.

INSURANCE (reported by Commissioner Duffy)

- All insurance matters are up to date.
- Commissioner Duffy reminded those in attendance that if anyone gets hurt to contact him so he can received a claim number from the insurance company so they can take care of matters.

LOSAP (reported by Commissioner Miller)

- New documentation regarding the firefighters was presented to the Commissioner from the Assistant Chiefs. Commissioner Miller will pass it along to Commissioner Fenstermaker who handles all matters related to LOSAP and report back at the next meeting.

PUBLIC PORTION

Chiefs Report and other items – reported by Asst Chiefs Kevin Umbach & Mike Heilbronn

- There were 12 calls for the month of February bringing the total to date up to 28 alarms.
- Umbach also reported that there were already 15 alarms in March.
- Lieutenant Van Aulen is working on the OSHA injury report that was requested.
- Riva Ave & Church Lane will be closed completely next week for a period of a week for contractors to work on the road. The roads will be completely unavailable to residents and fire trucks. New routes for the neighboring roads have been mapped out in case the firefighters need to attend to an alarm in those areas. There is some concern about accessing Darby Road as this road because it would need to be accessed through the next town over. Asst Chief Umbach will let that district know of this possibility.
- The new camera was ordered for #903 and will be installed within the next few weeks by Bullard. The camera was actually more expensive than was originally expected.

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- Heilbronn inquired about what was left on the new truck budget. Commission Wood stated that the Township overpaid us and we have to return money back to them. Will be discussed during Treasury Report section.
- Heilbronn requested to purchase a few more pieces of equipment for the engines. They are 2 6-foot hooks, 1 6-foot pile pole, 1 drywall hook. He has requested this come out of the hand tool budget for this year. Requested approval to spend up to \$500.00.
- Heilbronn also requested to purchase a new multi gas meter with the necessary hardware from Draeger for the new rescue truck. He has requested this to come out of the fire hose budget. Approval requested to spend up to \$1,000.00 on this.
- Heilbronn also noted that they underspend when purchasing the Ice Rescue equipment. There is a net of about \$1,566.00 remaining. He was hoping this surplus could cover the overage spent on the camera and flow coats. Commissioner Miller was concerned about requesting funds to purchase one thing and then changing that original request and use it to pay for another. Commissioner Wood confirmed that this can be done as long as the explanation of why the change and how it was moving was presented on the floor during these meetings.

Commissioner Miller made a motion to purchase the hand tools listed above not to exceed \$500.00. Commissioner Wood seconded that motion. All were in favor; it was so moved.

Commissioner Miller also made a motion to purchase the gas meter not to exceed \$1,000.00. Commissioner Wood seconded that motion. All were in favor; it was so moved.

Engineers Report - reported by Ken Skalla

- SCBA batteries were changed out
- #902 getting compartments reconfigured – should be done soon
- #904 has a Ritt pack leak. Vendor is going to pick it up to look at it.
- Would like to take the siren out of the Crown Victoria and put it into Bronco since the siren is shot. Commissioner Wood agreed to this. Jolly to strip Crown Vic before sale and then mount siren onto Bronco. An estimate is requested to be obtained for this to be done.
- (refer to attach Engineers report for the remaining statuses on the vehicles)

Firefighter Training

Captain Phil Foglia who is also the Training officer reported that the live burn training that was supposed to happen on March 11th has to be rescheduled.

COMMITTEES

RIVA Ave Project (reported by Commissioner Duffy)

- The bathrooms have been ripped out of Riva Ave and there was a need to rent a Port-a-John for the next 6 months while the building is being renovated. The fire house asked if the Commissioners would pay for this. They stated yes, and that it would come out of the building funds. A reimbursement request was submitted by the fire company for the month they paid. Commissioners asked that someone from the fire house contact the Port-a-John facility to see if they could send the invoice directly to them so they can pay it in the future. This will be paid through the building funds budget.
- Additional paperwork was requested from the township about the building for the Engineering department.
- Contractor, Architect and Commissioner Duffy have reviewed things.
- Architect completely understands what the fire company's needs are in the building.

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- Builder reported that he was not happy with the mark out of the project. He is worried about other things not being identified. The gas line was not marked from the back building. A price of \$5,036.32 was quoted to move line from back building. However there may be a generated placed in this building. The builder had a radon check done which cost about \$7,300.00 to complete. Commissioner Duffy doesn't think they need the property to be redone.
- The builder found a void in the buildings foundation which contained a bunch of water. He also discovered windows in walls that had been covered up in the walls. Commissioner Duffy will be getting together with the building committee to discuss these findings.
- Builders are also asking about drawings on how to support walls when redoing them. Our Attorney, Architect and Commissioner Duffy all agree that it's the builders' responsibility to figure that out.

Commissioner Duffy made a motion to reimburse the fire company for the port-a-john. Commissioner Miller seconded that motion. All were in favor; it was so moved.

TREASURY REPORT (reported by Commissioner Wood)

Commissioner Wood reported that we are in the middle of an audit. There was a list of things found by the auditor that Commissioner Wood and Christine Gerbereux have to address right away. There were some questions regarding the cost of Hearst equipment that was asked of the Chiefs in attendance. One of the biggest concerns was with the overpayment of truck funds from the township. They paid out \$640K and the voters only approved \$625K. The total owed to the township is \$19,137.00

Also at the last meeting, a wrong quote for the scot packs were given. Asst Chief Umbach stated the new official quote is \$23,666.80.

Lastly, Commissioner Wood received a letter from Lou Neely regarding a missed payment on the building. We defaulted on the March 1st payment. We will be paying it tonight. In the future, we don't need to wait until a meeting to process a check for this payment since it was already approved by the voters. Lou Neely requested a policy be put in place so this doesn't happen again. The Commissioners decided the policy would be that they would pay things a month in advance of when it is due so this doesn't happen again. Commissioner Wood will let Lou Neely know of their policy. Commissioners Miller and Duffy agreed to this arrangement. Commissioner Duffy to drop off late payment to Neely tomorrow after check is signed tonight.

Beginning balance in account as of 2/14/17 was \$1,053,003.72. After disbursements tonight and deposits balance is \$830,004.88.

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

Commissioner Miller made a motion to pay the bills. Commissioner Wood seconded the motion. All were in favor; it was so moved.

OLD BUSINESS:

- Received a letter from District #1 regard the Crown Victoria. They do not want it back and are OK with the sale of it on GovDeals.com. There are a few things that will come off of this vehicle that are new before it is posted. Commissioner Fenstermaker will handle the sale of this vehicle on GovDeals.com

NEW BUSINESS

- Engineer Ken Skalla and Captain Phil Foglia saw Rick Toomey working on the Crown Victoria last week. Tonight when Commissioner Duffy arrived at the firehouse for the meeting he looked into the Crown Victoria and saw the whole center console and radios were missing. The other Commissioners were wondering how he might have gained access to the car and Assistant Chief Umbach questioned if

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he had a key fob or not. He also stated that there is a possibility that he had a master key for that type of vehicle.

- Commissioner Duffy was also told that Rich Toomey was at the Riva Ave project while they were working walking through the building looking for equipment.
- Commissioner Miller stated that he will try to get in touch with Rich Toomey to see what he says about these accusations and the missing equipment and ask him to return all of it. If not he will report it to the police.

Meeting adjourned at 21:18.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Commissioner Bowne to take the Oath of Allegiance upon his next meeting attendance.	Commissioner Bowne	Next meeting	high	
2	Website to be updated with new meeting information for the 2017-2018 year	Linda Nicholas	ASAP	high	
3	Local Government Survey to be completed	Commissioner Miller	ASAP	medium	
4	A review of the new LOSAP paperwork needs to be completed	Commissioner Fenstermaker	Next meeting	medium	
5	Work with the Fire Company to get Port-a-john invoice to go directly to the Commissioners	Commissioner Duffy	Next meeting	low	
6	Complete audit requested information	Commissioner Wood	ASAP	high	

Items / Issues to Discuss at a Later Time (Parking Lot):

#	Description
1	New LOSAP
2	

Decisions / Agreements:

#	Description
1	Purchase approved for new hand tools for engine #902 (outlined in minutes). Not to exceed \$500.00.
2	Purchase approved for a new gas meter for engine #902. Not to exceed \$1,000.00
3	Siren from the Crown Victoria to be moved to the Bronco.
4	Crown Victoria to be stripped of reusable equipment and then put up for sale on GovDeals.com

THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX

Resolution # 001-17

**Authorizing Appointment of Accountant
for the 2017-2018 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2017-2018 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Solitario & Tierney CPA's PC is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #001-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 002-17

**Authorizing Appointment of Attorney
for the 2017-2018 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2017-2018; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

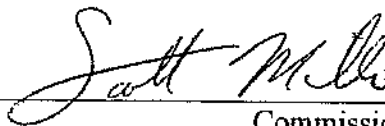
RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #002-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX

Resolution # 003-17

**Authorizing Appointment of Auditor
for the 2017-2018 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2017-2018 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Solitario & Tierney CPA's PC is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2018 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

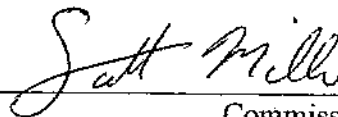
RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #003-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 004-17

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or TD Bank.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #004-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 005-17

**Authorizing Regular Meeting Schedule
for the 2017-2018 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) All regular meetings of the Commissioners shall take place on the SECOND TUESDAY of every month at 7:30 PM. with caucus meetings to be held at 7:30PM p.m. at the Colonial Oaks Firehouse, 361 Dunhams Corner Road, East Brunswick, New Jersey, 08816.

(2) A summary of this resolution shall be mailed to the Home News Tribune and the Sentinel.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of East Brunswick, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

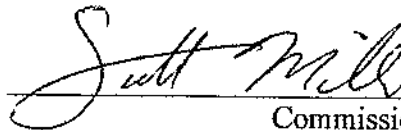
RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #005-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

NOTICE OF REGULAR MEETING SCHEDULE

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, shall hold regular meetings at 7:30 P.M. on the second Tuesday of every month, unless otherwise noted below, at the Colonial Oaks Firehouse, 36½ Dunhams Corner Road, East Brunswick, New Jersey:

Tuesday, April 11, 2017
Tuesday, May 9, 2017
Tuesday, June 13, 2017
Tuesday, July 11, 2017
Tuesday, August 8, 2017
Tuesday, September 12, 2017
Tuesday, October 10, 2017
Tuesday, November 14, 2017
Tuesday, November 21, 2017
Tuesday, December 12, 2017
Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018 (Reorganization Meeting)

By: The Commissioners of Fire District No. 3
Township of East Brunswick, Middlesex County

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 006-17

**Designation of Official Newspapers for
Publications for the 2017-2018 Year**

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2017-2018 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.3, in the Township of East Brunswick, County of Middlesex, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2017-2018 year pursuant to New Jersey statutes shall be Home News Tribune and/or Sentinel, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #006-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 007-17

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3, in the Township of East Brunswick, County of Middlesex, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #007-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 008-17

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

- (1) All Commissioners shall be bonded in the amount as reflected in the insurance documents.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #008-17

Member	Bowne	Duffy	Fenstermaker	Miller	Wood
Yes		X		X	X
No					
Absent	X		X		

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 21, 2017.


Commissioner Scott Miller



BOARD OF FIRE COMMISSIONERS
EAST BRUNSWICK FIRE DISTRICT #1

680 OLD BRIDGE TURNPIKE • EAST BRUNSWICK, N.J. 08816
TEL: (732) 257-1505 • FAX: (732) 257-0960

February 22, 2017

Board of Fire Commissioners
East Brunswick Fire District #3
Brookview Volunteer Fire Company
361 Dunhams Corner Road
East Brunswick, NJ 08816

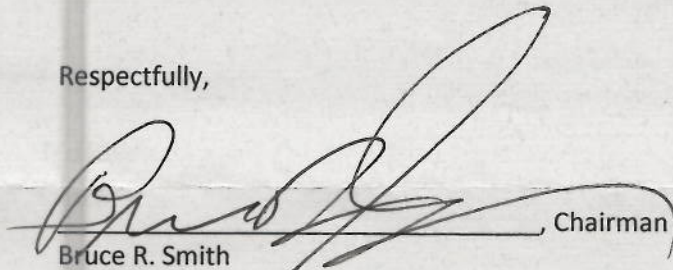
Gentlemen:

Be advised that I've discussed your question to the Board about the return of the vehicle, the Crown Victoria that we transferred over to you several years ago.

The Board of Fire Commissioners in East Brunswick Fire District #1 **does not want the vehicle back.**

Please make whatever arrangements you need to do to dispose of the vehicle.

Respectfully,


_____, Chairman
Bruce R. Smith
Board of Fire Commissioners
East Brunswick Fire District #1

BRS/sk

File: Decline on return of Crown Vic.

Brookview Volunteer Fire Company

Monthly Engineer Report

March 2017

General Items:

- * SCBA battery replacement in progress.
- * Two Air Packs and two regulators sent for repair.

901 2009 Pierce Engine:

902 2003 Pierce Engine

- *Vehicle taken to Fire & Safety services for compartment reconfiguration.
- *SCBA pack sent out to repair bent battery holder screw.

903 1997 Pierce Engine

904 2016 Pierce Rescue Truck

- *R.I.T. Air pack sent out for evaluation (leaking air)

905 1994 Ford F 250 Water / Ice Rescue Truck

906 1994 Ford Bronco Utility Truck

907 1972 Dodge Brush Truck

908 2016 Chevrolet Tahoe

909 2016 Ford F250

912 1994 Ford F250 Pick Up

- *New front springs and steering link installed.

2016 LOSAP POINTS

		Max 50	Max 30	Max 20		Max 20	Max 15		
	Years of Service	Fire Calls	Training	Meetings/Non-Fire	Office Held	Fire School	Committees	Truck Checks/ Extra Credit	Total Points
Barry, J.	4	30	10	5	0	5	10	16	80
Bartlett, D.	1	30	30	20	0	0	0	12	93
Bevere, E.	1	40	20	10	0	5	0	8	84
Bowne, E.	46	20	10	10	0	0	15	8	109
Duffy, M.	46	50	30	20	25	0	15	19	205
Duffy, T.	35	50	20	20	0	0	15	18	158
Fenstermaker, R.	19	20	10	10	15	0	5	9	88
Foglia, P.	5	50	30	20	10	0	10	22	147
Heilbronn, M.	22	50	30	20	25	0	15	33	195
Henderson, T.	1	10	30	20	0	0	0	5	66
Herbst, R.	0	5	5	0	0	0	0	0	10
Hippeli, R.	37	50	30	20	10	0	10	23	180
Jones, C.	1	50	30	20	0	5	5	14	125
Keane, K.	27	10	30	20	0	0	15	17	119
Kramer, J.	11	20	10	10	15	0	5	12	83
Kuzma, G.	8	5	5	5	0	0	5	2	30
Kuzma, H.	7	5	5	5	0	0	5	8	35
Lasher, A.	9	10	10	10	0	0	0	11	50
Loeser, E.	0	20	20	10	0	0	0	10	60
Methner, D.	1	20	20	10	0	0	0	1	52
Miller, S.	26	40	30	20	0	0	10	10	136
Newman, B.	44	50	30	20	20	0	10	14	188
Newman, D.	6	40	20	5	5	0	5	24	105
Newman, R.	3	50	20	5	5	0	5	21	109
Paglia, I.	2	10	5	0	0	0	0	5	22
Pollard, A.	18	20	20	20	15	0	5	2	100
Romatowski, V.	44	10	30	20	15	20	5	11	155
Seidler, M.	12	10	30	20	0	0	5	19	96
Skalla, K.	4	50	30	20	10	0	5	29	148
Smith, J.	2	20	10	5	0	0	0	9	46
Sommer, R.	0	5	10	5	0	0	0	0	20
Spezio, C.	1	50	30	20	0	10	0	36	147
Thigpen, J.	38	50	30	20	15	0	15	20	188
Thigpen, S.	9	30	30	20	15	0	15	11	130
Thomas, L.	35	50	30	20	0	0	15	7	157
Thomas, M.	0	10	10	5	0	0	0	7	32
Umbach, K.	8	50	30	20	20	0	15	22	165
Van Aulen, T.	19	30	30	20	10	0	15	13	137
Van Liew, D.	47	40	20	10	0	0	10	11	138
Wood, D.	37	40	30	10	15	0	10	23	165

Members	40	
100+ Points: 100% Contribution	23	58%
75-99 Points: 75% Contribution	6	15%
50-74 Points: 50% Contribution	3	8%
0-49 Points: No Contribution*	8	20%

* No contribution a result of either low points or not being eligible for the program due to age or time served

Brookview Volunteer Fire Company

Chief's Report

February 2017

Alarms for the Month 12
 Total Alarms for the Year 28
 Average Manpower for the Month 14
 Average Manpower for the Year 14

Alarms by Month:
 January: 16
 February: 12
 March:
 April:
 May:
 June:
 July:
 August:
 September:
 October:
 November:
 December:

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Active Fire Alarm:	3	8
Mutual Aid / Stand-By:	5	9
EB District 1	1	2
EB District 2	2	3
North Brunswick	2	3
Old Bridge		1
CO Alarm	2	4
Gas Leak/Odor:		2
Smoke Investigation	1	2
Structural		1
Assist PD		1
Vehicle vs Structure	1	1

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	1	3
Monday:		3
Tuesday:	4	9
Wednesday:	2	4
Thursday:		
Friday:	3	5
Saturday:	2	4

<u>Alarms by Time of Day:</u>	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	4	6
07:00 - 15:00	4	13
15:00 - 23:00	4	9

East Brunswick Fire District #3

3/21/2017 8:09 PM

Register: TD Bank

From 02/14/2017 through 03/21/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/14/2017	1510	Home News Tribune	6224 Election Expenses	Order#191095...	86.04	X		1,053,003.72
02/14/2017	1511	Solitario & Tierney P...	6246 Professional Serv...	INV#15365(62...	2,500.00	X		1,050,503.72
02/14/2017	1512	McNeil & Co., Inc.	6330 Insurance - Other	INV#4333612...	974.28	X		1,049,529.44
02/14/2017	1513	McNeil & Co., Inc.	6330 Insurance - Other	INV#9969120(...	3,863.00	X		1,045,666.44
02/14/2017	1514	McNeil & Co., Inc.	6330 Insurance - Other	INV#9981120(...	1,000.00	X		1,044,666.44
02/14/2017	1515	Richard M. Braslow	6640 Riva Ave Project	INV#18591(66...	34.00	X		1,044,632.44
02/14/2017	1516	Richard M. Braslow	6640 Riva Ave Project	INV#18516(66...	459.00	X		1,044,173.44
02/14/2017	1517	EmergencyServices ...	6236 Office Expenses	INV#P2017-12...	10.00	X		1,044,163.44
02/14/2017	1518	Ryan Fenstermaker	6236 Office Expenses	Reimbursement...	23.75	X		1,044,139.69
02/14/2017	1519	Confires Fire Protecti...	6320 Equipment M&R	INV#0231991-...	200.00	X		1,043,939.69
02/14/2017	1520	Access Health	6340 Physical Exams	INV#14779(63...	120.00	X		1,043,819.69
02/14/2017	1521	Verizon Wireless	6236 Office Expenses	INV#9779363...	80.02	X		1,043,739.67
02/14/2017	1522	Twp of East Brunswi...	accts payable - 05-WA...	Fuel Dec 2016(...	436.03	X		1,043,303.64
02/14/2017	1523	Twp of East Brunswi...	6328 Fuel	Fuel Jan 2017(...	356.84	X		1,042,946.80
02/14/2017	1524	National Parts Suppl...	6346- Vehicle M&R	Acct #B10046(...	30.90	X		1,042,915.90
02/14/2017	1525	Brookview Vol. Fire ...	6346- Vehicle M&R	Reim(6346)	79.95	X		1,042,835.95
02/14/2017	1526	Alpha Omega Traini...	6344 Training	INV#284(6344)	855.00	X		1,041,980.95
02/14/2017	1527	Alpha Omega Traini...	6344 Training	INV#286(6344)	2,520.00	X		1,039,460.95
02/14/2017	1528	Christine Gerbereux	6250 Admin Service	INV#231(6250)	274.50			1,039,186.45
02/14/2017	1529	Tom Duffy	6320 Equipment M&R	Reim Rescue(6...	7.92	X		1,039,178.53
02/14/2017	1530	McNeil & Co., Inc.	6330 Insurance - Other	INV#9976120(...	1,618.25	X		1,037,560.28
02/15/2017			Interest Income	Interest		X	97.78	1,037,658.06

East Brunswick Fire District #3

3/21/2017 9:18 PM

Register: TD Bank

From 02/15/2017 through 03/21/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/15/2017			Interest Income	Interest		X	97.78	1,037,658.06
02/18/2017	1531	Christine Gerbereux	6224 Election Expenses	Election(6224)	200.00			1,037,458.06
02/18/2017	1532	Linda Nicholas	6224 Election Expenses	Election(6224)	200.00			1,037,258.06
02/22/2017			-split-	Deposit		X	4,103.01	1,041,361.07
03/21/2017	1533	New Jersey Fire Equi...	6320 Equipment M&R	INV#53591(63...	540.80			1,040,820.27
03/21/2017	1534	Twp of East Brunswick	6641 Cap X II Riva Ave	3rd Riva Ave P...	102,300.00			938,520.27
03/21/2017	1535	Verizon Wireless	6236 Office Expenses	INV#9781038...	80.02			938,440.25
03/21/2017	1536	Select Automotive	6346- Vehicle M&R	INV#3954(6346)	191.84			938,248.41
03/21/2017	1537	Christine Gerbereux	6224 Election Expenses	Reim(6224)	46.45			938,201.96
03/21/2017	1538	Tom Duffy	6900 New Command ...	Reim(6900)	116.00			938,085.96
03/21/2017	1539	Richard M. Braslow	6246 Professional Serv...	INV#18671(62...	68.00			938,017.96
03/21/2017	1540	Twp of East Brunswi...	6328 Fuel	Fuel Feb 2017(...	359.02			937,658.94
03/21/2017	1541	Ken Skalla	6320 Equipment M&R	Reim(6320)	3.60			937,655.34
03/21/2017	1542	Michael Heilbronn	6320 Equipment M&R	VOID: Reim fo...		X		937,655.34
03/21/2017	1543	Brookview Vol. Fire ...	accts payable - 05-WA...	4th Q 2016(W ...	61,700.00			875,955.34
03/21/2017	1544	Twp of East Brunswick	6900 New Command ...	Reim of over p...	19,137.00			856,818.34
03/21/2017	1545	Brookview Vol. Fire ...	6320 Equipment M&R	Reim batteries(...	111.02			856,707.32
03/21/2017	1546	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2415(...	2,522.00			854,185.32
03/21/2017	1547	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2432(...	1,240.00			852,945.32
03/21/2017	1548	J & M Quality Contr...	6640 Riva Ave Project	AIA Doc #2(66...	15,563.53			837,381.79
03/21/2017	1549	1st Choice Safety Eq...	accts payable - 05-WA...	INV#188(W A...	4,540.00			832,841.79
03/21/2017	1550	Lifeguard Systems, L...	accts payable - 05-WA...	INV#13073(W...	1,434.00			831,407.79
03/21/2017	1551	Dave Wood	6320 Equipment M&R	Reim Locks(63...	68.91			831,338.88
03/21/2017	1552	Linda Nicholas	6250 Admin Service	INV#25(6250)	240.00			831,098.88
03/21/2017	1553	Christine Gerbereux	6250 Admin Service	INV#232(6250)	474.00			830,624.88
03/21/2017	1556	Brookview Vol. Fire ...	6640 Riva Ave Project	Reim JOTS(66...	343.50			830,281.38
03/21/2017	1557	Brookview Vol. Fire ...	6312 Equipment Purch...	reim for Print S...	620.00			829,661.38