

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



**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, July 21, 2015
<b>Location:</b>	Colonial Oaks Firehouse
<b>Facilitator:</b>	Commissioner Bowne
<b>Scribe:</b>	Linda Nicholas
<b>Meeting Objective:</b>	Monthly Meeting

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

**MINUTES / NOTES**

Meeting called to order at 19:41 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 Duffy)**

- Vehicle registrations were passed on to Treasurer after being signed
- Defib Tracking
- Cranford agreement was finalized and received by the organization. We are now set up in their system and can now begin the process of purchasing a new vehicle.

**LOSAP**

- Nothing to report on this committee.

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### **INSURANCE**

- All Members – Insurance Company will keep all member info on file including Social Security Numbers. All that is needed to get info about someone is the last four digits of their Social Security number.
- Commissioner Duffy has to put a claim in for Vehicle #904. Drawer was ripped out. Ken Skalla, engineer, is getting an estimate to fix it. Commissioner Wood asked if there is a deductible and Commissioner Duffy said there is but he was not sure of what it was at this time.

### **RIVA AVENUE PROJECT (reported by Tom Duffy)**

- Attorney Braslow reviewed Bit Package.
- Construction was fine.
- Money was lax – we have to defer that since its tax payers' money. Need attorney to give back update.
- HVAC is all good now.
- Shooting for foundation to begin in Spring 2016.
- If we wait until the winter to solicit bids, we might get a better price.
- Commissioner Wood wanted to put on the record that he didn't like how this all was all handled.

### **COMPUTERS**

- Nothing to report on this committee.

### **PUBLIC PORTION**

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

- 16 alarms for the month. Total of 86 alarms for the year. See attached report regarding details for the month of June.
- Looking to do a couple of things with the boat. Add LED lights and electric to the front for \$500.00 along with trailer guides for \$200.00. Encumbered monies for this fell off list as per Commissioner Wood.
- Talked about getting extra batteries. Total would be \$700.00.
- New Vehicle – this will be a future capital expenditure. Must be a part of next year's budget. DCA changed the rules. Commissioner Wood not sure if it has to be from Capital Expenditure (account 6312) or somewhere else. The original requirement for a car was made and read at the public meeting. Commissioner Wood to call attorney Braslow to find out the next steps. May be a huge problem to get one right away. There are two possibilities. Installation and labor to customize vehicle and make it a chief's vehicle. Get everything ordered then when the truck is in hand the remaining is paid. Need to make sure we are on the schedule when truck is ordered. Need to put together specs of what they want done. Assistant Chief Umbach would like the lettering to be the same as vehicle #901.

#### **Assistant Chief Report - reported by Kevin Umbach**

- Nothing to report

#### **Engineer's Report - Ken Skalla**

- Engineer was absent, no report given.

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Public Portion closed at 20:03.

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

Bank of America accounts were all closed out. Total deposit into new checking account was \$198,917.85

Beginning balance as of June 10, 2015 was \$907,016.66. Received \$143,583.30 from Township.

After payments/disbursements the ending balance as of 7/21/15 is \$1,058,744.42

(See attached reports for the breakdowns)

- It was requested to hold check #1022 until the helmets are received. They are due to arrive on 7/24/15.
- Received credits from Insurance company (3)

Commissioner Duffy made a motion to accept all payments/disbursements on the Treasury Report. Commissioner Fenstermaker seconded the motion. It was so moved.

**NEW BUSINESS:**

- Linda to get her notary. Commissioners agreed she would get reimbursed for license and accompanying stamp & seal.
- New Pagers – Commissioner Wood reported that there currently are no pagers available. He got a price that they would run around \$410.00 each, brand new. They would run on a low band frequency. He mentioned that there needs to be some in stock. Assistant Chief Umbach will return his to the firehouse so there is at least one to use in the meantime. After discussions it was decided to purchase 2 pagers for the firehouse.
- Costick put an email out. There is no communication between districts. New portable radios will have all county frequencies as per Assistant Chief Umbach

Commissioner Duffy made a motion to purchase 2 pagers @ \$410.00 each. Commissioner Fenstermaker seconded the motion. There were no oppositions. It was so moved.

**OLD BUSINESS:**

- Nothing to report.

Meeting adjourned at 20:36.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Claim in for vehicle #904	Comm Duffy	ASAP		Drawer damage to get fixed
2	Update Firehouse Boat	Chief Heilbronn			
3	Purchase back up batteries	Chief Heilbronn			
4	Find out from Braslow the new process in place to purchase vehicles	Commissioner Wood			

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5	Hold check #1022 until helmet shipment comes in	C Gerbereux	7/25/15		
6	Linda to begin process of becoming a Notary	L Nicholas			
7	Purchase 2 new pagers for firehouse	Comm Wood			

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

#	Description
1	Purchase of a new Chief Vehicle – need to find out the new process surrounding this
2	Riva Avenue Project – bids for work to begin Spring 2016

**Decisions / Agreements:**

#	Description
1	Update Firehouse boat with lights
2	Purchase back up batteries for firehouse
3	Purchase 2 new pagers for firehouse

## East Brunswick Fire District #3

7/21/2015 7:37 PM

Register: TD Bank

From 06/10/2015 through 07/21/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/08/2015			-split-	Deposit			729,446.48	907,016.66
07/14/2015			Bank of America	Close account			198,917.85	1,105,934.51
07/21/2015	1018	east Brunswick Fire ...	6236 Office Expenses	1/3 Cost eDisp...	486.00			1,105,448.51
07/21/2015	1019	Solitario & Tierney P...	-split-	INV#11043(W...	8,300.00			1,097,148.51
07/21/2015	1020	Middlesex County Fi...	6344 Training	INV#15-0518(...	414.00			1,096,734.51
07/21/2015	1021	Verizon Wireless	6236 Office Expenses	INV#9747998...	80.02			1,096,654.49
07/21/2015	1022	Skylands Area Fire E...	6312 Equipment Purch...	INV#7121(6312)	965.34			1,095,689.15
07/21/2015	1023	Richard M. Braslow	6246 Professional Serv...	INV#17291(62...	99.00			1,095,590.15
07/21/2015	1024	Tasc Fire Apparatus I...	6320 Equipment M&R	INV#10172(63...	660.85			1,094,929.30
07/21/2015	1025	Safe ID Card System...	6344 Training (L...	INV#2556(6344)	100.00			1,094,829.30
07/21/2015	1026	Sonny's J&S Service ...	6346- Vehicle M&R	INV#23812(63...	297.92			1,094,531.38
07/21/2015	1027	Richard M. Braslow	6640 Riva Ave Project	INV#17349(66...	924.00			1,093,607.38
07/21/2015	1028	Tasc Fire Apparatus I...	6312 Equipment Purch...	INV#10178(63...	4,070.60			1,089,536.78
07/21/2015	1029	NJ State Assoc.of Fir...	6222 Dues & Subscript...	2015 Dues(6222)	300.00			1,089,236.78
07/21/2015	1030	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278411...	1,002.75			1,088,234.03
07/21/2015	1031	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278911...	1,366.25			1,086,867.78
07/21/2015	1032	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279411...	3,380.00			1,083,487.78
07/21/2015	1033	Pinnacle Wireless USA	6310 Radio M&R	INV#10323(63...	3,080.00			1,080,407.78
07/21/2015	1034	Middlesex County Fi...	6344 Training	INV#01-1201-...	210.00			1,080,197.78
07/21/2015	1035	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	13,839.00			1,066,358.78
07/21/2015	1036	Home News Tribune	6230 Legal & Display ...	Acct#ASB-077...	40.28			1,066,318.50
07/21/2015	1038	Twp of East Brunswi...	6328 Fuel	Fuel June 2015...	578.64			1,065,739.86
07/21/2015	1039	Tactical Public Safet...	6344 Training (L...	INV#25232(63...	5,095.40			1,060,644.46
07/21/2015	1040	The Parts Authority	6346- Vehicle M&R	INV#PB60(63...	37.04			1,060,607.42
07/21/2015	1041	ACM Tool & Machine	6320 Equipment M&R	INV#869(6320)	1,425.00			1,059,182.42
07/21/2015	1042	Linda Nicholas	6250 Admin Service	INV#11(6250)	135.00			1,059,047.42
07/21/2015	1043	Christine Gerbereux	6250 Admin Service	INV#212(6250)	303.00			1,058,744.42

**East Brunswick Fire District #3**  
**Profit & Loss Budget vs. Actual**  
January 1 through July 21, 2015

	Jan 1 - Jul 21, 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Engine Financing</b>	0.00	0.00	0.00	0.0%
<b>Income</b>	0.00	0.00	0.00	0.0%
<b>Interest Income</b>	92.35	0.00	92.35	100.0%
<b>Misc. Income</b>	0.00	0.00	0.00	0.0%
<b>reimbursement for inv</b>	0.00	0.00	0.00	0.0%
<b>tax revenue</b>	276,800.74	0.00	276,800.74	100.0%
<b>Total Income</b>	276,893.09	0.00	276,893.09	100.0%
<b>Expense</b>				
<b>6100 Commissioner's Salaries</b>	0.00	9,875.00	-9,875.00	0.0%
<b>6136 FP Agreement</b>	39,716.25	190,600.00	-150,883.75	20.8%
<b>6138 LOSAP</b>	27,304.00	35,000.00	-7,696.00	78.0%
<b>6140 Actuak Expense &amp; Loss</b>	0.00	0.00	0.00	0.0%
<b>6222 Dues &amp; Subscriptions</b>	300.00	400.00	-100.00	75.0%
<b>6224 Election Expenses</b>	1,161.90	1,400.00	-238.10	83.0%
<b>6230 Legal &amp; Display Advertisin</b>	99.48	400.00	-300.52	24.9%
<b>6236 Office Expenses</b>	2,650.05	5,760.00	-3,109.95	46.0%
<b>6246 Professional Services</b>	6,969.49	10,123.00	-3,153.51	68.8%
<b>6250 Admin Service</b>	2,877.50	4,000.00	-1,122.50	71.9%
<b>6310 Radio M&amp;R</b>	3,888.00	0.00	3,888.00	100.0%
<b>6312 Equipment Purchase</b>	8,016.97	82,990.00	-74,973.03	9.7%
<b>6314 SFSG Grant</b>	0.00	1,889.00	-1,889.00	0.0%
<b>6320 Equipment M&amp;R</b>	11,690.17	0.00	11,690.17	100.0%
<b>6324 Fire Prevention</b>	0.00	1,000.00	-1,000.00	0.0%
<b>6328 Fuel</b>	3,259.83	14,000.00	-10,740.17	23.3%
<b>6330 Insurance - Other</b>	29,175.79	41,000.00	-11,824.21	71.2%
<b>6332 Insurance Workers Comp</b>	27,679.00	20,000.00	7,679.00	138.4%
<b>6340 Physical Exams</b>	390.00	8,000.00	-7,610.00	4.9%
<b>6344 Training</b>	7,626.89	10,000.00	-2,373.11	76.3%
<b>6346- Vehicle M&amp;R</b>	2,596.42	0.00	2,596.42	100.0%
<b>6360 Contingency</b>	1,607.33	21,000.00	-19,392.67	7.7%
<b>6610 Purchase</b>	0.00	0.00	0.00	0.0%
<b>6620 CAP X</b>	115,568.00	0.00	115,568.00	100.0%
<b>6621 Future Cap Outlay</b>	0.00	35,000.00	-35,000.00	0.0%
<b>6630 Capital Approp Radios</b>	0.00	0.00	0.00	0.0%
<b>6640 Riva Ave Project</b>	1,004.00	0.00	1,004.00	100.0%
<b>6641 Cap X II Riva Ave</b>	0.00	103,200.00	-103,200.00	0.0%
<b>6900 New Command Vehicle</b>	0.00	0.00	0.00	0.0%
<b>Payroll Expenses</b>	0.00	0.00	0.00	0.0%
<b>Reinbursement Expense</b>	0.00	0.00	0.00	0.0%
<b>VOID</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	293,581.07	595,637.00	-302,055.93	49.3%
<b>Net Ordinary Income</b>	-16,687.98	-595,637.00	578,949.02	2.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Credit due from EB Twp</b>	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>-16,687.98</b>	<b>-595,637.00</b>	<b>578,949.02</b>	<b>2.8%</b>

# Brookview Volunteer Fire Company

## Chief's Report

### June 2015

Alarms for the Month	16
Total Alarms for the Year	86
Average Manpower for the Month	13
Average Manpower for the Year	14.1

#### Alarms by Month:

January:	12
February:	13
March:	14
April:	16
May:	15
June:	16
July:	

August:

September:

October

November

December

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	5	30
EB District 2	2	12
EB District 1	1	9
North Brunswick	2	4
South Brunswick		2
Milltown		1
New Brunswick		1
Carteret		1
Active Fire Alarm:	6	19
Odor/Sight of Smoke:	4	6
Motor Vehicle Accident:	1	6
Open Burning		5
Structure:		4
EMS/PD Assist:		4
Gas Leak/Odor		4
CO Alarm		3
Brush/Vegetation		2
Vehicle:		1
Ice/Water Rescue		1
Weather Stand-By		1

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	3	12
Monday:	4	11
Tuesday:	2	13
Wednesday:	1	10
Thursday:	1	13
Friday:	2	17
Saturday:	3	10

<u>Alarms by Time of Day:</u>	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	4	15
07:00 - 15:00	5	32
15:00 - 23:00	7	39