

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



Meeting Minutes

Date & Time:	Monday, October 3, 2016
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Special Meeting regarding the Riva Avenue Project

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

MINUTES / NOTES

Meeting called to order at 19:22 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.

NEW BUSINESS – (Commissioner Miller)

Before meeting was to begin, Chief Heilbronn made a request to Commissioner Miller via email for approval to purchase two items for Engine #904.

- A Super Vac fan for \$2,200
- Vehicle charger for the K2 imager \$400

Motioned by Commissioner Miller, 2nd by Commissioner Duffy. All were in favor; it was so moved.

The engineer, Ken Skalla noted that #915, the Crown Victoria will take about \$600 to \$800 to replace gas tank. Commissioner Wood said this is the house vehicle. He is going to investigate whether it is worth repairing and will report his findings at the next Commissioner meeting on the 11th.

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Commissioner Wood next read an email from the Fire Chief of the Helmetta Fire Department. He is interested in the two Chief vehicles we are getting rid of. Commissioner Wood would like to donate these vehicles to them as they are a small group. Commissioner Miller recommended that he check with our attorney to see if we can donate these vehicles to the Helmetta Fire Company. Commissioner Wood will forward our attorney the email for review.

Commissioner Wood also reported that he had a list of radios that Richard Twomey has sold to the fire company. He is working on identifying them and confirming we still own them.

RIVA AVENUE PROJECT

- Commissioner Duffy asked if the Commissioners had a chance to review the bid and the contracting company so they can sign the resolution this evening.
- Commissioner Duffy gave each Commissioner some papers to read regarding the project and the items to be removed from the project. It was a list of items he earlier emailed to them for their review.
- The Commissions discussed how the meetings went with prior customers of the contractors.
- They contractors are willing to work with the Firehouse on change orders.
- Commissioner Duffy had a conference call with the architect and the builders where they discussed the changes the firehouse committee came up with. The total savings would be in the ballpark of \$300,000.00 on the items they were considering removing.
- The Commissioners discussed the list and what they wanted to keep. The following items will be kept as originally planned:
 - The Spray foam insulation
 - The alternate light package
 - The cost of the new bay floor – want everything to be level and it will be much safer this way.
- The following will be kept on a list of next items to do and will be prioritized at a later date:
 - Everything for the generator would be there so the generator itself can be installed at a later date. (This is going to be set up outside by the ready room.)
 - Cabinets on the first floor
 - The Plymo-vent installation
 - Finish plumbing for both floors in case they want to do something in the future upstairs
 - Build shaft for elevator but do not install elevator. Building department was OK with this.
 - No dry wall for second floor
 - No interior doors for second floor
 - Eliminate lift gate
- Attorney Braslow and Neely had no problem with this list.
- With the above changes it will leave \$251,300 in contingency for what needs to get done first.
- Commissioner Duffy had a meeting with the township code official and the land official. With no question, they said the lift has to go in. There will have to be separate plans from the original and then they can update the permit. This way they can get a temporary CO without the chair lift.
- Commissioner Wood has an ADA document regarding exceptions to the ADA rule. The documentation has a lot to do with recreation areas. He is still questioning the absolute need for the elevator to be installed in this location if it is only going to be used as a fire house with storage upstairs.
- Commissioner Duffy will go over whole contract very carefully.
- Commissioner Duffy will also review with the builder the prep for future install of lift and for the generator.
- All were happy with their decision so Commissioner Duffy read the Resolution and the commissioners voted. All were in favor.
 - Resolution 015-16 – Authorizing Award of Contract Relative to Firehouse Project Bid

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- Commissioner Duffy brought up the topic of the owners advocate. Again he pointed out that the architect would do this on their behalf. The Commissioners looked over the paperwork to see if they agree to have Kurt be the owners rep. The additional cost for his services would be \$24,000.00, which is about 1% of the job versus the 7 – 12% if they go with someone else.
- Commissioner Duffy has dealt with this builder for the last 20 years and he feels he is great to work with.

Meeting adjourned at 20:30.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Purchase Super Vac Fan for \$2,200	Chief Heilbronn	ASAP	High	
2	Purchace Vehicle charger for the K2 imager \$400	Chief Heilbronn	ASAP	High	
3	Ken Skalla will investigate whether it is economical to replace gas tank in Crown Vic or not	K Skalla	11/8/16	Med	
4	Commissioner Wood to forward on email from Helmetta Fire Co about old chief vehicles	Comm Wood	ASAP	Med	

Decisions / Agreements:	
#	Description
1	Resolution 015-16 – Authorizing Award of Contract Relative to Firehouse Project Bid
2	

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

Resolution **01-5-16**

Authorizing Award of Contract Relative to Firehouse Project Bid

WHEREAS, the Fire District advertised for bids relative to the construction of the firehouse; and

WHEREAS, various bids were received and reviewed by the architect; and

WHEREAS, the Fire District is desirous of awarding a contract to J & M Contracting, LLC, which was the lowest qualified responsible bidder; and

WHEREAS, such award is contingent upon the bidder providing the appropriate bonds and insurance required by the bid documents and executing the appropriate 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) An award of contract is hereby made relative to the project to J & M Contracting, LLC, 212 Maple Ave., Neptune, NJ 07753 contingent upon the above referenced conditions.

(2) The Commissioners are hereby authorized to execute any and all documents necessary to facilitate the award.

Roll Call Vote:

Boune	Yes
Wood	Yes
Duffy	Yes
Miller	Yes
Fenstermaker	Absent.

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #15-16

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes	X		X	X	X
No					
Absent		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 October 3, 2016


Commissioner Scott Miller