

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



Meeting Minutes

Date & Time:	Tuesday, September 8, 2015
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Christine Gerbereux & Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:35 by Commissioner Bowne.

Pledge of Allegiance was recited.

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 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 Bowne indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Wood)

- Received a letter from the Firefighter Equipment Company stating that they are no longer a Scott Safety Products representative. We have to find another Scott representative. Ken Skalla was already aware of this and has another vendor in mind that they could use.
- Received the hose testing documentation is all updated and completed and it was given to Ken Skalla.

LOSAP

- Nothing to report.

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



INSURANCE (reported by Commissioner Duffy & Wood)

- Workman's Compensation – the total audit cost was \$22,916.00. Total estimate was \$25,000. Commissioner Duffy has to find out if we paid this in full (\$25K) or if there is a balance that has to be paid. He will be making a call about this to find out for sure.
- Commissioner Wood talked to the Chief from the North Brunswick Fire Company about damages to equipment and gear. An insurance claim for the Chrome bumper on engine #902 was submitted and a claim number has already been received. As for the equipment that was damaged – Commissioner Duffy was told by North Brunswick to put together an itemized list of all the equipment that was damaged as well as what gear from what trucks were damaged and needs to be replaced. Include the estimated cost for all of it to be replaced. This list is being put together by the Chief, Assistant Chief and the Engineer and given to Commissioner Duffy.
- Commissioner Wood would also like the five firefighters that were on the scene of the North Brunswick Fire (those fire fighters that are getting their gear cleaned) to get physicals, lung function test and blood work done either through their own insurance or through Access Health.

Commissioner Duffy made a motion to have the fire fighters get checked out and he will submit the claims into the insurance company. All Commissioners agreed that their health is priority #1.

RIVA AVENUE PROJECT (reported by Commissioner Duffy)

- All documents received. Next step is to find out from Braslow what they need to do to keep this moving forward.

COMPUTERS

- Nothing to report on this committee.

PROFFESIONALS REPORT (renamed at the request of Commissioner Bowne)

Commissioner Bowne suggested to move the Public Portion to the end of the meeting. All Commissioners agreed.

Chiefs Report – reported by Commissioner Wood

- Chief absent from meeting this month.
- 64 alarms for the month. Total of 177 alarms for the year. See attached report regarding details for the month of August.

Assistant Chief Report - reported by Kevin Umbach

- Nothing to report

Engineer's Report - Ken Skalla

- See attached list for the vehicle breakout for September
- Ken put together a list of unusable equipment. List is attached to meeting minutes. A resolution has to be voted on and signed. A resolution needs to be put together to state that the equipment

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



is either, obsolete, unrepairable and has little to no value and will be disposed of. This resolution will be #13-15.

TREASURY REPORT (reported by Commissioner Wood)

- Chief's Truck Update – Commissioner Wood received an email from the Chief about this recently. Commissioner Wood talked to our council. There is nothing that we can do to purchase this in 2015. It is great that there is money set aside for future capital expenditures; however it has to be in the budget specific for the purchase of a new chief vehicle. It is currently just a general expense. The Chief thought perhaps we could do a one year lease purchase. Commissioner Wood thought it would not be worth it to do it this year. It has to be entered as a separate line item and budgeted as a \$55,000 expense for the 2016 Fiscal budget. It cannot be ordered ahead in case it is not approved. Commissioner Wood thinks we will get a better deal if we buy it outright versus leasing it partially. Commissioner Bowne still doesn't understand why they can't order a Fort Explorer. Commissioner Bowne has never heard any complaints about the current vehicles not being sufficient for a Chief's vehicle. It was decided they will make the decision on what vehicle to be purchased in March of 2016.
- Commissioner Wood in the process of opening an account with the EMT store. Reason is because he cannot find any vendors that are reliable. Still waiting on gear that was ordered back in May. A pair of boots was ordered and they were the wrong type. Having an account here we can guarantee we get the right equipment in a timely manner.

Beginning balance as of August 19, 2015 was \$1,011,840.65

After payments/disbursements the ending balance as of September 8, 2015 is \$990,619.74.

(See attached reports for the breakdowns)

We are still holding the check for Skylands because the helmets have not been received yet.

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

NEW BUSINESS:

- Two weeks from this Friday (Friday, 9/18/15) there is a Fire Commissioners Association meeting in Wildwood at 9am. Commissioner Bowne will be attending.

OLD BUSINESS:

- Nothing to report

PUBLIC PORTION

- Nothing to report

Meeting adjourned at 20:10.

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



#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Audit difference – is it owed to the auditors or are we owed a credit	Commissioner Duffy	By next meeting		
2	Itemized list of gear damaged or lost in North Brunswick fire.	Chief Heilbronn	ASAP		Chief, Asst Chief and Engineer putting together this list to be presented to Commissioner Duffy to be passed on.
3	5 Firefighters at scene of North Brunswick fire to get physicals	Commissioner Wood	ASAP		If they go through their insurance company they can get reimbursed.
4	Old equipment – Resolution agreed upon to give to firehouse to rid of it as they see fit	Ken Skalla			
5	Open account with EMT store to purchase equipment	Commissioner Wood			
6					

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

#	Description
1	Purchase of a new Chief Vehicle – March 2016
2	Riva Avenue Project – next steps

Decisions / Agreements:

#	Description
1	Resolution #13-15 to remove unusable equipment
2	Physicals for all 5 firefighters at North Brunswick fire.

Brookview Volunteer Fire Company

Chief's Report

August 2015

Alarms for the Month 64
 Total Alarms for the Year 177

Average Manpower for the Month
 Average Manpower for the Year

Alarms by Month:

January: 12
 February: 13
 March: 14
 April: 16
 May: 15
 June: 16
 July: 27
 August: 64
 September:
 October:
 November:
 December:

Type Of Alarm:

Month: Year:

Mutual Aid / Stand-By:	50	99
North Brunswick	45	63
EB District 2	2	16
EB District 1	2	13
South Brunswick		2
Milltown		1
New Brunswick		1
Carteret		1
S River		1
Monroe	1	1
Active Fire Alarm:	8	32
Motor Vehicle Accident:	2	9
Odor/Sight of Smoke:	1	8
CO Alarm:	1	6
Open Burning:		5
Structure:		4
EMS/PD Assist:		4
CO Alarm:	1	4
Brush/Vegetation:	1	3
Vehicle:		1
Ice/Water Rescue:		1
Weather Stand-By:		1

Alarms by Day of the Week:

Month: Year:

Sunday:	3	19
Monday:	9	21
Tuesday:	7	23
Wednesday:	14	33
Thursday:	8	22
Friday:	13	38
Saturday:	10	21

Alarms by Time of Day:

Month: Year:

23:00 - 07:00	15	38
07:00 - 15:00	23	66
15:00 - 23:00	26	73

BROOKVIEW VOLUNTEER FIRE COMPANY

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

Engineer's Report

Ken Skalla

Date: September 2015

RED numbered vehicles are BVFC owned

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

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

*Rear suspension repaired.

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

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

*One battery replaced.

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

906 - 1995 Ford Bronco - (Commissioner owned).

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

*3" mount placed on rear deck for m/m f/f couplings.

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).

915 - 1999 Crown Victoria (Commissioner owned).

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

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

Resolution #13-15

Authorizing the Disposal of Unusable Fire Equipment

WHEREAS, the Fire Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, have determined the attached list of equipment to be of no further value to the Fire Company. We wish to dispose of this equipment by donating it to the Brookview Fire Company. They can do with it what they want.

RECORD OF VOTE OF THE COMMISSIONERS

FOR RESOLUTION #13-15

Member	BOWNE	FENSTERMAKER	DUFFY	MILLER	WOOD
Yes	X		X		X
No					
Absent		X		X	

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioner of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at this regular meeting of the Commissioners held on September 8, 2015.

Commissioner Scott Miller

Fire Department Unusable Surplus

2- old code three rear top lights off of old 904

3- mismatched lightbars

old 905 arrow stick

3- man straps from back of brush truck

5- scott pack holders from 901 model # ULLH (might be able to resell?)

1- padded backrest for scott pack bracket

2- 5inch cotton soft suction

1 link of booster line

3- 1 and 1/2 cotton hose

1- 2 and 1/2 cotton hose

2- 2 and 1/2 combo fog nozzles

1- 1 and 3/4 nozzle

3- 1 and 1/2 combo nozzles

2- 2 and 1/2 stack tip nozzles (broken bails)

1- 2 and 1/2 fog nozzle (broken bails)

2- 220 electric reels and chords

1- 220 chord

1- bullard thermal imager and charger

6- large flashlight chargers

10- large flash lights

East Brunswick Fire District #3

9/8/2015 7:40 PM

Register: TD Bank

From 08/19/2015 through 09/08/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/08/2015	1058	Tasc Fire Apparatus I...	6320 Equipment M&R	INV#10210(63...	300.00			1,011,540.65
09/08/2015	1059	Electronic Measurem...	6320 Equipment M&R	INV#45945(63...	158.00			1,011,382.65
09/08/2015	1060	Middlesex County Fi...	6344 Training	INV#05-1652-...	63.00			1,011,319.65
09/08/2015	1061	Fire Fighters Equipm...	6320 Equipment M&R	INV#2015271...	696.00			1,010,623.65
09/08/2015	1062	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-147...	1,679.05			1,008,944.60
09/08/2015	1063	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-147...	473.92			1,008,470.68
09/08/2015	1064	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-150...	3,263.20			1,005,207.48
09/08/2015	1065	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-152...	2,569.47			1,002,638.01
09/08/2015	1066	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-152...	3,368.95			999,269.06
09/08/2015	1067	Richard M. Braslow	6246 Professional Serv...	INV#17455(62...	33.00			999,236.06
09/08/2015	1068	Verizon Wireless	6236 Office Expenses	INV#9751320...	80.02			999,156.04
09/08/2015	1069	Middlesex County Fi...	6344 Training	INV#05-1001-...	236.00			998,920.04
09/08/2015	1070	Dave Wood	6320 Equipment M&R	Reim(6320)	69.88			998,850.16
09/08/2015	1071	Dave Wood	6312 Equipment Purch...	reim(6312)	167.42			998,682.74
09/08/2015	1072	Christine Gerbereux	6250 Admin Service	INV#214(6250)	63.00			998,619.74

7:40 PM

09/08/15

Accrual Basis

East Brunswick Fire District #3

Profit & Loss Budget vs. Actual

January 1 through September 8, 2015

	Jan 1 - Sep 8, 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	180.68	0.00	180.68	100.0%
Misc. Income	0.00	0.00	0.00	0.0%
reimbursement for inv	0.00	0.00	0.00	0.0%
tax revenue	276,800.74	0.00	276,800.74	100.0%
Total Income	276,981.42	0.00	276,981.42	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	83,387.50	190,600.00	-107,212.50	43.8%
6138 LOSAP	27,304.00	35,000.00	-7,696.00	78.0%
6140 Actua Expense & Loss	0.00	0.00	0.00	0.0%
6222 Dues & Subscriptions	300.00	400.00	-100.00	75.0%
6224 Election Expenses	1,161.90	1,400.00	-238.10	83.0%
6230 Legal & Display Advertisin	225.80	400.00	-174.20	56.5%
6236 Office Expenses	2,967.86	5,760.00	-2,792.14	51.5%
6246 Professional Services	7,018.99	10,123.00	-3,104.01	69.3%
6250 Admin Service	3,338.50	4,000.00	-661.50	83.5%
6310 Radio M&R	3,888.00	4,900.00	-1,012.00	79.3%
6312 Equipment Purchase	8,372.39	82,990.00	-74,617.61	10.1%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	11,648.35	20,000.00	-8,351.65	58.2%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	3,969.49	14,000.00	-10,030.51	28.4%
6330 Insurance - Other	30,012.43	41,000.00	-10,987.57	73.2%
6332 Insurance Workers Comp	27,679.00	20,000.00	7,679.00	138.4%
6340 Physical Exams	505.00	8,000.00	-7,495.00	6.3%
6344 Training	3,202.49	10,000.00	-6,797.51	32.0%
6346- Vehicle M&R	14,107.96	30,000.00	-15,892.04	47.0%
6360 Contingency	3,032.33	21,000.00	-17,967.67	14.4%
6610 Purchase	0.00	0.00	0.00	0.0%
6620 CAP X	115,568.00	0.00	115,568.00	100.0%
6621 Future Cap Outlay	0.00	35,000.00	-35,000.00	0.0%
6630 Capital Approp Radios	0.00	0.00	0.00	0.0%
6640 Riva Ave Project	1,004.00	0.00	1,004.00	100.0%
6641 Cap X II Riva Ave	0.00	103,200.00	-103,200.00	0.0%
6900 New Command Vehicle	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reimbursement Expense	0.00	0.00	0.00	0.0%
VOID	0.00	0.00	0.00	0.0%
Total Expense	348,693.99	650,537.00	-301,843.01	53.6%
Net Ordinary Income	-71,712.57	-650,537.00	578,824.43	11.0%
Other Income/Expense				
Other Income				
Credit due from EB Twp	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-71,712.57	-650,537.00	578,824.43	11.0%