

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



Meeting Minutes

Date & Time:	Tuesday, August 18, 2015
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:30 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 Miller)

- Registration renewal for 2009 Pierce Engine, 1994 Red Truck and 2003 Pierce Engine received.
- Received Certifications from American Hose for the new hoses purchased
- Return receipt from a document sent to Bollinger was received.
- A copy of the June 6, 2015 NJ Association of Fire Districts Meeting Minutes were received if anyone wanted to review them.

LOSAP

- Nothing to report on this committee.

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INSURANCE (reported by Commissioner Duffy)

- Everything is back from MacNeil the Auditor and is all good.
- All insurances cards for the trucks were given to Ken Skalla
- Some gear was damaged by the North Brunswick fire. Looking into insurance claim to see if the gear is covered and can be replaced/fixed. More to come on that. Ken Skalla noted that Fire & Safety has nothing to do with Lee's Emergency Equipment. Not sure if the equipment is damaged or if it's just aesthetics.

RIVA AVENUE PROJECT (reported by Tom Duffy)

- Received 150 page bid document that Braslow would like in package.
- Commissioner Duffy should have in his hands by the end of the week. He would like to get permission to deliver to Braslow to review so it is ready for the next meeting.
- Commissioner Duffy to get dates as to when he can ask for bids, etc. Commissioner Wood asked when it can begin to be put out for bid because Braslow delayed it the last time.
- Power on outdoor siren – Commissioner Bowne was concerned about this. It hasn't worked for several years. It may be very expensive to run. The siren is currently used as a push button. Commissioner Wood said it could be added to the new panel.
- Commissioner Miller asked if it was our siren and Commissioner Bowne said it was. The district handed it over to the firehouse.

COMPUTERS

- Nothing to report on this committee.

PUBLIC PORTION

Chiefs Report – reported by Chief Michael Heilbronn

- 27 alarms for the month. Total of 113 alarms for the year. See attached report regarding details for the month of July.
- The front bumper was damaged at the North Brunswick Fire this past month.
- There were five firefighters at the scene of this big fire from our district. Safety Officer from the North Brunswick District is getting our equipment washed. It's noted that 1 flashlight went missing.
- Chief's car – valve stem work away and was replaced free of charge. New battery was purchased and installed. The truck turned off by itself at the light on Route 1 today. This was the 3rd time since the Chief had the vehicle in the last 8 months.
- It was asked if the Rescue truck can be taken to South River for Fireworks. Commissioners gave permission to send it over to assist with lighting and it will be good PR.

Assistant Chief Report - reported by Kevin Umbach

- 2 new guys started fire school this month (last night); one will start in September.
- There are issues with the antenna in the back building at Riva Ave. He would like to get Pinnacle out to see what is wrong with it. It is currently not working. Commissioner Wood said if Pinnacle can fix it, they can piggy back off of what they just did for them.
- If the door is closed nothing can be heard (radio is by computer)

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- Even portable radios do not work without the outside antenna.
- He and the chief are going to begin ordering things they wanted this year.

Engineer's Report - Ken Skalla

- Filters on compressed air dryers should be changed out on a normal schedule. He recommends this to be added to the normal maintenance schedule of each vehicle.
- If one is done each year the filters will be changed on all vehicles. The Commissioners all agreed that this was a good idea and it should be added to the normal rotation.
- Ken has a full list of discrepancies that has not been fixed yet. Some will be a priority and some will not. He would like to know what is left in the Vehicle M&R to prioritize things. He will check with Christine Gerbereux on this amount. Commissioner Wood thinks it may be around \$27,000.
- See attached list for the vehicle breakout.

Commissioner Duffy made a motion to put the changing of filters into the vehicle rotation. Commissioner Fenstermaker seconded the motion. There were no oppositions. It was so moved.

Public Portion closed at 20:03.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance as of July 22, 2015 was \$1,058,749.18.

After payments/disbursements the ending balance as of 8/18/15 is \$1,011,761.77.

(See attached reports for the breakdowns)

- Still hold check #1022. The Helmets have not yet been received. They were due to arrive on 7/24/15.
- Commissioner Duffy needs some information to make a phone call but first needs a breakdown for the insurance company.

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

NEW BUSINESS:

- Nothing to Report

OLD BUSINESS:

- Chief's Truck. There is a new way of getting the truck. Add a line item into the budget to get the new vehicle under Future Capital Expenditures. This would be voted on in a general election.
- Commissioner Wood said the town should have been notified about something as large as this. This changed because others were taking advantage. There is the option of taking it from the current budget.
- Commissioner Wood remembered that monies had to be laid out in a different way. They will be putting aside \$35,000. Checking to see if it has to be specified as such in the official budget.
- Commissioner Wood pointed out that they may have to sit down with the chiefs to go over remaining capital expenditures to see what is needed and what can be put towards the difference

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needed to purchase a \$55,000 vehicle. He knows that gear, Scott packs for sure this year, is usually ordered at the end of the year.

- Commissioner Duffy asked if they have to talk to council. Commissioner Wood suggested that they talk to the Accountants about this. He will investigate the options. He doesn't think a special election can be done. He will go to Braslow to push through and see what the next steps are to get this done.

Meeting adjourned at 20:20.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Check with Insurance on the damage to truck and gear from the N Brunswick fire	Commissioner Duffy	ASAP	High	
2	Add 150 page bid document to add to the package	Commissioner Duffy	ASAP	High	
3	Get dates for when Bids can be received on Riva Ave Project	Commissioner Duffy	ASAP	High	
4	Outdoor Siren at Riva Ave	TBD	TBD		
5	Back Antenna at Riva Ave not working	Asst Chief Umbach			
6	List of items to fix – needs to be prioritized and fixed according to what is left in Vehicle M&R	Ken Skalla	By end of year		

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	Rescue Truck can be taken to the South River Fireworks
2	Filters on Compressed Air Dryers will be put into each of the vehicle maintenance rotations.

August Commissioners Report:

- 27 Alarms for the month of July; 113 for year; 48 MTD and now 161 for the year
- 902 – have communicated with the board about the front bumper of 902 and the apparent discoloration
- Would also recommend we send out all gear used by members who worked at the scene (Mike Duffy, James Thigpen, Ray Hippeli, Phil Foglia, Jake Barry)
- 908 – since the last meeting we had an emergency repair to replace the battery which was shot, and yesterday the valve stem on the driver side front tire rotted away – J&S did the tire repair for free
- 904 – has been requested by South River to provide lights at their fireworks display August 25th (26th rain date) – any issues???

BROOKVIEW VOLUNTEER FIRE COMPANY

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

Engineer's Report

Ken Skalla

Date: August 2015

RED numbered vehicles are BVFC owned

*Annual servicing in progress. Fire and Safety recommends replacement of compressed air system dryer filter minimally every three (4) years. This item is NOT on our Annual contract but could be if we include it. I recommend it.

* Fire & Safety Services will provide me with a full list of discrepancies. List will be prioritized by B.V.F.C .

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

*Engine's air filter replaced. Compressed air dryer filter to be replaced.

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

*Engine's air filter, serpentine belts (3) \$950.00, all six batteries replaced (3 of 6 failed) & \$950.00 and an examination of the air conditioning system showed both cooling level sight glasses are leaking and need rebuilding. This service must be done in the F & S shop \$1,200.00. Completion should take two days maximum, unless greater damage is uncovered. New fluid filters and a complete cleaning of entire air conditioning system is included. Left front tire wearing, replacement can wait but, a front end checkup is advised. If out of alignment, two new tires should be installed to ensure proper alignment. Issue to be brought to Fire Commissioner's. Chrome on 902 has been "clouded" the condition most likely occurred during the fire in North Brunswick in July.

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

*Engine's air filter and compressed air system's dryer replaced (leaking).

*Vehicle's Akron piston Intake will be completed tomorrow. Valve was repaired under warranty, the most we should pay are shipping charges.

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

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

* Bed box completed and installed. I recommend placement of two hand grips for safe access to rear bed. Hardware may be purchased through F & S to match the grips on our engines and can be installed "in house".

906 - 1995 Ford Bronco - (Commissioner owned).

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

908 - 2006 Dodge Durango Chief's Car - (Commissioner owned).

909 - 2004 Dodge Durango Assistant Chief's Car - (Commissioner owned).

BROOKVIEW VOLUNTEER FIRE COMPANY

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

915 - 1999 Crown Victoria (Commissioner owned).

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

East Brunswick Fire District #3

8/18/2015 7:10 PM

Register: TD Bank

From 07/21/2015 through 08/18/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/21/2015	1018	east Brunswick Fire ...	6236 Office Expenses	1/3 Cost eDisp...	486.00	X		1,105,453.27
07/21/2015	1019	Solitario & Tierney P...	-split-	INV#11043(W...	8,300.00	X		1,097,153.27
07/21/2015	1020	Middlesex County Fi...	6344 Training	INV#15-0518(...	414.00	X		1,096,739.27
07/21/2015	1021	Verizon Wireless	6236 Office Expenses	INV#9747998...	80.02	X		1,096,659.25
07/21/2015	1022	Skylands Area Fire E...	6312 Equipment Purch...	INV#7121(6312)	965.34			1,095,693.91
07/21/2015	1023	Richard M. Braslow	6246 Professional Serv...	INV#17291(62...	99.00	X		1,095,594.91
07/21/2015	1024	Tasc Fire Apparatus I...	6320 Equipment M&R	INV#10172(63...	660.85	X		1,094,934.06
07/21/2015	1025	Safe ID Card System...	6236 Office Expenses	INV#2556(6344)	100.00	X		1,094,834.06
07/21/2015	1026	Sonny's J&S Service ...	6346- Vehicle M&R	INV#23812(63...	297.92			1,094,536.14
07/21/2015	1027	Richard M. Braslow	6640 Riva Ave Project	INV#17349(66...	924.00	X		1,093,612.14
07/21/2015	1028	Tasc Fire Apparatus I...	6312 Equipment Purch...	INV#10178(63...	4,070.60	X		1,089,541.54
07/21/2015	1029	NJ State Assoc.of Fir...	6222 Dues & Subscript...	2015 Dues(6222)	300.00			1,089,241.54
07/21/2015	1030	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278411...	1,002.75	X		1,088,238.79
07/21/2015	1031	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278911...	1,366.25	X		1,086,872.54
07/21/2015	1032	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279411...	3,380.00	X		1,083,492.54
07/21/2015	1033	Pinnacle Wireless USA	6310 Radio M&R	INV#10323(63...	3,080.00	X		1,080,412.54
07/21/2015	1034	Middlesex County Fi...	6344 Training	INV#01-1201...	210.00	X		1,080,202.54
07/21/2015	1035	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	13,839.00	X		1,066,363.54
07/21/2015	1036	Home News Tribune	6230 Legal & Display ...	Acct#ASB-077...	40.28	X		1,066,323.26
07/21/2015	1037	Twp of East Brunswi...	6328 Fuel	Fuel June 2015...	578.64	X		1,065,744.62
07/21/2015	1038	Tactical Public Safet...	accts payable - 05-WA...	INV#25232(63...	5,095.40	X		1,060,649.22
07/21/2015	1039	The Parts Authority	6346- Vehicle M&R	INV#PB60(63...	37.04	X		1,060,612.18
07/21/2015	1040	ACM Tool & Machine	6360 Contingency	INV#869(6320)	1,425.00	X		1,059,187.18
07/21/2015	1041	Linda Nicholas	6250 Admin Service	INV#11(6250)	135.00	X		1,059,052.18
07/21/2015	1042	Christine Gerbereux	6250 Admin Service	INV#212(6250)	303.00	X		1,058,749.18
08/18/2015	1043	✓ Sonny's J&S Service ...	6346- Vehicle M&R	INV#24128(63...	156.95			1,058,592.23
08/18/2015	1044	✓ McNeil & Co., Inc.	6330 Insurance - Other	INV#3332411...	836.64			1,057,755.59
08/18/2015	1045	✓ New Jersey Fire Equi...	6320 Equipment M&R	INV#48270(63...	159.30			1,057,596.29
08/18/2015	1046	✓ Access Health	6340 Physical Exams	Acct#EASTBR...	115.00			1,057,481.29
08/18/2015	1047	✓ Home News Tribune	6230 Legal & Display ...	Order#613752(...	86.04			1,057,395.25
08/18/2015	1048	✓ Home News Tribune	6230 Legal & Display ...	Order#613745(...	40.28			1,057,354.97
08/18/2015	1049	✓ Verizon Wireless	6236 Office Expenses	INV#9749668...	80.02			1,057,274.95
08/18/2015	1050	✓ Richard M. Braslow	6246 Professional Serv...	INV#17403(62...	16.50			1,057,258.45
08/18/2015	1051	✓ Twp of East Brunswi...	6328 Fuel	Fuel July 2015(...	709.66			1,056,548.79
08/18/2015	1052	✓ Christine Gerbereux	6236 Office Expenses	Reim USPS(62...	57.77			1,056,491.02
08/18/2015	1053	✓ Brookview Vol. Fire ...	6312 Equipment Purch...	Reim Scott Ma...	188.00			1,056,303.02
08/18/2015	1054	✓ Christine Gerbereux	6250 Admin Service	INV(213)	303.00			1,056,000.02
08/18/2015	1055	✓ Brookview Vol. Fire ...	6136 FP Agreement	2Q FP(6136)	43,671.25			1,012,328.77
08/18/2015	1056	✓ Middlesex County Fi...	6344 Training	Invoice #04-10...	472.00			1,011,856.77
08/18/2015	1057	✓ Linda Nicholas	6250 Admin Service	Invoice #12 (6...	95.00			1,011,761.77

7:33 PM

08/13/15

Accrual Basis

East Brunswick Fire District #3

Profit & Loss Budget vs. Actual

January 1 through August 13, 2015

	Jan 1 - Aug 13, 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	97.11	0.00	97.11	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	276,897.85	0.00	276,897.85	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	39,716.25	190,600.00	-150,883.75	20.8%
6138 LOSAP	27,304.00	35,000.00	-7,696.00	78.0%
6140 Actuaak 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	99.48	400.00	-300.52	24.9%
6236 Office Expenses	2,750.05	5,760.00	-3,009.95	47.7%
6246 Professional Services	6,969.49	10,123.00	-3,153.51	68.8%
6250 Admin Service	2,877.50	4,000.00	-1,122.50	71.9%
6310 Radio M&R	3,888.00	0.00	3,888.00	100.0%
6312 Equipment Purchase	8,016.97	82,990.00	-74,973.03	9.7%
6314 SFGS Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	10,265.17	0.00	10,265.17	100.0%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	3,259.83	14,000.00	-10,740.17	23.3%
6330 Insurance - Other	29,175.79	41,000.00	-11,824.21	71.2%
6332 Insurance Workers Comp	27,679.00	20,000.00	7,679.00	138.4%
6340 Physical Exams	390.00	8,000.00	-7,610.00	4.9%
6344 Training	2,431.49	10,000.00	-7,568.51	24.3%
6346- Vehicle M&R	2,596.42	0.00	2,596.42	100.0%
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	288,485.67	595,637.00	-307,151.33	48.4%
Net Ordinary Income	-11,587.82	-595,637.00	584,049.18	1.9%
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	-11,587.82	-595,637.00	584,049.18	1.9%