

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



Meeting Minutes

Date & Time:	Tuesday, December 8, 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; arrived at 7:57pm
Commissioner Thomas Duffy	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:52 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)

- Engineering Department- preliminary and final site plan as well as a bulk variance for application 15-37B located on Riva Ave. Plans are at the desk if anyone would like to review them.

RIVA AVENUE PROJECT (reported by Commissioner Duffy)

- Bid package was received today. A resolution will be read later on in the meeting. Commissioner Duffy has not had the opportunity to review it thoroughly yet. There are few questions for the Architect which the Attorney will be involved with on certain things.
- An Owners Rep could possibly coordinate details between the attorney and the architect. Commissioner Duffy asked if anyone had any suggestions as to who the owner rep could be.

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- Originally architect was not going to be able to stop by tonight but Commissioner Duffy called him to get some more information round some of the questions they had. He will try to stop into tonight's meeting.
- Resolution #14-15 was read by Commissioner Miller which is Authorizing Bid Relative to the Firehouse Project. A vote was taken by all Commissioners. All voted yes.
- Commissioner Duffy will let Christine Gerbereux know when she can advertise the bid.
- Received information that the Bid package will be ready around 12/16/15.

NEW TRUCK COMMITTEE (reported by Commissioner Bowne)

- There will be a meeting in two weeks regarding the new Fire truck. This meeting the commissioners will ask when the next installment is needed. They are going to discuss specifics on graphics at this meeting.

INSURANCE (reported by Commissioner Duffy)

- Nothing to report.

LOSAP

- Nothing to report.

PROFESSIONALS REPORT

Chiefs Report – reported by Chief Michael Heilbronn

- Chief said it has been a pleasure to work with the Commissioners in 2015 and looks forward to a great relationship in 2016.
- 9 alarms for the month of November. Total of 212 alarms for the year. See attached report regarding details for the month of November.
- Need to purchase some of their hydrant equipment this year. These 2 ½" hydrant connections came in under the budgeted amount.
- Mutual Agreement letter from Monmouth Junction was received by the chief. This is a letter that is received every year with a fire company payment for services rendered in the amount of \$500.00. The chief signed off on the agreement this year and asked them to remove the words "automatic response" since it is not an automatic. The Chief had the letter if anyone wanted to read it.

Assistant Chief Report - reported by Kevin Umbach

- Nothing to report at this time.

Engineer's Report - Ken Skalla

- Ken was absent. Report provided – please see attached.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance as of November 16, 2015 was \$1,023,750.25.

After interest of \$110.91, deposits from tax revenue and insurance for \$200,981.25 the starting balance before payments/disbursements on December 8, 2016 was \$1,224,842.41. Ending balance after payments/disbursements tonight is \$1,085,877.95

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

All checks have been cut for 2015.

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

When the invoice for the architect came up there was a discussion surrounding how the architect was invoicing. It was not detailed enough. The Commissioners decided that they needed to get a total payment schedule from the architect for the Riva Avenue Project. Commissioner Duffy will follow up with the architect to get the payment schedule from him. Once bills are coming in according to this schedule it will be easier to compare the invoices to what was expected to be received. We need to know how his fees are based as well and the reporting structure of this engagement. The architect's check will be held until he can come down and explain his schedule to the Commissioners.

Line Items left (balances) as of December 8, 2015

Commissioners' salary	\$ 0.00
Fire Protection	\$ 0.00
Dues & Subscriptions	\$ 100.00
Election Expenses	\$ 238.10
Legal Display and Advertising	\$ 26.82
Office Expenses	\$ 1,182.78
Professional Services	\$ 3,104.01
Admin Services	(\$ 463.00)
Radio M&R	\$ 1,012.00
Equip Purchase	\$ 7,907.89
Equip M&R	\$ 7,231.69
Fire Prevention	\$ 1,000.00
Fuel	\$ 8,411.92
Insurance (Other)	\$ 4,938.27
Insurance (Workman's Comp)	(\$ 3,958.00)
Physical Exams	\$ 2,182.00
Training	\$ 4,153.73
Vehicle M&R	\$ 8,939.41
Contingency	\$17,967.67
LOSAP	\$ 7,696.00

Encumbrances for 2015

All Encumbrances are listed by account below. Those accounts not on the list DO NOT have encumbrances:

Account #6312

Eclipse Cameras (3)	\$13,500.00
Hydrant Assist Bags (2)	\$ 350.00
Hydrant Assist Equipment	\$ 2,250.00
Gas Meters	\$ 950.00
High Rise Equipment	\$ 490.00
Turnout Gear (6 sets)	\$19,200.00
Firefighter Boots (6 prs)	\$ 1,860.00
Radio Equipment	\$ 8,000.00
Boat Equip	\$ 600.00
Antenna for Riva Ave.	\$ 930.00
Hard Drive Reader	\$ 50.00

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GRAND TOTAL for #6312 \$48,180.00

Account #6246

For Cathy (auditor's) Svcs \$ 3,104.00
 (For prepping budget)

Account #6328

Est. Fuel costs for Nov & Dec. \$ 1,000.00

Account #6344

For Alpha Omega Training \$ 2,000.00
 (For December Training)
 Blast Masks (5) \$ 600.00
GRAND TOTAL for #6344 \$2,600.00

Account #6138

For LOSAP \$ 7,696.00

Transfers

Workman's Comp fix from Regular Insurance \$3,958.00 (taken from acct #6330 and move to #6332)
 Admin fix from Office Expense \$ 463.00 (taken from acct# 6236 and move to #6250)

Commissioner Miller read Resolution #15-15 to accept the budget and encumbrances. A vote was taken by all Commissioners. All voted yes.

Commissioner Miller read Resolution #16-15 to accept to adopt temporary budget for 2016. A vote was taken by all Commissioners. All voted yes.

OLD BUSINESS:

- Commissioner Miller still needs to revise the Resolution from the October meeting regarding the Firehouse materials to be discarded.

NEW BUSINESS:

- There is no new business.

PUBLIC PORTION

- Floor was open with nothing to report.

Meeting adjourned at 21:10.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Linda to identify next resolution numbers and assign to resolutions	Linda Nicholas	ASAP	Medium	

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	from this meeting				
2	Commissioner Duffy to let Christine know when she can advertise the bid for the Riva Ave. Project	Tom Duffy	At least 10 days prior to date	High	
3	When should notice go into the newspapers about the bid package? And what has to go in it about it?	Chris Gerbereux	ASAP	High	Chris to ask Braslow

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

#	Description
1	New Fire Truck payment schedule
2	Architect pay schedule

Decisions / Agreements:

#	Description
1	Resolution #14-15 – Authorizing Bid Relative to Firehouse Project
2	Resolution #15-15 – Authorizing Budget Transfers and/or Encumbrances Relative to 2015 Budget
3	Resolution #16-15 – Adoption of Temporary Budget for 2016
4	

Brookview Volunteer Fire Company

Chief's Report

November 2015

Alarms for the Month	9
Total Alarms for the Year	212
Average Manpower for the Month	13.4
Average Manpower for the Year	12.9

<u>Alarms by Month:</u>		
January:	12	
February:	13	
March:	14	
April:	16	
May:	15	
June:	16	
July:	27	
August:	64	
September:	14	
October:	12	
November:	8	
December:		

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	1	107
North Brunswick	1	64
EB District 2		20
EB District 1		13
South Brunswick		5
Milltown		1
New Brunswick		1
Carteret		1
S River		1
Monroe		1
Active Fire Alarm:	1	38
Motor Vehicle Accident:	3	15
Odor/Sight of Smoke:		9
Gas Leak/Odor:		8
CO Alarm:	1	7
Open Burning:		6
EMS/PD Assist:		5
Structure:	2	7
Brush/Vegetation:		3
Transformer/Wires		2
Vehicle:		1
Ice/Water Rescue:		1
Dumpster/Rubbish		1
Weather Stand-By:		1
Gas Grill Fire	1	1

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	1	26
Monday:	1	24
Tuesday:	2	29
Wednesday:	1	35
Thursday:	3	29

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

Engineer's Report

Ken Skalla

Date: December 2015

RED numbered vehicles are BVFC owned

- * Scott Pack batteries changed.
- *Streamlight switch repaired.
- *TWO Scott regulators repaired (one in-house).
- *ALL firefighting apparatus deficiencies reported in our annual service inspections have been repaired.
- * A battery tender was purchased for spare battery charging.

901 - 2009 Pierce Arrow XT 2000 GPM Pumper - (Commissioner owned).
Driver side damaged. Repair pending insurance claim.

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

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

904 - 1991 GMC Medium Rescue / Light Truck - (Commissioner owned).
* Alternator replaced (vehicle not charging).
*Air leak in brake system. Fire & Safety notified.

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).

908 - 2006 Dodge Durango Chief's Car - (Commissioner owned).
* Numerous repairs made to vehicle (brakes, stabilizers, etc.).

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).

*Left rear wheel bent, wheelcover lost due to motor vehicle accident. Spare placed on vehicle until replacement is obtained.

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

East Brunswick Fire District #3

1/11/2016 8:47 PM

Register: TD Bank

From 11/11/2015 through 12/09/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/16/2015			Interest Income	Interest		X	110.91	1,023,861.16
12/08/2015			6332 Insurance Worker...	Deposit		X	1,560.00	1,025,421.16
12/08/2015			tax revenue	4th Quarter		X	199,421.25	1,224,842.41
12/08/2015	1123	Twp of East Brunswi...	6328 Fuel	Fuel Oct 2015(...	431.47	X		1,224,410.94
12/08/2015	1124	Verizon Wireless	6236 Office Expenses	INV#9756245...	80.02	X		1,224,330.92
12/08/2015	1125	Richard M. Braslow	6640 Riva Ave Project	INV#17675(66...	841.50	X		1,223,489.42
12/08/2015	1126	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-216...	1,728.58	X		1,221,760.84
12/08/2015	1127	V.E. Ralph & Son, Inc	6312 Equipment Purch...	INV#310373(6...	991.36	X		1,220,769.48
12/08/2015	1128	V.E. Ralph & Son, Inc	6312 Equipment Purch...	INV#310535(6...	15.52	X		1,220,753.96
12/08/2015	1129	Witmer Public Safety...	6312 Equipment Purch...	INV#E139760...	100.59	X		1,220,653.37
12/08/2015	1130	Witmer Public Safety...	6312 Equipment Purch...	INV#E139760...	62.89	X		1,220,590.48
12/08/2015	1131	McNeil & Co., Inc.	6330 Insurance - Other	INV#1165111...	1,109.52	X		1,219,480.96
12/08/2015	1132	Fire Ground Technol...	6312 Equipment Purch...	Petzl training(6...	2,685.00	X		1,216,795.96
12/08/2015	1133	Sonny's J&S Service ...	6346- Vehicle M&R	INV#24749(63...	852.67			1,215,943.29
12/08/2015	1134	Home News Tribune	6230 Legal & Display ...	Order#879999(...	46.88	X		1,215,896.41
12/08/2015	1135	Home News Tribune	6230 Legal & Display ...	order#884351(...	46.00	X		1,215,850.41
12/08/2015	1136	Asbury Park Press	6230 Legal & Display ...	Order#876105(...	54.50	X		1,215,795.91
12/08/2015	1137	Reporting Systems, Inc	6236 Office Expenses	INV#2015_47...	1,188.00			1,214,607.91
12/08/2015	1138	Ken Skalla	6320 Equipment M&R	reim streamligh...	10.00	X		1,214,597.91
12/08/2015	1139	Frank Lehr Associates	6640 Riva Ave Project	INV#24331(66...	1,530.00	X		1,213,067.91
12/08/2015	1140	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-1889(...	7,500.00	X		1,205,567.91
12/08/2015	1141	Alpha Omega Traini...	6344 Training	INV#214(6344)	1,900.00	X		1,203,667.91
12/08/2015	1142	Dave Wood	6344 Training	Reim Blastmas...	111.39	X		1,203,556.52
12/08/2015	1143	Dave Wood	6236 Office Expenses	Reim McAfee(...	139.07	X		1,203,417.45
12/08/2015	1144	Linda Nicholas	6250 Admin Service	INV# (6250)	95.00	X		1,203,322.45
12/08/2015	1145	Christine Gerbereux	6250 Admin Service	INV#217(6250)	357.00	X		1,202,965.45
12/08/2015	1146	Brookview Vol. Fire ...	6136 FP Agreement	3Q(6136)	47,650.00	X		1,155,315.45
12/08/2015	1147	Edward Bowne	6100 Commissioner's S...	2015 Salary(61...	1,975.00	X		1,153,340.45
12/08/2015	1148	VOID	6344 Training	VOID:		X		1,153,340.45
12/08/2015	1149	VOID	6344 Training	VOID:		X		1,153,340.45
12/08/2015	1150	VOID	6344 Training	VOID:		X		1,153,340.45
12/08/2015	1151	Ryan Fenstermaker	6100 Commissioner's S...	Salary 2015(61...	1,975.00	X		1,151,365.45
12/08/2015	1152	Tom Duffy	6100 Commissioner's S...	Salary 2015 (6...	1,975.00	X		1,149,390.45
12/08/2015	1153	Dave Wood	6100 Commissioner's S...	Salary 2015(61...	1,975.00	X		1,147,415.45
12/08/2015	1154	Brookview Vol. Fire ...	6136 FP Agreement	4th Q(6136)	59,562.50	X		1,087,852.95
12/08/2015	1155	Scott Miller	6100 Commissioner's S...	Salary 2015(61...	1,975.00			1,085,877.95

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

Resolution # 14-15

Authorizing Bid Relative to Firehouse Project

WHEREAS, the Fire District need undertake construction of an addition and alterations to the firehouse; and,

WHEREAS, the Fire District need receive bids in order that the project be undertaken; and

WHEREAS, bid documentation has been prepared by the architect relative to the project.

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) Advertisement for bids is hereby authorized pursuant to New Jersey statute based upon the bid documentation prepared by the architect.

Vote:

Bowen	Yes
Wood	Yes
Fenstermok	Yes
Duffy	Yes
Miller	Yes

RECORD OF VOTE OF THE COMMISSIONERS
FOR RESOLUTION #14-15

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

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 December 8, 2015.

Commissioner Scott Miller

THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE Township OF East Brunswick, COUNTY OF Middlesex

Resolution # 15-15

Authorizing Budget Transfers and/or
Encumbrances Relative to 2015 Budget

WHEREAS, the Commissioners are authorized to undertake various budget transfers and/or encumbrances by statute; and

WHEREAS, it is necessary to undertake certain transfers and/or encumbrances.

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 budget transfers and/or encumbrances as reflected on Schedule A are hereby adopted.

Vote:

Weed	Yes
Fenstermacher	Yes
Bowen	Yes
Duffy	Yes
Miller	Yes

RECORD OF VOTE OF THE COMMISSIONERS
FOR RESOLUTION #15-15

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

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 December 8, 2015.

Commissioner Scott Miller

THE COMMISSIONERS OF FIRE DISTRICT No. 3
IN THE Township OF East Brunswick, COUNTY OF Middlesex

Resolution # 16-15

Adoption of Temporary Budget for 2016

WHEREAS, it has become necessary for the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2016, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 20, 2016.

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) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

Vote:

Wood	Yes
Fenstermaker	Yes
Bowen	Yes
Duffy	Yes
Miller	Yes

RECORD OF VOTE OF THE COMMISSIONERS
FOR RESOLUTION #16-15

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

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 December 8, 2015.

Commissioner Scott Miller