

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, November 10, 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	Present
Commissioner Ryan Fenstermaker	Present; arrived at 7:50pm
Commissioner Thomas Duffy	Present
Commissioner Scott Miller	Present; arrived at 7:40pm
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 Miller)**

- Minutes from the State Association Meeting held on September 18<sup>th</sup> in Wildwood, NJ is available for review if anyone is interested.

**INSURANCE (reported by Commissioner Duffy)**

- Still waiting on getting the remaining items and information together from the big New Brunswick fire. Will be done ASAP.

**NEW TRUCK COMMITTEE**

- Next meeting will be in December.

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**RIVA AVENUE PROJECT (reported by Commissioner Duffy)**

- Nothing to report on this committee. Next meeting will be some time in December. Not scheduled yet.

**LOSAP**

- Nothing to report.

**PROFESSIONALS REPORT**

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

- 12 alarms for the month of October. Total of 203 alarms for the year. See attached report regarding details for the month of October.
- Chief would like to bring his truck in for oil change. The Chief would like J&S to take the truck for a ride to see what is rattling. Commissioner Bowne said that was a part of maintenance and he didn't need approval to get an oil change or to have them assess what may be rattling.

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

- We are under budget about \$5,000.00.
- Three cameras were ordered and should be in soon. Since the cost is a lot less than the original budget, some of the money will need to be used to install the new setups. The old cameras can be turned in for a \$400 discount. The cost of them was about \$7,000 and was budgeted for \$13,000. Commissioner Bowne asked the other Commissioners if they were OK to trade in the camera and they were fine with the trade.
- The camera on Truck #903 does not work. The new cameras will be installed on #901 (that camera still works and will move to #903) and into the Chief and Assistant Chief trucks. All cameras in vehicles will be operational.
- The quote received from Pinnacle to install a new antenna at Riva Ave is \$930.00. The Asst Chief asked Pinnacle to give them the cheapest price for the antenna and installation as they are doing renovations at this firehouse and they didn't want to incur a large expense at this time.
- A new drill coming up for the firefighters next week regarding forcible entry. It is with a new company. The Asst Chief will have the invoice for this drill in the next few weeks.
- Four new Roof chainsaws were ordered. There was a savings on those purchases as well.

**Engineer's Report - Ken Skalla**

- Ken Skalla reviewed the report for the month of November. He also handed in a report for October which will be placed with those meeting minutes.
- Please see attached report for all details.

**Computers - Commissioner Wood**

- Commissioner Wood requested \$50.00 (not to exceed this amount) to purchase a hard drive dock for the computer in the Commissioner's office. Old one is not compatible.

**First Aid Kits – Commissioner Wood**

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- First Aid kit ordered for Engine #903 came in and was put together and installed by Ken Skalla. Commissioner Wood asked the EMTs to put together a list of First Aid supplies. Victor went out and got quotes from VE Ralph & Company. Total comes to about \$1,200.00. Commissioners and the Chief decided that the money to pay for this can come from the savings on the saws that were recently purchased.

Pagers – Commissioner Wood

- The Township has still not made a decision on what dispatch system they will be using. He reported also that we are totally out of pagers. He was given a budget of \$600 to spend and the cost for one pager runs around \$350.00. At the Firefighters Officer meeting it was discussed and decided they would like to purchase 3 more. They are estimating they will need additional \$1,200 for pagers and also to get them engraved. The money can come from the radio encumberment.

Commissioner Duffy made a motion to allow for the following expenses:

- ~ \$930 to cover the cost of a new station antenna to be installed at Riva Ave by Pinnacle.
- ~ \$50 to purchase a new hard drive for the computer in the Commissioner's office
- ~ \$1200 to purchase First Aid Supplies as outlined by the EMTs
- ~ \$1200 to purchase 3 pagers and have them engraved

Commissioner Miller seconded the motion. There were no oppositions. They were so moved.

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

Beginning balance as of October 15, 2015 was \$1,153,695.68.

After interest of \$96.98, SFG deposit of \$1,889.36, and then payments/disbursements the ending balance as of November 10, 2015 is \$1,023,750.225.

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

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

**2016 BUDGET**

- Didn't receive CNC numbers from the Taxation department yet for the net new. We have the inter-local agreement for the new building. We have nothing for the engine yet either. We do not have the ratables on the increase of taxation yet.
- The commissioners still went through the budget tonight using 2% increase. Also included new vehicles costs.
- A meeting will need to be held next Tuesday to finalize 2016 Budget using the actual ratables from the Township.

**OLD BUSINESS:**

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

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**NEW BUSINESS:**

- There is no new business.

**PUBLIC PORTION**

- Floor was open with nothing to report.

Meeting adjourned at 20:55.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Scott Pak Batteries to be swapped out	Ken Skalla			
2	Resolution from October's meeting needs to be drawn up by Attorney	Commissioner Miller	ASAP		

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

#	Description
1	2016 Budget – completed and finalized
2	New Chief and Assistant Chief Vehicles

**Decisions / Agreements:**

#	Description
1	New antenna was approved at \$930 to be installed at Riva Ave.
2	Approval to purchase 3 more pagers and have them engraved.
3	Approval to purchase First Aid supplies for vehicles.
4	Approval to purchase a new hard drive for the Commissioners computer.

# Brookview Volunteer Fire Company

## Chief's Report

### October 2015

Alarms for the Month	12
Total Alarms for the Year	203
Average Manpower for the Month	13.3
Average Manpower for the Year	12.9

**Alarms by Month:**

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

**Type Of Alarm:**

	<b><u>Month:</u></b>	<b><u>Year:</u></b>
Mutual Aid / Stand-By:	4	106
North Brunswick		63
EB District 2	3	20
EB District 1		13
South Brunswick	1	5
Milltown		1
New Brunswick		1
Carteret		1
S River		1
Monroe		1
Active Fire Alarm:	1	37
Motor Vehicle Accident:	1	12
Odor/Sight of Smoke:		9
Gas Leak/Odor:	2	8
CO Alarm:	2	6
Open Burning:		6
EMS/PD Assist:		5
Structure:	1	5
Brush/Vegetation:		3
Transformer/Wires		2
Vehicle:		1
Ice/Water Rescue:		1
Dumpster/Rubbish	1	1
Weather Stand-By:		1

**Alarms by Day of the Week:**

	<b><u>Month:</u></b>	<b><u>Year:</u></b>
Sunday:	2	25
Monday:	1	23
Tuesday:	2	27
Wednesday:		34
Thursday:	1	26
Friday:	6	45
Saturday:		23

**Alarms by Time of Day:**

	<b><u>Month:</u></b>	<b><u>Year:</u></b>
23:00 - 07:00	1	42
07:00 - 15:00	3	75
15:00 - 23:00	8	86

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

**Engineer's Report**  
Ken Skalla

Date: November 2015

RED numbered vehicles are BVFC owned

- \* Scott Pack batteries to be changed at next work meeting.
- \* Additional Scott regulator parts ordered for damaged units.
- \* FOUR new vent saws picked up.

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

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

\* Vehicle deficiencies listed in annual service report repaired at Fire & Safety Services.

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

\* Vehicle O.O.S. All deficiencies listed in annual service report being repaired at Fire & Safety Services.

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

\* Air braking system leak repaired.

\* Electrical system checked by F & S. New batteries installed. Vehicle not charging, regulator not functioning. Vehicle O.O.S. until repaired.

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).

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).

## East Brunswick Fire District #3

11/10/2015 9:24 PM

Register: TD Bank

From 10/14/2015 through 11/10/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2015			Interest Income	Interest		X	96.98	1,153,695.68
10/21/2015	1095	Twp of East Brunswick	6641 Cap X II Riva Ave	Riva Ave(6641)	103,200.00			1,050,495.68
10/22/2015			6314 SFSG Grant	Deposit		X	1,889.36	1,052,385.04
11/10/2015	1096	V.E. Ralph & Son, Inc	6312 Equipment Purch...	Ref#308493(63...	194.88			1,052,190.16
11/10/2015	1097	Middlesex County Fi...	6344 Training	INV#15-1102(...	236.00			1,051,954.16
11/10/2015	1098	Skylands Area Fire E...	6312 Equipment Purch...	INV#7262(6312)	1,560.00			1,050,394.16
11/10/2015	1099	Verizon Wireless	6236 Office Expenses	INV#9754607...	80.02			1,050,314.14
11/10/2015	1100	Richard M. Braslow	6641 Cap X II Riva Ave	INV#17597(66...	759.00			1,049,555.14
11/10/2015	1101	McNeil & Co., Inc.	6330 Insurance - Other	INV#2278511...	1,002.75			1,048,552.39
11/10/2015	1102	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279011...	1,366.25			1,047,186.14
11/10/2015	1103	McNeil & Co., Inc.	6330 Insurance - Other	INV#2279511...	3,380.00			1,043,806.14
11/10/2015	1104	Twp of East Brunswi...	6328 Fuel	Fuel Sept 2015...	502.29			1,043,303.85
11/10/2015	1105	Continental Fire & S...	6320 Equipment M&R	INV#E5010(63...	399.99			1,042,903.86
11/10/2015	1106	Insurance Restoratio...	6320 Equipment M&R	INV#9171(6320)	84.00			1,042,819.86
11/10/2015	1107	Insurance Restoratio...	6320 Equipment M&R	VOID: INV#9...		X		1,042,819.86
11/10/2015	1108	Insurance Restoratio...	6320 Equipment M&R	INV#9151(6320)	158.00			1,042,661.86
11/10/2015	1109	Confires Fire Protecti...	6312 Equipment Purch...	INV#1067295...	799.00			1,041,862.86
11/10/2015	1110	Dancar Holstens Ser...	6344 Training	INV#3837(6320)	100.00			1,041,762.86
11/10/2015	1111	Fire & Safety Service...	6346- Vehicle M&R	INV#SI15-196...	283.92			1,041,478.94
11/10/2015	1112	Witmer Public Safety...	6312 Equipment Purch...	INV#E138454...	550.41			1,040,928.53
11/10/2015	1113	Witmer Public Safety...	6312 Equipment Purch...	INV#E138454...	59.70			1,040,868.83
11/10/2015	1114	Witmer Public Safety...	6312 Equipment Purch...	INV#E138454...	18.36			1,040,850.47
11/10/2015	1115	Witmer Public Safety...	<del>6312 Equipment Purch...</del>	INV#1652476(...	2,043.00			1,038,807.47
11/10/2015	1116	C.A.S.	6640 Riva Ave Project	Excavating Soi...	500.00			1,038,307.47
11/10/2015	1117	New Jersey Fire Equi...	6312 Equipment Purch...	INV#48961(63...	3,888.00			1,034,419.47
11/10/2015	1118	Access Health	6340 Physical Exams	INV#10/19/20...	4,890.00			1,029,529.47
11/10/2015	1119	Parts Authority	6346- Vehicle M&R	INV#60 55841...	13.28			1,029,516.19
11/10/2015	1120	Linda Nicholas	6250 Admin Service	INV#14(6250)	105.00			1,029,411.19
11/10/2015	1121	Christine Gerbereux	6250 Admin Service	INV#216(6250)	211.50			1,029,199.69
11/10/2015	1122	K.C. Service	6312 Equipment Purch...	Chain Saws(63...	5,449.44			1,023,750.25