

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



Meeting Minutes

Date & Time:	Tuesday, October 13, 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 late at 7:50pm
Commissioner Thomas Duffy	Present
Commissioner Scott Miller	Present
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)

- Registration received for the boat and the 2009 Pierce (#901).
- Renewal application for the pick-up truck was also received
- All three items are being handed over to the engineer when he arrives.

INSURANCE (reported by Commissioner Duffy)

- Progress has been made with the damage to Engine #904.
- There are four names who the Commissioner needs confirmation of status – (active or inactive members). After the meeting he will run the names by the Chief and Assistant Chief to get confirmation.

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RIVA AVENUE PROJECT (reported by Commissioner Duffy)

- Braslow had 2 prior meetings with the architect to finalize the Bid package but it is not yet complete. He will try again this Friday to finalize it. Once that is done they can move onto the next step.
- Assistant Chief Umbach reported that there is still an antenna issue. He is waiting on a quote to get the work done. He received a new contact at Pinnacle and will follow up with him to get this resolved.

NEW TRUCK COMMITTEE

- There is a New Truck meeting this Thursday, October 15th.

COMPUTERS

- Nothing to report.

LOSAP

- Nothing to report.

PROFFESIONALS REPORT

Chiefs Report – reported by Chief Michael Heilbronn

- 14 alarms for the month of September. Total of 191 alarms for the year. See attached report regarding details for the month of September.
- Have 3 firefighters going through Firefighter One training. One had to resign because it was interfering with his college classes. The chief would like to see if we can get a credit for his withdrawal that can be put towards the next group. He has been a good member; he just put too much on his plate at one time. Commissioners agreed it was OK to let it slide. Assistant Chief will follow up with the Fire Academy. Hoping to get a credit in the neighborhood of \$260.00.

Assistant Chief Report - reported by Kevin Umbach

- Beginning to make some purchases.
 - Vulcan hand lights to fill out vehicles that don't have them
 - Extinguishers – should be in tomorrow (10/14/15)
 - Meters
 - Saws – going to purchase the saws that the Chief found because they were cheaper but of the same quality they were looking for – Stihl Fire Rescue saws with a depth gage.
- They are in need of Bail Out System training for about 5 firefighters. Going to do some refresher slides too for those that have the training already as well.
- The charger for the T4 Max Camera on Engine #901 is not charging. It has been removed and set out for repair through Bullard today. Cost will be around \$400.00. They are looking at new cameras because they are not happy with the Bullard. The new ones are 1/3 of the price and have great reviews. New Fleer Cameras will cost about \$1600.00 each.
- New sensor needed for his Chief vehicle. Cost will be around \$200.00.

Engineer's Report - Ken Skalla

- Ken Skalla was absent this evening. No report was read.

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- Commissioner Wood reported on the Mercer Hubcap incident with Engine #902. The company paid for a purchase of a new hubcap and had Fire & Safety put it on. This is all taken care of now.

2016 BUDGET

- Budget spreadsheet was reviewed. (See attached sheets)
- Commissioner Wood is going to confirm that each line item in the 2016 Budget has state what the intention of the cost are specifically for since they come out of the Capital Expenditure bucket. If the firefighters need a miscellaneous bucket, it may have to be added to contingency.
- Apart of the new budget will include the purchase of new cameras that were discussed by the Assistant Chief earlier in the meeting.

Commissioner Miller made a motion to approve the repair of the camera charger. Commissioner Duffy seconded the motion. It was so moved.

Commissioner Duffy made a motion to approve the repair of the sensor on the Assistant Chief's vehicle. Cost should not exceed \$350.00. Commissioner Miller seconded the motion. It was so moved.

Commissioner Miller brought up a conversation he had today with Braslow about the Resolution made at the last meeting that, in his opinion, was done improperly. He wanted to remind everyone as members of the Commissioners Board that things need to be done in a professional manner and we can't just make things up as we go along. We have to follow proper procedures because each of us are individually liable for what we decided upon. We are an organization that when we spend money we spend tax payer dollars. Commissioner Miller feels that no one outside of the board should make money decisions on their own. They should at least get 3 Commissioners approval before moving forward with any purchases or repairs. Commissioner Wood agreed and said we will fix that moving forward.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance as of September 15, 2015 was \$999,836.42

After interest of \$108.34, deposits of \$163,096.63, and then payments/disbursements the ending balance as of October 13, 2015 is \$1,153,598.70

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

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

OLD BUSINESS:

- Thank you Commissioner Wood for cleaning up the Commissioner's Office. Commissioner Miller will need to look at the DCA's website for destruction of old documents so we can proceed with properly disposing of the paperwork. Paperwork is all organized in bags until we know what has to be done with it.
- Commissioner Miller had a conversation with Attorney Braslow about the Resolution that was done at the last meeting in September. He said it was poorly put together and he can concerns about how the property mentioned in the resolution would be disposed of. If the board would allow him to rewrite Resolution #13-15 he will have ready for the next meeting. Braslow would not like to see the fire company listed as receiving the old equipment and decide on what to do with it. The resolution should state the value (if any) since

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these were all purchased by the tax payers. If the value is deemed as \$0 it should state as such. Commissioner Miller will ask Braslow to put together a revised resolution to be presented at the next meeting.

NEW BUSINESS:

- 2016 Budget Schedule was distributed by Commissioner Miller who went over the following schedule:
 - 11/10/15 – Budget Workshop @ 7:30pm at Colonial Oaks Fire House.
 - 11/11/15 – Submit approved budget to Accountant for preparation and submission to DLGS.
 - 11/17/15 – Regular Business Meeting @ 7:30pm at Colonial Oaks Fire House (if needed)
 - 11/18/15 – Advertisement of Public hearing which will commence on 12/8/15
 - 11/25/15 – Submit two copies of introduced and approved budget prepared by the Accountant to Director of DLGS.
 - 12/1/15 – Copy of approved budget to be posted and copies made available to each person requesting a copy.
 - 12/8/15 – Regular meeting @ 7:30pm at Colonial Oaks Fire House
 - 12/9/15 – Submit two copies of adopted budget to Director of DLGS.
 - 12/16/15 – Division returns on certified copy of adopted budget to district.
 - 1/12/16 - Regular meeting @ 7:30pm at Colonial Oaks Fire House
 - 1/13/16 – Contact County for copy of registered voters list.
 - 2/9/16 - Regular meeting @ 7:30pm at Colonial Oaks Fire House
 - 2/20/16 – Annual Election @ Colonial Oaks Fire House from 2pm – 9pm
 - 2/22/16 – Submit election results to Director DCA via fax on Sate Form “2016 Fire district Budget Election Results Certification”. Include copy of ballot.

PUBLIC PORTION

- Mike Duffy, Vice President of the Brookview Volunteer Fire Company. As of last night the committee asked to submit an adjustment to the Fire Protection Agreement for 2016. FF Duffy will present to the treasurer as a draft of the 2016 budget. Increase is \$194.4. 2% increase over the previous year.
- Firefighter made a request to LOSAP – dealt with during a closed portion meeting since it is a private matter.

Meeting adjourned at 20:30.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Give Engineer Skalla the 2 registrations and truck renewal applications	Commissioner Miller	ASAP		
2	Review of 4 names on insurance to deem whether they are still active members of the firehouse or not	Commissioner Duffy and Chief	After meeting		
3	Braslow to finalize the Bid package with Architect	Commissioner Duffy	ASAP		
4	Fix Antenna at Riva Ave.	Asst Chief Umbach	ASAP		

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5	Call Fire Academy to see if they would give us a credit for firefighter that withdrew from the class	Asst Chief Umbach	By next meeting		
6	Have resolution 13-15 re-written by Braslow	Commissioner Miller	By next meeting		
7	Review RCA website on how to dispose of office paperwork properly	Commissioner Miller	ASAP		

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

#	Description
1	n/a
2	

Decisions / Agreements:

#	Description
1	Approval of camera charger at \$400.00
2	Approval to install new sensor in Assistant Chief's vehicle – not to exceed \$350.00
3	Braslow to write up new Resolution for #13015 – disposal of old equipment

Brookview Volunteer Fire Company

Chief's Report

Sep-2015

Alarms for the Month	14
Total Alarms for the Year	191
Average Manpower for the Month	12.4
Average Manpower for the Year	12.8

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	3	102
North Brunswick		63
EB District 2	1	17
EB District 1		13
South Brunswick	2	4
Milltown		1
New Brunswick		1
Carteret		1
S River		1
Monroe		1
Active Fire Alarm:	4	36
Motor Vehicle Accident:	2	11
Odor/Sight of Smoke:	1	9
CO Alarm:		6
Open Burning:	1	6
EMS/PD Assist:	1	5
Structure:		4
CO Alarm:		4
Brush/Vegetation:		3
Transformer/Wires	2	2
Vehicle:		1
Ice/Water Rescue:		1
Weather Stand-By:		1

Alarms by Month:

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

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	4	23
Monday:	1	22
Tuesday:	2	25
Wednesday:	1	34
Thursday:	3	25
Friday:	1	39
Saturday:	2	23

<u>Alarms by Time of Day:</u>	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	3	41
07:00 - 15:00	5	71
15:00 - 23:00	6	79



BROOKVIEW VOLUNTEER FIRE COMPANY

363 Dunhams Corner Road, East Brunswick, New Jersey 08816

Colonial Oaks: (732) 238-1966 Fax: (732) 390-8992 Riva Ave: (732) 821-8897

LINE OFFICERS BUDGET FOR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 BUDGET	2016 BUDGET
6310	RADIO M&R	\$4,900.00	\$5,200.00
6312	EQUIPMENT PURCHASE	\$82,990.00	\$83,150.00
6314	SFSG GRANT	\$1,534.00	\$1,534.00
6320	EQUIPMENT M&R	\$20,000.00	\$20,600.00
6340	FF PHYSICAL EXAMS	\$4,000.00	\$6,000.00
6344	FF TRAINING	\$10,000.00	\$10,000.00
6346	VEHICLE M&R	\$30,000.00	\$30,000.00
	BUDGET TOTALS	\$153,424.00 TOTAL 2015 BUDGET	\$156,484.00 TOTAL 2016 BUDGET



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LINE OFFICERS BUDGET FOR 2016

ACCOUNT 6312 NEW EQUIPMENT PURCHASE

[illegible]



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LINE OFFICERS BUDGET FOR 2016

ITEM REQUESTED	ITEM PRICE	ITEM TOTAL	TOTAL ITEM AMOUNT
New Chief Truck			\$55,000
ACCOUNT TOTAL			\$55,000.00

The above item would be purchased from the capital improvement account.

East Brunswick Fire District #3

10/13/2015 7:55 PM

Register: TD Bank

From 09/09/2015 through 10/13/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2015			Interest Income	Interest		X	108.34	998,728.08
10/12/2015			-split-	Deposit			163,096.63	1,161,824.71
10/13/2015	1073	Middlesex County Fi...	6344 Training	INV#01-1401-...	✓ 210.00			1,161,614.71
10/13/2015	1074	Fire & Safety Service...	6320 Equipment M&R	INV#1015-060...	✓ 117.81			1,161,496.90
10/13/2015	1075	Witmer Public Safety...	6312 Equipment Purch...	INV#E137845...	✓ 368.93			1,161,127.97
10/13/2015	1076	Machovec - Ice Su...	accts payable - 05-WA...	INV#34706(W...	✓ 915.55			1,160,212.42
10/13/2015	1077	Verizon Wireless	6236 Office Expenses	INV#9752964...	✓ 80.02			1,160,132.40
10/13/2015	1078	Twp of East Brunswi...	6320 Equipment M&R	Fuel Aug 2015...	✓ 684.83			1,159,447.57
10/13/2015	1079	Richard M. Braslow	6640 Riva Ave Project	INV#17518(66...	✓ 115.50			1,159,332.07
10/13/2015	1080	Safe ID Card System...	6236 Office Expenses	INV#2643(6236)	✓ 35.00			1,159,297.07
10/13/2015	1081	Sonny's J&S Service ...	6346- Vehicle M&R	INV#24288(63...	✓ 218.00			1,159,079.07
10/13/2015	1082	Access Health Systems	6340 Physical Exams	INV#1131(6340)	✓ 115.00			1,158,964.07
10/13/2015	1083	Access Health Systems	6340 Physical Exams	INV#2135(6340)	✓ 30.00			1,158,934.07
10/13/2015	1084	Access Health Systems	6340 Physical Exams	INV#2136(6340)	✓ 30.00			1,158,904.07
10/13/2015	1085	Access Health Systems	6340 Physical Exams	INV#2466(6340)	✓ 30.00			1,158,874.07
10/13/2015	1086	Access Health Systems	6340 Physical Exams	INV#2467(6340)	✓ 30.00			1,158,844.07
10/13/2015	1087	Mercer Spring & Ali...	6346- Vehicle M&R	Voucher 2664(...	✓ 4,354.60			1,154,489.47
10/13/2015	1088	Parts Authority	6346- Vehicle M&R	Acct 010010933(✓ 83.95			1,154,405.52
10/13/2015	1089	Brookview Vol. Fire ...	-split- <i>Grant</i>	Reim(6320/634...	✓ 283.35			1,154,122.17
10/13/2015	1090	Dave Wood	6320 <i>Grant</i> Equipment M&R	Reim(6320)	✓ 160.24			1,153,961.93
10/13/2015	1091	Linda Nicholas	6236 Office Expenses	Reim USPS(62...	✓ 7.23			1,153,954.70
10/13/2015	1092	Lincoln Financial	6250 Admin Service	VOID: INV#1...		X		1,153,954.70
10/13/2015	1093	Christine Gerbereux	6250 Admin Service	INV#215(6250)	✓ 201.00			1,153,753.70
10/13/2015	1094	Linda Nicholas	6250 Admin Service	INV#13(6250)	✓ 155.00			1,153,598.70

#1089. Breakfast
6320
6340
6346

7:56 PM

10/13/15

Accrual Basis

East Brunswick Fire District #3 **Profit & Loss Budget vs. Actual** **January 1 through October 13, 2015**

	Jan 1 - Oct 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	289.02	0.00	289.02	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	436,337.74	0.00	436,337.74	100.0%
Total Income	436,626.76	0.00	436,626.76	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 Actiak 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	3,090.11	5,760.00	-2,669.89	53.6%
6246 Professional Services	7,018.99	10,123.00	-3,104.01	69.3%
6250 Admin Service	3,694.50	4,000.00	-305.50	92.4%
6310 Radio M&R	3,888.00	4,900.00	-1,012.00	79.3%
6312 Equipment Purchase	8,553.32	82,990.00	-74,436.68	10.3%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	12,801.15	20,000.00	-7,198.85	64.0%
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	29,203.21	41,000.00	-11,796.79	71.2%
6332 Insurance Workers Comp	25,518.00	20,000.00	5,518.00	127.6%
6340 Physical Exams	928.00	8,000.00	-7,072.00	11.6%
6344 Training	3,498.88	10,000.00	-6,501.12	35.0%
6346- Vehicle M&R	18,182.14	30,000.00	-11,817.86	60.6%
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	1,119.50	0.00	1,119.50	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	352,444.82	650,537.00	-298,092.18	54.2%
Net Ordinary Income	84,181.94	-650,537.00	734,718.94	-12.9%
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	84,181.94	-650,537.00	734,718.94	-12.9%