

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



Meeting Minutes

Date & Time:	Monday, February 10, 2015
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Scott Miller
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:40 by Commissioner Miller.

Pledge of Allegiance was recited.

Commissioner Miller 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 11, 2014, 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 Miller indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Read letter from Houston Galveston Area Council dated 1/19/15 regarding the executed program contract including the ILC number for the fire house to be used on all future purchases and does not need to be renewed at any time.
- Notice from USPS regarding certified letter that was sent (the budget) going down to Trenton
- Letter from D&A Auto parts requesting an updated tax exempt form. This was given to Christine who will send over a new copy.
- New registration for 1997 Pierce Pumper – this was given to Ken Scalla the engineer.
- Received a copy of the new budget back from state. It was given to Commissioner Wood.

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- Received plans for a minor subdivision and a bulk variance for property located at 133 Dutch Road. Vacant land, existing dwelling to be removed to create three residential single family lots.

INSURANCE (reported by Commissioner Duffy)

Only thing to report – He handed out some information to Chief and other commissioners to highlight what they think we should put down for setting up our own Driver and Vehicle SOGs set ups.

RIVA AVENUE PROJECT (reported by Commissioner Duffy)

Commissioner Duffy met with the architect this morning. They are pushing for the electrical engineer who is designing the electric and heating system for the new building. It is taking a little time for him to get back to them. The architect did say he could set up the bid specs/packets in the meantime. Braslow will review everything prior to it going out. Commissioners agreed he should keep things moving forward.

LOSAP (reported by Commissioner Miller)

Received annual CPI adjustment for the year 2014. The increase will be 1% for fire districts. The maximum LOSAP awarded can be \$1,669.00. Commissioners Duffy and Wood reviewed it and agreed. A Resolution will be typed up and brought to March's meeting for the Commissioners to approve.

PUBLIC PORTION

Public portion opened up at 7:45pm.

Chief Report for January – reported by Chief Michael Heilbronn

- 12 alarms; 4 in our district; 8 were mutual aid (see attached)
- He has 2014 LOSAP – sent in an email to Commissioner Fenstermaker so he has final figures earlier today
- Equipment – 3 chainsaws out of service
 - 1 is beyond repair
 - To fix the other saws it will be around \$300.00 each. He has prices to purchase new chainsaws – the chief would like to replace at least two of the three out of service to get them back on the engines and have reliable equipment.
 - A new Stihl Saw will cost \$550.00. Commissioner Wood noted that this is not a budgeted item. It would have to be taken out of contingency. There was a budget for a new roof saw budgeted in 2015. Asst Chief Umbach said we could take some money from that budget and just purchase two of the three chainsaws. The roof saws were recently repaired and are in service. There is approximately \$9,000 in that account. The saws to be replaced are 16" saws. Ken Scala confirmed the Stihl saw is almost an exact replacement of what they are replacing. Commissioner Wood said the cost should go under contingency right now. We can always see what happens with 1612 and we can always move that money over at the end of the year.

Motion was to approve 3 new Stihl saws at \$550 apiece to come out of contingency. Total of \$1650.00. Ken Skalla to call and purchase tomorrow.

Commissioner Wood made the 1st motion for the above. Commissioner Duffy 2nd the motion. All were in favor. It was so moved.

Engineer's Report (reported by Ken Skalla - see attached and notes below)

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- #902 - The Auto body company agreed it will be fixed under the 2012 estimate.
- Broken parts were inventoried. When things go down Ken doesn't have anything to use to replace things with.
- #905 - Sled box - Commissioner Wood brought this up. Danny Kryzinski says there are some options such as a strapping system for boards. Generator light unit is taking up space in storage area. Looking to move that inside the vehicle. He is fabricating some boxes and brackets. Stock boxes don't seem to be a possibility due to the small sizes they have found. Fabricated box seem to be the only option. Ken mounted poles already on top of bed. Commissioner Wood wants to do this all in phases due to cost. The fabricated boxes are running around \$1,300. Still need to talk to him more about all this. Want to get at least this vehicle done so it is organized. Taken out of the Equipment M&R account.
- It was asked if we need three quotes. Commissioner Miller believed this is below the cap. Another attendee (not sure who it was) mentioned that that cap was \$2,500.00. Commissioner Miller is going to confirm this with Braslow.

Assistant Chief Report – reported by Kevin Umbach

Encumbered monies – all items have been purchased. Last items were the helmet shields which should be shipped within the next two weeks. SFSG Grant is all purchased as well.

New Truck Committee – reported by Brian Newman, chairperson

Copies of plans and specs were given to commissioners and hung up at meeting for commissioners to review. Committee chair Newman went through specs of the new rig with the Pierce representative the previous week. The truck committee requested some changes to the original order. Changes were minor.

- Deleting the incoming air to truck – keep the air tanks full (brake air). Instead they are going with a compressor that hooks up to the electric shoreline. If the brake tank goes under a certain level, it will automatically kick on and keep it at a safe level. This was an add of \$750
- Changed mirror a little bit. One complete unit with a flat mirror and a convex mirror.
- Deleted side awning to save \$2,800
- Deleted the 14' roof ladder & deleted the 20' extension ladder. Opted instead for 2-12' straight roof ladders. Unsure of savings on that change.
- Cascade System – looking to change it from the ASME bottles that never need to be tested to the UN (used to be the DOT bottles). These need to be tested every 10 years. Saves about \$10,000 off the cost of the truck along with a few hundred pounds off the weight of the vehicle.
- Control panel for the air – instead of it being in P3 it's going to be in D3; driver's side.
- Compartment off the back of the truck will be shortened by 65" and making the transverse compartment, D3 to P3.

Pierce representative needs a resolution to get this started. Not sure if the Houston Galveston number is needed. Commissioner Duffy asked Commissioner Miller if he could get a resolution from Braslow, the attorney, for the truck when he was asking about the other resolution.

Commissioner Miller then asked if anyone had any questions about the new vehicle. Commissioner Wood asked about warranties. Warranties were listed towards the back of the paperwork handed out by Brian Newman who said they were all basic warranties. Nothing had an extended warranty on it. They went through the warranties listed for each area. Brian Newman noted that the spec sheets have not been updated with recent changes requested by committee. So these are not the final version.

Commissioner Miller asked if there were any objections to move forward with the vehicle from Pierce. There were no objections. Commissioner Miller to get resolution from attorney to move forward. Commissioner Wood asked about the pre purchased stuff. Brian Newman said he would have to talk to the rep from Perce on that. He did not discuss costs. The commissioners are going to invite Braslow to the next meeting on March 10th

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with the rep from Pierce to discuss schedule. The resolution will be drafted and once their questions are satisfied they will move forward with the purchase.

Commissioner Wood asked when would he have to talk to Neely about the inter local for this? We are buying it this year so we are going to take the first payment for next year. Possibly looking to take delivery next spring (about 300 days after order). He said we have the money but not sure when the first payment needs to be made. Commissioner Duffy pointed out the more you pay up front the more savings they will have. This may also be an option through the Houston Galveston Cooperative. Brian Newman pointed out that the final payment on #901 is due this year. Commissioner Wood to speak to Bruce about this since he was the person who dealt with Houston Galveston the last time.

Old Truck Parts

Discussion about the surplus of old parts the engineer, Ken Skalla spoke about in his Engineer's report – Commissioner Miller said there is a procedure that needs to be followed to dispose of them accordingly. He will add that to the list of questions he needed answered for the next meeting. Going to ask Braslow how this should be gotten rid of. The only time something can be donated is if they are deemed of \$0 value. Motion for \$1,300 to purchase custom box for truck #905 – Commissioner Wood said it is to be taken out of equipment M&R

Commissioner Wood made the 1st motion for the above. Commissioner Duffy 2nd the motion. All were in favor. It was so moved.

Treasury Report (reported by Commissioner Wood - see notes below and attached)

We had some issues with the budget. The preliminary is OK but there are a couple of outstanding issues. This is according to Robert Kennedy of DCA. We have website compliance issues – we are missing Meeting Minutes. They also asked for (since we got audited this year) audit proof of publication audits synopsis. Chris sent that in already to them. Before they can release the final budget they have to post the meeting minutes and resolutions onto website. Commissioner Wood to get everything up to date on the website by tomorrow. Linda Nicholas will be taking over updating the website after that.

Commissioner Wood purchased shredder and lock box – some encumbrance items. They also purchased the fire safety cameras

(Went over report at this time)

Christine Gerbereux said we are out of vouchers. This would be an office expense. Invoice already submitted.

Commissioner Duffy made the 1st motion for the above. Commissioner Wood 2nd the motion. All were in favor. It was so moved.

OLD BUSINESS:

Nothing to report in this section

NEW BUSINESS:

Election – ballads were approved. Linda to be here that day.

Commissioner Miller to help set up. Christine asked if Linda can have the extra key fob in her desk to get into building for election. Commissioners approved.

Meeting adjourned at 20:30 PM

#	Action Item	Lead	Target	Priority	Comments
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#	Description	Resource	Date		
1	Insurance - Commissioners to highlight what they think should put down for setting up our own Driver and Vehicle SOGs set ups.	All Commissioners	This month		
2	Purchase 3 new Stihl chainsaws	Ken Skalla	ASAP		
3	Speak to Braslow about Riva Project plan specs	Commissioner Miller	By next meeting		
4	Confirm with Braslow the purchase cap of when 3 quotes are needed	Commissioner Miller	By next meeting		(in reference to the customized boxes for Fire truck storage)
5	Speak to Braslow about Resolution for new Truck	Commissioner Miller	By next meeting		
6	Speak to Braslow about the procedures to get rid of old truck parts	Commissioner Miller	By next meeting		
7	Resolution to be typed up for CPI Adjustment for 2014 (LOSAP)	TBA	By next meeting		Brought to March's meeting for adoption
8	Website updated to be in compliance for 2015 budget	Commissioner Wood	ASAP		He said he would complete this by tomorrow (2/11/15)
9	Order new vouchers	Christine Gerbereux	ASAP		

Items / Issues to Discuss at a Later Time (Parking Lot):	
#	Description
1	Discuss new truck payment schedule with Braslow and rep from Pierce
2	2015 Election
3	
4	
5	

Decisions / Agreements:	
#	Description
1	Motion was approved to purchase 3 new Stihl saws at \$550 apiece. Total of \$1650.00.
2	Order new vouchers.
3	
4	
5	

Brookview Volunteer Fire Company

Chief's Report

January 2015

Alarms for the Month 12
 Total Alarms for the Year 12

Average Manpower for the Month 14.9
 Average Manpower for the Year

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Active Fire Alarm:	0	0
Mutual Aid / Stand-By:	8	16
E.B. District 1:	2	
E.B. District 2:	4	
N. Brunswick:	0	
Helmetta:	0	
Milltown:	0	
S. Brunswick:	1	
Edison:	0	
Spotswood:	0	
Sayreville:	0	
Carteret:	1	
Hazardous Materials:	1	2
Brush:		
Structure:	0	0
Odor/Sight of Smoke:		
Motor Vehicle Accident:	1	2
Wires/Pole/Electrical:	0	0
Vehicle:		
Rubbish:		
Open Burning:		
Rescue:		
Helicopter Landing:		

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	2	2
Monday:	0	0
Tuesday:	3	3
Wednesday:	2	2
Thursday:	1	1
Friday:	4	4
Saturday:	0	0

<u>Alarms by Time of Day:</u>	<u>Month:</u>	<u>Year:</u>
00:00 - 07:00	3	3
07:00 - 16:00	5	5
16:00 - 00:00	4	4

BROOKVIEW VOLUNTEER FIRE COMPANY

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

Engineer's Report

Ken Skalla

Date: February 2015

Inventory of spare broken/non-fixable Streamlights and nozzles taken. One 1.25 ,five 1.5, one 2.5 adjustable nozzles. Six large style Streamlights, two large style chargers.

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

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

*Siren base repaired (in house).

*Vehicle scheduled for body work after ordered parts come in.

*Air line Tire Fill Chuck replaced.

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

*Vent saw pull cord replaced.

*Fire & Safety Serv. called to replace six in-cab streamlights with newer models.

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

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

* Boat pole brackets installed (in-house).

* Ignition lock replaced.

* Ice Sled/Backboard rack and bed box ordered.

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).

* Water Pump replaced * Vehicle serviced and inspected

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

2/10/2015 7:57 PM

Register: Bank of America

From 01/13/2015 through 02/10/2015

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/08/2015	7759	VOID	VOID	VOID:		X		602,019.07
02/08/2015	7760	VOID	VOID	VOID:		X		602,019.07
02/08/2015	7761	VOID	VOID	VOID:		X		602,019.07
01/13/2015	7726	Solitario & Tierney P...	accts payable - 05-WA...	Prepare 2015 B...	2,000.00			596,548.32
01/13/2015	7727	The Bannister Comp...	6320 Equipment M&R	INV#8037(6320)	31.50			596,516.82
01/13/2015	7728	Fire & Safety Service...	6320 Equipment M&R	INV#IO15-001...	72.19			596,444.63
01/13/2015	7729	McNeil & Co., Inc.	accts payable - 05-WA...	INV#4235411...	1,241.75			595,202.88
01/13/2015	7730	McNeil & Co., Inc.	accts payable - 05-WA...	INV#4235911...	3,211.50			591,991.38
01/13/2015	7731	McNeil & Co., Inc.	accts payable - 05-WA...	INV#4236411...	1,000.00			590,991.38
01/13/2015	7732	Communications Spe...	6320 Equipment M&R	INV#34163(63...	384.00			590,607.38
01/13/2015	7733	Continental Fire & S...	accts payable - 05-WA...	INV#D5651(W...	1,977.00			588,630.38
01/13/2015	7734	Richard M. Braslow	6246 Professional Serv...	INV#16903(62...	16.00			588,614.38
01/13/2015	7735	Ken Skalla	6320 Equipment M&R	Reim(6320)	48.85			588,565.53
01/13/2015	7736	Twp of East Brunswi...	accts payable - 05-WA...	Fuel Nov 2014...	533.10			588,032.43
01/13/2015	7737	Twp of East Brunswi...	accts payable - 05-WA...	Fuel Dec 2014(...	484.49			587,547.94
01/13/2015	7738	Board of Fire Commi...	6224 Election Expenses	1/3 Cost for El...	642.88			586,905.06
01/13/2015	7739	Board of Fire Commi...	6236 Office Expenses	1/3 cost e-Disp...	486.00			586,419.06
01/13/2015	7740	Board of Fire Commi...	6320 Equipment M&R	1/3 cost forCon...	936.00			585,483.06
01/13/2015	7741	Brookview Vol. Fire ...	accts payable - 05-WA...	4th Q Payment(...	58,406.25			527,076.81
01/13/2015	7742	Brookview Vol. Fire ...	accts payable - 05-WA...	Reim A Lasher...	1,400.00			525,676.81
01/13/2015	7743	Richard M. Braslow	6640 Riva Ave Project	INV#16976(66...	80.00			525,596.81
01/13/2015	7744	Confires Fire Protecti...	6320 Equipment M&R	INV#0191557-...	394.20			525,202.61
01/13/2015	7745	Linda Nicholas	6250 Admin Service	INV#5(6250)	110.00			525,092.61
01/13/2015	7746	Christine Gerbereux	6250 Admin Service	INV#206(6250)	295.50			524,797.11
02/10/2015	7747	McNeil & Co., Inc.	accts payable - 05-WA...	INV#3332211...	836.64			523,960.47
02/10/2015	7748	Mercer County Fire ...	6344 Training	INV#FA3088(...	975.00			522,985.47
02/10/2015	7749	Home News Tribune	accts payable - 05-WA...	Acct#ASB-077...	41.60			522,943.87
02/10/2015	7750	Home News Tribune	accts payable - 05-WA...	ACCT#ASB-0...	44.24			522,899.63
02/10/2015	7751	Access Health	6340 Physical Exams	Acct#EASTBR...	160.00			522,739.63
02/10/2015	7752	Pinnacle Wireless USA	6310 Office Expenses	INV#8357(6236)	808.00			521,931.63
02/10/2015	7753	Continental Fire & S...	6320 Equipment M&R	INV#D5609(6...	314.10			521,617.53
02/10/2015	7754	Brian's Lawnmower	6320 Equipment M&R	Customer#347...	40.00			521,577.53
02/10/2015	7755	Sonny's J&S Service ...	6346- Vehicle M&R	INV#22936(63...	162.84			521,414.69
02/10/2015	7756	Sonny's J&S Service ...	6346- Vehicle M&R	INV#22979(63...	250.20			521,164.49
02/10/2015	7757	Ken Skalla	6320 Equipment M&R	Reim 902/905(...	32.38			521,132.11
02/10/2015	7758	Brian's Lawnmower	6320 Equipment M&R	Customer#347...	21.50			521,110.61
02/10/2015	7762	Home News Tribune	6224 Election Expenses	INV#296614(6...	78.12			521,032.49
02/10/2015	7763	Brookview Vol. Fire ...	6320 Equipment M&R	Reim bracket f...	49.58			520,982.91
02/10/2015	7764	Fire & Safety Service...	6320 Equipment M&R	INV#IO14-067...	215.42			520,767.49
02/10/2015	7765	Select Automotive	6346- Vehicle M&R	INV#2920(6346)	78.97			520,688.52

East Brunswick Fire District #3

2/10/2015 7:57 PM

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From 01/13/2015 through 02/10/2015

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/10/2015	7766	David Wood	accts payable - 05-WA...	Reim for Shred...	346.66			520,341.86
02/10/2015	7767	Dave Wood	accts payable - 05-WA...	Reim Fire Cam...	447.90			519,893.96
02/10/2015	7768	Christine Gerbereux	6236 Office Expenses	Reim USPS(62...	60.75			519,833.21
02/10/2015	7769	Linda Nicholas	6250 Admin Service	INV#6(6250)	95.00			519,738.21
02/10/2015	7770	Christine Gerbereux	6250 Admin Service	INV#207(6250)	255.00			519,483.21