

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



Meeting Minutes

Date & Time:	Tuesday, March 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	Arrived late
Commissioner Thomas Duffy	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:46 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)

- Registration renewal application for 1995 Bronco which will be completed
- Letter dated November 12, 2014 (not sure if this was read previously so Scott wanted to read it) included certification form CNC-3 Fire District for 2014 new construction improvement and assessments. Commissioner Wood confirmed this was read before because this was what the budget was based on for 2015. Christine Gerbereux put this on file.
- Received a request from US Department of Commerce for 2014 Annual Survey of Local Government Finances. It has been completed and Chris Gerbereux will be forwarding on under Scott's direction.
- Received a Business Entity Disclosure Certification from Richard Braslow indicating his place of business in Toms River, NJ.

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INSURANCE (reported by Commissioner Duffy)

- Policy that covers the fire company – Tom will be reaching out to the representative about new members.

REORGANIZATION (read by Commissioner Miller)

Positions need to be elected. Scott accepted nominations for the following positions on the board of Fire Commissioners.

- Chairman – Commissioner Wood nominated Commissioner Edward Bowne; Commissioner Duffy seconded that nomination. All were in favor, it was so moved.
- Treasurer – Commissioner Duffy nominated Commissioner David Wood; Commissioner Miller seconded that nomination. All were in favor, it was so moved.
- Vice Chairman – Commissioner Duffy nominated Commissioner Ryan Fenstermaker; Commissioner Wood seconded that nomination. All were in favor, it was so moved.
- Assistant Clerk – Commissioner Wood nominated Commissioner Tom Duffy; Commissioner Miller seconded that nomination. All were in favor, it was so moved.
- Secretary/Clerk - Commissioner Duffy nominated Commissioner Scott Miller; Commissioner Wood seconded that nomination. All were in favor, it was so moved.

Commissioner Wood and Commissioner Duffy each read the Oath of Allegiance for their new re-elected position as Commissioners. Commissioner Duffy swore in as Fire Commissioner. Commissioner Wood swore in as Fire Commissioner.

RESOLUTIONS (read by Commissioner Miller)

Each Resolution was read in detail. At the conclusion of each reading a roll call was taken of the Commissioners vote which was either yes, no or a recording of being absent. Please refer to the attached Resolutions to see details of each resolution and roll call for each.

- Resolution #01-15 – Authorizing Appointment of Accountant for 2015 – 2016 year
- Resolution #02-15 – Authorizing Appointment of Attorney for 2015 – 2016 year
- Resolution #03-15 – Authorizing Appointment of Auditor
- Resolution #04-15 – Adoption of Cash Management Plan
 - Firehouse accounts are held at the Bank of America
- Resolution #05-15 – Authorizing Regular Meeting Schedule
 - Meeting schedule is attached to this resolution.
- Resolution #06-15 – Designation of Official Newspaper for Publications for 2015 – 2016 year
- Resolution #07-15 – Authorizing Approval of Payment and Claims
- Resolution #08-15 – Designating Surety Bonding for Commissioners
 - Commissioners bond is reflected in the insurance documents.
- Resolution #09-15 – Implementing Cost of Living (COLA) increase for LOSAP for 2014
- Resolution #10-15 – Authorizing Award of Contract Relative to Purchase of Fire Truck
 - Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement is attached to this resolution
- Resolution #11-15 – Authorizing Disposal of Personal Property
 - Hold Harmless and indemnification Agreement is attached to this resolution

RIVA AVENUE PROJECT (reported by Commissioner Duffy)

Architect called Commissioner Duffy with good news. Engineer will have the electric drawing done before the week is out and the final plans will be done by next week. At last meeting we talked about having him set up the bit packages. As soon as we get the stuff back to the building company/fire committee and they review it all and are onboard. Once that is done the packages can be printed up. He would like to keep this going in a forward motion so he would like Braslow to review it all so we are ready to go from there. Commissioners had no objections to this request made by Commissioner Duffy.

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LOSAP (reported by Commissioner Fenstermaker)

Commissioner Fenstermaker mentioned the Resolution regarding the Cost of Living increase for LOSAP. Commissioner Miller stated it was already reviewed and passed earlier in the meeting. (Resolution #09-15) Commissioner Fenstermaker noted that with the 1% allowable increase it brings the re-attainment amount to \$1,494.00, \$1,040.00 and \$780.00 respectively.

We got the final contribution matrix from the fire company. There are 25 members who achieved 100% contribution and 2 that received the 75% and 50% contribution. The total amount for the year 2014 is \$40,990.00. All this information was sent to Lincoln Financial. The only thing outstanding is the application for Jay Smith, a new member, who will fill out the necessary paperwork either tomorrow or Friday so it can all be finalized. He then made a motion to fund LOSAP for 2014 in its entirety at \$40,990.00. Commissioner Miller seconded that motion. All were in favor with no oppositions. It was so moved. Commissioner Wood asked of Commissioner Fenstermaker needed that check tonight and he said no.

COMPUTERS (reported by Commissioner Wood)

- Website is up to date. Linda Nicholas has taken over this roll of adding meeting minutes. So far she has had no issues.
- We went through an audit from DCA. They came back with a resolution. The resolutions are to be in the tail of the minutes to the month they were presented. If there are no resolutions, it would be noted as such. To comply with this, all of 2013 and 2014 Resolutions had to be scanned and added to the meeting minutes. We are not compliant.
- Commissioner's Office – the fireproof safe is now in the Commissioner's office. It was purchased to hold deeds and titles. Shredder is now operational. Forms will have to be completed for those documents to be shredded through the attorney.
- New stationary was ordered (envelopes reimbursement forms, etc) not yet received.

PUBLIC PORTION

Public portion opened up at 20:15.

Chiefs Report for February – reported by Chief Michael Heilbronn

- See attached report regarding alarms for the month.
- The ISO report was received. We got a rating of a 3 / 3x. He has the certificate if anyone wants to see it.
- Question was brought up about the simulcast system that existed on the old radios. He asked if any of the Commissioners or anyone else that they know of reached out for funding to get this back on line? The Commissioners reported that none of them have been contacted about it. The Chief said he would reach out to Commissioner Hoover to see if we can get this back up in place. He believes District #2 has already been spoken to about this. The Chiefs would like to get all three districts up and running. Commissioner Miller asked Chief Heilbronn to find out what needs to be done. He said the Assistant Chief can provide more information on this. The Township is looking into other methods of dispatching besides using low bands - VHF or UHF options. John Cosick mentioned in his email delivered today that they may consider using the Rescue Squad's frequency that is already in place. They are trying figure out solutions to paging folks especially on this side of town. Nothing can be done without representation of Chiefs and the boards from all three districts to resolve this matter. Chief Heilbronn requested that the board follow up on that email and to set up meeting with all three districts and certainly someone from the Line side of each department.
- Chief asked if the board of Commissioners would think about replacing one of the Chief's vehicles. We have 2 Durangos – the Assistant Chief is driving a 2004 Durango with 120,000 miles. The Chief is driving a 2005 Durango with 90,500 miles on it. The last time we spoke about this was that the intention was to

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spread out the purchases of these vehicles. He thinks it would make sense to replace at least one of these vehicles at this time. Ultimately they would love to look at something like a Tahoe with more room in the vehicle. The Assistant Chief has looked at a lot of different programs such as the Cranford Coop – similar to the HGAC for the new Rescue vehicle. He said they have prices well below state contracts. He feels they will run into an issue in the near future with service problems given the mileage and problems they have had with them in the past. Commissioner Miller said they will finish the public portion first and then come back to discuss this issue.

Assistant Chief Report - reported by Kevin Umbach

- Towards the end of last year we purchased two main batteries and two replacement batteries for each of the Thermal Imaging Cameras. These batteries are now starting to go as well. He was hoping they would have lasted a little longer but they didn't. These items were not put into this year's budget. They each run about \$59 each. This was a quote from last November. He feels it should be no more than \$125 to purchase two back up batteries. He would like to move forward with that so they have operating batteries.
- Kevin spoke to the folks at Pinnacle who does a lot of the radio and install work for the Station radios out of the upper building at Riva Ave., the Butler Building. The antenna there is mounted inside the building and inoperable. Pinnacle came out and took a bunch of photos and gave a quote to mount the antennas properly on the building so the mutual aid and township radio would cost \$3,080.00. The consulate radios received under the radio grant last year would also be programmed at around \$50.00 each. To get everything taken care of it would be no more than \$3,200.00. It would include an install at this location and Riva Ave.
- Met with the folks from Fleer – the Thermal Imaging Camera Company to demo some of their cameras. They seem to be a very good camera and a lot cheaper than the Bullard cameras by like 1/3 in price. IF we like them and they do what the salesman says they do, we may be interested in them as an option to purchase.

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

- Fire Company is sending some of our personnel to a school to do some repairs in house so we would not have to send them out. We can save some money doing this.
- The rest of the report, please refer to the attached Engineer's report at the end of these meeting minutes.

Safety - reported by David Wood & Jake Barry

- Asked about the influx of new members. We are out of pagers. The Chief was speaking about a new system earlier so he is not sure how much money the fire company would want to invest with these. The new pagers run about \$500.00 apiece. It could be lower but he feels this is the maximum price. He also is would like to purchase three additional non-officer helmets. We have only 2 in stock. These run about \$300.00 apiece. This is an approximate cost. Assistant Chief Umbach is going to check and see if the helmets are already in the budget. Assistant Chief Umbach is going to reach out to the Chief of South Old Bridge. He heard they just purchased Apollo pagers and are very happy with them. Research will be reviewed by the officers and the purchase of any type of pagers will be discussed among them before making a decision.
- It's time to send out air bottles for hydro-status testing. He will be working with the Engineer to do this. A cost quote has not been gotten yet however it is budgeted and has to get done.

New Truck Committee - reported by Bryan Newman, chairperson

The committee needs a Resolution to purchase the new truck. Resolution #10-15 was presented and read. It is listed with the above resolutions so as all the resolutions are listed in the same group of meeting minutes. Commissioner Miller described #2 within the resolution to the commissioners. It states that public needs to be notified about the intention to purchase the fire vehicle. Commissioner Miller received a copy from attorney

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Braslow regarding the wording that needs to go into the newspaper about the purchase. This will be done when the fire company receives the contract back from Pierce and agrees on the purchase price and details of new vehicle. If the resolution is accepted tonight, it will allow Pierce to go to Houston Galveston on the fire company's behalf and bring back the number that we are interested in on the truck that has been specked. Roll call was taken on this resolution and it is attached.

Looking to approve 4 items:

- 2 Batteries for the Thermal Imaging Cameras at about a total cost of \$125.00
- Mounting of the antenna and programming the radios at Riva Ave. a total cost of \$3,200.00
- 3 Helmets at a total of \$900.00
- 5 Pagers at a total of \$2,500.00

Helmets are in the budget; Pagers may have to be paid out of Contingency as it is an unforeseen cost. The other costs would come out of Radio M&R.

Commissioner Duffy made the motion to allow for the purchase of these items. Commissioner Wood seconded that motion. All were in favor; no one opposed. It was so moved.

Public Portion closed at 20:30.

TREASURY REPORT - reported by Commissioner Wood (see notes below and attached)

Beginning balance as of February 25, 2015 was \$526,432.91.

After disbursements the ending balance is \$510,941.00

Please refer to the details in the attached document of all disbursements for the month.

Commissioner Miller made a motion to accept the bills as read. Commissioner Fenstermaker seconded that motion. There were no oppositions. It was so moved.

The 2015 Budget was passed.

OLD BUSINESS:

Commissioner Miller stated that last month the Fire Company brought a list of obsolete items that they wanted to dispose of. In order to do that, we need to read one more resolution. Resolution #11-15 was read. Prior to the reading of the resolution, Commissioner Miller asked that the fire company provide a list of these obsolete items they wish to dispose of. A list needs to be attached to the resolution. (it is not yet attached) Commissioner Wood questioned why we have to go this route to get rid of something. According to attorney Braslow, any time an item is purchased with tax payer funds we need to deem it obsolete. Commissioner Wood then asked about low value items such as gloves. Commissioner Miller stated that he didn't think that used and worn out gloves would not fall into this category. Only items such as those the fire company is looking to get rid of such as nozzles, light bars, etc. In the past there was a company that took these old items that took these types of items. For the purpose of this resolution, we are going to deem the items identified by the fire company as obsolete. The fire company will sign a parts list which will then allow those items to become the property of the fire house and do what they want with those items on the list. A roll call was taken.

Several months ago when we spoke about the addition of the Riva Ave. Firehouse, our attorney advised us that he would like to see an agreement signed between the board and the fire company. A draft of which was provided to the fire company some time ago. It dropped and no one followed up with it. Commissioner Miller has a new company and would like to get the ball rolling on it again. He was not sure if it was already approved

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or still had to be spoken to their attorney. Prior to getting started on the construction, it would have to be resolved. A copy will be provided to the president after the meeting.

Lastly the fire protection agreement for 2015 was brought up and read to all in attendance. Signatures will need to be obtained since all those that need to sign this document are not in attendance. If there are no objections from the board, signatures will be obtained and all will receive copies once completed.

There were no objections.

NEW BUSINESS:

Discussion was picked back up about a new Chief's truck. Chief mentioned that the chief trucks are getting old. Commissioner Miller recalls conversations about this in the past. Commissioner Duffy asked that this be tabled until next month when all 5 Commissioners will be in attendance. Commissioner Wood just stated his major concern is to get the purchase of these vehicles to be spread apart. He does not want to be in this situation again in the future. He thought if we could spread it out to be every 5 years to purchase a new vehicle (allowing each vehicle to be in use for 10 years). Assistant Chief Umbach said the price right now for a 2014 model through a state contract was about \$30,000.00. He was told by the only dealership that handles the state contract, each year they go up about \$5,000.00. In speaking to other people throughout the county, he found the Cranford Coop Agreement which is the exact same thing as the Houston Galveston agreement. He found that the 2015 Tahoe is quoted around \$31,000.00. There are also items you would get credit for such as the police lamp (approx. a \$300 credit). The 2015 prices are coming in cheaper through the co-op than the 2014 state contract. There is no cost to join this Co-op. There is also some surplus in what we already have and use from other vehicles that can be put into a new vehicle which would also save on the purchase cost. The assistant chief pointed out the rough additional costs would be for lettering, consoles, command boards in the back and lights in the vehicle on top of the purchase of the vehicle. The Cranford Co-op they have the option of a lease to purchase program. It is all broken down in the materials passed on to the Commissioners.

Commissioner Wood said there are a lot of purchases in the near future. There is currently no money put aside for a new chief vehicle this year. The Chief pointed out that there are a number of vehicles that can be taken off the road – such as the safety vehicle, Crown Victoria, Bronco. He pointed out that they have a large fleet of vehicles for a fire company that has approximately 150 calls per year. He thinks the fire company needs to be mindful of the upcoming need for new chief vehicles. Commissioner Miller is in favor of eliminating one of these off the road and recycling items into the chiefs car. Commissioner Wood felt that the Crown Victoria would be the least useful car to keep in their fleet and it has the newest equipment added on it. Commissioner Wood does not want to dictate to the fire company but suggests a review be done of vehicle usage. Assistant Chief pointed out that in district #2 they used the Cranford Co-op and traded in the old chiefs vehicle. Commissioner Duffy doesn't want to keep vehicles and spending money on keeping them in the fleet. The Chief suggested that he sit down with the commissioners sit down and put together a 5 year plan. This has been mentioned in the past. It's not a good idea to wait any longer. Commissioners discussed future capital expenditures and ongoing maintenance costs. Commissioner Miller feels the fire company should discuss various options with their members and bring a possible solution to next months meeting. Assistant Chief Umbach asked that we at least sign up for the Cranford Co-op. A resolution will need to be approved. Commissioner Miller agreed to look into the co-op before the next meeting and Commissioners Fenstermaker and Wood will meet with the fire company to discuss a plan before the next meeting.

Christine pointed out that the Financial Disclosure is coming due. She believes it is now done electronically. She remembers that last year everyone took care of it on their own. She believes it is due by April.

Meeting adjourned at 21:10.

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#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Correspondence - request from US Department of Commerce for 2014 Annual Survey of Local Government Finances needs to be sent out	Scott Miller	ASAP		
2	Insurance – New members on policy.	Tom Duffy	ASAP		
3	Resolution – posting of meeting schedule	Scott Miller	By next meeting		
4	Resolution – purchase of fire vehicle through Houston Galveston	Bryan Newman	By next meeting		
5	List of obsolete equipment to be removed	Engineer and Chief	By next meeting		List of obsolete equipment needs to be attached to Resolution
6	Packages for Riva Ave project printed up	Tom Duffy	ASAP		
7	Jay Smith application	Ryan Fenstermaker	ASAP		For LOSAP application
8	Simulcast System information	Michael Heilbronn	By next meeting		
9	Replacement of one of the Chiefs vehicles	Dave Wood, Ryan Fenstermaker, & Scott Miller	By next meeting		Commissioner Miller to look into Cranford Co-Op; Commissioners Wood & Fenstermaker to meet with the fire company members about new vehicle.
10	Review of new Imaging cameras	Kevin Umbach	TBD		
11	Riva Ave Antenna and programming of new radios	Kevin Umbach	TBD		
12	Agreement between commissioners and fire company about the Riva Ave addition	Scott Miller & Michael Heilbronn	ASAP		Was given a while ago but there was no follow up to make sure it was signed.
13	Fire Protection agreement needs to be signed and submitted	Ed Bowne, Scott Miller and members of the fire company	ASAP		

Items / Issues to Discuss at a Later Time (Parking Lot):	
#	Description
1	Purchase of new chief truck

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2	List of Obsolete items to be removed from firehouse
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Decisions / Agreements:

#	Description
1	Resolutions #01-15 through #11-15 (see attached)
2	Order 5 pagers
3	Order 3 helmets
4	Purchase 2 back up batteries for Thermal Cameras

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

Resolution #01-15

Authorizing Appointment of Accountant
for the 2015-2016 Year

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2015-2016 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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) Bonamici, Colletti, Solitario & Tierney, CPAs is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

Wood Yes
Duffy Yes
Miller Yes
Festemaker Absent
Bowne Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution # 02-15

**Authorizing Appointment of Attorney
for the 2015-2016 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2015-2016; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

Wood Yes
Duffy Yes
Miller Yes
Funkhouser Absent
Bowen Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution #03-15

**Authorizing Appointment of Auditor
for the 2015-2016 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2015-2016 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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) Bonamici, Colletti, Solitario & Tierney, CPAs is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2016 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

Wood Yes
Duffy Yes
Miller Yes
Festenek Absent
Barone Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

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Commissioner Scott Miller

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

Resolution #04-15

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

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) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or Bank of America and/or

W/A.

Wood Yes
Duffy Yes
Miller Yes
Funkhouser Absent
Bonne Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution # 05-15

**Authorizing Regular Meeting Schedule
for the 2015-2016 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

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) All regular meetings of the Commissioners shall take place on the second Tuesday of every month at 7:30 p.m. at the Colonial Oaks Firehouse, 363 Dunhams Corner Rd, East Brunswick, New Jersey.

(List Dates of Meeting)

(2) A summary of this resolution shall be mailed to the Home News Tribune and the Sentinel.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of East Brunswick, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

Whit Yes
Daff Yes
Miller Yes
Fenstermaker Absent
Bewne Absent

NOTICE OF REGULAR MEETING SCHEDULE

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, shall hold regular meetings at 7:30 P.M. on the second Tuesday of every month, unless otherwise noted below, at the Colonial Oaks Firehouse, 363 Dunhams Corner Road, East Brunswick, New Jersey:

Tuesday, April 14, 2015
Tuesday, May 12, 2015
Tuesday, June 9, 2015
Tuesday, July 14, 2015
Tuesday, August 11 2015
Tuesday, September 8, 2015
Tuesday, October 13, 2015
Tuesday, November 10, 2015
Tuesday, November 17, 2015
Tuesday, December 8, 2015
Tuesday, January 12, 2016
Tuesday, February 9, 2016
Tuesday, March 8, 2016 (Reorganization Meeting)

By: The Commissioners of Fire District No. 3
Township of East Brunswick, Middlesex County

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution #06-15

**Designation of Official Newspapers for
Publications for the 2015-2016 Year**

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2015-2016 year.

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 official newspapers in which the Commissioners will publish all required notices or other items during the 2015-2016 year pursuant to New Jersey statutes shall be Home News Tribune and/or Sentinel, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

Wood Yes
Duffy Yes
Miller Yes
Feldmanek Absent
Bane Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution #07-15

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

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 checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

Woods Yes Fenstermaker Absent
Dwyer Yes Polone Absent
Vullo Yes

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution #08-15

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, deem it necessary to provide bonding for the Commissioners.

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) All Commissioners shall be bonded in the amount of approximately \$_____ as reflected in the insurance documents.

Wood Yes
Duffy Yes
Miller Yes
Fenstermaker Absent
Bonne Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution # 09-15

Implementing COLA Increase for LOSAP for 2014

WHEREAS, DCA has computed the cost of living increase for a fire district for 2014; and

WHEREAS, the Fire District wishes to implement the cost of living increase for 2014.

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 cost of living increase for 2014 relative to LOSAP is hereby implemented.

Wood Yes
Duffy Yes
Miller Yes
Fustimone - Absent
Bonne Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution # 10-15

Authorizing Award of Contract Relative to Purchase of Firetruck

WHEREAS, the Fire District secured voter approval to purchase a firetruck; and,

WHEREAS, the Fire District seeks to purchase same from the Houston-Galveston Cooperative Program.

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 purchase of the firetruck from Pierce Manufacturing, Inc. pursuant to the cooperative purchasing program is hereby approved.
- (2) This award is contingent upon appropriate notice and comment period being provided relative to the intent to purchase.

Wood Yes
Fenslauer Yes
Duffy Yes
Miller Yes
Boone Absent

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

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

Resolution # 11-15

Authorizing Disposal of Personal Property

WHEREAS, the Fire District is the owner of various personal property which it wishes to dispose of in accordance with New Jersey statute; and

WHEREAS, said property is of minimal value and is no longer needed for public use.

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 property listed and attached hereto will be disposed of as deemed appropriate by the Fire District in an as is condition without express or implied warranties and further based upon the execution by the party receiving the property of a hold harmless and indemnification agreement.

Was Yes
Fenske Yes
Daley Yes
Miller Yes

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Brookview Volunteer Fire Company hereby agrees to hold harmless and indemnify East Brunswick Fire District No. 3 and the Commissioners of East Brunswick Fire District No. 3 from any and all claims and liability concerning use of items listed and attached hereto by Brookview Volunteer Fire Company or any third party. Brookview Volunteer Fire Company acknowledges same is delivered to it in an "as-is" condition without express or implied warranties.

Brookview Volunteer Fire Company

Dated:

By: W.H. 3/10/2015

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 10, 2015.



Commissioner Scott Miller

Brookview Volunteer Fire Company

Chief's Report

February 2015

Alarms for the Month	13
Total Alarms for the Year	25
Average Manpower for the Month	14.3
Average Manpower for the Year	14.6

Alarms by Month:

January:	12
February:	13
March:	
April:	
May:	
June:	
July:	
August:	
September:	
October	
November	
December	

Type Of Alarm:

	<u>Month:</u>	<u>Year:</u>
Active Fire Alarm:	4	4
Mutual Aid / Stand-By:	4	12
E.B. District 1:	1	3
E.B. District 2:	2	6
N. Brunswick:	1	1
S. Brunswick:	1	
Carteret:	1	
CO Alarm	2	2
Gas Leak/Odor		1
Odor/Sight of Smoke:		1
Motor Vehicle Accident:	2	3
Vehicle:		1
Rescue/EMS Assist:	1	1

Alarms by Day of the Week:

	<u>Month:</u>	<u>Year:</u>
Sunday:	2	4
Monday:	2	2
Tuesday:		3
Wednesday:	2	4
Thursday:	1	2
Friday:	4	8
Saturday:	2	2

Alarms by Time of Day:

	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00		3
07:00 - 15:00	7	12
15:00 - 23:00	6	10

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

Engineer's Report
Ken Skalla

Date: March 2015

*Two SCBA regulators repaired. Dates set for Hose/Ladder/Pump Tests 3-27 & 3-30.

*SCBA batteries being changed.

* One case straight "Tool Fuel" ordered.

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

*Nozzle/Coupling brackets ordered and will be installed (in-house)

*5" hose hydrant strap installed.

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

*O.O.S. to Lee's Emergency Service for body work.

* Suspension/Steering seems "loose" and an evaluation should be done.

* Vehicle ready to be picked up.

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

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

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

*Extra chain saw placed in D/S/ compartment. Bed compartments/box being built.

906 - 1995 Ford Bronco - (Commissioner owned).

* O.O.S. for brake light/dash fuse repair (Dash short found, brake short still being researched).

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

*F.F. Pump not been serviced due to weather.

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

* D/S door damage repaired, new lettering completed.

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

3/10/2015 9:50 PM

Register: Bank of America

From 02/11/2015 through 03/10/2015

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/25/2015	7771	Christine Gerbereux	6250 Admin Service	VOID:		X		526,432.91
02/25/2015	7772	Linda Nicholas	6224 Election Expenses	VOID: Electio...		X		526,432.91
03/10/2015		VOID	VOID	VOID:		X		526,432.91
03/10/2015	7792	VOID	VOID	VOID:		X		526,432.91
03/10/2015	7794	VOID	VOID	VOID:		X		526,432.91
02/25/2015	7772	Karen Bachmann	6224 Election Expenses	Election(6224)	200.00			519,296.13
02/25/2015	7773	Dennis & Don's Colli...	6330 Insurance - Other	RO#19614(633...	1,704.35			517,591.78
02/25/2015	7774	Linda Nicholas	6224 Election Expenses	Election(6224)	200.00			517,391.78
03/10/2015	7775	K.C. Service	6360 Contingency	INV#25426(63...	1,607.33			515,784.45
03/10/2015	7776	Twp of East Brunswi...	accts payable - 05-WA...	Fuel Jan 2015(...	472.90			515,311.55
03/10/2015	7777	Access Health	6340 Physical Exams	Acct#EASTBR...	115.00			515,196.55
03/10/2015	7778	D&A Auto Parts	6346- Vehicle M&R	INV#513084(6...	41.97			515,154.58
03/10/2015	7779	Middlesex County Fi...	6344 Training	INV#01-1421-...	210.00			514,944.58
03/10/2015	7780	Approved Fire Protec...	6320 Equipment M&R	INV#I1151364...	69.00			514,875.58
03/10/2015	7781	Fire Fighters Equipm...	accts payable - 05-WA...	INV#2015043...	503.00			514,372.58
03/10/2015	7782	Richard M. Braslow	6246 Professional Serv...	INV#17037(62...	64.00			514,308.58
03/10/2015	7783	Richard M. Braslow	6246 Professional Serv...	INV#17105(62...	80.00			514,228.58
03/10/2015	7784	EmergencyServices ...	6236 Office Expenses	INV#P2014-13...	8.71			514,219.87
03/10/2015	7785	Agin Signs And Desi...	6330 Insurance - Other	INV#5388(6330)	500.00			513,719.87
03/10/2015	7786	Safe ID Card System...	6344 Training	INV#2357(6344)	525.00			513,194.87
03/10/2015	7787	Linda Nicholas	6250 Admin Service	INV#7(6250)	100.00			513,094.87
03/10/2015	7788	Linda Nicholas	6224 Election Expenses	Reim Dinner(6...	40.90			513,053.97
03/10/2015	7789	Christine Gerbereux	6250 Admin Service	INV#208(6250)	282.00			512,771.97
03/10/2015	7790	Christine Gerbereux	6236 Office Expenses	Reim for Statio...	320.97			512,451.00
03/10/2015	7791	ACM Tool & Macine	6312 Equipment Purch...	Metal Boxes w...	1,300.00			511,151.00
03/10/2015	7795	Middlesex County Fi...	6344 Training	INV#01-1101-...	210.00			510,941.00