

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, May 12, 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                          |
| Commissioner Thomas Duffy      | Present                          |
| Commissioner Scott Miller      | Absent                           |
| Commissioner David Wood        | Present                          |

### MINUTES / NOTES

Meeting called to order at 19:36 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.

### NEW BANK FOR ACCOUNTS - TD BANK

Bank of America will no longer offer insurance for Treasury type accounts (different from FDIC insurance) which is the reason for having to move the accounts to a new bank. Christine Gerbereux passed along examples of their bank statements and business they conduct in the accounts so they can find the best program to belong to. TD Bank was selected and represented at this meeting. Christine Gerbereux introduced two reps that came in to discuss banking options for the Commissioners from TD Bank. Gordon Thomas is their Government Banker and Herb Tosun is the Local Branch Manager of the branch that would be used. Gordon will be the account rep. He recommended them for TD Bank's Advantage Banking program after reviewing the statements Christine sent him. Herb mentioned he can help any of the firefighters with personal services such as loans or accounts they would like to set up. Gordon noted that they would earn more interest and will have more banking options. First round of checks are being offered for free. In discussing the options of the accounts the

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Commissioners need to set up at TD Bank, Gordon noted that there is no limit on the accounts. They are all collateralized – all government accounts have to be set up this way.

Commissioner Duffy asked about online banking and the need for cyber insurance. Gordon said he had legitimate concerns and stated that if there are no wire transfers or ACHs on the account, the account would be much safer. Commissioner Wood stated that they would need read only rights to the account and will not be doing any transactions on line. Gordon pointed out that there is safety with online banking at TD Bank which would include 2-3 people approving transactions before any funds are released. If this is chosen there are two forms that need to be completed to set this up. The commissioners confirmed they will not be doing online banking so this was not necessary. There was a signature card all Commissioners had to sign along with a Banking Resolution. Commissioner Duffy read the Banking Resolution and all commissioners that were present signed it. Christine will make sure to get Commissioner Millers signature on the Signature Card. Chris would like it all to be up and running by next month's meeting so there are no issues.

**CORRESPONDENCE (reported by Commissioner Bowne)**

- Site Plan – rezoning a few lots. These plans were given to Chief Heilbronn to review.
- Letter from Grantgenies received about grants.
- New registration for the Durango was received.
- Cranford Police Coop was received. Commissioner Wood read an email regarding it. It may need to be reviewed by Braslow before anyone signs off on it. Resolutions regarding this will be voted on and signed after Braslow reviews the packet.
- A letter was received about the gas meter needing to be recalibrated.

**LOSAP (reported by Commissioner Fenstermaker)**

- A request was read by Commissioner Fenstermaker to close out the LOSAP account for ex-firefighter Chris Johnson due to severance of employment option. Commissioner Fenstermaker needs clarification from Lincoln to see what is allowable. He thinks this option is. He asked to speeden things up can we vote on this. If it is allowed in the program, then Commissioner Fenstermaker will process.

Commissioner Fenstermaker made a motion to request the closing of this account on Chris Johnson's behalf; Commissioner Wood seconded them. There were no oppositions. It was so moved.

**INSURANCE (reported by Commissioner Duffy)**

- Insurance is all set for the year.
- He signed an affidavit for cyber-crime – it is a general liability that covers up to \$50K. He found that most rescue squads don't go outside of that. Since very little is kept online he doesn't see a need to expand coverage especially since it would cost thousands of dollars. Commissioner Wood is going to make sure the Fire Company doesn't need to increase this.
- Policy is in place for Workman's Compensation. Posters have to go up in all firehouse.
- It was also confirmed that a firefighter is covered by insurance the day he/she joins.

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

- Received a letter from Freehold Soil Conservation wondering why we haven't started our project yet. Commissioner Duffy will send them a note as to why.
- Sprinkler System is getting done. Once done there will be finalized plans that will need approving.

**COMPUTERS (reported by Commissioner Wood)**

- Nothing to report at this time

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**PUBLIC PORTION**

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

- 16 alarms for the month. See attached report regarding details for the month of April.
- Calibration of gas meters will be getting done.
- The “check engine” light is on again in the Chief’s truck. It was reported to the engineer and may have to go in to see why it is on again.

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

- Tablets have been ordered.
- Commissioner Wood along with Asst Chief Umbach will figure out best casing for them so they don’t break and a place to mount these in the vehicles.
- New hose has been ordered. Five lengths of 5” hose and two lengths of 3” hose

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

- Hoses were repaired
- Made pony lines out of the worst hoses
- Hearst bracket is being made and should be installed by the end of May.
- Commissioner Wood thinks he found funding for the new equipment box that is needed for engine #905 (may be up to \$1500)
- See attached Engineer’s report regarding the details by vehicle.
- Commissioner Wood brought up the idea of Firefighter Thigpen wanting to try to fix the muffler on the Crown Victoria for around \$150.

Before Public portion was close the following purchases were voted on:

- Recalibration of gas meters - \$500
- Custom tool box for #905 – Up to \$1500
- Fix muffler on Crown Victoria for no more than \$150

Commissioner Duffy made a motion to approve these purchases; Commissioner Fenstermaker seconded them. There were no oppositions. They were so moved.

Public Portion closed at 20:19.

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

Beginning balance as of May 12, 2015 was \$555,465.58

After disbursements the ending balance is 513,489.19

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

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

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**OLD BUSINESS:**

- Financial Disclosures have to be completed ASAP

**NEW BUSINESS:**

- Resolution for Cranford Coop. Commissioner Duffy read Resolution #12-15. It would be effective tonight. All were in favor. See attached Resolution and Roll call document.
- Commissioner Wood met with the interested parties and came up with prelims for Chief and Asst Chief vehicles. He would like to separate the purchases of these vehicles as much as possible. May not be because both vehicles are really up for renewal now at the same time.
- Commissioner Bowne felt that a smaller vehicle with 6 cylinders should be considered. Asst Chief Umbach and Chief Heilbronn said that the smaller vehicles may not be able to hold all the equipment and gear that their vehicles need to carry. Commissioner Wood to look at Applegate's command vehicle to see the set up and size. Assistant Chief Umbach said the Tahoes are functional.
- Each of the new vehicles may need new boxes to store equipment properly.
- Chief Heilbronn asked what the plan would be. Commissioner Wood will gather information and present in spreadsheet format a plan. Commissioners Wood and Fenstermaker are going to do research on these vehicles because they want to see a savings. More details at next month's meeting.
- The Cranford Coop Pricing System will be reviewed by Braslow. Christine Gerbereux will forward on the information to him.

Meeting adjourned at 20:40.

| # | Action Item   | Lead Resource          | Target Date         | Priority | Comments |
|---|---|------------------------|---------------------|----------|----------|
| 1 | Complete cards for TD Bank  | Christine Gergereux    | ASAP                | High     |          |
| 2 | Chris Johnsons LOSAP Account  | Comm Fenstermaker      | ASAP                |          |          |
| 3 | Decide on casings and mounting location for new tablets               | Asst Umbach; Comm Wood | When tablets arrive |          |          |
| 4 | Calibration of Gas meters   | Chief Heilbronn        |                     |          |          |
| 5 | Hang Workman's Comp signs in firehouses                               | Comm Duffy             | ASAP                |          |          |
| 6 | Commissioners need to Financial Disclosures have to be completed ASAP | Commissioners          | ASAP                |          |          |

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

| # | Description   |
|---|---|
| 1 | New vehicles for Chief and Assistant Chief / Cranford Coop Contract after review with Braslow |

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**Decisions / Agreements:**

| <b>#</b> | <b>Description</b>  |
|----------|---|
| 1        | Moving bank accounts to TD Bank   |
| 2        | Purchase of new equipment box for #905                                    |
| 3        | Allow Jimmy Thigpen to try to fix Crown Victoria. Give allowance of \$150 |
| 4        |   |



Randy Ring  
Nancy Ring

Professional and Corporate Writing, Grant Writing and Editing

21 Ruby Lane  
Goshen, NY 10924

AFG 2015

Dear Colleague:

The 2015 Federal Emergency Management Agency (FEMA) grant application (AFG) will soon be available for non-profit fire departments, emergency medical service units and rescue squads. These awards allow organizations such as yours to acquire and/or upgrade vehicles, gear and equipment necessary to ensure the protection of the public. During these tough economic times, in order to secure much needed funding, the need for professional quality grantwriting has become acute.

Grantgenies is a professional grantwriting and consultation business that has secured over \$14 Million in Federal appropriations over the past ten years. The writing team of Grantgenies has over thirty years of success in Federal grantwriting and can collaborate with you in obtaining appropriations for the equipment and gear you need in order to perform your duties effectively and safely. Seventy-one percent our applicants received awards for the 2013 AFG, including personal protective gear, SCBA units, cascade systems, cardiac monitors, exhaust extraction systems, communications equipment, ambulances, and more. We await notification of the 2014 awards. Now is the time to lay the groundwork to organize and prepare your grant request for your 2015 Assistance to Firefighters Grant proposal. Last year, we unfortunately had to turn down many departments because they contacted us too late.

The grant categories from which to choose are operations and safety, and vehicle acquisition. Our fee is \$1,500 for the preparation, writing and submission of your proposal and, if awarded, the Federal government will reimburse you for our fee. You will be assigned a personal grantwriter who will work with you throughout the entire process. If you choose to submit proposals for multiple projects, there would be an additional fee. We'll also offer advisement on accessing and submitting the letters of support in behalf of your grant submission, and on grant management.

If you are interested in enlisting our services or if you have any questions, feel free to call me weekdays between 9 A.M. and 7 P.M. (E.S.T.) at (845) 294-1339 (office) or (845) 649-1710 (cell), or e-mail me at [randy@grantgenies.com](mailto:randy@grantgenies.com) or [rring@hvc.rr.com](mailto:rring@hvc.rr.com).

Sincerely,

Randy Ring  
Director of Consultation Services  
Grantgenies

[randy@grantgenies.com](mailto:randy@grantgenies.com)

[nancy@grantgenies.com](mailto:nancy@grantgenies.com)

(845) 294-1339

(845) 649-1710

# Brookview Volunteer Fire Company

## Chief's Report

### April 2015

|                                |      |
|--------------------------------|------|
| Alarms for the Month           | 16   |
| Total Alarms for the Year      | 55   |
| Average Manpower for the Month | 14.1 |
| Average Manpower for the Year  | 14.4 |

#### **Alarms by Month:**

|            |    |
|------------|----|
| January:   | 12 |
| February:  | 13 |
| March:     | 14 |
| April:     | 16 |
| May:       | 16 |
| June:      | 16 |
| July:      | 16 |
| August:    | 16 |
| September: | 16 |
| October    | 16 |
| November   | 16 |
| December   | 16 |

#### **Type Of Alarm:**

|                         | <u>Month:</u> | <u>Year:</u> |
|-------------------------|---------------|--------------|
| Mutual Aid / Stand-By:  | 7             | 22           |
| EB District 2           | 2             | 8            |
| EB District 1           | 2             | 7            |
| North Brunswick         | 1             | 2            |
| South Brunswick         |               | 2            |
| Milltown                | 1             | 1            |
| New Brunswick           | 1             | 1            |
| Carteret                |               | 1            |
| Active Fire Alarm:      | 4             | 10           |
| Open Burning            | 3             | 4            |
| Structure:              |               | 3            |
| Motor Vehicle Accident: |               | 3            |
| CO Alarm                |               | 2            |
| Gas Leak/Odor           |               | 2            |
| Odor/Sight of Smoke:    | 1             | 2            |
| EMS/PD Assist:          |               | 2            |
| Brush/Vegetation        | 1             | 2            |
| Vehicle:                |               | 1            |
| Ice/Water Rescue        |               | 1            |
| Weather Stand-By        |               | 1            |

#### **Alarms by Day of the Week:**

|            | <u>Month:</u> | <u>Year:</u> |
|------------|---------------|--------------|
| Sunday:    | 3             | 8            |
| Monday:    | 3             | 7            |
| Tuesday:   |               | 6            |
| Wednesday: | 2             | 7            |
| Thursday:  | 3             | 7            |
| Friday:    | 3             | 14           |

Scott

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

**Engineer's Report**  
Ken Skalla

Date: May 2015

\*Repaired hoses returned by TASC.

\*New York Hook mounts installed on all engines. Currently, three hooks are on each engine.

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

\* Vehicle still short 500 ft of 5" supply hose.

\*Hurst Combi-Tool bracket being made. Will be installed at end of this month.

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

\* Hose/coupling mounts installed (in house).

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

\* Five interior Streamlights replaced by Fire Safety.

\*Coupling/Hose mounts installed (in house).

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

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).

\* Replaced pump recirculation line.

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).

\* Vehicle O.O.S.

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

## East Brunswick Fire District #3

5/12/2015 7:36 PM

Register: Bank of America

From 04/15/2015 through 05/12/2015

Sorted by: Cleared status

| Date       | Number | Payee                    | Account                | Memo             | Payment   | C | Deposit | Balance    |
|------------|--------|--------------------------|------------------------|------------------|-----------|---|---------|------------|
| 05/12/2015 | 7822   | McNeil & Co., Inc.       | 6330 Insurance - Other | INV#3332311...   | 836.64    | - |         | 556,302.22 |
| 05/12/2015 | 7823   | Fire & Safety Service... | 6346- Vehicle M&R      | INV#SI15-067...  | 634.30    | - |         | 555,667.92 |
| 05/12/2015 | 7824   | Continental Fire & S...  | 6320 Equipment M&R     | INV#E2411(63...  | 123.65    | - |         | 555,544.27 |
| 05/12/2015 | 7825   | Robert's Machine Shop    | 6320 Equipment M&R     | INV#12750(63...  | 232.24    | - |         | 555,312.03 |
| 05/12/2015 | 7826   | Access Health            | 6340 Physical Exams    | Acct#EASTBR...   | 115.00    | - |         | 555,197.03 |
| 05/12/2015 | 7827   | Twp of East Brunswi...   | 6328 Fuel              | Fuel March 20... | 635.34    | - |         | 554,561.69 |
| 05/12/2015 | 7828   | Twp of East Brunswi...   | 6328 Fuel              | Fuel April 2015  | 566.95    | - |         | 553,994.74 |
| 05/12/2015 | 7829   | Tasc Fire Apparatus I... | 6320 Equipment M&R     | INV#10111(63...  | 260.00    | - |         | 553,734.74 |
| 05/12/2015 | 7830   | Tasc Fire Apparatus I... | 6320 Equipment M&R     | INV#10138(63...  | 156.30    | - |         | 553,578.44 |
| 05/12/2015 | 7831   | Linda Nicholas           | 6250 Admin Service     | INV#9(6250)      | 70.00     | - |         | 553,508.44 |
| 05/12/2015 | 7832   | Brookview Vol. Fire ...  | 6136 FP Agreement      | 1Q Payment(61... | 39,716.25 | - |         | 513,792.19 |
| 05/12/2015 | 7833   | Christine Gerbereux      | 6250 Admin Service     | INV#210(6250)    | 303.00    | - |         | 513,489.19 |

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM:**

A RESOLUTION AUTHORIZING THE (CONTRACTING UNIT) TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER: 12-15

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Cranford Police Cooperative Pricing System (ID # 47-CPCPS), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on (DATE OF ACTION) the governing body of the (CONTRACTING UNIT), County of (COUNTY OF LOCATION), State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE =**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the (CONTRACTING UNIT) *EB fire dist #3*

**AUTHORITY =**

Pursuant to the provisions of N. J.S.A. 40A:11-11(5), the (CHIEF EXECUTIVE OFFICER) (\*\**Must have signature of CEO on resolution*\*\*) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency. *Ed Borne  
EB F.D #3*

**CONTRACTING UNIT =**

*EB F.D #3*

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law* (N.J.S.A. 40A:11-1 *et seq.*) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE = 5/12/15**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

**RECORD OF VOTE OF THE COMMISSIONERS**  
**FOR RESOLUTION #12-15**

| <b>Member</b> | <b>BOWNE</b> | <b>FENSTERMAKER</b> | <b>DUFFY</b> | <b>MILLER</b> | <b>WOOD</b> |
|---------------|--------------|---------------------|--------------|---------------|-------------|
| <b>Yes</b>    | X            | X                   | X            |               | X           |
| <b>No</b>     |              |                     |              |               |             |
| <b>Absent</b> |              |                     |              | X             |             |

**CERTIFICATION:**

I, Scott Miller, Clerk of the Commissioner of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at this regular meeting of the Commissioners held on May 12, 2015.

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Commissioner Scott Miller