

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



Meeting Minutes

Date & Time:	Tuesday, January 12, 2016
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:37 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 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 Miller indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- The Firehouse was invited to the Fire District #2 Installation Dinner of Officers dinner on January 23, 2016 at the Grand Marquis.
- Received receipt for sending our budget via Certified Mail to DCA for review
- We received an affidavit from the Home News Tribune dated 12/1/15 for the publication of the Public Hearing Notice which will be held this evening.

RIVA AVENUE PROJECT (reported by Commissioner Duffy)

- The meeting with Attorney Braslow didn't happen yet. Trying to schedule it for the end of the month or some time prior to next month's meeting. The purpose is to finalize the bid package so it can go out for bids. The attorney is requesting a Saturday meeting; he has requested January 23rd @ 9am.

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Commissioner Miller to confirm this with the attorney. Commissioner Miller asked the Commissioners if this would be OK for them. Commissioner Wood is available for the meeting.

- Commissioner Duffy thought it would be a good idea to invite the architect to that meeting when it happens. Commissioner Miller asked those in attendance from the Firehouse if they had any thoughts about this meeting. A member of the firehouse thought it would be good to have a trustee also available at this meeting.

NEW TRUCK COMMITTEE (reported by Chief Heilbronn)

- Had a pre-construction meeting two weeks ago about the truck to lay out the location of the tool compartments. Commissioner Duffy, the Chief and Assistant Chief hope to have all this finalized in a week's time. Once this is done it will be sent off to be constructed.
- Commissioner Duffy will look into the payment schedule and when payments will be due so it can be set up.

INSURANCE (reported by Commissioner Duffy)

- A check was received from the insurance company for the damage done to Engine #901 that happened a few months back.
- Insurance Company said there is no deductible for gear that needs to be cleaned. Commissioner Duffy is working with Commissioner Wood to get all the invoices together to submit for this.
- When the contractor comes to inspect engine #901 Commissioner Duffy is going to have him look at engine #902 because he thinks the chrome can be just polished out from the damage in the New Brunswick fire.
- They received a letter from McNeill & Co. regarding how to get started on the right foot with Loss Prevention. There are some learning tools available to the firehouse. Information was passed over to the chief to decide whether he wants to use it in his training.

LOSAP

- Nothing to report on this at this time

PROFESSIONALS REPORT

Chiefs Report – reported by Chief Michael Heilbronn

- Happy New Year. 2015 was a busy year for the fire house.
- Total of 7 alarms for the month of December. This brings the total alarms for 2015 to be 219.
- See attached report regarding details for the month of December

Assistant Chief Report - reported by Kevin Umbach

- Working on the radio at Riva Ave. The antenna is in but there is an issue with the Inverter. He and Commissioner Wood will work on it and have it up and operational soon.
- Assistant Chief and Commissioner Wood reported that they ordered the final equipment for 2015 which included the boat trailer guards, and hydro bags. The 3 pagers were authorized for purchase and will be ordered tomorrow once they receive a purchase order.
- The hydro assist valves came in along with the gas meters and one of the thermo imaging cameras. The other cameras are on back order.

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Engineer's Report - Ken Skalla

- See attached report regarding the details of the Engineers report for the month of January.
- NFPA Tire Standard was brought up to Ken. It has a 7 year maximum. Ken spoke to a sub code inspector who stated that the 7 years was a recommendation and not a rule. Ken wanted to pass this on to the Commissioners because Inspectors of the engines will now note the expiration date of the tires when annual inspections are done.

PUBLIC PORTION

- Commissioner Wood noted that they are going to need the glow in the dark stickers for the bottles. He asked the chief if he had a guesimate as to how much they would be. At least 8 bottles need to be labeled with these stickers. Commissioner Wood said there were other stickers the fire house was running low on as well. Commissioner Duffy made a motion for up to \$200 to order all stickers that are needed. Commissioner Wood seconds the motion. All were in favor. It was so moved.
- Received an email from the DCA that they reviewed our budget and approved it so we can adopt it this evening once we have our public meeting. The budget has been available for review.
- Commissioner Miller opened the floor for the public meeting to allow anyone to speak.
- The hearing was closed as no one had anything to state regarding the budget.

TREASURY REPORT (reported by Commissioner Wood)

Before Commissioner Wood read off the Treasury report, he reported on a company who invoices so late and makes it difficult to budget for the following year. The company is Fire and Safety Services. The fire company had work done in October and they were not invoiced until December 30th. It was almost \$12K worth of work. Because of this, it was not estimated in the final costs of 2015 and now has to come out of the 2016 budget. This expense was emergency repairs. Ken Skalla and Commissioner Wood to get together with the vendor to discuss this problem. They also will come up with a way to better track all repairs and expenses so this doesn't happen again.

Beginning balance as of December 15, 2015 was \$1,085,982.72.

After interest of \$104.77, and 3 deposits (\$26.76 overcharge from Bank of America; \$3,682.67 from McNeill & Co - Pierce Damage check; \$126.00 from Mercer Spring Corp. overpayment). Ending balance after payments/disbursements tonight is \$1,070,099.77. Finally sending out the check to Skylands for the equipment we received.

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

Commissioner Duffy made a motion to pay the bills. Commissioner Wood seconds the motion. All were in favor. It was so moved.

OLD BUSINESS:

- There was no old business to report

NEW BUSINESS:

- New Chief's Vehicle – Going under the assumption that the new budget will be passed, the Chief would like to get the vehicle purchased the day after the election in February 2016. Commissioner Wood agrees this would be a good idea. The New Chief's Vehicle committee (Commissioners Wood &

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Fenstermaker, Chief Heilbronn & Assistant Chief Umbach) will meet outside of the regular monthly meetings to get a plan in place and ready to report at February's monthly meeting so they can move forward with the purchase after the election,

Meeting adjourned at 20:08.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Put in a public hearing notice to hold meeting regarding the Riva Ave Project	Commissioner Duffy / C Gerbereux	TBD	High	This meeting will be scheduled according to the avail of Attorney and Architect and Firehouse commissioners and trustees that are involved.
2	Meeting with Fire and Safety Services about their invoicing	Commissioner Wood & Ken Skalla	TBD	High	This is due to a cost in 2016 that should have been encumbered out of the 2015 budget.
3	Figure out a way to track Fire and Safety Services on their work	Commissioner Wood	ASAP	High	Need to know what we have to pay them before they send us an invoice.
3	Purchase glow in the dark stickers	Commissioner Wood / Chief Heilbronn	ASAP	Med	Inventory will be checked to see what should be purchased
4	New Chief's Vehicle	Committee	Before next meeting	High	To put together what will be purchased right after the general election.

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

#	Description
1	Decision on New Chief's Vehicle
2	

Decisions / Agreements:

#	Description
1	Public Portion review of the budget
2	Purchase stickers
3	
4	