

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



Meeting Minutes

Date & Time:	Tuesday, February 14, 2017
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Fenstermaker
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 7:33pm by Commissioner Fenstermaker.

Pledge of Allegiance was recited by all.

Commissioner Fenstermaker 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 8, 2016, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS TRIBUNE AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Fenstermaker indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Received 7 registration forms for renewal for each of the vehicles Commissioner Duffy requested customized plates for in December. Commissioner Miller will sign the forms and Christine Gerbereux will send them in.
- Received a copy of the NJ State Association Fire District December 2016 quarterly meeting minutes for anyone to review.
- Received a letter from the Middlesex County Fire Academy confirming the reservation of two fire drills scheduled at their facility. The first is on March 11, 2017 and the second is on September 18, 2017. This letter was passed onto the Fire Chief.
- Received a notice from Dealer Built about a data breach. The letter will be reviewed by Commissioner Miller to see if there is anything to be aware of on our end.

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- Received a second letter from Lexus Nexus of SE Pennsylvania requesting a copy of the fire report from the fire at 312 Riva Ave. Assistant Chief Umbach confirmed that the last request was given to the Fire Marshal. He will also pass along this one to him as well.

INSURANCE (reported by Commissioner Duffy)

- Received two Durangos and the rescue truck are officially off the policy. Will be receiving about \$230 credit from the insurance policy for taking the chiefs vehicles off. Since the rescue was just removed last Friday we will receive a separate letter regarding the credit for that vehicle.

LOSAP (reported by Commissioner Fenstermaker)

- A few new participants have submitted applications. They will be mailed in this week.
- A request for severance from the program was received from Firefighter Thomas. He is eligible and vested. A motion was made by Commissioner Fenstermaker to approve the request. Commissioner Wood seconded the request. All were in favor; it was so moved.

PUBLIC PORTION

Chiefs Report – reported by Asst Chief Kevin Umbach

- There were a total of 16 calls for the month of January which is the same for the total thus far in 2017.
- We are up to calls 4 already for the month of February.
- At last month's meeting Assistant Chief asked to table discussions about the Crown Vic (#915). It was decided by the fire company to forego the vehicle. He said the lights can be stripped along with whatever else they can find that is usable. The vehicle was purchased from District #1 for \$1. Not sure if we have to go back to this district to see if they want it back. It was decided that the cost of all the repairs on the vehicle make it not worth keeping. Perhaps we can try to sell it and get some money back for it.
- We also discussed last month the possibility of purchasing a new pickup truck. A committee has been put together for this purpose and is moving forward in the next several months.
- #902 was brought up to Fire & Safety to meet with the fabricator who did all the work on #904. It was to fix the compartment in #902. It was poorly put together and causes problems whenever that compartment is accessed. He had a lot of great ideas about revamping the layout. The assistant chiefs were impressed with the ideas he had. Sean O'Connor was asked to put together a quote for the work to be done. Work and labor will come to \$3,925.00. This includes work in 2 compartments. One is on the officers' side rear where the saws are – he would fabricate brackets like he did in #904. Then building a wall to extend out to mount extinguishers. Moving some shelves around between the two compartments to give more room for what has to be stored. The fabricators said once the materials are in, it would take about 4 days to install. The Commissioners were concerned where the money would come from. Commissioner Wood thinks they can take it from the maintenance budget. Commissioner Fenstermaker asked of the possibility of getting a second quote. Commissioner Duffy and Assistant Umbach said that the quote they received was well under what the expected which was over \$4,000.00. Commissioner Fenstermaker asked the Assistant Chief to go back to Fire & Safety and tell them they received a budget for \$3,000 for the work to be done and see if they will do the same work for that price.

Engineers Report - reported by Ken Skalla

- #902 will have the 4 rear tires to be replaced. He is going to have the vendor come to the firehouse to replace them so they don't have to do without the engine. Will notify all when it is scheduled.

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- #915 was listed to show what is currently wrong with the vehicle. This is what lead the fire company to decide they no longer want to keep the vehicle.
- (see February report for details)

Commissioner Wood pointed out that maintenance on all fire trucks are paid for by the Commissioners – they will pay for the wipers not working on #907. Ken Skalla has to look into a little more since it is an older vehicle – the parts may not be obtainable. He will report back with info he finds out.

Assistant Chief Mike Heilbronn would like to request pre-approval on some equipment purchases for the new budget needed for the rescue truck and the water rescue truck. The pieces he would like to purchase are: Positive pressure fan \$2,250.00 (this replaces the old small electric fan), Life vest jackets \$1,300.00, some additional water and ice equipment such as the rope tenders \$3,000.00.

Assistant Chief Umbach got approval out of the rescue budget last month for the 4 air pack frames to be purchased (roughly \$22,000.00). NJ Fire Equipment is confused about the type of packs we had. They are getting us an updated quote. It will be forwarded to the Safety officer which is Commissioner Wood. The packs are supposed to be sold with the masks. Commissioner Wood said to just get the quote for the packs and masks together. We need new masks in some instances anyway.

Commissioner Duffy was thinking the lights should remain on the Crown Vic and sell it as is – perhaps they will get more money for it that way. He asked the board of Commissioners if they would agree. Since they are cleaning things up, he thought it would be faster to get rid of the vehicle this way.

Assistant Chief Heilbronn – requested to purchase some masonry planks for mud rescues and other shoring possibilities. This shouldn't exceed \$150.00. It would come out of the rescue budget since there is still money in that

Commissioner Miller made a motion to approve \$4,000 out of vehicle M&R (#6346) to reconfigure the compartments on engine #902. Commissioner Wood seconded that motion. All were in favor; it was so moved.

Commissioner Miller made a motion to approve the purchase of some masonry planks not to exceed \$150.00. This is to come out of the new rescue and be used on that engine. (#6900). Commissioner Wood seconded that motion. All were in favor; it was so moved.

COMMITTEES

RIVA Ave Project (reported by Commissioner Duffy) – Things are moving along nicely. The builders started moving in equipment yesterday and cleaning things up and getting things ready to get started. Tomorrow they should get their demolition permit to begin taking walls down. There has been progress. The architect has been answering all questions timely and has taken care of the request for extra prints requested for the builders permit.

TREASURY REPORT (reported by Commissioner Wood)

Rich Toomey \$17,000 situation – Commissioner Wood went back as far back as 2013 and found only 2 mentions of this. The first was in the meeting minutes from May of 2104 where there was very little discussion around the cost of the radios and whether they should keep them or to give them back. It was brought up again in the August 2014 meeting minutes mentioning that Assistant Chief Umbach reported the radios were going to be programmed by Pinnacle. He was meeting the following day to go over all that had to be done. They would come out to the fire house. It also mentioned that the \$26K was on hold in the New Equipment budget of

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#6312. Commissioner Wood did reach out to Rich Toomey to say they needed to investigate a little farther and to help me help him. He has not heard back from him yet. Commissioner Wood said the problem as it stands right now is how to pay for these radios with the money that was put aside for them a few years back when there is not much of a paper trail. How do we pay for these now when we don't have anything that would explain what we are spending the money on – the details were from a few years ago. We currently have an invoice for the \$17K but it doesn't state detail of the charge. Commissioner Wood presented the 2014 budget that included the line item for \$26K to purchase mutual aid radios. As of right now, the encumbered account holds what is left over from that budgeted item which is around \$16K now. We have confirmed all serial numbers. We don't really need them. Assistant Chief Umbach said they are already programmed for mutual aid. The problem is that they don't make them or the conversion kits for them any longer. Commissioner Fenstermaker suggested a resale on them – this has not yet been looked into. It was asked if the meeting minute recordings are still around from 2014. It has to be researched. It was also decided to do some research on the value of these radios to see the value today.

Lou Neely wrote a note to Commissioner Wood stating he will be doing a Note Sale in March. He wrote that if the balance of the funds is needed from ordinance 12-11 to fund the firehouse let him know. They first issued \$500,000 back in January 2014. With this year's principal payment you would have paid down \$300,000 of the total. Let him know if any or all of the balance of that is needed. Commissioner Wood said that if we sell in 2017 the first interest on the balance will come due in the 2018 budget. He went on to say of this was done it will save on debt service costs. The new truck funded by ordinance 16-05 has a large amount of interest on it. He suggested the possibility of combining the truck and building notes. If they don't take advantage of this now, another note sale won't come up until July 2018. It was discussed what was needed and the Commissioners decided they needed all the money. Commissioner Wood to contact Lou Neely and let him know they would like the \$1.5 mil in March. The building is scheduled to be done in November 2017.

Beginning balance in account as of 1/17/17 after a deposit of \$93.04 was \$1,052,872.51. After disbursements as of February 14, 2017 the balance is \$1,038,969.20.

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

- Received a check from GovDeals.com for \$3,493.00 for the sale of the Durangos. The next one should be distributed on Thursday. Also received a check from the County of Middlesex for \$600.00 for the Carteret fire. It was for services and HAZMAT.
- Commissioner Duffy made a motion to pay the bills. Commissioner Miller seconded the motion. All were in favor; it was so moved and approved.

OLD BUSINESS:

- It was decided that the Crown Vic will be listed on GovDeals.com once they check with District #1 doesn't want the car back.

NEW BUSINESS

- This weekend is the election from 2pm – 9pm. Commissioner Miller will not be around to kick it off. He handed off the ballads to Christine Gerbereux who will be in attendance along with Linda Nicholas that day. Voter registration lists will be picked up tomorrow. Commissioner Duffy will be available to assist if needed and then close it up.
- Commissioner Fenstermaker presented the Whole Harmless Agreement to the board. It is all squared away. He also announced that the old rescue was picked up last week and a check will be mailed to us later this week.

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- The Commissioners discussed if a letter should be written to District #1 about the Crown Victoria. It should ask if they would like the car back or not as per the local agreement. If not they will be selling it on GovDeals.com. They asked Christine Gerbereux to pen the letter.

Meeting adjourned at 20:27.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Post the Crown Vic for sale on GovDeals.com.	Commissioner Duffy		Low	
2	Rich Toomey Radios – do some research on the current value of the radios.	Commissioner Wood	ASAP	High	
3	Pen a letter to District #1 about the Crown Vic	Christine Gerbereux	ASAP	Med	

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

#	Description
1	New committee within the firehouse has been put together to discuss the purchase of a new pickup truck
2	Assistant Chief Umbach to get a new quote from NJ Fire Equipment on the purchase of new packs and masks. Quote from last month that was approved was not correct.

Decisions / Agreements:

#	Description
1	The Crown Victoria will be released. It will be put up for sale as is. It is not worth keeping.
2	Severance from the LOSAP program was approved to be distributed to Firefighter Thomas who requested it.
3	Approval to move forward with the reconfiguration of two compartments on engine #902 by Fire & Safety. Not to exceed \$4,000.00.
4	Approval to move forward with the purchase of a few masonry planks for the new engine. Not to exceed \$150.00
5	Commissioner Duffy will assist with the election on Saturday if anything is needed.