

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, July 12, 2016
<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 Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Absent
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 7:40pm by Commissioner Bowne.

Pledge of Allegiance was recited by all.

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 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 Bowne indicated where the emergency exits are located.

Roll call was taken.

**CORRESPONDENCE (reported by Commissioner Duffy)**

- Registration came in for the fire company
- Received a letter from the US Department of Commerce – regarding a Unit Survey we were asked to complete. He will give to Chris to see if it was done.
- Received a certified letter from the Local Finance Board dated June 17<sup>th</sup>. Commissioner Wood to ask Chris if she is aware of that notification.

**INSURANCE (reported by Commissioner Duffy)**

- Have a few more invoices coming in for a Workman's Comp claim.

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



---

- A letter received regarding an audit of Workman's Comp. Commissioner Duffy to discuss with Christine Gerbereux as to what needs to be done.

**LOSAP**

- Nothing to report at this time

**COMMITTEES**

Riva Avenue Project - reported by Commissioner Duffy

- Since we extended the due date for bids and walk-throughs (we had 3 separate walk-throughs) the date is now moved to July 26<sup>th</sup> or 28<sup>th</sup> to open all the bids at the same time.
- There were roughly over 30 people that walked through. Commissioner was happy with this turn out.

New Rescue Truck - reported by Commissioner Duffy

- Spoke to the salesman today.
- Trip to inspect the new vehicle has been moved and will be no sooner than the second week of August now. It is about a 3 day visit. Commissioner Duffy will keep everyone in the loop as to when the dates have been finalized.
- The fire company had stated that Fire and Safety would like to send the new Rescue truck down to Wildwood for display. F&S will send a letter of insurance. F&S will take care of it all – getting it to and from Wildwood and then clean it up and deliver it to the firehouse when it is done. It's to show off their work on the latest truck they built. All the Commissioners were OK with this request as was the Chief.
- Commissioner Wood received a letter from Neely about the funding for the truck. Letter stated that the funds should be ready by August 1<sup>st</sup>, 2016. He also inquired about the Riva Project and the bids. Commissioner Wood will share with him that the bids will be opened the end of July and will share with him the results of that later in the month. He just wanted to make sure he can reserve funding for the new building when needed.

**PROFESSIONALS REPORT**

Chiefs Report – reported by Chief Michael Heilbronn

- Total of 13 alarms for the month of June. This brings the total alarms for 2016 to be 85.
- See attached full report on alarms.
- Membership – a few people have to be removed from membership. The firehouse secretary will draft a letter and send it to those members, certified, to let them know that they have been removed. Chief will coordinate with the safety officer to obtain their equipment. They will also be notified that they will be off the insurance as well.
- Would like to purchase the thermos imaging camera for the new rescue truck. It will be the same camera that has already been purchased.
- Would also like to purchase decent floor mats for the Chiefs vehicles. They would like to order the Weather Tech mats – They are around \$500 total for both vehicles back and front.
- Commissioner Duffy asked that the old vehicles to be emptied of any equipment and the keys turned in to the firehouse and no one use them any longer. The radios are 20+ years old and will remain in the vehicle according to Asst Chief Umbach.
- The vehicles can be either put in the paper our out on Gov Deals. Attorney Braslow said that if it is sold through the newspaper there is no percentage fee that would have to be paid to Gov Deals which can be upwards of 30%. Chief Bowne would like to try to sell it to another municipality. They reviewed the Resolutions for the evening and they may not have the option to sell through the newspaper. It may

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



only be through Gov Deals. Since Milltown Fire is looking for new vehicles, Chief Heilbronn will give them a heads up that they will be posting them on the Gov Deals website.

- Commissioner Wood requested new equipment purchases as listed below.
  - Requesting 10 mask bags at \$25 apiece. Total not to exceed \$250.00 (To come out of #6312)
  - Requesting 10 Nomex Hoods at \$40 apiece. Total not to exceed \$400.00 (To come out of #6312)
  - Requesting \$300.00 for lumber for the tailgate on the truck for protection. (To come out of new truck cost)
  - Needed for the boat. Need to make buoy kits. We only have 2 of them right now. They would like to do 6 of them. Total will be about \$90 for all of them. (To come out of #6312)
  - Water rescue pole extension. It is missing from the Ice Rescue truck. Cost will be \$120.00. (To come out of grant money)

Engineers Report - reported by Ken Skalla

- See attached report for vehicle details for the month of July.
- Engineer looking for new Insurance Cards for vehicles. Commissioner Duffy to look upstairs for them after meeting.

**PUBLIC PORTION**

- Nothing to report

**TREASURY REPORT (reported by Commissioner Wood)**

Beginning balance as of June 15, 2016 balance after a deposit of \$57.40 is \$596,821.45.  
After disbursements tonight balance is \$545,785.62.

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

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

**RESOLUTIONS (Read by Commissioner Bowne)**

- 013 – 16 Surplus property no longer needed for Public Use ([get correct title of Resolution](#))
- 014 – 16 LOSAP ([get correct title of Resolution](#))

Roll call vote was taken and recorded for each Resolution.

Purchases from this meeting to be made with account numbers assigned.

- Account #6610 – Floormats for both trucks. Cost not to exceed \$500.00
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.
- Account #6312 – Requesting 10 mask bags at \$25 apiece. Total not to exceed \$250.00.
  - Motioned by Commissioner Bowne, 2nd by Commissioner Wood. All were in favor; it was so moved.
- Account #6312 - Requesting 10 Nomex Hoods at \$40 apiece. Total not to exceed \$400.00.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.

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



- Account #6610 - Requesting \$300.00 for lumber for the tailgate on the truck for protection.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.
- Account #6312 – Purchase of 6 buoy kits. Total not to exceed \$90.00 for all of them.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.
- Grant Money? – Purchase of a Water rescue pole extension that is missing from the Ice Rescue truck. Cost will be \$120.00.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.

**CONFIRM ALL ACCOUNTS ARE CORRECT FOR PURCHASES**

**OLD BUSINESS:**

- Nothing new to report.

**NEW BUSINESS:**

- Nothing new to report.

Meeting adjourned at 21:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Check with Chris Gerbereux on the correspondence received and if they were completed.	Commissioner Duffy	ASAP	High	
2	Give Engineer all new insurance cards when received	Commissioner Duffy	ASAP	High	
3	Get dates from F&S for final truck inspection trip	Commissioner Duffy	ASAP	High	
4	Purchase camera and other fire equipment as named in the minutes	Commissioner Wood with Chief Heilbronn	ASAP	High	
5					

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

#	Description
1	Bid packages and next steps
2	

**Decisions / Agreements:**

#	Description
1	Allow F&S to showcase new Rescue truck in Wildwood
2	Place old Chief cars on Government website to post for sale