

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



Meeting Minutes

Date & Time:	Tuesday, October 9, 2018
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

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

MINUTES / NOTES

Meeting called to order at 19:32 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, S.3-D) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 13, 2018, 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. Members from the Construction board of the Riva Ave Project were in attendance, so the order of the meeting was moved around to accommodate all.

PROFESSIONAL REPORTS

Chiefs Report (reported by Kevin Umbach)

- There were 11 fire calls for the month of September.
- Hoses and scot packs were ordered. Bills for these items will be in sometime this month.
- The Chief handed the Commissioners his proposed budget and expenses for the coming year. There are two big items he would like to include in his purchases next year. One is to start purchasing new portable radios since their current radios are becoming obsolete and the other is a small style fiend unit like a Polaris to help with brush fires and the events they have to cover in town such as firework events and the county fair.
- Commissioner Bowne asked that these items be reviewed further during Novembers Budget meeting.

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Engineers Report (reported by Ken Skalla)

- Replaced all hard-suction line/retention lines
- #901 – use 6 batteries and 1 starter because of the electrical problems at the new fire house. This was an unexpected expense. Also getting a new strobe for the front of this vehicle as it is burned out.
- #904 – Another halogen light is reported to be burned out on the light tower. It is the 4th light out on this vehicle since they owned it. This light will be replaced shortly.
- #908 – scheduled for warranty work on November 1st at the Chevy dealer.
- #909 – having some problems with tires. It was inspected by Ford and they stated the rear suspension is not stiff enough to hold the weight which is causing the issues. The Assistant Chief has checked up on that and went to Perth Amboy Spring, an outdoor course. They are going to replace the rear end with heavier springs. Total cost will be around \$888.00 to take the rear end suspension apart and put it back together. Tires will also have to be replaced at the same time.
- Included is a list of unusable items.
- (see attached report for remaining items not listed above).
- Commissioner Miller handed Ken two vehicle registrations.

Commissioner Miller made a motion to spend up to \$1,400.00 to beef up the rear suspension on #909 and get better tires. Commissioner Duffy seconded the motion. All were in favor; it was so moved.

PUBLIC PORTION

Mike Duffy, Vice President of the Brookview Fire Company stepped forward with the request for the Budget for 2019. It included the Fire Protection agreement. It is a 2% adjustment to this agreement. This was handed over to the Commissioners.

Public meeting ended and went into an Executive Session to discuss the Riva Ave. Project.

EXECUTIVE COMMITTEES

Riva Avenue Project

- Commissioners and Construction board met to discuss the remaining items to be completed along with the remaining schedule.

A motion was made by Commissioner Miller to pay \$9,098.79 related to RFC #62. Commissioner Duffy seconded that motion. All were in favor; it was so moved.

CORRESPONDENCE (reported by Commissioner Miller)

- A registration renewal request came in for the 2016 Pierce – given to Christine Gerbereux
- Received an email from Nanette Perry dated 9/24/18 regarding a meeting she attended regarding legislation that was passed. This new legislation will have an impact on fire house elections. County Clerk will have to mail out all ballots for all elections.

LOSAP

- Nothing to report this month

INSURANCE (reported by Commissioner Duffy)

- Christine presented the list of firehouse members to Commissioner Duffy. She checked with him to see who should be added and who should be removed from the policy.
- Commissioner Duffy will talk to the Insurance rep tomorrow regarding new policies and better rates.

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- Insurance checks for #903 were all handled incorrectly. Checks are being stopped and returned and checks will be redistributed properly.

TREASURY REPORT (reported by Commissioner Wood)

Received CC3 Form – our tax ratables went up \$1,451.00.

Beginning balance in account as of 9/17/18 including an interest income of \$455.09 the balance was \$690,873.63. After a 3rd quarter deposit from tax revenue of \$199,914.50 and tonight's disbursements, the balance is \$763,150.12.

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

Commissioner Wood reviewed the audit and answered the two questions that were asked.

1. How much do we have in future capital outlay - \$55,000 at the end of 2017. To use this a special meeting has to happen or an entry on the ballot needs to be entered.
2. How much is in our surplus - \$204,857.00 at the end of 2017. Commissioner Wood to find out from Attorney Braslow how much of a surplus they need to have in their budget.

Commissioner Duffy made a motion to pay the bills. Commissioner Miller seconded the motion. All were in favor; it was so moved.

OLD BUSINESS:

- Nothing to report.

NEW

- Nothing to report.

Commissioner Bowne made a motion to end the meeting. Commissioner Duffy seconded the motion. All were in favor.

Meeting adjourned at 22:10.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Insurance policy to be updated with member list	Chris Gerbereux	ASAP	Medium	
2					

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

#	Description
1	2019 Budget presented by Chief Umbach
2	2019 increase in Fire Protection Agreement

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Decisions / Agreements:	
#	Description
1	\$1,400.00 so Ken Skalla can get the rear suspension of #909 fixed along with new tires.
2	Pay \$9,098.79 for RFC #62 related to the Riva Ave. Project
3	Treasury report was approved
4	

From: Nennette Perry <nperry@eastbrunswick.org>
To: Cheryl Bove <cbove@ebfd2.org>; cgerbero <cgerbero@aol.com>; skotora <skotora@ebfd1board.com>
Subject: Vote By Mail
Date: Mon, Sep 24, 2018 2:46 pm

Just dropping all three districts a note. Attended a meeting and Senate 647 – Vote by Mail was discussed. The legislation was passed and is in effect. This will have an impact on Fire elections. The gist of the legislation is that the County Clerk will have to mail out ballots for all elections (includes fire) to those who requested a mail in ballot for the 2016 Presidential Election. There were thousands. This may affect the fire district elections in February.

Please pass this information on to the commissioners. Thanks.

Nennette Perry
Township Clerk \ Registrar
East Brunswick Township
One Civic Center Drive
P O Box 1081
East Brunswick NJ 08816
732-390-6850
Fax 732-238-8848
nperry@eastbrunswick.org

Brookview Volunteer Fire Company

Monthly Engineer Report

Replaced Hard Suction Line October 2018
RETENTION LINES FOR ALL ENGINES.

General Items:

901 2009 Pierce Engine:

Six batteries and one starter replaced due to low voltage damage.

REPLACING BLUE STRAP ON FRONT OF VEHICLE

902 2003 Pierce Engine

903 1997 Pierce Engine

904 2016 Pierce Rescue Truck

Another halogen light was reportedly out. Light will be inspected and replaced A.S.A.P.

905 1994 Ford F 250 Water / Ice Rescue Truck

906 1994 Ford Bronco Utility Truck

907 1972 Dodge Brush Truck

908 2016 Chevrolet Tahoe

Scheduled for warranty work on November 1st.

909 2016 Ford F250

Scheduled for heavy duty springs to help with a suspension / tire wear issue.

912 1994 Ford F250 Pick Up

Vehicle was reported difficult to start and poor performance...after inspection, vehicle was started, driven for several miles and appeared to run normally. It may have been water in the fuel line which cleared after running for a time.

Brookview Vol. Fire Co.

List of Unusable Firefighting Hose
(Failed 2018 Pressure Testsing)

Five Inch Supply :1 50ft Section

1 25ft

4 100ft

Three Inch: 5 50ft

One and One half: 2 50ft

1 12V BATTERY
(Removed From 1991 chev
Rescue 904 in 2016)

East Brunswick Fire District #3
Profit & Loss Budget vs. Actual
January 1 through October 9, 2018

	Jan 1 - Oct 9, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Tax Revenue	549,764.88	0.00	549,764.88	100.0%
Fines Acct	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	4,698.34	0.00	4,698.34	100.0%
Misc. Income	1,860.00	0.00	1,860.00	100.0%
Proceeds from I/L/S/A	0.00	0.00	0.00	0.0%
SFSG Funds(Income)	0.00	0.00	0.00	0.0%
Total Income	556,323.22	0.00	556,323.22	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	88,506.25	202,300.00	-113,793.75	43.8%
6138 LOSAP	38,227.00	40,000.00	-1,773.00	95.6%
6222 Dues & Subscriptions	300.00	400.00	-100.00	75.0%
6224 Election Expenses	764.06	1,400.00	-635.94	54.6%
6230 Legal & Display Advertisin	285.20	400.00	-114.80	71.3%
6236 Office Expenses	3,027.20	5,760.00	-2,732.80	52.6%
6246 Professional Services	8,818.50	11,123.00	-2,304.50	79.3%
6250 Admin Service	3,296.40	4,500.00	-1,203.60	73.3%
6310 Radio M&R	0.00	5,200.00	-5,200.00	0.0%
6312 Equipment Purchase	7,707.96	82,131.00	-74,423.04	9.4%
6314 SFSG Grant	-1,889.00	1,889.00	-3,778.00	-100.0%
6320 Equipment M&R	8,398.72	15,600.00	-7,201.28	53.8%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	4,088.34	10,000.00	-5,911.66	40.9%
6330 Insurance - Other	31,748.40	43,500.00	-11,751.60	73.0%
6332 Insurance Workers Comp	20,802.19	28,500.00	-7,697.81	73.0%
6340 Physical Exams	0.00	8,000.00	-8,000.00	0.0%
6344 Training	3,267.00	10,000.00	-6,733.00	32.7%
6346- Vehicle M&R	24,642.63	35,000.00	-10,357.37	70.4%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 - 904 Interlocal	132,320.00	132,320.00	0.00	100.0%
6620 CAP X	0.00	0.00	0.00	0.0%
6621 Future Cap Outlay	0.00	0.00	0.00	0.0%
6630 Capital Approp Radios	0.00	0.00	0.00	0.0%
6640 Riva Ave Project	1,205,800.62	1,410,000.00	-204,199.38	85.5%
6641 Riva Ave Interlocal	102,580.00	102,580.00	0.00	100.0%
6642 Riva Ave ILS2	168,719.00	168,719.00	0.00	100.0%
6900 New Command Vehicle	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reimbursement Expense	0.00	0.00	0.00	0.0%
VOID	0.00	0.00	0.00	0.0%
Total Expense	1,851,410.47	2,351,197.00	-499,786.53	78.7%
Net Ordinary Income	-1,295,087.25	-2,351,197.00	1,056,109.75	55.1%
Other Income/Expense				
Other Income				
Credit due from EB Twp	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-1,295,087.25	-2,351,197.00	1,056,109.75	55.1%

East Brunswick Fire District #3

10/9/2018 10:35 PM

Register: TD Bank

From 09/12/2018 through 10/09/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/17/2018			Interest Income	Interest		X	455.09	690,873.63
09/17/2018	1929	Brookview Vol. Fire ...	6136 FP Agreement	2Q FP Agreem...	45,517.50			645,356.13
09/17/2018	1930	Sclar & Sclar, LLC	6640 Riva Ave Project	INV#755(6640)	51.00			645,305.13
09/17/2018	1931	Sclar & Sclar, LLC	6640 Riva Ave Project	INV#798(6640)	68.00			645,237.13
09/17/2018	1932	Sclar & Sclar, LLC	6640 Riva Ave Project	INV#799(6640)	34.00			645,203.13
09/17/2018	1933	Safe ID Card System...	6236 Office Expenses	INV#3649(6236)	35.00			645,168.13
09/17/2018	1934	Twp of East Brunswi...	6328 Fuel	Fuel Sept 2018...	601.35			644,566.78
09/17/2018	1935	Verizon Wireless	6236 Office Expenses	INV#9815380...	80.02			644,486.76
09/17/2018	1936	The Design Collabor...	6640 Riva Ave Project	INV#17602(66...	1,898.75			642,588.01
09/17/2018	1937	NJIAAI	6344 Training	INV#2018-CB...	600.00			641,988.01
09/17/2018	1938	Johnny On The Spot ...	6640 Riva Ave Project	VOID: Custom...		X		641,988.01
09/17/2018	1939	Twp of East Brunswi...	6328 Fuel	Fuel August 20...	276.62			641,711.39
09/17/2018	1940	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	2,793.74			638,917.65
09/17/2018	1941	Fire & Safety Service...	6346- Vehicle M&R	INV#SI18-193...	2,301.03			636,616.62
10/09/2018			Tax Revenue	Deposit			199,914.50	836,531.12
10/09/2018	1942	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-3058(...	455.00			836,076.12
10/09/2018	1943	J & M Quality Contr...	6640 Riva Ave Project	Application	71,725.29			764,350.83
10/09/2018	1944	Christine Gerbereux	6250 Admin Service	INV#249(6250)	252.00			764,098.83
10/09/2018	1945	Ken Skalla	6346- Vehicle M&R	Reim retention ...	42.21			764,056.62