

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



**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, November 14, 2017
<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	Present
Commissioner Scott Miller	Absent
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 19:35 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 21, 2017, 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 Bowne)**

- Notice on upcoming election coming up in February 2018.
- Documents related to the budget will be announced in next meeting.

**INSURANCE (reported by Commissioner Duffy)**

- Nothing to report this month.

**LOSAP (reported by Commissioner Fenstermaker)**

- Check was mailed this past month.

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## **COMMITTEES**

### **Riva Avenue Project (reported by Commissioner Duffy and Bowne)**

- Work started again yesterday. They were jack hammering all sidewalks and retaining walls. There was a construction meeting today to go over remaining demo which will include the chimney and the siding that will be repaired. Commissioners Duffy and Bowne visited the site today.
- There is a change order being put together by the builders for fixes on the side of the building and the replacement of the stairs. If a reasonable price comes in to rebuild it rather than repair it, then it will be done.
- Today's conference call was mainly about housekeeping and documentation the builders and architects were behind on. It went smoothly. They are hoping to get walls and pad in before Christmas.

## **PUBLIC PORTION**

### **Chief's Report**

- Thanked everyone for the support on the house fire on October 19<sup>th</sup>. He also thanked the Assistant Chief from District 1 that was there on the scene to assist while he and the other assistant chief could not get out of work. He said all went smoothly.
- Bill submitted for hoods that Commissioner Wood will go over – the monies to be taken out of the SFSG grant. Has \$150.00 left in that grant to get 6-8 plastic engraved tags that will have the parts per million break down on them to be hung on the gas meters so they know what needs to be done.
- Had more issues with Pinnacle – the radios that were ordered and installed in the chiefs' vehicles were never installed and programmed properly. Assistant Chief will contact them tomorrow to get them fixed and get the county stuff put in. It was discovered tonight because they were trying to program new county info programmed in and that was when it was discovered. They must install a flash code onto the radios. It will be a 'no charge' since it was previously paid for during the initial purchase.

### **Engineers Report**

- (refer to the report for the full list of work completed)
- Ken reported there are 6 lengths of failed hose from this summer's testing. Would like to have the commissioners rule this as no longer usable. They are up in the tower.
- Ken also asked Commissioner Wood if he would like to get new ID cards with another expiration date containing a 3-year period for the hoses that are being used that will be expiring on December 31, 2018.
- Also need approval on replacing the tires on the water wagon. They are all dry rotted. Ken went to Tire Barn to price out new tires and because of the rims on the truck are no longer allowed to be sold (they are 16 1/2" rims). So new rims and tires would need to be purchased which would cost a total of \$1,600.00. Money may have to come out of contingency or out of maintenance. There are 4 rims to pick from. The commissioners will review and decide on which ones to purchase.

Commissioner Bowne made a motion to approve, no more than \$200 for the tags for gas meters out of the SFSG grant. He also made a motion to spend \$1,600.00 on new tires and rims for the water wagon. Commissioner Duffy 2<sup>nd</sup> it. All were in favor; they were moved.

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

Beginning balance in account as of 10/18/17 was \$2,104,363.74 including an interest income of \$51.12. After disbursements tonight, November 14, 2017, balance is \$2,014,810.55.

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

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

**OLD BUSINESS:**

- Safety Car – Commissioner Fenstermaker asked the board what the minimum bid would be for the car – they decided on \$500.00. Commissioner Bowne wants it gone. Need to remove lettering and radios before it goes up for sale. Chief Umbach will look at the car this week and see if there was anything to keep. He will report back to Commissioner Fenstermaker by the end of the week or it goes up for sale as is.

**NEW BUSINESS**

- Chief Umbach reported that the county is now able to connect their CAT system (which houses all their calls) to our I AM RESPONDING system. It is a one-time fee of \$700.00 per district. When the information is entered into the CAT system the alert will come through with the type of call it is and the address to our system. It can be received by the chiefs' tablets and then dumped into the map app and then used as a GPS. All the districts are excited to do this. It took a while because they had to find out if they would get every fire call and it was discovered that they can have split districts so they only receive their own. The chief would like approval for this to move forward with requesting this purchase and he will find out the next steps – how it gets done and who to make the check out to. It also helps with vehicle location and identification as to who is on what call too as per Commissioner Wood. He stated that Verizon has a module that is connected to each of the vehicles to identify the location and transponds its location to the app. When ready it may come out of the radio budget. They will look into that for next year or the year after.

Commissioner Bowne made a motion to approve the expense on the I AM RESPONDING upgrades. Commissioner Wood seconded the motion. All were in favor. It was so moved.

**2018 BUDGET REVIEW (headed by Commissioner Wood)**

- Discussed what will stay the same and what will change for the 2018 budget.
- Discussed what needed to be capitalized.
- Went over possible expenses to incur in 2018.
- The budget will be finalized at the next meeting.

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

Meeting adjourned at 21:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Have Pinnacle upgrade the Chief's radios to what we paid for when they were initially installed	Chief Umbach			

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2	Discuss the contingency account with the accountant.	Commissioner Wood			
3	Discuss insurance with the insurance rep to get better deal	Commissioner Duffy			

**Items / Issues to discuss at a future meeting (Parking Lot):**

#	Description
1	Need to put together and read resolution to mark 6 lengths of hose as unusable due to a failed test over the summer.
2	Resolutions for new Budgets.
3	Johnny on the Spots (Commissioner Duffy)
4	Presentation on GPS modules for all vehicles that would go along with new location system when connected to the townships CAT system. Commissioner Wood and Chief Umbach to present at a later time in 2018.

**Decisions / Agreements:**

#	Description
1	Purchase new tags for hoses – Ken Skalla requested. Cost not to exceed \$200. To come out of grant money.
2	Purchase new rims and tires for water wagon – Ken Skalla requested. Purchase to not exceed \$1,600. To come out of vehicle maintenance
3	Purchase the I AM RESPONDING upgrade – Chief Umbach requested. Purchase not to exceed \$700. To come out of radio.

**East Brunswick Fire District #3**  
**Profit & Loss Budget vs. Actual**  
January 1 through November 14, 2017

	Jan 1 - Nov 14, 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Engine Financing</b>	0.00	0.00	0.00	0.0%
<b>Fines Acct</b>	0.00	0.00	0.00	0.0%
<b>Income</b>	0.00	0.00	0.00	0.0%
<b>Interest Income</b>	768.70	0.00	768.70	100.0%
<b>Misc. Income</b>	17,792.07	0.00	17,792.07	100.0%
<b>reimbursement for inv</b>	0.00	0.00	0.00	0.0%
<b>tax revenue</b>	501,135.75	0.00	501,135.75	100.0%
<b>Total Income</b>	519,696.52	0.00	519,696.52	100.0%
<b>Expense</b>				
<b>6100 Commissioner's Salaries</b>	0.00	9,875.00	-9,875.00	0.0%
<b>6136 FP Agreement</b>	136,331.25	198,300.00	-61,968.75	68.8%
<b>6138 LOSAP</b>	39,856.00	40,000.00	-144.00	99.6%
<b>6222 Dues &amp; Subscriptions</b>	300.00	400.00	-100.00	75.0%
<b>6224 Election Expenses</b>	578.49	1,400.00	-821.51	41.3%
<b>6230 Legal &amp; Display Advertisin</b>	307.88	400.00	-92.12	77.0%
<b>6236 Office Expenses</b>	2,530.02	5,760.00	-3,229.98	43.9%
<b>6246 Professional Services</b>	11,068.00	11,123.00	-55.00	99.5%
<b>6250 Admin Service</b>	4,150.00	4,500.00	-350.00	92.2%
<b>6310 Radio M&amp;R</b>	0.00	5,200.00	-5,200.00	0.0%
<b>6312 Equipment Purchase</b>	41,305.64	85,440.00	-44,134.36	48.3%
<b>6314 SFSG Grant</b>	-189.00	1,889.00	-2,078.00	-10.0%
<b>6320 Equipment M&amp;R</b>	8,490.96	20,600.00	-12,109.04	41.2%
<b>6324 Fire Prevention</b>	0.00	1,000.00	-1,000.00	0.0%
<b>6328 Fuel</b>	3,670.43	14,000.00	-10,329.57	26.2%
<b>6330 Insurance - Other</b>	33,635.41	43,500.00	-9,864.59	77.3%
<b>6332 Insurance Workers Comp</b>	23,584.60	28,500.00	-4,915.40	82.8%
<b>6340 Physical Exams</b>	120.00	8,000.00	-7,880.00	1.5%
<b>6344 Training</b>	7,463.00	10,000.00	-2,537.00	74.6%
<b>6346-Vehicle M&amp;R</b>	24,289.04	32,991.00	-8,701.96	73.6%
<b>6360 Contingency</b>	0.00	21,000.00	-21,000.00	0.0%
<b>6610 - 904 Interlocal</b>	130,312.50	130,313.00	-0.50	100.0%
<b>6620 CAP X</b>	0.00	50,000.00	-50,000.00	0.0%
<b>6621 Future Cap Outlay</b>	0.00	0.00	0.00	0.0%
<b>6630 Capital Approp Radios</b>	0.00	0.00	0.00	0.0%
<b>6640 Riva Ave Project</b>	-1,071,030.56	395,000.00	-1,466,030.56	-271.1%
<b>6641 Riva Ave Interlocal</b>	102,300.00	102,300.00	0.00	100.0%
<b>6900 New Command Vehicle</b>	31,377.67	0.00	31,377.67	100.0%
<b>Payroll Expenses</b>	0.00	0.00	0.00	0.0%
<b>Reimbursement Expense</b>	0.00	0.00	0.00	0.0%
<b>VOID</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	-469,548.67	1,221,491.00	-1,691,039.67	-38.4%
<b>Net Ordinary Income</b>	989,245.19	-1,221,491.00	2,210,736.19	-81.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Credit due from EB Twp</b>	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>989,245.19</b>	<b>-1,221,491.00</b>	<b>2,210,736.19</b>	<b>-81.0%</b>

## East Brunswick Fire District #3

11/14/2017 7:49 PM

Register: TD Bank

From 10/11/2017 through 11/14/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/18/2017			Interest Income	Interest		X		
11/14/2017	1696	1st Choice Safety Eq...	6314 SFSG Grant	INV#17-10718...	1,700.00			2,104,363.74
11/14/2017	1697	Ken Skalla	6320 Equipment M&R	Reim for Strap ...	37.40			2,102,663.74
11/14/2017	1698	Brookview Vol. Fire ...	6320 Equipment M&R	Reim for Batter...	98.93			2,102,626.34
11/14/2017	1699	Brookview Vol. Fire ...	6346- Vehicle M&R	Reim Nat'l Part...	499.84			2,102,527.41
11/14/2017	1700	Twp of East Brunswi...	6328 Fuel	Fuel Sept 17(6...	374.25			2,102,027.57
11/14/2017	1701	Select Automotive	6346- Vehicle M&R	INV#4262(6346)	156.02			2,101,653.32
11/14/2017	1702	PSE&G	6640 Riva Ave Project	INV#4053213...	2,383.05			2,101,497.30
11/14/2017	1703	New Jersey Fire Equi...	6312 Equipment Purch...	INV#55470(63...	4,028.00			2,099,114.25
11/14/2017	1704	Electronic Measurem...	6320 Equipment M&R	INV#50155(63...	158.00			2,095,086.25
11/14/2017	1705	George Logan Towin...	6346- Vehicle M&R	INV#G8445(6...	95.00			2,094,928.25
11/14/2017	1706	McNeil & Co., Inc.	6330 Insurance - Other	INV#3738712...	3,839.75			2,094,833.25
11/14/2017	1707	McNeil & Co., Inc.	6330 Insurance - Other	VOID: INV#3...		X		2,090,993.50
11/14/2017	1708	McNeil & Co., Inc.	6330 Insurance - Other	INV#3739712...	1,000.00			2,090,993.50
11/14/2017	1709	Middlesex County Fi...	6344 Training	INV#17-0918(...	236.00			2,089,993.50
11/14/2017	1710	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy M26559...	5,288.81			2,089,757.50
11/14/2017	1711	Brookview Vol. Fire ...	6344 Training	Reim Food for ...	200.00			2,084,468.69
11/14/2017	1712	The Design Collabor...	6640 Riva Ave Project	INV#17143(66...	6,903.75			2,084,268.69
11/14/2017	1713	The Design Collabor...	6640 Riva Ave Project	INV#17144(66...	1,311.00			2,077,364.94
11/14/2017	1714	The Design Collabor...	6640 Riva Ave Project	INV#17178(66...	8,372.50			2,076,053.94
11/14/2017	1715	The Design Collabor...	6640 Riva Ave Project	INV#17179(66...	874.00			2,067,681.44
11/14/2017	1716	Richard M. Braslow	6640 Riva Ave Project	INV#19163(66...	560.00			2,066,807.44
11/14/2017	1717	Middlesex County Fi...	6344 Training	INV#17-1015(...	236.00			2,066,247.44
11/14/2017	1718	Witmer Public Safety...	6312 Equipment Purch...	INV#E165058...	788.89			2,066,011.44
11/14/2017	1719	Johnny On The Spot ...	6640 Riva Ave Project	INV#372291(6...	312.50			2,065,222.55
11/14/2017	1720	Johnny On The Spot ...	6640 Riva Ave Project	INV#383919(6...	299.50			2,064,910.05
11/14/2017	1721	Christine Gerbereux	6250 Admin Service	INV#239(6250)	225.00			2,064,610.55
11/14/2017	1722	Brookview Vol. Fire ...	6136 FP Agreement	3Q Pymnt(6136)	49,575.00			2,064,385.55
								2,014,810.55