

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



MONTHLY MEETING

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**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, June 11, 2019
<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	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 19:38 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 12, 2019, 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 Miller)**

- Received the March 2, 2019 NJ Association of Fire District Meeting Minutes if anyone would like to review.
- Received letter from Main Street America Group – This is the firm J&M holds their work bond through them. They are asking for an update on the project. This is the second notification received by us. The last one was sent to Design Collaborative to respond. IF the board agrees the same will be done with this letter (All agreed).

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MONTHLY MEETING

---

**INSURANCE (reported by Commissioner Duffy)**

- A few updates must be signed for the coming year. Commissioner Duffy will take care of this.

**LOSAP (reported by Commissioner Miller)**

- Nothing to report this month.

**COMMITTEES**

**Riva Avenue Project (reported by Commissioner Duffy)**

- Commissioner Duffy met with the company who manufactured the doors. The doors had glue on them. The company sent over a rep to try to clean them up and after 7 hours a haze was still left behind. The company decided that they will send new doors because they could not remove the glue.
- Capital Improvement budget – Commissioner Duffy reminded everyone that there has to be a certain amount kept aside (excluding the lien) for the doors and any other improvements to be done. Right now, this amount is around \$8,000.00.

**PROFESSIONAL REPORTS**

**Chiefs Report – reported by Chief Umbach**

- Chief Umbach reported there were 15 calls during the month of May
- The firehouse received the King Ceiling Prop – it was put together yesterday. The bill was submitted. This came in under budget.
- Fire radios are in – they need to be programmed. The chief plans to reach out to the programmer tomorrow (June 12<sup>th</sup>) to get these take care of (engraved and programmed).
- Remaining radios will be ordered for the two test engines.
- There is a preliminary meeting on June 18<sup>th</sup> regarding the July 4<sup>th</sup> fireworks display with Parks & Recreation that the Chief and Assistant Chief will be attending.
- Helmet lights were ordered, they should be in soon.
- Received new bank charger and vehicle charger for officer seat and the fire house because of new radio.

**Engineers Report - reported by Ken Skalla**

- Fifteen lengths of various size hoses failed at the last inspection. These hoses need to be ruled unusable through a resolution.
- Thirteen new lengths of hose were ordered.
- Engine #901 – 3 scuba bottles sent out to NJ Fire Equipment for repair due to leaks found at the gages. One of these tanks was still under warranty. 25' of hose failed off this truck and will be replaced. There is currently an 8' length of hose on there for now until the new hose arrives.
- Engine #902 – The air pump primer was installed. The attic ladder failed due to damage at one end (all chewed up). This got repaired and was put back on the engine.

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



MONTHLY MEETING

---

- Engine #903 – 25' hose failed inspection as well – a rush was put on this hose and the hose to replace the one on #901
- Engine #909 – Left front driving light is out. This is still under warranty and will be replaced at no charge by East Coast Lighting.

Commissioner Miller asked if any of the failed length can be cut and reused and Ken Skalla said no, they are very old – some are from 1997 and are not worth it because of what they charge for the recoupling of them. Their age will cause them to fail again short term. Commissioner Bowne requested a resolution to be put together to get rid of them. Commissioner Miller will put this together during this meeting.

**PUBLIC PORTION**

- Nothing to report.

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

Beginning balance in account as of 5/15/19 after a deposit of \$270.43 is \$209,918.80. After tonight's disbursements, balance as of today, balance is \$163,853.26.

Commissioner Wood noted that both inter-locals are paid for this year and we are over in the Election expenses along with Advertising expenses.

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

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

**NEW BUSINESS**

- Commissioner Wood was approached by Jack Kramer from the Helmetta Fire Department regarding the Radio Tower we are getting rid of because they are switching over to the county system and are in need of a tower for it.
- It will cost a flatbed tow from Milltown to their firehouse.
- The tower has value although it has not been used in a while. Commissioner Miller asked if some sort of inter-local agreement has to be put together for this exchange.
- All the Commissioners agree they would like to give it to them.
- Commissioner Wood and Miller will call Attorney Braslow to find out the proper way of getting the tower transferred over to the Helmetta Fire Company. They will get back to Kramer regarding the results of the conversion they have with the attorney.
- **Resolution 19-12 – Authorization to Dispose of Property** was read by Commissioner Miller regarding the disposal of the hoses that failed inspection. Roll call was taken; All Commissioners voted yes to dispose of the materials. It was so recorded.

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



MONTHLY MEETING

---

---

**OLD BUSINESS:**

- Nothing to report.

Meeting adjourned at 20:10.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Having a meeting on Thursday, 6/13 regarding the Riva Ave Project	Comm Duffy	6/13/19	High	
2	Fire Radios need to be programmed	Chief Umbach	ASAP		
3	Order remaining radios for trucks	Chief Umbach			
4	Talk to Attorney Braslow about the proper way of getting the radio tower from Milltown over to the Helmetta Fire Company	Comm Wood / Miller	ASAP		

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

#	Description
1	Radio Tower to Helmetta Fire Company
2	

**Decisions / Agreements:**

#	Description
1	Resolution 19-12 – Authorization to Dispose of Property (approved disposal of 15 lengths of hose that failed inspection.)
2	