

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



MONTHLY MEETING

Meeting Minutes

Date & Time:	Tuesday, August 13, 2019
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	Absent
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Present
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 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 a copy of the New Jersey State Association of Fire Districts June 1, 2019 Quarterly Meeting minutes.
- Letter from the State of New Jersey Department of Labor Workforce Development addressed to Commissioner Bowne regarding the confirmation of the receipt of correspondence regarding the violations ordered to comply. As a result, the violations are deemed to be abated.
- Registration renewal for the Diving Team.

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- Request from Main Street American Group to update them on the status to the Riva Ave project as it pertains to the contract with J&M Contracting. This will be forwarded on to Linda at Design Collaborative.

INSURANCE (reported by Commissioner Duffy)

- Nothing to report this month.

LOSAP (reported by Commissioner Wood)

- Nothing to report this month.

COMMITTEES

Riva Avenue Project (reported by Commissioner Duffy)

- Nothing to report this month.

PUBLIC PORTION

Chiefs Report – reported by Asst Chief Sadler

- 9 calls for July
- New fire radios are in for #902. They have been programmed and are operational.
- Commissioner Wood went over what is left over in Capital with Assistant Sadler. Items that have to be discussed and reported back as purchased or to be purchased before the end of the year:
 - Scott bottles – all have been purchased for the year.
 - Helmet lights were purchased.
 - Two battery Sawzalls - were they purchased?
 - Confined space fans – were they purchased?
 - New fire hose purchased – Ken Skalla ordered. There were discussions around what was purchased and where it was placed. This will be reviewed with the Chief.
 - \$2,000 for electrical cords – were they purchased?
 - \$2,000 for life jackets - were they purchased?
 - Turnout gear?
 - Boots – 6 pair were estimated to be purchased this year.
 - Helmets – 2 of 9 were purchased this year so far. These were replacements purchased for the Chief and Assistant Chief. It was brought to Commissioner Wood's attention that they have to look at the red helmets they have. Some may have to be purchased/replaced next year.
 - As per FF Ray – all gear is well within compliance.

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Commissioner Wood asked Chris Gerbereux to update the list of items purchased under the Chief's budget because it was not all listed so he has a more accurate list to review with him when they meet.

Engineers Report - reported by Ken Skalla

- Annual service is done. Results of any deficiencies are being drawn up at Fire and Safety.
- #901 – rear tire replacements are ordered. They will be installed on Thursday. That will complete all new tires on all apparatuses. #904 tires are not changed yet as it is new engine.
- #902 - Replaced 1 roof lightbulb.
- #903 - Right front directional was replaced; also repaired the front tie line.
- #907 – still out of service
- #908 – check engine is on – Found out the fuel injectors are defective. They are being fixed at the dealership because it is under warranty. May be out of service until Thursday.
- #909 left front drivers light is out. This will be replaced.
- Ken announced that James Thigpen is the new secretary of the fire house.

PUBLIC PORTION

- Nothing to report.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance in account as of 8/13/19 is \$335,770.70. After tonight's disbursements, balance as of today is \$258,019.28.

Quick review of budgets – all is in the black except Radio M&R and Election expenses. Commissioner Wood will review these two accounts more closely with the Chief.

We received a refund from Workmen's Comp of \$2,963.00.

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

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

NEW BUSINESS

- Nothing to report.

OLD BUSINESS:

- Nothing to report.

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Meeting adjourned at 20:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Send out letter from Main Street America Group to Design Collaborative	Commissioner Miller	ASAP	High	
2	Discussion with the Chief about monies left in their budget	Commissioner Wood	Before next mtg	Medium	

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

#	Description
1	
2	

Decisions / Agreements:

#	Description
1	
2	