

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



Meeting Minutes

Date & Time:	Tuesday, October 11, 2016
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	Present
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) 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 Miller)

- Notice from Task Apparatus to advise us that they are still our first dealer.
- Letter dated 9/13/16. Addressed to the Twp. Building office in regards to Black Tree Tan lots 25, 26, 29 & 31-35. It is approval for building permits for this location. Middlesex County Planning board does not have the right to approve the drainage way on a non-county road that effect non county facilities. It should be approved by the proper non county agency
- Preliminary site plans for 725 Cranberry Road for a variance.

INSURANCE (reported by Commissioner Duffy)

- Enter info here.

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LOSAP

- Nothing to report at this time

PROFESSIONALS REPORT

Chiefs Report – reported by Chief Michael Heilbronn

- Total of 11 alarms for the month of September. This brings the total alarms for 2016 to be 134.
- See attached full report on alarms.
- Want move forward with purchasing some length of hose – 5” spares in both stations, as well as redoing the short 10ft lengths on the primary engines. Also want to purchase 2 – 6” to 5” for #901 & #902 so there is an easier way to hook up where they normally get hard suction. Total would be \$3,502.00 for these purchases
- Would like to purchase high rise kits. Cost for all three trucks would cost about \$3,000.00 total. Each engine bag would have enough to make a connection inside a building, a pressure gage, a 60 degree valve to avoid kinks and then standard connections.
- The camera cradle that was approved at last week’s special meeting was ordered. This will be placed in the chiefs trucks to see how they fit – next year they may then purchase for the engines.

The current #904 blew out a tire. This is the second time in a period of 4 weeks. They know the condition of the tires so a discussion needs to be had as to what to do next. Commissioner Bowne said this engine needs a minimum of 3 tires. If it’s going to be sold next week, he’s not sure this is something they want to do because they will not get their money back for it. Commissioner Duffy said they should ask for the cheapest tire to replace the blown out tire. Commissioner Miller asked if the tires could be retread but Commissioner Bowne said front tires cannot be retread. They are going to take it out of service for the time being.

The following materials are requested to be purchased totaling \$3,502.00 (Acct #6312):

3 - 100 length of 5” = \$780 each = \$2,340.00

1 - 50 length of 5” at \$400.00

2 – 6” to 5” connections \$181 each = \$362.00

Connection replacements on the existing hoses = \$400.00

No more than \$3,000.00 for the three high rise packages. (Acct #6312)

No more than \$500 to get a replacement tire for engine #904. (Acct #6346)

Commissioner Miller made a motion to purchase the above, Commissioner Duffy seconded it. All were in favor. It was so moved.

Engineers Report - reported by Commissioner Miller (read off Ken Skalla’s report)

- See attached report for vehicle details for the month of October.
- Discussions were around the replacement of the gas tank for the Crown Victoria. Is it worth it to replace? Right now it cannot be filled more than ¾ of a tank. Chief Heilbronn confirmed that it does get used; it doesn’t just sit there.

COMMITTEES

Riva Avenue Project - reported by Commissioner Duffy

- Talked last week about an Owner’s Advocate. Commissioner Duffy gave the other Commissioners paperwork detailing what the Architect would be able to do for them as the owner’s advocate.

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- The Architect's fee for this role would be \$24,000. Commissioner Duffy priced around and found that to hire another person for the job it would cost them between 10 – 15% of the project. Commissioner Duffy feels he would be a good fit because he is only 1% of the project and he has been on the project since Day 1.
- Commissioner Bowne requested that we ask Attorney Braslow to review a boiler plate contract and make sure all is included to have the architect also be the owner's advocate. They want to be sure that all is covered and he will take care of matters as the architect and the owners advocate on behalf of the Commissioners. They don't want the public to come back and question their decisions. Commissioner Duffy will take care of this request.

TREASURY REPORT (reported by Commissioner Wood)

We received a check for \$162,749.75 for the 3rd quarter payment from the town. Access Health bill that came in requesting a payment. Christine checked if it was already paid and it was. WE spend a lot of money with Fire Safety. We received a bill for travel to the fire house to check bulbs on a truck. Customer changed bulbs. The invoice was for \$114.00 when all he did was turn a switch on! That is a ridiculous price.

Beginning balance in account as of September 15, 2016 after a deposit is \$929,665.68.
After disbursements tonight balance is \$905,905.54.

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

Commissioner Fenstermaker made a motion to pay the bills. Commissioner Miller seconded the motion. All were in favor. It was so moved.

NEW BUSINESS

2017 New Budget –

- Mike Duffy Firefighter from the Brookview Firehouse presented what they are requesting for next year's budget. They are requesting a 2% adjustment for the fire protection agreement. Total comes to \$198,300. It was submitted to the board for their consideration.
- Assistant Chief Umbach presented new budget for next year – would like to increase Radio M&R by \$400, Equipment purchasing to increase to \$85,460.00, Equipment M&R increase of \$400. Overall it is a 2% cap increase for equipment purchases. Went over the rest of their proposal with the Commissioners.

Received letter from the Helmetta Fire Department inquiring about the two chiefs' trucks we are getting rid of. It was discussed to sell these trucks to Helmetta for \$1 each.

It was requested that the chiefs come up with a detailed list of what the equipment purchases will be in 2017 and bring to future meeting.

Commissioner Wood made a motion to sell these vehicles for that price. Commissioner Fenstermaker seconded the motion. All were in favor. It was so moved.

OLD BUSINESS:

- Nothing to report.

Meeting adjourned at 21:00.

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#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Purchase the requested items listed above by Chief Heilbronn	Chief Heilbronn	ASAP	High	Includes new hoses, a & high rise equipment
2	Kurt Ludwig, architect to be hired as Owner's Advocate for Riva Ave. Project	Commissioner Duffy	ASAP	High	Want to have Braslow review contract.
3	Chiefs to provide to the Commissioners a detailed list of equipment purchased for 2017	Asst Chief Umbach	ASAP	High	
4					
5					

Items / Issues to Discuss at a Later Time (Parking Lot):	
#	Description
1	2017 Budget
2	

Decisions / Agreements:	
#	Description
1	Purchase the requested items listed above by Chief Heilbronn
2	Sell old chiefs vehicles to Helmetta Fire Department for \$1 each
3	

**Brookview Volunteer Fire Company
Chief's Report
September 2016**

Alarms for the Month 11
 Total Alarms for the Year 134
 Average Manpower for the Month 17.6
 Average Manpower for the Year 14.9

<u>Type Of Alarm:</u>	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	6	57
EB District 1	5	23
EB District 2		15
S. Brunswick		8
N. Brunswick		6
Milton	1	1
Monroe		1
Carteret		1
Edison		1
Hillsborough		1
Active Fire Alarm:	2	29
Wires Down/Transformer Fire:		7
CO Alarm:	1	7
Smoke Odor/Investigation		5
Gas Leak/Odor:		5
Appliance:		4
Brush Fire/Open Burning:		4
MVA	2	7
Assist PD		2
Water/Ice Rescue		2
Vehicle Fire:		1
Weather Stand-By:		1
Structure:		1
Assist EMS		1
Fuel Leak/Haz-Mat		1

<u>Alarms by Day of the Week:</u>	<u>Month:</u>	<u>Year:</u>
Sunday:	2	22
Monday:	2	18
Tuesday:		14
Wednesday:	1	20
Thursday:		18

<u>Alarms by Month:</u>	
January:	13
February:	11
March:	13
April:	17
May:	18
June:	13
July:	22
August:	16
September:	11
October:	
November:	
December:	

BROOKVIEW VOLUNTEER FIRE COMPANY

303 DUNHAM'S CORNER ROAD, EAST BRUNSWICK, NJ 08816 (732) 238-1966

Engineer's Report

Ken Skalla

Date: October 2016

* Purchased Stihl chain saw for 904.

*Three 100ft lengths and one 50ft length of 5" supply line ordered from TASC.

New short hydrant lines will be made from the 50 ft line.

901 - 2009 Pierce Arrow XT 2000 GPM Pumper - (Commissioner owned).

902 - 2003 Pierce Dash 1500 GPM Pumper - (Commissioner owned).

903 - 1997 Pierce Saber 1500 GPM Pumper - (Commissioner owned).

*Ladder bracket latch repaired.

904 - 1991 GMC Medium Rescue / Light Truck - (Commissioner owned).

905 - 1994 Ford F350 Utility Truck - (Fire Company owned).

906 - 1995 Ford Bronco - (Commissioner owned).

907- 1972 Dodge Power Wagon Brush Truck - (Fire Company owned).

908 - 2016 Chevrolet Tahoe Chief's Car - (Commissioner owned).

909 - 2016 Ford F-250 Assistant Chief's Car - (Commissioner owned).

912 - 1994 Ford F250 4X4 Pickup Truck - (Fire Company owned).

* Power Steering pump and hoses replaced.

915 - 1999 Crown Victoria (Commissioner owned).

*Vehicle examined for possible fuel leak. Tank is rusted and may have a minor leak near the top. Recommendation at this time is NOT to fill tank higher than 3/4 full.

Commissioners will decide whether to make repair or not.

Marine 9 - Rescue Boat - (Fire Company owned).

East Brunswick Fire District #3

10/11/2016 9:35 PM

Register: TD Bank

From 09/14/2016 through 10/11/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2016			Interest Income	Interest		X	85.72	929,665.68
10/11/2016	1381	1st Choice Safety Eq...	6900 New Command ...	INV#59(6320)	344.00			929,321.68
10/11/2016	1382	1st Choice Safety Eq...	6312 Equipment Purch...	INV#66(6312)	5,815.00			923,506.68
10/11/2016	1383	1st Choice Safety Eq...	6900 New Command ...	INV#69(6900)	4,540.00			918,966.68
10/11/2016	1384	Whelen East Coast E...	6360 Contingency	INV#12401(66...	500.00			918,466.68
10/11/2016	1385	Select Automotive	6346- Vehicle M&R	INV#3721(6346)	384.03			918,082.65
10/11/2016	1386	Motorola	6900 New Command ...	INV# (6...	5,371.50			912,711.15
10/11/2016	1387	Home News Tribune	6640 Riva Ave Project	Order#158322...	44.68			912,666.47
10/11/2016	1388	Home News Tribune	6640 Riva Ave Project	Order#161423...	44.24			912,622.23
10/11/2016	1389	Richard M. Braslow	6640 Riva Ave Project	INV#18318(66...	935.00			911,687.23
10/11/2016	1390	Fire & Safety Service...	6346- Vehicle M&R	INV#SI16-183...	114.00			911,573.23
10/11/2016	1391	Verizon Wireless	6236 Office Expenses	INV#9772682...	80.02			911,493.21
10/11/2016	1392	Confires Fire Protecti...	6320 Equipment M&R	INV#0227184-...	46.00			911,447.21
10/11/2016	1393	V.E. Ralph & Son, Inc	6320 Equipment M&R	INV#326535(6...	1,471.00			909,976.21
10/11/2016	1394	V.E. Ralph & Son, Inc	6320 Equipment M&R	INV#326891(6...	32.00			909,944.21
10/11/2016	1395	Twp of East Brunswi...	6328 Fuel	Fuel Sept 2016...	444.31			909,499.90
10/11/2016	1396	Witmer Public Safety...	6312 Equipment Purch...	INV#E151064...	701.67			908,798.23
10/11/2016	1397	F&S Tire Corp., Inc.	6346- Vehicle M&R	INV#399800(6...	403.00			908,395.23
10/11/2016	1398	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2218(...	277.50			908,117.73
10/11/2016	1399	K.C. Service	6900 New Command ...	MS261C(6320)	548.95			907,568.78
10/11/2016	1400	National Parts Suppl...	6346- Vehicle M&R	AcctB10046(6...	1.09			907,567.69
10/11/2016	1401	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2251(...	1,000.00			906,567.69
10/11/2016	1402	Dave Wood	6320 Equipment M&R	Reim buoy's(63...	89.92			906,477.77
10/11/2016	1403	Kevin E. Umbach	6310 Radio M&R	Reim radio cab...	128.23			906,349.54
10/11/2016	1404	Linda Nicholas	6250 Admin Service	INV#24(6250)	225.00			906,124.54
10/11/2016	1405	Christine Gerbereux	6250 Admin Service	INV#227(6250)	219.00			905,905.54



BROOKVIEW VOLUNTEER FIRE COMPANY

363 Dunhams Corner Road, East Brunswick, New Jersey 08816

Colonial Oaks: (732) 238-1966 Fax: (732) 390-8992 Riva Ave: (732) 821-8897

LINE OFFICERS BUDGET FOR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 BUDGET	2017 BUDGET
6310	RADIO M&R	\$5,200.00	\$5,600.00
6312	EQUIPMENT PURCHASE	\$83,150.00	\$85,460.00
6314	SFSG GRANT	\$1,534.00	\$1,534.00
6320	EQUIPMENT M&R	\$20,600.00	\$21,000.00
6340	FF PHYSICAL EXAMS	\$6,000.00	\$6,000.00
6344	FF TRAINING	\$10,000.00	\$10,000.00
6346	VEHICLE M&R	\$30,000.00	\$30,000.00
	BUDGET TOTALS	\$156,484.00 TOTAL 2016 BUDGET	\$159,594.00 TOTAL 2017 BUDGET

HELMETTA VOLUNTEER FIRE DEPARTMENT

62 Main Street, Helmetta, NJ 08828
Phone (732) 521-1534 ● Emergency 911 ● Fax (732) 521-6144

September – 26 - 2016

Dear Commissioner Dave Woods,

Hello, I am Pradeep Mathew the current Chief of Helmetta Volunteer Fire Dept. We are putting in this letter to kindly request the 2 Chiefs Trucks that East Brunswick Dist. 3 is currently in the process of retiring. These 2 vehicles will help HVFD immensely with replacing the older vehicles that are currently in-service and helping displace the burden of spending our small budget on more valuable items like lifesaving tools for the department rather than spending it on repairs and maintenance. We thank you in advance for your kindness, generosity and any help you may be able to provide in this matter.

Sincerely,



Pradeep R. Mathew

Chief

Helmetta Volunteer Fire Department,
62 Main Street, Helmetta, NJ - 08828

Email: HFDChiefPMathew@gmail.com

Cell: 848-391-4915

Think Safety Check Your Smoke Detectors