

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



**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, April 12, 2016
<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 (arrived @ 7:52pm)
Commissioner Scott Miller	Present
Commissioner David Wood	Absent

**MINUTES / NOTES**

Meeting called to order at 7:43pm 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)**

- Received 2 letters from the Fire Academy about upcoming drills. Letters to be given to attendees and instructors
- FCA Fiat Automobiles – vehicle recalls. This has to do with both of the current chief’s vehicles. Recall was about faulty drivers airbags. Letter was passed onto the Engineer
- William Van Applegate Sr of the Monroe Township Volunteer Fire company District #1 passed away. A letter was read regarding his services to be held this Saturday. Invited all firemen to attend and participate.
- Received renewal notice for pick-up registration.
- Received new registration for 1999 Crown Victoria.

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**INSURANCE (reported by Commissioner Duffy)**

- All is fixed and up to date and paid for regarding damages equipment incurred at large fire in fall 2015.
- Awaiting death check for Schwinn Family
- Reached out to Attorney Braslow to see if we could put money aside rather than have a policy because the firehouse has paid over \$30K in the past 10 years and it's been a real struggle to get the \$10K for the Schwinn family. Commissioner Bowne recommended to shop around for a new policy.

**RIVA AVENUE PROJECT (reported by Commissioner Duffy)**

- Have to find place of info from the town then the Bid packages can be given out.
- Christine will be instructed by commissioner Duffy as to when she can move on these.

**LOSAP (reported by Commissioner Fenstermaker)**

- Paperwork was received from Licoln Financial.
- During 2015 fiscal year \$40,276.00 was deposited.
- No cost of living allowable
- There is \$35K in LOSAP account. Balance to come from encumbered monies. Chris Gerbereux to check info.

**PROFESSIONALS REPORT**

**Chiefs Report – reported by Chief Michael Heilbronn**

- Total of 13 alarms for the month of March. This brings the total alarms for 2016 to be 37.
- Full report was not available this month. Will be available again next month.
- New purchases
  - Would like to purchase a training dummy. Cost may be up to \$2,000.00. This will be used during drills and recertifications.

A motion was made by Commissioner Fenstermaker to approve. It was seconded by Commissioner Miller. All were in favor; it was so moved.

**New Chief's Vehicles – reported by Chief Michael Heilbronn**

- Met with Hearst people. Looked over their equipment. Budgets \$20K for the new rescue truck
  - Will need to purchase a few new tools for this truck. A new cutter tool and a new combo tool
- It will cost \$18,924.20. This includes labor.
- Commissioner Bowne asked when the equipment should be ordered. The recommendation was to purchase the equipment when approved and send to Fire & Safety to aid in mounting purposes. Commissioner Duffy confirmed they don't need to send to Fire & Safety.
- Commissioner Bowne agreed to order the new tools.
- The chief also requested to purchase a replacement gas semo unit for \$8008.50. This new one would be portable. The chief feels this is a priority purchase. 50 lbs runs 2 tools at the same time.
- Would like to purchase 2 – 16' hoses for Truck #901 also. (new truck will have streamline connections)
  - Trying to get all equipment on Engine #901 compatible.
  - Cost of the 2-16' hoses to go with the above is \$1,558.00.
- If possible, he would also like to purchase a new 28" Spreader at \$7,861.25
- Total cost of this equipment would be \$17,427.75.

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- Commissioner Bowne feels they should wait until we are in receipt of the new vehicles to see if we have any money left over.
- Commissioner Duffy would like to put together a spec sheet for the rescue truck that is being replaced. Commissioner Bowne didn't see a need to rush. Having two rescues for a little while is fine.
- Firefighter, Jack Kramer, said he would share the name of the company that they traded their old trucks to in the past.
- The chief also went over the quotes for the custom items on the new chiefs vehicles. He obtained two quotes for each vehicle.
- One of the differences in price come down to the light packages each vendor would use. One of the light packages is made by Whalen – it is a USA product and one of the fire fighters present who is familiar with these installs said they are a better product than Code 3 lights. There is also a better warranty on the Whalen lights.
- The other difference came in the consoles – both are custom for each of the vehicles. East Coast is the state contracted vendor; the other is not.
- All radios will come out of the current vehicles and put in to the new ones.
- They can use old radios but need new cables and antennas. These kids are very cheap.
- Turnaround time for all this is between 4-6 weeks.
- Trucks were ordered right after they were approved.
- The cost for this to come out of 60610.
- Commissioner Fenstermaker recommended he go back to East Coast to see if they will come down to \$23K. If so they approve the contract with East Coast for \$23K if they can do both vehicles for that price. It was recommended to the chief to talk to Mike or Dawn.

A motion was made by Commissioner Miller to approve this cost. It was seconded by Commissioner Duffy. All were in favor; it was so moved.

Engineer's Report – reported by Ken Skalla  
(see attached report)

- Ken asked if the commissioners would approve to get all brake lines on engine #906 replaced. He has already gotten an estimate for this. Total would be \$420.00 to fix one set. It may be a total of \$1200 to get the remaining three .

A motion was made to allow brakes to get fixed on engine #906 not to exceed \$1500.00. The voting for this will occur at the end of the meeting.

**PUBLIC PORTION**

Nothing to report

Public Portion was closed.

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

Beginning balance as of March 15, 2016 was \$644,836.07.

After interest of \$82.34 and payments/disbursements ending balance tonight is \$581,142.87.

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

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

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New purchases requested this evening are as follows (includes account number and item description)

- Account #6344 – Training Dummy for drills and recertifications – cost \$2,000.00
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Fenstermaker. All were in favor; it was so moved.
- Account #6312 – Miscellaneous extrication equipment to be purchased including a JL500 Cutter; Mock Combo Tool; 2-16' hoses; Male & female couplings, and pigtails. Total to come to \$18,924.24
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Duffy. All were in favor; it was so moved.
- Account #6610 – Lighting setups and customizations for new chief's vehicles. Total to not exceed \$23,000.00
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Duffy. All were in favor; it was so moved.
- Account #6346 – To repair brake lines for Engine #906.
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Duffy. All were in favor; it was so moved.

**OLD BUSINESS:**

- Fire Prevention has paperwork for all to fill complete regarding the set-up of a checking account for the purposes of depositing fines received by the Fire Marshal. This account would be for a Business Non Profit account. Fire Marshall requested this to be open rather than he sending a personal check for the fines.

**NEW BUSINESS:**

- Nothing to report.

Meeting adjourned at 20:40.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1					
2					
3					

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

Decisions / Agreements:	
#	Description
1	
2	
3	

# Monroe Township Volunteer Fire Company District #1



24 Harrison Ave  
Monroe Twp., NJ 08831  
Tel. (732) 251-2122  
Fax (732) 251-2979

April 1, 2016

Dear Fellow Firefighters:

A Memorial Service to honor Life Member, Willard "Van" Applegate Sr., will be conducted on Saturday April 23, 2016. Mr. Applegate was a founding member of the Monroe Township Volunteer Fire Company and served as its first Fire Chief during his thirty-four years of service. In addition, Mr. Applegate was a member of the New Jersey Forest Fire Service and an instructor at the Middlesex County Fire Academy.

This correspondence serves as an invitation for your fire company to participate in the Memorial Service. There will be a mass of remembrance at Immaculate Conception in Spotswood; line up for this service will be at 9:45 am. At the conclusion of the service, there will be a procession to the MTVFC#1 Firehouse (Station 51) at 24 Harrison Avenue for "last call", followed by interment at Holy Cross Cemetery on Cranbury-South River Road in East Brunswick. The day's events will conclude with a repast at Station 51.

If your fire department would like to participate in the service honoring Founding Member and Ex-Chief Applegate, please contact Chief Lonny Pipero at 732-740-4444 or [mtvfc1chief51@yahoo.com](mailto:mtvfc1chief51@yahoo.com) no later than Saturday, April 16, 2016. We thank you in advance for your consideration as regards to this special circumstance.

Sincerely,

The Membership of Monroe Township Volunteer Fire Company #One

# ***BROOKVIEW VOLUNTEER FIRE COMPANY***

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

## **Engineer's Report**

Ken Skalla

Date: April 2016

RED numbered vehicles are BVFC owned

\*SCBA batteries replaced. Two SCBA emergency air valve caps torn, replacements ordered.  
One LED Streamlight sent out for switch repair.

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

\*"A" Scott Pack "Pass Alarm" not functioning, out for repair at NJFE.

\*Driver side damaged repaired.

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

\*Two front tires replaced, vehicle sent out for front end work at Mercer Spring Corp.

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

\*Valves in air system still on F&S repair list, vehicle still safe for service. F&S reminded.

\*Ladder "SkullSaver" cover torn, needs replacement.

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

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

906 - 1995 Ford Bronco - (Commissioner owned).

\*Brake line ruptured, repaired at Mercer Spring Corp.

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

\*One length of hard booster line cracked, replaced with on-hand length.

908 - 2006 Dodge Durango Chief's Car - (Commissioner owned).

909 - 2004 Dodge Durango Assistant Chief's Car - (Commissioner owned).

910 - 1994 Ford F250 4X4 Pickup Truck - (Fire Company owned).

915 - 1999 Crown Victoria (Commissioner owned).

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

East Brunswick Fire District #3

4/12/2016 8:58 PM

Register: TD Bank

From 03/09/2016 through 04/12/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/15/2016			Interest Income	Interest		X	82.34	644,836.07
04/12/2016		VOID	VOID					644,836.07
04/12/2016		VOID	VOID					644,836.07
04/12/2016		VOID	VOID					644,836.07
04/12/2016		VOID	VOID					644,836.07
04/12/2016	1226	Twp of East Brunswi...	6328 Fuel	Fuel Feb 2016(...	240.07			644,596.00
04/12/2016	1227	Twp of East Brunswi...	6328 Fuel	Fuel March 20... <i>Fire Dept</i>	388.84			644,207.16
04/12/2016	1228	Access Health	6340 Physical Exams	INV#6916(6340)	30.00			644,177.16
04/12/2016	1229	Access Health	6340 Physical Exams	INV#4415(6340) <i>Access Health</i>	75.00			644,102.16
04/12/2016	1230	Verizon Wireless	6236 Office Expenses	INV#9762799...	80.02			644,022.14
04/12/2016	1231	Home News Tribune	6230 Legal & Display ...	Order#000113...	51.72			643,970.42
04/12/2016	1232	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	14,344.00			629,626.42
04/12/2016	1233	New Jersey Fire Equi...	6320 Equipment M&R	INV#50408(63...	311.25			629,315.17
04/12/2016	1234	Ken Skalla	6346- Vehicle M&R	Reim(6346)	38.02			629,277.15
04/12/2016	1235	The Bannister Comp...	6310 Radio M&R	INV#74521(63...	92.00			629,185.15
04/12/2016	1236	Safe ID Card System...	6236 Office Expenses	INV#2804(6344) <i>Safe ID Card</i>	45.00			629,140.15
04/12/2016	1237	Select Automotive	6346- Vehicle M&R	INV#3465(6346)	283.10			628,857.05
04/12/2016	1238	Richard M. Braslow	6640 Riva Ave Project	INV#17891(66...	1,570.50			627,286.55
04/12/2016	1239	NJ State Assoc.of Fir...	6222 Dues & Subscript...	Annual Dues (...	300.00			626,986.55
04/12/2016	1240	All Hands Fire Equip...	6346- Vehicle M&R	INV#8859(6346)	1,725.83			625,260.72
04/12/2016	1241	Fire & Safety Service...	6346- Vehicle M&R	INV#SI16-051...	444.34			624,816.38
04/12/2016	1242	East Brunswick Twp ...	6222 Dues & Subscript...	VOID: Dues(6...		X		624,816.38
04/12/2016	1243	Gregory Bennett	6344 Training	Course#N11C2...	180.00			624,636.38
04/12/2016	1244	VOID	VOID	VOID:		X		624,636.38
04/12/2016	1245	VOID	VOID	VOID:		X		624,636.38
04/12/2016	1246	VOID	VOID	VOID:		X		624,636.38
04/12/2016	1247	Linda Nicholas	6250 Admin Service	INV#19(6250)	100.00			624,536.38
04/12/2016	1248	Christine Gerbereux	6250 Admin Service	INV#221(6250)	384.00			624,152.38
04/12/2016	1249	Lincoln National Lif...	-split- <i># 6138</i>	LOSAP 2015(...	40,276.00			583,876.38
04/12/2016	1250	Donald Salzman Co	6346- Vehicle M&R	INV#16-10(63...	2,733.51			581,142.87

**East Brunswick Fire District #3**  
**Profit & Loss Budget vs. Actual**  
 January 1 through April 12, 2016

	Jan 1 - Apr 12, 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Engine Financing	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	301.89	0.00	301.89	100.0%
Misc. Income	0.00	0.00	0.00	0.0%
reimbursement for inv	0.00	0.00	0.00	0.0%
tax revenue	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>301.89</b>	<b>0.00</b>	<b>301.89</b>	<b>100.0%</b>
<b>Expense</b>				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	0.00	194,400.00	-194,400.00	0.0%
6138 LOSAP	0.00	35,000.00	-35,000.00	0.0%
6140 Actuak Expense & Loss	0.00	0.00	0.00	0.0%
6222 Dues & Subscriptions	550.00	400.00	150.00	137.5%
6224 Election Expenses	1,163.11	1,400.00	-236.89	83.1%
6230 Legal & Display Advertisin	187.08	400.00	-212.92	46.8%
6236 Office Expenses	4,324.72	5,760.00	-1,435.28	75.1%
6246 Professional Services	33.00	10,123.00	-10,090.00	0.3%
6250 Admin Service	1,701.00	4,000.00	-2,299.00	42.5%
6310 Radio M&R	230.00	5,200.00	-4,970.00	4.4%
6312 Equipment Purchase	375.00	83,150.00	-82,775.00	0.5%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	2,117.76	20,600.00	-18,482.24	10.3%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	1,162.85	14,000.00	-12,837.15	8.3%
6330 Insurance - Other	6,665.32	41,000.00	-34,334.68	16.3%
6332 Insurance Workers Comp	14,344.00	26,000.00	-11,656.00	55.2%
6340 Physical Exams	105.00	8,000.00	-7,895.00	1.3%
6344 Training	918.00	10,000.00	-9,082.00	9.2%
6346- Vehicle M&R	6,496.91	32,991.00	-26,494.09	19.7%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 Purchase	0.00	115,000.00	-115,000.00	0.0%
6620 CAP X	0.00	0.00	0.00	0.0%
6621 Future Cap Outlay	0.00	10,000.00	-10,000.00	0.0%
6630 Capital Approp Radios	0.00	0.00	0.00	0.0%
6640 Riva Ave Project	2,181.00	0.00	2,181.00	100.0%
6641 Cap X II Riva Ave	102,200.00	102,200.00	0.00	100.0%
6900 New Command Vehicle	292,422.00	625,000.00	-332,578.00	46.8%
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%
<b>Total Expense</b>	<b>437,176.75</b>	<b>1,378,388.00</b>	<b>-941,211.25</b>	<b>31.7%</b>
<b>Net Ordinary Income</b>	<b>-436,874.86</b>	<b>-1,378,388.00</b>	<b>941,513.14</b>	<b>31.7%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Credit due from EB Twp	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-436,874.86</b>	<b>-1,378,388.00</b>	<b>941,513.14</b>	<b>31.7%</b>