

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



Meeting Minutes

Date & Time:	Tuesday, January 9, 2017
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Fenstermaker
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

Attendees:	Status (Present / Absent)
Commissioner Edward Bowne	Absent
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 7:35pm by Commissioner Fenstermaker.

Pledge of Allegiance was recited by all.

Commissioner Fenstermaker 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 Fenstermaker indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Invitation to the Fire District #2 installation dinner scheduled for January 21st. Commissioner Miller asked of anyone was available to attend. Invitation was given to Commissioner Wood.
- Affidavit from the Gannett NJ. Posted their official rate at 44 cents per line
- Vehicle registration for the 1994 red pickup truck. Given to Ken Skalla, the engineer.
- Certificate of inspection from the borough of boiler and ?? which was given to the Vice President of the Firehouse

INSURANCE (reported by Commissioner Duffy)

- Received two credits of \$225.13 and \$118.66 for taking the Durango's off the insurance policy.

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



- Last year there were a few claims on accidents that incurred. Their insurance company was getting on him about safety policies. One is a Seatbelt Policy and the other is a Backing Up policy. These policies were handed over to the Chief and the Assistant Chief to review so they can put together their own safety policies – especially when the trucks are backing up – someone get off the truck to assist. He will also go down to Riva Ave firehouse and post them there as well.

LOSAP

- Nothing to report at this time

COMMITTEES

RIVA Ave Project (reported by Commissioner Duffy – Received a copy of the bond from the builder. Commissioner Miller reviewed the bond and all was in place. The builder will be receiving their first installment after tonight's meeting. We are holding 2%. After this first installment the builder will only get paid as things are done. They will start work in the next few weeks. Expected to go in and begin laying things out, some demo, opening up walls, etc. to see what has to get done. Commissioner Wood has been contacted about what has to be removed from the building. Commissioner Duffy has been in contact with other individuals about moving some of the other vehicles. They are hoping to sell rescue truck before they have to move things out. The bid for the truck closes 8 days from today. Commissioner Duffy also asked the Vice President and the Chief to stay out of the lower house once job starts. Commissioner Wood asked when the job will be in full swing and Commissioner Duffy thinks excavation won't start until mid-March.

PUBLIC PORTION

Chiefs Report – reported by Asst Chief Kevin Umbach

- Assistant Chief Umbach noted that the end of year report was sent to Linda.
- There were 164 calls in total for 2016.
- January has had 8 calls already for the year.
- New mutual aid radio that was purchased a while back has finally been corrected and installed into #904. It has been programmed and installed. Just waiting to get the county stuff programmed into it.
- Looking into switching Motorola dealers. Radio from pinnacle has had nothing but problems. The last radio that was shipped to them that it was not the radio they requested. They sent over a conversion kit for the radio instead of sending the correct one.
- Need to purchase 2-4 SCBA packs for the rescue. A few were purchased over the last few years but it wasn't enough. If 4 can be purchased that would finish things out. Current quote for 2 packs is \$11,389.00. Hoping there is still money in the budget to purchase these. This price includes a credit since they are under a state contract. Commissioner Wood to ask Christine Gerbereux to make sure there is enough left in the budget to purchase 4.

Engineers Report - reported by Ken Skalla

- Two things to report – the light tower and the SCBA pump. Needs to be repaired this week. It is still under warranty.
- #915 – needs a new set of tires if we are going to keep it as an auxiliary vehicle. Commissioner Fenstermaker asked the attendees if there were any comments about this vehicle. Commissioner Miller feels no more money should be put into this vehicle. The engineer added that everything else seems to be working fine on it. Commissioner Wood added that this is a rear wheeled vehicle that doesn't have an SUV capability however there are no other secular vehicles for firefighters to use when

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



driving to a fire. Perhaps the District can pick up lighting and plow packages. The way things are working out there is not going to be funds to replace the vehicle. One more thing the engineer mentioned is that the front springs on pickup need to be replaced. We should keep it to plow our lot. The 1994 Bronco has some problems with it. It is also one of the auxiliary vehicles. It takes people to and from fires as well as to training. Asst. Chief Umbach will speak to his officers to see if they can come up with a solution and have an answer by next month's meeting. Commissioner Miller said we just got some money from the sale of the two Durangos that can be used to fix the vehicles. Used tires go for \$25-\$30 apiece at a local shop. This is going to be tabled until next month.

- A new drill driver had to be purchased for repairs on the engines and other fire vehicles. The fire department put out \$99.00 for it. Would the commissioners like to reimburse the fire department for this tool. It is used for other apparatuses. As per Commissioner Wood the accountant would look at it as a capital item and it should be approved as such before purchased. So in the future please request it as such. This can be reimbursed this one time.
- Getting 28-30 scot packs flow-tested. It will be an additional \$1100.00 expense this year. A date has to be scheduled for this. It is budgeted under equipment maintenance.
- The rest of maintenance has been scheduled for the end of May.
- Please refer to report attached at the end of the minutes.

Commissioner Miller made a motion to purchase 4 scot packs. Not to exceed \$23K. Commissioner Duffy seconded the motion. All were in favor; it was so moved. To come out of account #6900

Commissioner Miller made a motion to reimburse Brookview Fire Company for the purchase of the drill for \$99.00. Commissioner Wood seconded the motion. All were in favor; it was so moved. To come out of account #6312.

Radios

Commissioner Wood brought up Selective Signaling Radios – He was contacted by Rich Toomey regarding the radios that were in stock and installed. Two of the radios are with Billy Johnson being flashed. They should be returned to the firehouse. He is asking for \$1,000.00 per radio totaling \$17,000.00. He said he's holding a debit service on this account. It was confirmed that we have these radios. Commissioner Fenstermaker asked how we know if \$1,000.00 per radio is a fair price. They are all XTL 5000 (1st generation radios) Assistant Chief Umbach confirmed these are no longer made; one of the radios was fried and it would have cost over \$700 to fix. These are obsolete radios. Commissioner Fenstermaker said that may be they can sell them on GovDeals.com. Not sure what the original cost was to purchase or install them. We will have to go back into the minutes to see what that might have been. Rich Toomey said that the \$1,000 included purchase and an installation cost. These radios are currently on #902 & #903. Commissioner Fenstermaker thinks we should go to Toomey with a "help us help you" attitude to find out when it was agreed upon because we don't even know the date that can be over 2 years ago. Commissioner Duffy brought up the fact that why would we pay for the install if they were never installed. Assistant Chief Umbach mentioned that the cost of installation was included in the cost. Commissioner Wood brought up the fact that the original budget for these radios was \$26K and now he's asking for \$17K so he is losing on the deal and probably just wants to cover his costs out of pocket at this time. Christine Gerbereux confirmed that the radios were encumbered in 2014 which might help in finding the notes on the agreement.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance in account as of 12/19/16 was \$898,135.12 after disbursements as of January 10, 2017 the balance is \$849,154.84.

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

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



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

There were 10 checks issued to MVC for special plates on December 19, 2016. Each check was for \$50.00. One is coming back as they MVC will not do a specialty plate on the trailer. We should be in receipt of the plates within 3 months.

OLD BUSINESS:

- The 2017 Budget was submitted to DCA. Commissioner Miller made a motion for the budget to be adopted as submitted to DCA. Commissioner Duffy seconded that motion. All were in favor; it was so moved.
- Commissioner Miller reported that the Durangos were sold. 2006 Durango (#908) was sold for \$2,274.75; less than 12 ½% fee went to Govdeals.com for the sale. Second Durango (#909) was sold for \$604.87; less than 12 ½% fee went to Govdeals.com as well for the sale. The old rescue truck (#904) bid is up to \$5,080.00. There are currently 56 bids on it. Bidding ends on January 18th at 1:30pm. Paperwork from the sale of the two Durango's were given to Christine Gerbereux to put on file in the office.
- Assistant Chief Umbach said the old old #908 is parked at a home where there was a fire about 1 ½ years ago. It is no longer owned by the firehouse any longer but a few people have called about it. He just wanted to make the Commissioners aware of it. Engineer Ken Skalla confirmed that all indicators that would say it was owned by the fire company had been removed before the sale.
- Check for \$5.00 that was handed to the Vice President was for the fire report at 312 Riva Ave. Asst. Chief Umbach was in contact with the fire marshal who said the check can go to them. He is completing the report and will deliver it to him.

NEW BUSINESS

- Linda Nicholas asked of the Riva Avenue project information needs to be posted on the website. Commissioner Wood confirmed through the DCA paperwork that it does not have to be posted. All information related to the project will be in the minutes. If anyone would like to see the bid package, it is all available through public records and they can see it at any time.

Meeting adjourned at 20:27.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	The Chief and Assistant Chief are to review documents from the insurance company about putting together a safety policy.	Chief Heilbronn	As soon as possible	High	This is due to the fact there were a number of accidents reported last year.
2	Auxiliary vehicles	Asst Chief Umbach	Next meeting	Medium	
3	Sale of Rescue truck	Commissioner Duffy	Next meeting	Low	
4	Research on the radios from Rich Toomey	Commissioners Fenstermaker & Wood	As soon as possible	High	Need to research meeting minutes or reach out to Rich.

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



Items / Issues to Discuss at a Later Time (Parking Lot):	
#	Description
1	Auxiliary Vehicles – possibly use money from sale of Durangos to fix?
2	Rich Toomey Radio situation

Decisions / Agreements:	
#	Description
1	Purchase of 4 scot CB packs. Not to exceed \$23K Come out of account #6900
2	Look into replacing 1-2 tires on the Crown Vic (#915) until next meeting when the life of this vehicle is decided
3	Reimburse fire house for purchase of drill driver. Come out of account #6312
4	2017 budget was submitted to DCA.