

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



Meeting Minutes

Date & Time:	Tuesday, June 14, 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 (arrived @ 7:45pm)
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 7:35pm 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 the quarterly meeting minutes from the New Jersey State Association of Fire Districts Meeting which was held on March 5, 2016.
- Received 2017 Census of Government Units Survey. The form was filled out online while waiting for meeting to start.

PROFESSIONALS REPORT

Engineers Report - reported by Ken Skalla

- See attached report for vehicle details for the month of June.

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Chiefs Report – reported by Chief Michael Heilbronn

- Total of 18 alarms for the month of May. This brings the total alarms for 2016 to be 72.
- See attached full report on alarms.

New Chief's Vehicles – reported by Chief Michael Heilbronn

- Tahoe is about 65% complete. Custom cabinets for the rear of the truck should be done in 3 weeks. Walkie Talkies will be used until cabinets are in place. Should take 4-7 days to get rest of truck done.
- Hope to have cap on Ford Pickup Truck by this Friday, June 17th. There is no commitment yet for that though. Lettering should be done Thursday the latest. Once cap is on it will go to East Coast for the remaining work to be done.
- There is an additional cost. Wiring for the insert in the Ford. 2 – 50' wiring cables are needed to run the radios for the slide out. Cost is \$85.00 each totaling \$170.00.
- Lettering on Ford may be a bit more than originally estimated but it will still be under original budgeted price for the vehicle which was \$115,000 for total cost of vehicle. Extra costs bring it to around \$111,750 right now.
- Tahoe was purchased from Mall Chevrolet.
- Pick up was purchased from Winter Ford.
- Commissioner Duffy handed service paperwork over the Chief for his review and then to be put on file.
- The last two payments on the vehicles are being taken care of tonight.

Assistant Chief's Report – reported by Asst Chief Umbach

- New Thermo Imaging Cameras – Ordered 3 the end of last year. The original rep left company which caused a delay in the delivery. They are way under budget in the purchase even though they went with a better brand. Each chief will have their own thermos imaging cameras in each vehicle. Because of this Assistant Chief to order a new camera for the rescue truck. That will be done in the near future.

LOSAP (reported by Chief Heilbronn)

- The Chief had a discussion with the attorney about some changes he wants to make. He is proposing minor changes the point system in LOSAP. The chief said the Fire Company agreed to the changes.
- Attorney Braslow and the changes do not have to come to a public vote.
- Commissioner Miller suggested the Chief make his presentation to the Commissioners tonight. See attached documents regarding the proposed LOSAP Amendments.
- The Commissioners were all fine with the changes.
- Commissioner Miller will draft a letter to the attorney to find out how to move forward with the proposal and formally present the changes.
- In a separate LOSAP topic, Commissioner Fenstermaker attended the Firehouse meeting the night before. It was believed he collected all he needed for the paperwork and check that he has to send out. Chris will follow up with Commissioner Fenstermaker to make sure it all can go out.

COMMITTEES

Riva Avenue Project - reported by Commissioner Duffy

- Twelve contractors in all picked up the bid package. Six of these were subs and wanted to bid on only a part of the project.
- There is a magazine that comes out monthly and lists the bids for the state that Commissioner Duffy was not aware of. He asked Attorney Braslow and they extended the due date. Additional bid packages were printed because another 20 people came out because of this posting.
- They will have a meeting mid July with the attorney and open up the bids at that time. It does not have to be a public meeting.

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- There were a few questions that came up during the original walk through so an 18 page addendum was put together. A notice was posted in the newspaper to state there were updates to the original package so all the contractors could come back in and get another disk with this updated information.
- Commissioner Wood believes certain things will have to be presented to the public like what companies bid for the job and their prices.
- Attorney Braslow is driving this whole process.
- Everything has gone smoothly and following the law up to this point.
- Chief Hielbronn asked how the firefighters will be affected by access to the back building. Commissioner Duffy stated that the bid package included access from the Rapoli Ave. side and all utilities are always functioning.
- A construction trailer will go in the basketball area.

New Rescue Truck - reported by Commissioner Duffy

- It is on target for end of July to fly out and review truck.
- Received memo about \$644,147.00 funds requested that has been approved by the township council.
- Chris Gerbereux can reply to them requesting the check as soon as possible.
- Funds for flying out to look at truck are separate from bid. They are going to send 4 people for the final inspection. Pierce sets up all the travel arrangements and where they will stay. It was proposed the following people should go – Assistant Chief Umbach, Chief Heilbronn, Engineer Skalla and Commissioner Duffy.

INSURANCE (reported by Commissioner Duffy)

- Certificates were received and handed out at last night's meeting at the firehouse meeting.
- All policies are up to date.
- Commissioner Duffy reported that he is getting information about new insurance packages for next year. Most likely will meet with them in the Fall to see if they want to move to a new insurance company.
- Commissioner Bowne feels they should shop around for a new life insurance policy. Attorney Braslow said by law we cannot self-insure. They are looking into making a separate line item as assistance for a family if a fire fighter dies in the line of duty. Law says they can pay up to \$25,000 to a family but the insurance policy for that would be about \$36,000 a year. This is why they are looking into the separate line item. This will be a question to the other insurance companies when reviewing in the fall.
- A claim was received from Workman's Compensation
- It was confirmed with Chief Heilbronn that he has a new insurance card for the new Chief's vehicle.
- Commissioner Duffy got a call today from ESIP (Emergency Services Insurance Program) regarding a "Risk Management Survey" they are asking him to complete regarding procedures and policies they have in place for the fire company.
- They want to come in and assess our needs
- Commissioner Duffy spoke to Braslow and he said it was recommended that they complete this survey. Commissioner Duffy doesn't want to disclose any personal stuff so he hesitates on having them in. He is going to push it off until next year since this is a really busy time for them right now.

TREASURY REPORT (reported by Commissioner Wood)

Commissioner Wood brought up that Commissioner Miller received an OPRA record request (Open Public Records Request) from Smart Procure. They are asking for electronic records dating back to January 2010 of the Fire District #3 of purchase orders with details and who is responsible for all this. They included a format and details of what they were looking for. What the district does is what is required by law. We do not have a

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tool that logs and tracks pricing. Commissioner Miller thinks they are collecting data and they package that data and sell it to companies about what municipalities purchase to see where they can promote more sales. What we have is not in the form they need it in. Commissioner Miller will send Attorney Braslow the details of this request to see what can be done without having to do so much work that would be required for this request. If it has to be done then we will do it but it would be a lot of work.

Beginning balance as of May 16, 2016 with interest of \$55.00 was \$624,620.64.
After disbursements tonight balance is \$596,374.39.

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

Commissioner Duffy made a motion to approve the Treasury Report and pay the bills. Commissioner Miller seconds the motion. All were in favor. It was so moved.

Purchases from this meeting to be made with account numbers assigned.

- New Command Vehicle Budget (#6610) – to pay for the Ford wiring. Cost not to exceed \$170.00
 - Motioned by Commissioner Wood, 2nd by Commissioner Miller. All were in favor; it was so moved.
- Account #6610 – Purchase of iPad holders for response vehicles. Cost not to exceed \$2,689.00 (This was an approved purchase outside the meeting). Price includes 2 - tablet holders with 12 magnetic mini clips
 - Motioned by Commissioner Duffy, 2nd by Commissioner Miller. All were in favor; it was so moved.

OLD BUSINESS:

- Commissioner Wood received a letter from Rich Toomey regarding radio. There were issues with them and he doesn't want to handle this problem by himself since he is not clear on the problem. Assistant Chief Umbach said there were loose wires or something which caused the problem. The radio is repair capable. All of a sudden he couldn't connect to any radios at Riva Ave.
- Base radios with consulates were attached. Three of them belonged to District #1 but he was not sure since they were not labeled. Before we spend any money out of encumbered, Commissioner Wood wants to make sure Mr. Toomey gets back what is rightfully his or owed to him.
- Commissioner Duffy asked if the new Pinnacle radios will be invoiced with serial numbers listed.
- Everything purchased should be new from now on so we don't have any problems anymore.

NEW BUSINESS:

- Possibly selling the Durango once all equipment is taken out of it. He would like to find out what it takes to get rid of it. Commissioner Miller to send a note to attorney Braslow and ask about getting this started to sell both vehicles. Will they need resolutions?
- Assistant Umbach has a heat gut that can be used to remove the lettering from the vehicles.
- They want to be sure the vehicles are going to be sold 'as is'.
- The only items they are leaving on them are the emergency lights.

Meeting adjourned at 20:45.

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#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Have wiring installed on Pick up	Chief Heilbronn	ASAP	High	
2	Make sure all is in place for LOSAP paperwork	Commissioner Fenstermaker	ASAP	High	
3	LOSAP changes requested by Chief – contact Attorney to see how to proceed.	Commissioner Miller	ASAP	High	
4	Follow up with Attorney on Riva Ave Project and what's next	Commissioner Duffy	ASAP	High	
5	Monies from council for new Rescue truck	Christine Gerbereux	ASAP	High	
6	Insurance survey to be completed	Commissioner Duffy	Fall	Low	
7	OPRA request	Commissioner Miller	ASAP	Medium	
8					
9					
10					

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

Decisions / Agreements:	
#	Description
1	Purchase of 2-50' wires for new command vehicles
2	Purchase of iPad holder for new command vehicles
3	Purchase of thermos camera with leftover money for new Rescue truck
4	
5	