

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, August 23, 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	Absent
Commissioner Scott Miller	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 7:38pm 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 quarterly meeting minutes from the June 4, 2016 quarterly meeting minutes for the NJ State Association of Fire Districts.
- Received notification of two safety recalls for the old Durango regarding airbags. The recalls and resolutions were read aloud.
- Letter dated August 9, 2016 from the Township to Commissioner Bowne regarding changes to the Township phone services. They are moving off of Centrex and migrating to SIP which requires a specific type of phone along with internet connection. The letter outlined the changes and the options available. (It replaces the red phone function). The Chief confirmed that we don't use this 4-digit connectivity service at all. With everyone having cell phones, the emergency phone outside is not needed; it has never been used so it should be removed. If they find it is needed in the future,

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Commissioner Wood said his company would donate the phones and they would just have to set them up with the necessary functionality.

- Received registration for the 1937 Diamond T; given to the firehouse.
- Received preliminary site plans for a bulk variance at 100 Dutch Road to put up a cell tower.

### INSURANCE

- Nothing to report at this time

### LOSAP

- Nothing to report at this time

### COMMITTEES

#### New Rescue Truck - reported by Commissioner Duffy

- The final bill was received from Pierce Manufacturer for the truck.
- Commissioner Bowne confirmed that payment should be given to Pierce when it is delivered to Fire & Safety.
- Commissioner Wood confirmed that monies were received and is in the account for payment.
- Chief Heilbronn confirmed the purchase of the Herst Equipment for this new vehicle. (around \$18,000.00) He still needs to purchase a new spreader, 28" for rear, two portable hoses at 16" each and a gas simol unit. Cost of these remaining items will be about \$17,427.75. Commissioner Duffy would like to purchase these now since all the compartments are customized.
- Assistant Chief Umbach would also like to purchase some hand tools. These tools will cost under \$350.00 (current quote is \$344.00) and includes a Pro-bar, a flat head ax, a pick head ax and a sledge hammer. All will have fiberglass handles. He would also like to purchase an APX 7500 radio (dual band). Cost for the radio will be about \$5,500.00. Includes antennas. Installation will be an additional \$2,450.00. It was confirmed that this should come out of the new truck money. Total is around \$8,000.00.
- Commissioner Bowne asked if anyone shopped around for a tool box. The assistant Chief said they are going to hold off making sure there was going to be room for one.
- Mike Duffy, VP of Firehouse reported that the overhead exhaust needs to be replaced with side mounted exhausts. Quote from Lima bend includes cost of removal and installation of new system. System would be around \$44,000.00. (this was not approved during the meeting formally)
- \$63,063.09 is remaining in new truck budget. Most of this will be used on requests mentioned at meeting.

#### Riva Avenue Project - reported by Commissioner Duffy

- Total paid for the project so far is \$99,451.00 Total budget for project is \$2mil.
- Lowest bid came in at \$1.9 million
- There will be future fees from CME not yet calculated in the above expenses.
- The company that came in with this bid is currently going through background checks with our attorney.
- Commissioner Wood said they need to have a buffer/contingency; around 10% would be great. To do this. Commissioner Duffy thought we should back off on some items to save money because we are at the cost of the project right now. He asked if he could discuss with the Firehouse Committee what could be purchased at a later date. They are looking to reduce the cost by at least \$200K. He would like to have this information by the next meeting which is September 13<sup>th</sup>.

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- Commissioner Bowne said they have 60 days to award the bid as per Due Diligence.
- Commissioner Wood mentioned that he was speaking to a professor of architecture in NJ and it is questionable that the firehouse has to be ADA compliant. If they don't have to be ADA compliant then they would not have to install an elevator and lift in bottom bay which would save them almost \$200K.
- The architect is currently reviewing the \$1.9mil bid. Once this is completed he will sign off and then Attorney Braslow will check it to see if they are legitimate. By law, once the bid has been awarded they can talk to the company that was awarded it to see what can be taken off.
- Attorney Braslow said we have money in reserves. There can be a special Capital Improvement meeting if they go over the budgeted amount. It's up to the accountant.
- It is recommended that they strip stuff out and prioritize things. Make those items taken out as a Day 2 event. It's important that we live within our means.

### **PROFESSIONALS REPORT**

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

- Total of 22 alarms for the month of July. This brings the total alarms for 2016 to be 107.
- See attached full report on alarms.

#### **Assistant Chiefs Report – reported by Asst. Chief Kevin Umbach**

- Firefighter Jake Barry is asking to go to a weekend long hands-on training course in Berks County, PA in the town of Shartlesville, October 28<sup>th</sup> – 30<sup>th</sup>. The cost of this training is \$275.00 + hotel which would cost between \$105 - \$130 per night and meal expenses. The assistant chief though the course was definitely worth taking – a lot of great content. Requested money for this out of the Training budget. The Assistant Chief would like someone else to also attend this training if possible. It was requested that \$500 be taken out of training to cover hotel and meals for those attending.
- The T4Max was sent out for repair. Had to send out to Bullard. Will cost around \$500.00 to repair. Trade in value is \$1,800.00. A new camera would cost around \$4,490.00 after trade in. Commissioner Wood thinks we should get away from this type of camera because this is the second fix. This company is charging a lot to replace something minor. Bullard is a maintenance nightmare. Trade in could go towards a new Fleer camera which is what we recently have been purchasing. Engine #903 would hold the oldest camera since it's the oldest engine.
- New Vehicles – Assistant Chief reported to Commissioner Wood that the new truck is missing a part for the radios to work front to back. He was able to locate the missing part.

#### **Engineers Report - reported by Ken Skalla**

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

### **PUBLIC PORTION**

- Nothing new to report.

### **TREASURY REPORT (reported by Commissioner Wood)**

Beginning balance as of July 13, 2016 balance is \$689,130.36.

After deposits of \$146,474.78 (tax revenue), \$644,137.00 (new truck cost) and \$150.00 (fine) along with tonight's disbursements the balance as of 8/23/16 is \$935,623.75

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

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Commissioner Duffy made a motion to 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.

- Account #6344 – Reimbursement to Jake Barry up to \$500 to attend training in Shartlesville PA the weekend of October 28<sup>th</sup> – 30<sup>th</sup>. Cost includes hotel and training expenses.
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.
- Account #6900 – For the new truck - \$18,000.00 to purchase for Herst equipment and gas unit. Purchase and installation of new Fleer camera, not to exceed \$10,000, \$350.00 for new hand tools.
  - Motioned by Commissioner Miller, 2<sup>nd</sup> by Commissioner Wood. All were in favor; it was so moved.
- Encumbered from 2014 – For the new truck - \$8,000 for new radios and installation.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Miller. All were in favor; it was so moved.
- Account #6610 – Rescue truck – update ply mount (VSR Systems) for \$3,657.80.
  - Motioned by Commissioner Bowne, 2<sup>nd</sup> by Commissioner Miller. All were in favor; it was so moved.

**OLD BUSINESS:**

- Billing issues with Fire & Safety. Commissioner Duffy had a conversation with the owner. They hired 4 more people to take care of billing. They will make sure that all bills are caught up to date.
- Old Durango's – approved to dispose through the USGov.gov site. Commissioner Miller started the registration process so trucks can be sold. He will follow through on process. He has confirmed this is a US platform.
- Resolution 13-16 may have to be redone. Commissioner Miller will speak to Attorney Braslow and will come back next time with information.

**NEW BUSINESS:**

- Nothing new to report.

Meeting adjourned at 21:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Deliver payment to Pierce once Fire & Safety has new truck delivered to them	Commissioner Duffy	??	High	
2	Chief to purchase new Herst equipment and gas unit for new truck	Chief Heilbronn	ASAP	High	
3	Asst Chief to purchase new hand tools and camera for new truck as well as new radios and installation of them.	Asst Chief Umbach	ASAP	High	

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4	Firehouse exhaust to be removed and new side exhaust to be installed – this needs approval yet.	FF Mike Duffy	ASAP	High	
5	Speak to Riva Ave Project Committee to discuss features that can be removed from the project since costs thus far and bid are at the budget	Commissioner Duffy	Before next Commissioners meeting	High	
6	Resolution 13-16 – since a new website is going to be used to get rid of the Durangos does this need to be rewritten?	Commissioner Miller	Before next Commissioners meeting	High	

<b>Items / Issues to Discuss at a Later Time (Parking Lot):</b>	
#	Description
1	Riva Ave Project – items that can be removed from the project to meet the approved budget.
2	

<b>Decisions / Agreements:</b>	
#	Description
1	Reimbursement to Jake Barry was approved up to \$500 to attend training in Shartlesville PA the weekend of October 28 <sup>th</sup> – 30 <sup>th</sup> . Cost includes hotel and training expenses.
2	Purchase of new Herst Equipment and gas unit at a cost not to exceed \$18,000 for new truck
3	New radios and installation for new truck, not to exceed \$8,000.00
4	Update VSR System System
5	