

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



**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, April 10, 2018
<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
Commissioner Scott Miller	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 19:37 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, S.3-D) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 13, 2018, 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 April 4<sup>th</sup> from the Freehold Conservation District pursuit to Sediment Control. Contract is renewed until July 10, 2021.
- Registration renewal notification for the 2016 Chevy Tahoe.
- Somerset County Emergency training for 3 Firefighters. Certificates given to the Chief.

**LOSAP (reported by Commissioner Fenstermaker)**

- LOSAP Numbers have been finalized by Lincoln
- Total amount of the 2017 disbursement is \$38,227.00.

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Commissioner Fenstermaker made a motion to approve this so the check can be cut; Commissioner Miller seconded it. All were in favor. It was so moved. Christine Gerbereux has a copy and will be cutting a check this evening.

**INSURANCE (reported by Commissioner Duffy)**

- A few months back Engine #902 got stuck on the side of the road and had to be towed back to the firehouse. The expense was about \$950.00. Commissioner Duffy spoke to an adjustor and found out the firehouse vehicles are covered up to 250 miles from the firehouse. Chris will send the insurance rep the invoice for the tow and we should get some if not all the money back.
- Commissioner Wood's car was taken care of as well. He is going to send them the invoices as well and they will take care of them.
- There are a few Workman's Comp issues that Commissioner Duffy will be calling the insurance rep to discuss.
- We are going to renew all insurance for next year. Commissioner Duffy has not had the time to research better deals for the same coverage.

**COMMITTEES**

**Riva Avenue Project (reported by Commissioner Duffy)**

- There was a meeting held last night regarding the status of the project with Design Collaborative.
- Commissioner Duffy spoke to Lou Miele regarding the \$100.00 fee for the emergency water shut off incurred during winter. He will take care of it.
- Met with the electrician last Thursday and went through the layout of the kitchen. Spent some time going through where some things can be hidden and dress the place up.
- Got a bid back on the gear locker. This was handed over to the vice president.
- Commissioner Wood has volunteered to help work on the low voltage system (Communications Systems)
- Had the meeting today with J&M and gave them the information on the CCD order. They didn't go over everything they wanted to because he had to leave for a 3pm meeting.
- Discussed outstanding checks for J&M and the Architect.
- Commissioner Miller received an email from Linda V from Design Collaborative regarding the conference call/job site meeting she had today with J&M. She sent details regarding recent change orders along with options and recommended next steps.

Commissioner Miller made a motion to approve a Request for Change for RFC 43, Option 1 totaling \$2,181.62. Commissioner Wood seconded that motion. All were in favor it was so moved. Commissioner Miller made a second motion to approve RFC 49 for \$3,074.40. Commissioner Bowne seconded that motion. All were in favor it was so moved. Commissioner Miller sent their decisions right off to Linda at Design Collaborative. Commissioner Duffy delivered their decisions to Chris Gerbereux so she could cut the checks this evening for these Change Requests.

**PUBLIC PORTION**

**Chiefs Report – reported by Chief Umbach**

- There were 19 calls for the month of March

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- The thermal cameras have been ordered that will go onto #901 & #902 replacing the small Bollard eclipse cameras that they are having troubles with. The chargers are not charging again and the repairs in the past were over \$400.00.
- There were 3 members complete the new officers course up in Somerset that Commissioner Miller passed on the certificates for this evening.

Engineers Report - reported by Ken Skalla

- SCBA bottles are being numbered and outdated bottles are being replaced
- #901 – front tires haven't been replaced yet. Commissioners have approved them to be replaced and they will be completed soon. Right rear side marker was recently replaced.
- #902 Compartment door sensor was bad and was replaced. Rear marker light will also be taken care of during the annual repairs by Fire & Safety. The "A" Walkie is out of service. It was reported that it is not receiving. After consultation with the chief the repair on that radio is questionable because it is outdated and parts no longer available.
- #903 We need to repair the rust. Don Saulsman was contacted to do this repair and his original estimate was \$6,700.00. Due to a recent incident this engine incurred additional damage that may cost additional few hundred dollars. Ken estimates the new total to be around \$7,000.00. Commissioner Duffy mentioned there may be an issue getting this engine repaired right now due to low funds remaining in the Riva Ave project budget. Commissioner Duffy feels we should be conservative and hold off on these repairs for a couple of months because of things that may come up on the Riva Ave project. He doesn't want to have to go to the town to ask for more money. Commissioner Wood looked into encumbered funds that could be used for this and there were no remaining funds to use towards this.
- Ken is concerned about paying for repairs that may come up during the annual inspection. Commissioner Wood feels that the \$7,000 is more cosmetic and not needed now. Emergency items are necessity and will be reviewed and handled as they come up.
- The plow will soon need to be taken off the pickup.

**PUBLIC PORTION**

Commissioner Bowne opened the meeting up to the public. There was no one that stepped forward to speak.

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

Beginning balance in account as of 4/10/18 is \$1,717,508.67 which includes a deposit of the 1<sup>st</sup> quarter disbursement payment of \$169,927.33. After disbursements tonight, balance is \$1, 498, 631.74.

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

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

**OLD BUSINESS:**

- Chris brought up a request made back in October 2017 to purchase 3-30-gallon heater conversion kits. Commissioner Duffy brought up that this would probably be an expense that the firehouse incurred and not the Commissioners.

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- She also discussed encumbered monies that were to be put towards plow repair - \$2,000.00, back in 2016. Ken Skalla said that everything done with the plow was completed and paid for. Commissioner Wood said to let it drop.
- The fit test – there was not bill regarding the 2016 expense of \$5,000.00. There was no bill for 2017. The company made a mistake and didn't bill them so they can let that drop. The 2018 bill was received and paid for already.

**NEW BUSINESS**

- Commissioner Fenstermaker reported that the safety car was sold at \$1,860.00. Buyer's premium was \$232.50. Total amount from the buyer was \$2,092.50. Commissioner Duffy had the bill of sale signed by the purchaser. He did not get a copy of the Bill of Sale. Commissioner Duffy also had to go to the Motor Vehicle Commissioner to get a new title on the car since the original could not be found. The new title cost \$60.00.
- Commissioner Duffy brought up the lock box – there was a pile of old title copies. He is going to make a second folder for the old stuff.
- Commissioner Duffy asked if we have received any payroll certifications from J&M regarding prevailing wages. By law he stated that we should have received a certificate regarding this. Commissioner Bowne said that this was something Design Collaborative should be asked and they can make that inquiry if it was not received.

Commissioner Miller made a motion to end the meeting. Commissioner Fenstermaker seconded the motion. All were in favor.

Meeting adjourned at 20:20.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Call Insurance company regarding some Workman's Comp issues.	Commissioner Duffy	Before next meeting		
2	Send email to Linda at Design Collaborative regarding the decisions made on the Change Orders.	Commissioner Miller	4/10/18	High	Email is to include an inquiry regarding a certificate of prevailing wages.
3					

**Items / Issues to Discuss at a Later Time (Parking Lot):**

#	Description
1	

**Decisions / Agreements:**

#	Description
1	Change Order decisions on RFC 43 Option 1 and RFC 49