

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



MONTHLY MEETING

Meeting Minutes

Date & Time:	Tuesday, May 14, 2019
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
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Absent
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:42 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 12, 2019, 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 Duffy)

- Registration received for one of the vehicles. Given to Ken Skalla.
- A notification letter regarding the chief's vehicle. Also given to Ken Skalla.
- Letter regarding a donation to a lemonade stand (we do not do this type of thing).

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INSURANCE (reported by Commissioner Duffy)

- Received Workmen's Comp paperwork that must be posted in the new firehouse.
- Rep was talking about addition to policy this year – has to do with Cyber. It does not pertain to us. Commissioner Duffy will sign off on it that it is not needed.

LOSAP

- Nothing to report this month.

COMMITTEES

Riva Avenue Project (reported by Commissioner Duffy)

- The generators are almost squared away - All the regulators are picked up. We just need the plumber there and set up the regulars and then the generator will be up and running. We have to get it tested/certified. Hopefully this will close out the permits and get the updated seal.
- No further info about the negotiations with the builder. Commissioner Duffy passed all he had along to the team at Design Collaborative. Our meeting is currently scheduled for the end of the month with J&M.
- Commissioner Wood asked if any more liens have come in. Commissioner Duffy said no.
- Converting building from gas to propane. New gas line was put in about one week ago.
- Firefighter M Duffy went to the new building this morning. The back doors were opened again. He thinks when the trucks are using the new remotes to open the bay doors, it is opening both the back and front doors. No one is closing the back doors. The new remotes should be removed until they are reprogrammed. Firefighter M Duffy will remove these from the trucks.
- (From the Treasury report) There was a charge of \$696.00 from the EB Township Water & Sewer Dept. for the missing 1-inch water meter. EB Sewer is charging us for the missing 1-inch water meter (fine). We are going to charge this back to J&M because they should have handled this properly with EB Sewer. J&M failed to call the town when they removed it, so it was handled properly. Design Collaboratives is handling this. There is a new meter installed.

PUBLIC PORTION

Chiefs Report – reported by Chief Umbach

- POSHA inspection went very well. Went through all of our documents. We had everything they requested. A few minor things in the building were pointed out and fixed over the weekend. Pictures were sent to the inspector and he approved them and noted as such.
- There is a form that is supposed to be posted to show stats of firehouse (Form 300A). It is being passed on to Commissioner Wood and it will be posted in the firehouse. Shows number of injuries (this should be posted and filed and available whenever they come for inspection)
- Ordered with encumbered money – new radios for the fire trucks, lapel mics and a rack charger. Once received they will be programmed and put on the trucks. Programming of it all is included in price.

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- \$6K was encumbered from training last year – we wanted to purchase 2 ceiling props however they wound up being more than anticipated so a training prop will be purchased instead. It is a multi-use prop. The total comes to \$5,776.93 as per a January quote. I will confirm that this price is still valid.
 - Signing the permit for the 4th of July fireworks this week.

Engineers Report - reported by Ken Skalla

- Fire and Safety will begin in June.
- #901 replaced three perimeter lights.
- #902 replaced one perimeter light; pump driver – got an estimate for the air primer (total cost will be \$3,195.00) and received the bill for the electric primer (this was replaced twice in the last 2 years already. The cost will be around \$1,269.00 (this was last year's cost)). The electric primer is a water lubricated primer – if it is not being used frequently, it tends to mess up the workings. The air activated primer doesn't have the same issues as the electric primer which is why I recommend going with an air primer. I can't guarantee this will last longer and get our money's worth. The Commissioners agree we should go with the air primer. Ken will set up an appointment tomorrow to set up the installation.

Commissioner Bowne made a motion to go forward with the air primer to replace the electric primer on #902. Commissioner Wood seconded the motion. All were in favor; it was so moved.

PUBLIC PORTION

- Nothing to report.

TREASURY REPORT (reported by Commissioner Miller)

Beginning balance in account as of 4/15/19 after a deposit of \$203.17 is \$629,888.13. After tonight's disbursements, balance as of today, is \$209,648.37.

The two inter-locals due for July will be paid this evening. These are the final payments for 2019.

East Brunswick accountants found a discrepancy on their side with an inter-local for the building. They were missing the first payment we made in 2015 for the building that was \$103,200.00. Chris Gerbereux sent them details of the payment to Angel Albanese which is Lou Neely's replacement in the Finance department.

(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.

NEW BUSINESS

- Commissioner Wood brought up the washing machine. There was a problem with the washing machine at the new building. We do not have 3 phase power there. We had to get a single-phase washing machine and it was a \$400 uptick on it. It was that or get a phase converter which was over

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\$3,000. Need to purchase Fire Fighter gear soap at \$160.00. A dryer would cost about \$1,000.00 to build. This still keeps us way under our estimated cost for these items. The washer should be here some time in the next two weeks.

A motion was made by Commissioner Duffy for the increase in the purchase of the washer of \$400.00 and also the purchase of fire fighter gear soap at \$160.00. It was seconded by Commissioner Wood. All were in favor; it was so moved.

- Commissioner Wood thinks we should sell the small diesel generator. With the new generator, the Commissioner doesn't think we will use the diesel or the portable pump. There is also a portable pump and the old tower (steel) that should be sold as well. Gov Deal can be used to sell the tower. Ken Skalla thinks we should scrap the tower because he thinks we can get more money for it. There is also a bunch of gear that is no longer needed. One of the Commissioners said that all gear can be sold except for Turnout gear as per Attorney Braslow (said in the past). Commissioner Wood will begin work in getting rid of all this stuff.

OLD BUSINESS:

- Nothing to report.

Meeting adjourned at 20:24

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Post Workmen's Comp Papers in new fire house.	Comm Duffy	ASAP	High	
2	Post form 300A at POSHA's request	Chief Umbach	ASAP	High	
3	Remove new bay door remotes from trucks and reprogram them.	FF M Duffy / Chief Umbach	ASAP	High	
4	Set appointment to get Air primer installed on #902	Ken Skalla	5/15/19	High	

Items / Issues to discuss at a future meeting (Parking Lot):

#	Description
1	Sales of tower, diesel generator and gear on Gov Deals, etc. (Comm Wood)
2	

Decisions / Agreements:

#	Description
1	Installation of Air primer on Engine #902

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2	Increase on purchase of single-phase washing machine (increase was \$400.00) and the purchase of fire fighter soap at \$160.00
3	Chief Umbach will be purchasing a training prop instead of two ceiling props. This will keep them within the encumbered amount.