

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



MONTHLY MEETING

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**Meeting Minutes**

|                           |                          |
|---------------------------|--------------------------|
| <b>Date &amp; Time:</b>   | Tuesday, October 8, 2019 |
| <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 19:29 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 Miller)**

- Recall notice from Chevrolet on the Tahoe. The letter states there may be a problem with the fuel injectors. Ken Skalla stated that the fuel injectors have already been replaced around August when the Chief stated the vehicle wasn't running right. Ken will confirm it's the same thing.
- Notice from the Iselin Fire Company about their annual Corn Hole Tournament.

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- A fine from the NJ Turnpike Authority stating that the chief's vehicle went through the Toms River Toll Plaza without their EZ Pass.
  - A whole bunch of NJ State Fire Association physical forms.

**INSURANCE (reported by Commissioner Duffy)**

- Workman's comp is all taken care of (invoice from Robert Wood Johnson University Hospital for Kevin Keen)
- Commissioner Bowne stated that the firemen have to be reminded that if they go to the hospital for an injury related to the firehouse that they must state they are an employee of EB Fire District #3. If they put it through their insurance and then want to be reimbursed it causes a huge problem.

**COMMITTEES**

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

- Gas is all squared away – back building is up and running.
- Generator is hooked up and working.
- Township inspector came out and everything passed except for the following:
  - Asbuilts – needed for CO.
  - All vegetation that was planted is now dead. This must be replaced (around 80 bushes). In reading some of the tags on the already planted plants they were not planted properly. Some of these plants were put in strategic locations to block the light from the neighbors. That is why they are required. Commissioner Duffy has taken pictures of the tags and the plants and how close they are to one another and has passed all this information along to Linda at Design Collaboratives who will handle this.
- Bond Status – need to discuss with Linda at Collaborative Design since the project has not come to an official close.
- Received a lien from the Lawyer, Michael Dougan – representing KNA – put a lien against the fire company because they ran out of time to put a mechanic's lien against the builder. This has to go over to our lawyer and Design Collaborative. It's the same thing we received from the electrician.
- Commissioner Wood brought up an email that he received an email regarding the completion of this project and possibly funding if needed for next year once the legalities are all settled.

**PROFESSIONAL REPORTS – reported by Kevin Umbach**

**Chiefs Report**

- Budget – mostly keeping everything the same. It's only increasing a little under 2%
  - Bumping up radio M&R a little to include new monthly increases.
  - Bumping up Vehicle M&R.

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- Rearranged money for training and equipment.
  - Equipment purchases is up slightly.
  - Some radios (fire officer and portables at minimum) need to be replaced because they are no longer being supported.
  - (See attached proposed budget for more details).
  - He is going to find someone in the fire company to look for grants to help with the purchase of new radios.
  - South Brunswick is upgrading to the county P25 system so they will be able to talk to them.
  - Commissioner Bowne asked if there was any money left in the Radio budget – encumbrances are completely gone; this year's budget is going towards new radios and chargers for #901 & #904.
  - Chief Umbach requested \$8K of the \$24K put aside for this year's gear purchase to be used towards the purchase of one APEX 8000 All-Band radio – whether we put it in the chief's vehicle or put it on one of the pumpers that is to be decided.

Commissioner Miller made the motion to move the \$8K from the gear budget to the radio budget to make the purchase of the new radio. Commissioner Wood seconded the motion. All were in favor; it was so moved.

**Engineers Report - reported by Ken Skalla**

- The list that was presented last month is now in the process of being repaired.
- #902 – PTO generator is no longer working. Ken is working with Droz from Fire & Safety. He is requesting a quote on a new generator and a repair to the 16-year-old generator. Truck can remain in service in the meantime. The commissioners discussed that they can get second opinions from other shops that are not related to fire trucks because they think they are really expensive.
- (Refer to the attached Engineer's report for the remaining items.)

**PUBLIC PORTION**

- Mike Duffy Vice President BVFC #3 – Requested an adjustment to the fire protection agreement of 2% for the year 2020. The total would be \$210,500.00.

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

Beginning balance in account as of 10/7/19 after a deposit of \$212,255.75 is \$464,980.80. After tonight's disbursements, balance as of today, 10/8/19 is \$459,766.40.

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

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

**NEW BUSINESS**

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- Nothing to report.

**OLD BUSINESS:**

- Nothing to report.

Meeting adjourned at 20:14.

| # | Action Item   | Lead Resource      | Target Date        | Priority | Comments  |
|---|---|--------------------|--------------------|----------|---|
| 1 | Check on fuel injector recall on Tahoe – is it the same as what was repaired in August? | Ken Skalla         | ASAP               | Medium   |   |
| 2 | Riva Ave Landscaping & Bond   | Commissioner Duffy | ASAP               | High     |   |
| 3 | Purchase of new APEX 8000 Radio   | Kevin Umbach       | Before end of year | Medium   | Move \$8K from gear budget to purchase this. (approved) |
| 4 | PTO Generator   | Ken Skalla         | ASAP               | High     |   |

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

| # | Description |
|---|-------------|
| 1 |             |
| 2 |             |

**Decisions / Agreements:**

| # | Description  |
|---|--|
| 1 | Commissioners approved the movement of \$8K from gear budget to purchase new APEX 8000 radio |
| 2 |  |