






**BOARD OF FIRE COMMISSIONERS
EAST BRUNSWICK FIRE DISTRICT NO. 1
MINUTES OF THE SPECIAL MEETING**
July 7, 2024

Commissioner Smith, Chairman, called the meeting to order at 7:00 PM in the meeting room of the Board of Fire Commissioners located at 310 Rues Lane, East Brunswick, NJ 08816.

Commissioner Smith led the Commissioners in the Pledge of Allegiance to the Flag and read the notice by R.S. 10-4, The Open Public Meetings Act, into the minutes. Notice of time, date, location and agenda of this meeting to the extent then known was duly published at least 48 hours in advance of this meeting by posting in the official newspaper of the Board and by posting on the official bulletin board of the Board of Fire Commissioners.

Roll Call:

Commissioner Ansalone:	Present	
Commissioner Hoover:	Present	
Commissioner McDonald:	Present	
Commissioner Mosher:	Present	
Commissioner Smith:	Present	

Chief's Report: Chief Zielinski reported that there has been metallic buildup in the SCBA Airpacks.

President's Report: N/A

Fire Marshal: 742 was dropped off last Thursday to Island Tech Services in Somerville to have the lights and radio installed. It could possibly be completed by the end of the week.

We have a bunch of special events happening in Districts 1 and 3 in the next few months. The 4th of July, the County Fair and another Food Truck Festival to name a few. All of the inspectors have been doing a great job in handling all of the permit inspections that come with these events.

Andrew Kahse has been hired for an on-call inspector position. He is in the process of completed the new hire paperwork. Possibly looking to add him to the rotation starting in August.

Joseph Serrao has resigned from his position of Fire Inspector. The resignation letter is attached.

The motion was made to accept the resignation letter.

Roll call: Com. Ansalone...aye/ Com. Mosher...aye/ Com. McDonald...aye/ Com. Hoover...aye/ / Com. Smith...aye. The motion was accepted and approved.

Fire Maintenance: There will be some repairs completed on 709.

See attached report.

Building Maintenance Report: The air conditioning coils at the Civic Center Firehouse were cleaned.

The pump in the Men's restroom at the Civic Center Firehouse has been replaced.

The Board is looking into getting a maintenance contract with Edison Heating & Cooling. More details will follow.

Legal: Two of the Township Inspectors, Ed Moreland and Craig Taurek will receive a pay increase on the next pay period. They will both be increased \$.50 to \$25.00 an hour.

Roll call: Com. Ansalone...aye/ Com. Hoover...aye/ Com. McDonald...aye/ Com. Mosher...aye/ / Com. Smith...aye. The motion was accepted and approved.

Treasurer's Report: See attached.

Paychex was overpaid in taxes, which resulted in a large credit. We are working to resolve the issue so it won't happen in the future and to assure we are paying the correct amount of taxes.

Roll call: Com. Ansalone...aye/ Com. Hoover...aye/ Com. McDonald...aye/ Com. Mosher...aye/ / Com. Smith...aye. The motion was accepted and approved.

Approval of Minutes: N/A

Correspondence: None

Old Business: In the event that the Fire Marshall is on vacation or out of the reasonable area of response, the acting Fire Marshall will be paid the Fire Marshall rate.

Roll call: Com. Hoover...aye/ Com. Mosher...aye/ Com. McDonald...aye/ Com. Ansalone...aye/ / Com. Smith...aye. The motion was accepted and approved.

New Business: There have been discussions regarding the Office Staff working on holidays. It was agreed upon that, moving forward, we will be following the East Brunswick Township holiday schedule. This will give the employee working on any designated holiday the option to work or not. If they choose not to work, they will not be paid holiday pay.

In conjunction with the discussion of the holiday schedule, it was discussed due to the holidays that may fall on a working day for either or both employees, they will be able to come in a different day to make sure they get their allotted working hours for that specific week.

Roll call: Com. Smith...aye/ Com. Ansalone...aye/ Com. McDonald...aye/ Com. Hoover...aye/ Com. Mosher...aye. The motion was accepted and approved.

It was also decided that if the office staff needs to switch any of the working days amongst themselves, for any reason (doctor appt, school function, etc.) it is allowed.

Roll call: Com. Smith...aye/ Com. Ansalone...aye/ Com. McDonald...aye/ Com. Hoover...aye/ Com. Mosher...aye. The motion was accepted and approved.

There was also a request to amend the previous motion regarding PTO time, stating that if either employee works for more than their allotted 24 hours per week, they will be able to bank that time to be used at a later date.

We will no longer have this option.

Roll call: Com. Ansalone...aye/ Com. Smith...aye/ Com. McDonald...aye/ Com. Hoover...aye/ Com. Mosher...aye. The motion was accepted and approved.

Motorola will be discontinuing the Minitor pagers. It was presented that an order for 15 radios be placed to have a supply before the item is discontinued. The total price would be \$7283.75, including an extended warranty for each radio and programming services.

Roll call: Com. Smith...aye/ Com. McDonald...aye/ Com. Ansalone...aye/ Com. Hoover...aye/ Com. Mosher...aye. The motion was accepted and approved.

There are still issues with the carpet in the men's bunk room at the Civic Center Firehouse. We have received quotes from a few places, stating that it should be between \$2000 to \$3000.

A budget of \$4,000 was allotted to replace the carpet tiles.

Roll call: Com. Smith...aye/ Com. Ansalone...aye/ Com. McDonald...aye/ Com. Mosher...aye/ / Com. Hoover...aye. The motion was accepted and approved.

Due to the recent resignation of Joseph Serrao and the retirement of John Talbot, it was decided to pay out any accumulated PTO or sick time that was owed. Joseph Serrao will receive 11 and John Talbot will receive 5 hours in the next pay period.

The weekly payroll email will now contain the Time off Accrual Report, as to keep track of any accumulated time for each employee.

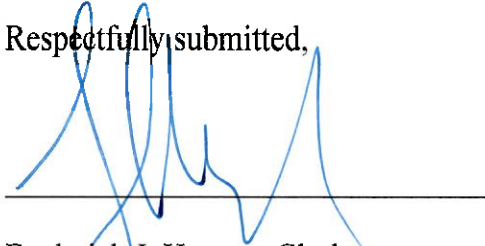
Roll call: Com. McDonald...aye/ Com. Ansalone...aye/ Com. Smith...aye/ Com. Mosher...aye/ / Com. Hoover...aye. The motion was accepted and approved.

Adjournment:

Being no further discussion or business at this time, Commissioner Mosher made the motion seconded by Commissioner Ansalone to adjourn the meeting. 7:50 PM

Roll call: Com. Mosher...aye/ Com. McDonald...abs/ Com. Ansalone...aye/ Com. Hoover...aye/ / Com. Smith...aye. The motion was accepted and approved.

Respectfully submitted,



Frederick J. Hoover, Clerk
Board of Fire Commissioners
East Brunswick Fire District No. 1

EAST BRUNSWICK FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS

ROLL CALL TALLY SHEET

Meeting Date: 7-2

Called to Order at: 7:00

By: Smith

Attendance: P - Present A - Absent

Ansalone P Hoover A ^{Arrive 7:05 PM} McDonald P Mosher P Smith P

Motions Y - Yes N - No ABS - Absent ABST - Abstain

To Amend PTO work has is paid time off is not paid

Motion made by: Ansalone Seconded by: Smith

Ansalone Y Hoover A McDonald Y Mosher Y Smith Y

Motion to Continue to follow Township Holiday Schedule & Allow employees to sign off when needed

Motion made by: Smith Seconded by: Ansalone

Ansalone Y Hoover N McDonald Y Mosher Y Smith Y

Motion to Approve Payment & Set the Accruals to DE SERRAO WHO RESIGNED

Motion made by: McDonald Seconded by: Ansalone

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

Motion to Accept Resignation Letter from Inspector DE SERRAO

Motion made by: Ansalone Seconded by: Mosher

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

EAST BRUNSWICK FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS

ROLL CALL TALLY SHEET

Meeting Date: 7/2/2024

Called to Order at: 7pm

By: CARRIE SMITH

Attendance: P - Present A - Absent

Ansalone P Hoover P McDonald P Mosher P Smith P

Motions Y - Yes N - No ABS - Absent ABST - Abstain

Motion to Approve Res. Raising Insp. Sal to 25/HR
Monday of Thursday

Motion made by: Mosher Seconded by: McD

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

Motion to Approve Report & Transmittal to State Police
Property & Auto Bills -

Motion made by: Smith Seconded by: Mosher

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

Motion Pay Admin FM (BASSMAN) & Coverage Time Col. All
With Allow (FM RATES AS IN PAST)

Motion made by: Hoover Seconded by: Mosher

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

Motion to Expense NRE 4,000 in Carport in Mass Bank
DANGER BY A/C UNIT

Motion made by: SMITH Seconded by: McD

Ansalone Y Hoover Y McDonald Y Mosher Y Smith Y

EAST BRUNSWICK FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS

ROLL CALL TALLY SHEET

Meeting Date: _____ Called to Order at: _____ By: _____

Attendance: P - Present A - Absent

Ansalone _____ Hoover _____ McDonald _____ Mosher _____ Smith _____

Motions Y - Yes N - No ABS - Absent ABST - Abstain

Motion to Adjourn at 7:50 pm

Motion made by: *Mosher* Seconded by: *Smith*

Ansalone *Y* Hoover *Y* McDonald *Y* Mosher *Y* Smith *Y*

Motion made by: _____ Seconded by: _____

Ansalone _____ Hoover _____ McDonald _____ Mosher _____ Smith _____

Motion made by: _____ Seconded by: _____

Ansalone _____ Hoover _____ McDonald _____ Mosher _____ Smith _____

Motion made by: _____ Seconded by: _____

Ansalone _____ Hoover _____ McDonald _____ Mosher _____ Smith _____

BOARD OF FIRE COMMISSIONERS
EAST BRUNSWICK FIRE DISTRICT #1
TREASURER'S REPORT

July 2nd , 2024

OPEN PURCHASE ORDERS:	\$ 3,246,900.07
CASH RECEIPTS:	\$ 613,462.26
EXPENDITURES:	\$ 165,323.84

ACCOUNT BALANCES

Fire Company Dedicated:	\$ 34,125.12
Bureau of Fire Safety Penalty:	\$ 37,805.30
General Cash Checking:	\$ 1,366,938.29
Provident Money Market:	\$ 1,027,808.13 (as of 5/31/24)
<u>TOTAL ASSETS:</u>	\$ 2,466,676.84

**JUNE 2024
R. CRADIC - FIRE MAINTENANCE**

**EAST BRUNSWICK FIRE DISTRICT #1
MONTHLY VEHICLE REPORT**

<u>VEHICLE</u>	<u>REPAIR OR SERVICE REQUIRED</u>	<u>DISPOSITION</u>
Truck 709	Water way lights / Pump governor throttle switch broken/outrigger sensor malfunction	Pending service by Fire & Safety
2004 Pierce		
Replacement: 2024	Front tire replacement	Pending
M: 23290 H: 2959	Rear spring service	Complete
Arial Hours: 554		
Pickup 711	Front suspension repair / alignment / rotation / oil change service	Completed by All American
Ford F350		
Replacement: 2035		
M: 19971		
Pickup 712		
2010 Ford F350		
Replacement: 2025		
M: 64487		
Command 713		
2008 Chevy Tahoe		
Replacement: 2018		
M: 111572		
Command 714	Scheduled service / front and rear brakes serviced	Completed by All American
2019 Ford F250		
Replacement: 2035		
M: 47385		
Command 715		
2019 Ford F250		
Replacement: 2035		
M: 19375		
Utility 717	Fuel gauge not working	Not scheduled
1988 Ford	Numerous Fluid Leaks	Pending
Replacement: 2008		
M:12151		
Fox	None	
Boats	All boats in service at this time	
Trailers	None	

EAST BRUNSWICK FIRE DISTRICT #1
MONTHLY EQUIPMENT REPORT

<u>EQUIPMENT TYPE:</u>	<u>SERVICE OR REPAIR REQUIRED</u>	<u>COMPLETED OR PENDING</u>
706 Fan	Broken - Not Repairable	Needs to be replaced
707 Drafting Strainer	Missing bolt	Pending replacement
704 RIT bottle	Leaking from the valve	Pending service by FF1