### 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:

Commissioner McDonald:

Commissioner Mosher:

Present /

Commissioner Smith:

Present P~

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 4<sup>th</sup> 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 are 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 our 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 Jospeh 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: Sm.14
Attendance: P - Present A - Absent 401 105 PM
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Motions Y-Yes N-No ABS-Absent ABST-Abstain  10 Arend PTO work his is PAID Time OFF IS NOTE
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Ansalone Hoover McDonald Mosher Smith
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Ansalone Hoover McDonald Mosher Smith
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Motion made by: Seconded by: Mosher Smith Smith
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### EAST BRUNSWICK FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS

### ROLL CALL TALLY SHEET

Meeting Date: 7/2 2024 Called to Order at: 7 PM By Cardinan Suite
Attendance: P – Present A - Absent
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Motion made by: Seconded by:
Ansalone Hoover McDonald Mosher Smith
Page $\underline{2}$ of $\underline{3}$

### EAST BRUNSWICK FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS

### ROLL CALL TALLY SHEET

Meeting Date:	Called to Order at:	Ву:	
Attendance: P – Present A - Ab	sent		
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Motions Y - Yes	N-No ABS-Absent	ABST - Abstain	· ,
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Motion made by:	Seconded by:	,	
Ansalone Hoove	r McDonald	Mosher	Smith
Motion made by:	Seconded by:		
Ansalone Hoove	r McDonald	Mosher	Smith
Motion made by:	Seconded by:		
Ansalone Hoove	McDonald		Smith

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

July 2<sup>nd</sup> , 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)

**TOTAL ASSETS:** 

\$ 2,466,676.84

## JUNE 2024 R. CRADIC - FIRE MAINTENANCE

# EAST BRUNSWICK FIRE DISTRICT #1 MONTHLY VEHICLE REPORT

VEHICLE	REPAIR OR SERVICE REQUIRED	DISPOSITION
Engine 702	Seat cushion seatbelt switches not working correctly	Pending
2014 Pierce	Tank Fill Valve leaking	Pending
Replacement: 2034	Replacement: 2034 Light Bar Broken / Opticom Bracket Broken	Pending
M:18358 H:1612	Front tires needed	Pending
Brush 703	Kussmaul Charger not working correctly	Pending part and install by Fire & Safety
2000 Ford F350		
Replacement: 2020		
M:7080		
Rescue 704	Tool box broken	Replacement Delivered - waiting install
1997 Mack	Light tower not staying extended - rebuild needed	Pending rebuild
Replacement: 2017	_	
M: 20660 H: 2637		
Brush 705	Front compartment rubber latch is broken	Waiting for replacent latch
2009 Ford F350		
Replacement: 2019		
M: 3931		
Engine 706	Primer issue	Pending replacement by Fire & Safety
2004 Pierce	Rear spring service	Completed
Replacement: 2024		
M: 36734 H: 6796		
Engine 707	Paint repair	Pending
2017 Pierce		
Replacement: 2034		
M: 19469 H: 1427		
Engine 708		
1997 Pierce		
Replacement: 2017		
M: 43899 H: 3611		

## JUNE 2024 R. CRADIC - FIRE MAINTENANCE

# EAST BRUNSWICK FIRE DISTRICT #1 MONTHLY VEHICLE REPORT

Milician	<u>֚֚֚֓֞</u>	717117 77 7171277 7771777	
ment: 2024 ment: 2024 D H: 2959 Jrs: 554 711 70 ment: 2035 rd F350 ment: 2025 rd F250 ment: 2018 72 rd F250 ment: 2035 nd 714 rd F250 ment: 2035	VEHICLE	KETAIK OK WERVICE KEQUIKED	DISPOSITION
ment: 2024 Front tire replacement ment: 2024 Front tire replacement 711 Front suspension repair / alignement / rotation / oil change service 711 Front suspension repair / alignement / rotation / oil change service 712 Front suspension repair / alignement / rotation / oil change service 712 Front suspension repair / alignement / rotation / oil change service 712 Front suspension repair / alignement / rotation / oil change service 713 Fuel gauge not working 714 Fuel gauge not working 715 Ruel gauge not working 716 All boats in service at this time 717 None 718 None 719 None		Water way lights / Pump governor throttle switch broken/outrigger sens	sorPending service by Fire & Safety
ment: 2024 Front tire replacement  JH: 2959 Rear spring service  ITS: 554  T/11 Front suspension repair / alignement / rotation / oil change service  ment: 2035  rd F350  ment: 2025  rnd 713  evy Tahoe ment: 2018  rot F250  ment: 2035  frd F250  ment: 2035  Scheduled service / front and rear brakes serviced  rd F250  ment: 2035  Scheduled service / front and rear brakes serviced  rd F250  ment: 2035  Numerous Fluid Leaks  None  All boats in service at this time  None	2004 Pierce	malfuntion	
DH: 2959 Rear spring service    711   Front suspension repair / alignement / rotation / oil change service     72	Replacement: 2024	Front tire replacement	Pending
Irs: 554 7/11 Front suspension repair / alignement / rotation / oil change service 50 ment: 2035 fd F350 rd F350 ment: 2025 7 rd 713 evy Tahoe ment: 2018 72 rd F250 ment: 2035 5 5 rd F250 front suspension repair / alignement / rotation / oil change service ment: 2025 7 rd F350 ment: 2035 5 Fuel gauge not working Fuel gauge not working None All boats in service at this time None	M: 23290 H: 2959	Rear spring service	Complete
711 Front suspension repair / alignement / rotation / oil change service 50 ment: 2035 f 712 714 rd F350 ment: 2025 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Arial Hours: 554		
ment: 2035 7/12 rd F350 ment: 2025 7 rd T13 evy Tahoe ment: 2018 72 rd F250 ment: 2035 5 5 1/1	Pickup 711	Front suspension repair / alignement / rotation / oil change service	Completed by All American
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7/12  ment: 2025  nd 713 evy Tahoe ment: 2018  72 nd 714	Replacement: 2035		
7/12         rd F350         ment: 2025         r         r         ment: 2018         rewy Tahoe         ment: 2018         rewy Tahoe         ment: 2018         rement: 2035         5         rd F250         ment: 2035         rd F250         ment: 2035         Fuel gauge not working         rd       Numerous Fluid Leaks         ment: 2008         None         All boats in service at this time         None	M: 19971		
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rd F250 ment: 2035  17	Command 715		
ment: 2035    17	2019 Ford F250		
Fuel gauge not working  Numerous Fluid Leaks  ment: 2008  None  All boats in service at this time  None	Replacement: 2035		
17 Fuel gauge not working rd Numerous Fluid Leaks ment: 2008  None  None  None  None	M: 19375		
ment: 2008  None  None  None  None	Utility 717	Fuel gauge not working	Not scheduled
ment: 2008	1988 Ford	Numerous Fluid Leaks	Pending
	Replacement: 2008		
	M:12151		
		None	
	Boats	All boats in service at this time	
	Trailers	None	

### EAST BRUNSWICK FIRE DISTRICT #1 MONTHLY EQUIPMENT REPORT

EQUIPMENT TYPE:	SERVICE OR REPAIR REQUIRED	COMPLETED OR PENDING
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