

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on January 8, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:02.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman – Agostino Racanati-present
  - c. Treasurer –
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer/ Asst. Clerk – Norman Luck -present

4. Chairman led the meeting for the flag salute.

5. Minutes for the Regular Meeting held 12/11/12 were reviewed. Motion to approve the minutes passed.

6. Chairman opened meeting to the public, Auditor Mike Bart attended the meeting. Mr. Bart identified a problem with the 2011 Audit. The prosecutor's office is investigating an alledged theft of funds by Commissioner Hoens. Commissioner Hoens has resigned from the Board. The Board will be cooperating with the investigation. Commissioner Luck checked with the insurance company and they will cover losses. Chief Mathis asked about the amount of funds missing and also about the confidence of previous audits, Board does not know the amount and will look into previous audits. Nomination for Commissioner Luck as Treasurer and Commissioner Racanati as Assistant Treasurer. Board is accepting nomination petitions for upcoming election for a 1 year unexpired term and for a 3 year term. Mr. Bart informed the board that he received approval to adopt the 2013 Budget. Motion was made to adopt the 2013 Budget. Motion approved by Roll Call Vote.  
Chairman Brad Radimer-yes  
Vice Chairman Agostino Racanati-yes  
Clerk Jane Eisenmann-yes  
Asst. Treasurer/Asst. Clerk Norman Luck-yes

Motion was made to nominate Norman Luck as Treasurer and Agostino Racanati as Asst. Treasurer. Motion passed all votes yes.

Commissioner Racanati requested to obtain a laptop computer, printer and QuickBooks software for District use. Request not to exceed \$1,000.00. Motion was made to approve purchase of laptop, printer and software. Motion passed.

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## **South Brunswick Fire District #3**

Chairman Radimer submitted petition for the election. Resident John Cerminaro has an interest in a Commissioner position; he works for a financial firm. Commissioner Radimer 1 year term, Mr. Cerminaro 3 year term.

### **7. CORRESPONDENCE**

- a. Letter of resignation from Commissioner Hoens
- b. LOSAP List
- c. Commissioners Radimer and Luck and Chief Mathis met with a representative from FEMA, will submit for reimbursement to the Fire Co. and to the District.

### **8. TREASURER'S REPORT**

- a. Commissioner Luck went back to Nov. 1, 2012 found 1 check that is not accounted for. Balance on checking as of Dec. 31, 2012 is \$30,382.07 Revised approval amounts for December 2012.
- b. Approval List for January 2013 copy attached. Will order nine winter jackets instead of twelve for paid staff amount up to \$670.00. Voucher list changes to include computer, Verizon and MES  
Motion was made to approve voucher list including changes to include computer, Verizon and MES. Motion passed.

### **9. CHIEF'S REPORT**

- a. All 2011 reports are in firehouse software. Chief noted that items reimbursable from the storm are volunteer hours, time vehicles were used and food.
- b. Scott Smith is new Chief for Monmouth Junction.
- c. Rob Weisman is Lieutenant for Kingston.
- d. Chief would like to try to pool resources with other Fire Co.'s for training, Also would like to do some in house training.
- e. Chief is requesting approval for new cell phones for the Chief and Deputy Chief. 2 Droid phones \$49.00 each plus adjustment to the data plan. Will remove coordinators phone.
- f. WPS on Chief and Deputy Chief calling cards, cards issued to line officers, Chief must verify list of monthly calls will not be billed for emergency calls.
- g. Monmouth Junction Fire Co. received Assistance to Firefighters Grant for \$250,000.00 for new Air packs.

### **10. OLD BUSINESS**

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### 11. NEW BUSINESS

- a. Commissioner Racanati working on computer changes will handle district web site, set up a yahoo account for the District, he has not accessed the OPSTAT logs yet, voucher system is working. Will check on inventory.
- b. Linda Rizzo from payroll at South Brunswick Township requested to have the time slips faxed to her instead of having them sent electronically. Motion was made to change time sheets to paper so that payroll can confirm the actual time sheet. Time sheets will be faxed instead of being sent electronically. Motion passed.
- c. Election Feb. 16, 2013- Commissioner Eisenmann will make up the Ballot and get voter lists. Commissioner Racanati will get ballot box. Commissioners Radimer and Racanati will work from 2p.m.-6p.m. and Commissioners Eisenmann and Luck will work from 6p.m.-9p.m.

### 12. COMMITTEE REPORT

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

14. Chairman opened meeting to the public, Chief Mathis will be away from Feb. 11-26, will not attend Feb. Commissioners meeting.

### 15. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Treasurer Norman Luck-present
- c. Clerk Jane Eisenmann-present
- d. Asst. Treasurer Agostino Racanati-present

16. Motion to adjourn at 20:15.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on February 19, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman --
  - c. Treasurer – Norman Luck -present
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer –Agostino Racanati-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 1/18/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Meeting minutes from State Association of Fire Districts
  - b. NFPA seeking membership
  - c. Net Link offering website services
  - d. Business Entity Disclosure Certification from Richard Braslow
  - e. Quote from Fire Co. for signaling system
  - f. Notices for CD renewals, TD bank renewal \$50,000.00 for 9 months, Bank of America renewed for 24 months \$25,000.00 and Bank of America for \$100,000.00 coming due Feb. 28.
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
  - b. Approvals Verizon Wireless paid \$794.00 on 12/26/12 mistake on the bill, bill shows a credit for \$524.00 and \$7.38 owed. Bill should be approximately \$530.00 Treasurer Luck seeks approval to pay the corrected amount of the bill approximately \$530.00.
  - c. Bank of America charging account analysis fees for checking accounts, service charge on accounts because they do not meet minimum balance

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requirements. Commissioner Luck will talk to the Auditor about consolidating bank accounts. Will put the CD that comes due in Feb. into checking account, redeem the \$25,000.00 CD with the penalty and close all accounts at Bank of America and move into TD Bank savings account.

### **9. CHIEF'S REPORT**

- a. No report given.

### **10. OLD BUSINESS**

- a. Commissioner Racanati purchased computer, case, software and printer \$688.21. Opstat logs will be done by email. Called about estimate for Firehouse software. Limit access to Commissioners computer to Mike Bailey.
- b. Payroll will be changed in March, reporting time will change to the week off pay period.
- c. Election results Budget 16 votes 15 yes 1 no  
Brad Radimer 14 votes, Jodi Racanati 12 votes, Brad Radimer 1 vote for 3 year term, Jim Luck 2 votes
- d. Concerning the 2011 audit- there are 11 checks with no endorsement need to go back to the bank to get record of where they were deposited. There are also checks missing from 2012 and checks with no endorsements. The Detective will relinquish paperwork; Commissioner Luck will go pick it up. Mr. Braslow recommended keeping track of hours spent working on this, may be able to collect fees.

### **11. NEW BUSINESS**

- a. FEMA –Chief Mathis working with FEMA, Commissioner Racanati forwarded information from the Chief to FEMA. There should be 2 separate files one for Fire Co. and one for the district.
- b. Workers reviews by Chief, did not receive anything from Chief on recommendations.
- c. Review Holiday schedule for paid staff. What days should there be coverage. Commissioner Luck will work with Chief Mathis on this.
- d. Concerning the paid staff Mike Bailey will work with Commissioner Luck and with Commissioner Racanati for computer questions.  
Motion was made that paid staff report to Commissioner Luck for all items except computer issues which will go to Commissioner Racanati.  
Motion passed.
- e. Commissioner Luck will write a letter to the insurance company concerning the status of the theft investigation; board does not have evidence yet. Will file an extension at the end of 120 days.
- f. Auditor will meet with Commissioner Racanati to set up QuickBooks.

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- g. Fire Co. would like to purchase a signaling system, \$12,000.00 for one device; Grant may cover part of it.
- h. Board would like to get a plan from Chief Mathis about needs of the Fire Co.
- i. Agreements and Resolutions for next month, Agreement with Fire Co. Should have Budget before first payment and audited financials before the second payment, copy of filed tax return and an accurate listing of all expenses by September 15.
- j. Concerning LOSAP for a Fire Co. member who is no longer a member, the attorney said if he is vested he is entitled to payment for 2012. If he met his point qualifications he should be added to the list.

### 12. COMMITTEE REPORT

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed. Motion was made to approve the consolidation of all Bank of America accounts and move them to TD Bank by Treasurer Luck. Motion passed.

14. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 15. ROLL CALL

- a. Chairman Brad Radimet-present
- b. Vice Chairman -
- c. Treasurer Norman Luck-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer Agostino Racanati-present

16. Motion to adjourn at 20:40.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

Meeting Minutes of the Reorganization and Regular Meeting  
Held on March 19, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer –present
  - b. Vice Chairman --
  - c. Treasurer – Norman Luck -present
  - d. Clerk – Jane Eisenmann - present
  - e. Asst. Treasurer –Agostino Racanati-present
4. Chairman led the meeting for the flag salute.
5. Brad Radimer and Jodi Racanati sworn in to Board of Commissioners.
6. Reorganization of the Board.

Motion was made to Nominate Jodi Racanati as Treasurer, all votes yes, Motion passed.

Motion was made to Nominate Norman Luck as Asst. Clerk/Asst. Treasurer, all votes yes. Motion passed.

Motion was made to Nominate Jane Eisenmann as Clerk, all votes yes. Motion passed.

Motion was made to Nominate Agostino Racanati as Vice Chairman, all votes yes. Motion passed.

Motion was made to Nominate Brad Radimer as Chairman, all votes yes. Motion passed.
7. Chairman opened meeting to the public, having no comment from the public, public portion closed.
8. Roll Call
  - a. Chairman-Brad Radimer-present
  - b. Vice Chairman-Agostino Racanati-present
  - c. Treasurer-Jodi Racanati-present
  - d. Clerk-Jane Eisenmann-present
  - e. Asst. Treasurer/Asst. Clerk –Norman Luck-present
9. Motion to adjourn at 19:04.
10. Regular meeting called to order at 19:04.
11. Roll Call
  - a. Chairman Brad Radimer-present

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- b. Vice Chairman Agostino Racanati-present
  - c. Treasurer Jodi Racanati-present
  - d. Clerk Jane Eisenmann-present
  - e. Asst.Treasurer/Asst. Clerk Norman Luck-present
12. Minutes for the Regular Meeting held 2/19/13 were reviewed. Motion to approve the minutes passed.
13. Chairman opened meeting to the public, having no comment from the public, public portion closed.
14. CORRESPONDENCE
- a. Report from Mr. Braslow that there are no records for 2010. Mr. Hoens said that the Boards records for 2010 were destroyed during Hurricane Sandy. He has no records in his possession. Commissioner Luck stated that there was not any mention at previous meetings of records being destroyed. Commissioner Luck needs to request Bank statements from Bank of America and also needs savings statements from TD Bank.
  - b. Letter from Belle Mead Claims-running out of time to file a claim. Commissioner Luck sent a letter to them requesting an extension. He has not heard back from the insurance company yet.
  - c. Request from Lincoln Financial for a member to withdraw for emergency conditions.
  - d. Letter from County Clerk there were no write in votes.
  - e. Insurance policies.
  - f. Minutes from Franklin District 4.
  - g. TD Bank will not give any information without a subpoena; Commissioner Luck spoke with attorney and Detective about getting bank records.
15. TREASURER'S REPORT
- a. Report given by Commissioner Luck.
  - b. Starting balance for January changed due to error in Verizon bill.
  - c. Report given for February starting balance changed due to change in January.
  - d. Approvals-need to keep track of expenses related to the investigation.
  - e. Need to transfer \$60,000.00 out of money market account at TD Bank, to be put into checking account.
  - f. Motion was made to accept the Treasurer's report for February, the amended January report and the approvals list. Motion passed.
  - g. Motion was made to approve the transfer of \$60,000.00 from the savings account to the checking account. Motion passed.
  - h. 2 CD's came due will reinvest into a 6 month CD. Motion was made to move \$125,000.00 into a 6 month CD. Motion passed.
  - i. Mr. Braslow informed Commissioner Luck that the debit card is not supposed to be used; he recommended setting up a separate account of \$1,000.00 for debit card use. Motion was made to open an account at TD



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Bank with \$1,000.00 for use of a debit card; cards will be issued to the Treasurer and Assistant Treasurer. Motion passed.

- j. A double payment was made to a vendor should receive a refund of \$1800.

### **16. CHIEF'S REPORT**

- a. Report given for January and February.
- b. Blood Borne Pathogens and Hazmat Course done in January.
- c. 8 members will attend a presentation at Princeton University about fire ground death and injury on 3/23/13.
- d. 6 batteries went bad replacement \$346.01
- e. Training on building construction and the use of ropes, compressed particle I Beams fail under fire conditions.
- f. Wires for emergency lights on Chief's vehicle disconnected, in house repair done by firemen Rustico and Racanati.
- g. Tires replaced on Engine 244.
- h. Engine 4 was leaking water, EES replaced pumps.

### **17. OLD BUSINESS**

- a. Commissioners Racanati, Luck and Racanati met with Mike Bart to set up a system for vouchers. They also set up 2012 on QuickBooks.
- b. Commissioner Luck will contact the township about payroll.
- c. Commissioner Luck signed documents for FEMA, \$3191.00 applied for if approved District will receive 75% of amount.
- d. Resolution for 2012 temporary budget.

### **18. NEW BUSINESS**

- a. 2013 Agreements and Resolutions- Resolution 6 removed there is no longer a Joint Board, will use 2013-6 for debit card account. Need to work on Fixed Asset Management Plan
- b. Motion was made to approve the 2013 Agreements and Resolutions as corrected. Motion passed by Roll Call Vote.  
Chairman Brad Radimer-yes  
Vice Chairman Agostino Racanati-yes  
Treasurer Jodi Racanati-yes  
Clerk Jane Eisenmann-yes  
Asst. Treasurer/Asst. Clerk Norman Luck-yes
- c. Commissioner Luck will proceed to get evidence from Bank; will contact the lawyer about getting bank records, he will ask the detective to get records from the bank.

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### 19. COMMITTEE REPORT

- a. Computer committee working on getting quotes on software for Firehouse and I Am Responding, will get a demonstration of software, need the Fire Co. to see if they like it. Captains and Chief will look at the software.

### 20. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

21. Chairman opened meeting to the public, Chief Mathis informed the Board that at District 1 banquet there was discussion at the State Fire Commissioner meeting about the theft of funds from the District. Captain Rustico addressed the Board about allowing volunteer members to work per diem. He informed the Board that Plainsboro has volunteers who work per diem. Board will consult with the attorney about the requirements and the process for managing volunteers who work as paid staff.

### 22. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati -present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/ Asst. Clerk Norman Luck-present

23. Motion to adjourn at 20:55.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on April 16, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman Agostino Racanati – present
  - c. Treasurer – Jodi Racanati – present
  - d. Clerk – Jane Eisenmann – present
  - e. Asst. Treasurer/Asst. Clerk – Norman Luck – absent
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 3/19/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Verizon point of contact changes form.
  - b. Refund check \$4,005.00
  - c. Letter from insurance company approving extension for filing claim, must inform them of the status every 30 days. Commissioner Luck will do the updates.
  - d. Contract from Bart and Bart
  - e. Response from Richard Braslow about volunteers working per diem. Need to set up a system to keep records.
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
  - b. QuickBooks set up.
  - c. Approval List. Copy attached.
9. CHIEF'S REPORT
  - a. Repair on 46 slow leak in tire.
  - b. Batteries for PASS Devices replaced normal 6 month battery change.
  - c. Drill for the month hose evolutions. Live Fire training next month.
  - d. Will meet with Security Director of Dow Jones. Surveillance of property in light of Boston explosions. Will review evacuation plans. Chief Hayducka will also attend.

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- e. Envelope sent to Sen. Wicker tested positive for Ricen.
- f. Evacuation plan updated.

### 10. OLD BUSINESS

- a. Will submit payroll to the township a week before.
- b. Agreement from the Fire Co. not returned. Some questions about the language in item #10.

### 11. NEW BUSINESS

- a. Bart and Bart contract reviewed. Commissioner Radimer commented about the amount, open ended contract. Would like to see separate accounting for 2011. Would like to separate it into 2 separate contracts, one for the investigation and one for the audit.
- b. Point of contact for Verizon. Motion was made to remove Charles Hoens from Verizon point of contact. Motion passed. Motion was made to approve Commissioners Luck and Augie Racanati and Chief Mathis as point of contacts for Verizon. Motion passed.
- c. Chief Mathis has to resubmit Fire Co. documentation from Hurricane Sandy to FEMA.

### 12. COMMITTEE REPORT-None

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

14. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 15. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst.Clerk Norman Luck-absent

16. Motion to adjourn at 19:55.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting  
Held on June 18, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer –present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann - present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 5/21/13 were reviewed. Motion to approve the minutes passed as amended. VFIS changed to Travelers Insurance under correspondence. Minutes for the Special Meeting held 6/10/13 were reviewed. Motion to approve the minutes passed as amended. For Fire Co. Agreement auditor changed to accountant.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Form for FEMA reimbursement.
  - b. Contracts from Auditor, one for 2011 and one for 2012.  
Motion was made to approve the contracts from the auditor; Bart and Bart will perform the audits for 2011 and 2012. Motion passed by Roll Call Vote.  
Chairman Brad Radimer-yes  
Vice Chairman Agostino Racanati-yes  
Treasurer Jodi Racanati-yes  
Clerk Jane Eisenmann-yes  
Asst. Treasurer/Asst. Clerk Norman Luck-yes
  - c. Past due notice from N.J. Turnpike Authority, Commissioner Luck called and left message.
  - d. Census of governmental surveys requested copy of 2011 audit report.
  - e. Commissioner Luck wrote follow up letter to insurance company.
  - f. Received 2011 Audit Report from Bart and Bart.
  - g. Board members submitted Financial Disclosure statements.

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h. Received signed Agreement from District 4.

### **8. TREASURER'S REPORT**

- a. Report given. Copy attached.
- b. Bank of America checking accounts closed and money moved to CD

### **9. CHIEF'S REPORT**

- a. Received copy of Chief's Report for the month of May.

Chairman opened meeting to the public, Captain Rustico asked about volunteers working per diem.

### **10. OLD BUSINESS**

- a. Fire and Safety bill for repairs, error on second bill 702.59.
- b. Prosecutor is seeking information from the bank under their subpoena.
- c. Commissioner Racanati requested 2 quotes for computers, wants to compare 2 models. First quote \$21,960.99. Motion was made to approve the purchase 4 pieces of computer equipment and vehicle mounted laptop computers at a cost not to exceed \$25,000.00. Motion passed by Roll Call Vote.  
Chairman Brad Radimer-yes  
Vice Chairman Agostino Racanati-yes  
Treasurer Jodi Racanati-yes  
Clerk Jane Eisenmann-yes  
Asst. Treasurer/Asst. Clerk-yes
- d. GPS purchased and installed.
- e. No recommendations from Chief on staff. Commissioner Racanati feels a need to provide incentives. He hopes the incentives will motivate the staff to perform better. Chief Mathis does not feel the staff should receive pay increases. Commissioner Luck recommended 5 people receive .25 per hour increase, Mike Bailey, Chuck Pisano, Andrew Von Emburgh, Bob Clark and T.J. Hargraves. Motion was made to approve pay increases. Motion passed. Commissioner Racanati working on employee handbook.

### **11. NEW BUSINESS**

- a. Motion was made to adopt the Resolution approving the 2011 Audit.  
Motion passed by Roll Call Vote.

Chairman Brad Radimer-yes  
Vice Chairman Agostino Racanati-yes  
Treasurer Jodi Racanati-yes  
Clerk Jane Eisenmann-yes  
Asst. Treasurer/Asst. Clerk Norman Luck-yes

- b. Board discussed volunteers working per diem. Need to build rules and set up record keeping. Commissioner Racanati will work on including

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volunteers working per diem in the employee handbook. Motion was made to approve the use of volunteers as per diem staff pending resolution of the rules. Motion passed.

- c. Letter to Fire Co. concerning signing of revised Agreement. Motion was made that line 16 of the agreement be changed to Fire Company shall provide a signed copy of its' previous year's Tax Return prepared by an independent outside Accountant and present it to the Commissioners no later than the regularly scheduled September meeting of Commissioners. Motion passed.
- d. Resolution to transfer funds between accounts. Motion was made to approve the resolution for the transfer of funds for 2012. Motion passed by Roll Call Vote.

Chairman Brad Radimer-yes

Vice Chairman Agostino Racanati-yes

Treasurer Jodi Racanati-yes

Clerk Jane Eisenmann-yes

Asst. Treasurer/Asst. Clerk Norman Luck-yes

### 12. COMMITTEE REPORT

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

14. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 15. ROLL CALL

a. Chairman Brad Radimer-present

Vice Chairman Agostino Racanati-present

c. Treasurer Jodi Racanati-present

d. Clerk Jane Eisenmann-present

e. Asst. Treasurer/Asst. Clerk Norman Luck-present

16. Motion to adjourn at 20:22.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on May 21, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann - present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 4/16/13 were reviewed. Minutes stated Article number 10 of contract under discussion, should be article 16 of Agreement with Fire Co. under discussion. Motion to approve the minutes as amended.
6. Chairman opened meeting to the public, Fire Co. president David Luck spoke to Mr. Braslow concerning the Agreement, Mr. Braslow said to take #16 out of the contract. Fire Co. will not sign agreement in its present form. Commissioner Luck talked to Mr. Braslow and he said he saw nothing wrong with the contract. Will have a meeting with the attorney, the board and Fire Co. about the contract.
7. CORRESPONDENCE
  - a. Verbal communication from Fire co. concerning merger with District 1.
  - b. Confirmation of new 6 month CD at Bank of America for \$125,000.00
  - c. Refund from VFIS
  - d. Meeting minutes from State Association of Fire Districts-Bills about changing election date and bill about purchasing Fire trucks under state contract without bidding.
  - e. Meeting minutes from Franklin District 4.
  - f. Telephone communication to paid staff from Mr. Hoens about EZ Pass account. Can't cancel the account must get a new application. Mr. Braslow will write a letter explaining the circumstances.



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## **South Brunswick Fire District #3**

### **8. TREASURER'S REPORT**

- a. Report given by treasurer. Copy attached.
- b. Will review profit and loss statement.

### **9. CHIEF'S REPORT**

- a. Air leak on Rescue truck. Leak in cascade bottle was not fixed the first time it was repaired, sent repairman again to fix it. Hold off on payment. Commissioner Racanati will contact them. Chief took some photos of rescue truck; there is some rust around the window frame. Chainsaw was repaired, Marine unit was repaired, and wood on trailer was replaced. Air pack was repaired.
- b. Report given for March. Fire Co. won best appearing Rescue Truck in East Brunswick Parade. Fire Co. did a great job on cleaning it.
- c. GPS unit was damaged, Chief would like to buy truck designated Garmin GPS. It has video cable capability. He would like 2 one to replace the one on the Rescue truck and one for engine 4. \$399.99 each.
- d. Chief would like to upgrade 2 cell phones, one for the Chief and one for the Deputy Chief. He wants to get a windows phone with an otter box case and a car charger. Will be able to synchronize phones with server. Phones are \$99.00 each and extras are \$67.93. He also will remove one phone from the plan.
- e. Fire Co. attended Live Burn Drill; crew learned some things they need to work on.
- f. Chief sent documentation from Hurricane Sandy to FEMA.
- g. Chief is going to Maryland June 7.

### **10. OLD BUSINESS**

- a. Commissioner Racanati will check with Linda Rizzo about payroll, some question about e mailing or faxing time sheets.
- b. Commissioner Luck will contact Bart and Bart about contracts.
- c. Commissioner Racanati reviewing computers and is looking into a new quote for computers.
- d. Investigation is progressing; Detective will submit items under question to the bank. 2011 Audit is completed; need to get 2012 records to Auditor.
- e. Board would like recommendation for staff increases from the Chief.

### **11. NEW BUSINESS**

- a. Fire Co. is looking into a merger between Fire Districts 1 and 3. Motion was made for Board of Commissioners to agree to participate in discussion about merging Fire Districts. Motion passed unanimously.

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

### 12. COMMITTEE REPORT

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to approve the requests of the Chief, accept the Treasurer's Report and pay all properly vouchered bills. Motion passed. Motion was made to remove the 1<sup>st</sup> two line items on voucher list, duplicated on second sheet. Motion passed.

14. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 15. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-present

16. Motion to adjourn at 20:35.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on August 12, 2013

1. The meeting was held at the Kingston Fire House and called to order by Vice Chairman Agostino Racanati at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer –absent
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann -absent
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Vice Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 7/16/13 were not available.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. Vice Chairman referred to Attorney Braslow, who was present to discuss how some districts are buying equipment outside the 2% cap. Major capital purchases can be approved at a special meeting then placed in the budget the following year. If placed on the ballot and approved it must then be placed in the budget the following year, then we could pay cash. New Fire Engines can also be purchased by Bonds, Municipal financing or Lease purchase. There is a lease purchase program in Texas that is better than our State Contract program. In his opinion, we could put money in the budget to help pay for projects such as a new roof or generator but could not disburse it until the project was completed. As to purchasing the building for the garage replacement we would need to have a lease arrangement, for the property, in place with the Fire Company. Mr. Braslow left the meeting at this time.
8. We will meet with the Auditor and invite the Fire Co. to further review the budget process prior to our regular meeting in October.
9. TREASURER'S REPORT
  - a. Report given by Treasurer, approved, copy attached.
10. CHIEF'S REPORT
  - a. Month of July, copy of report attached.
  - b. Has quote from Baltimore Expo for Morning Pride Gear \$2000.00, Knox Box price ranges from \$434.00 to \$951.00 and is seeking a quote for WiFi recorder.

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

- c. Training: 4 people for Rapid Intervention@\$300.00 each.
- d. Chief, Captain Rustico and Lt. Weissman attended classes at the National Fire Academy. All reported that it was a good experience. More people should try to attend in the future.
- e. No requests for purchases.
- f. Asked if we could check on tire warranty on unit 246 tires. One shredded on the return from Baltimore Expo. Treasurer said she would do that

### 11. CORRESPONDENCE

- a. Minutes received from State Association of Fire Districts, attached. Next meeting is in Wildwood in September.

### 12. OLD BUSINESS

- a. Nothing new from Prosecutors Office. Will seek an extension from Insurance Company.
- b. No response from Union Line Garage, re: double payment of invoice in 2012.
- c. Nothing new on phones

### 13. NEW BUSINESS

- a. Treasurer to talk to Township Manager for permission to use the Township Garage for some maintenance work on our equipment.
- b. Vice Chairman reported that there is an additional cost of \$2500.00 to install computers. This was not included in the initial quote. Motion approved.

14. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 15. ROLL CALL

- a. Chairman Brad Radimer-absent
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-absent
- e. Asst. Treasurer/Asst. Clerk Norman Luck-present

16. Motion to adjourn at 20:55.

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Agostino Racanati Vice Chairman

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Norman Luck Asst. Tres/Asst. Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on July 16, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:05.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer –present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-absent
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 6/18/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Specification for Chief's vehicle.
  - b. Letter from DCA about 2012 audit.
  - c. Received Agreement from Kingston Fire Co.
  - d. Letter to EZ Pass
  - e. Letter from insurance company concerning claim.
  - f. Received quarterly LOSAP report from Lincoln Financial
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
9. CHIEF'S REPORT
  - a. Report given for June.
  - b. Four line officers completed Hazmat course. Will complete second half in fall.
  - c. Ladder testing. Engine 5 could not be tested, ladder rusted.
  - d. Chief's vehicle-brake work and air mixing valve worked on.
  - e. Hose testing- hose that is 25 years or older cannot be tested. Lost hose to age and some to failure. Replacement quote 14603.24
  - f. Next Tuesday, Saturday and Sunday joint training with Rocky Hill, Rapid intervention Training. Cost \$300.00 5 people @\$60.00 per person.
  - g. 3 people applied to National Fire Academy 6 day class. Chief, Lieutenant and Captain.

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

- h. Request to attend Firehouse Expo in Maryland, Chief Captain Rustico and George Luck July 26, 2013, gas tolls breakfast and lunch.
- i. New Chief's vehicle specifications, 1<sup>st</sup> 2 pages standard items, state contract #, 3<sup>rd</sup> page requested options. Specifications will be sent to Mr. Braslow for review.
- j. Chief presented his 5 year plan for equipment. Copy attached.

### 10. OLD BUSINESS

- a. Motion was made to revise the expenditure for the computer equipment to \$25146.61. Motion passed. Computer equipment will be installed and then will get the software.

### 11. NEW BUSINESS

- a. Board reviewed specification for new Chief's vehicle.
- b. Commissioner Racanati will contact Mr. Braslow about ways for District to pay for expenses of Fire Co. such as a new roof. Questions about District pay and the Fire Co. paying it back.

### 12. COMMITTEE REPORT

### 13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

- 14. Chairman opened meeting to the public, David Luck questioned the Board about meeting with Mr. Braslow again. Commissioner Racanati will contact Mr. Braslow about attending meeting to be included in next year's budget process and to find out what items can be capitalized.

### 15. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-absent

- 16. Motion to adjourn at 20:45.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on September 17, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman Agostino Racanati – present
  - c. Treasurer – Jodi Racanati – present
  - d. Clerk – Jane Eisenmann – present
  - e. Asst. Treasurer/Asst. Clerk – Norman Luck – absent
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 7/16/13 were reviewed. Motion to approve the minutes passed. Minutes for the Regular Meeting held 8/12/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
9. CHIEF'S REPORT
  - a. Report given for August.
  - b. Some apparatus sent out for maintenance.
  - c. Need to discuss staffing on apparatus at next meeting.
10. OLD BUSINESS
  - a. Board reviewed 2012 Audit. Motion was made to approve the resolution for review of the 2012 Audit. Motion approved by Roll Call Vote  
Chairman Brad Radimer – yes  
Vice Chairman Agostino Racanati – yes  
Treasurer Jodi Racanati – yes  
Clerk Jane Eisenmann – yes  
Asst. Treas/Asst. Clerk Norman Luck – absent
  - b. Received evidence from TD Bank concerning investigation, need to talk to Mr. Braslow about getting additional information about where the money was deposited. Need Prosecutor to get information from the bank.
  - c. Computers arrive, mounting has not been shipped will install when shipment arrives.
  - d. Township Manager will talk to garage about providing maintenance on vehicles.

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

- e. Commissioner Racanati working on Employee Handbook, need a paid volunteer section, need to discuss with Chief about how paid staff is handled, in Plainsboro the Chief and Line officers handle paid staff operations. Paid staff contract covered in the Agreement. Would like Fire Co President, V. President, Chief and Deputy Chief to review a Draft of the Handbook. Need to contact Mr. Braslow concerning paid volunteers.
- f. Can't buy new Chief's vehicle till next year, a capital expenditure must be in the line item for that year. State contract is closed.

### 11. NEW BUSINESS

- a. Board will be holding a Special Meeting for 2014 budget planning on Oct. 8, 2013 at 7p.m. Mr. Bart will attend. Board invited Fire Co. to attend.
- b. 2014 Budget Planning Module reviewed.
- c. Tires from the utility lost treading, no warranty. Quote to replace 4 tires is \$880.79, insurance claim on truck damaged by the loose tread. Need to check on state contract price for tires.
- d. Noise suppression system installed for \$245.00

### 12. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

13. Chairman opened meeting to the public, Chief Mathis informed the Board that the Fire Co. is applying for Assistance to Firefighters Grant for a generator approximately \$52,000.00. Fire Co. submitted copy of 2012 Tax Return. Captain Rustico made a personal request for better communication between Commissioner Luck and the Line Officers. Line officers are stuck in the middle between the paid staff and the volunteers. Chief Mathis expressed concern about not following Standard Operating Guidelines. The Standard Operating Guidelines are the same as other departments in the Township. Chief Mathis is concerned about Firehouse operations and managing the equipment. He has reduced the iso rating from 5 to 4. Commissioner Radimer agrees that the Chief should take care of day to day operations and the District should provide the funding.

### 14. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-absent

15. Motion to adjourn at 20:10.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk



# Board of Fire Commissioners

## South Brunswick Fire District #3

### Meeting Minutes of the Regular Meeting Held on October 15, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer –present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 9/17/13 were reviewed. Motion to approve the minutes passed. The minutes for the Special Meeting held 10/8/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Received a reply from the Township Manager about town doing maintenance on vehicles, their staff is reduced and they cannot provide the District with vehicle maintenance, they would have to provide to all three districts. He also mentioned consolidating districts insurance, estimating \$2600.00 saving on insurance costs.
  - b. CD maturity on October 1, 2013, next one comes due in December. Check on switching over both CD's when the December one comes due.
  - c. Commissioner Luck and Mr. Braslow met at TD Bank; bank will not give information on deposits made by Mr. Hoens. They contacted the legal department who informed them the subpoena does not cover the information requested. They requested the prosecutor get a new subpoena. Insurance claim deadline is October 15, 2013, requested extension until December 15, 2013, confirmation it was extended. If district can't get information needed for the insurance claim by December 1<sup>st</sup> Mr. Braslow recommends filing a lawsuit against TD Bank and Mr. Hoens. Chief operating officer of the township Joe Monzo mentioned talking to Chief of police about contacting the prosecutor.
  - d. Received Kingston Fire Department Budget.
  - e. Received follow up information from FEMA about registering information for future claims.
8. TREASURER'S REPORT
  - a. Report given. Copy attached.

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

### 9. CHIEF'S REPORT

- a. Report given for September. Copy attached.
- b. Line Officers had a meeting to determine what equipment is needed before the end of the year. Need Scott face pieces 10 new masks \$400.00 each, Voice amplifiers \$450.00 each, eyeglass adapters. Total cost \$8200.00. Turnout gear 1 set to try out before replacing more gear. \$2200.00. Also need to replace rescue rope, harnesses, helmets, gloves and caribiners \$5500.00. Emergency head sign \$400.00. 5 new tires \$900.00, Verizon wireless network extender to extend cell phone coverage in the building \$250.00.
- c. Members did a great job at Live Burn Drill in September.
- d. Plainsboro Fire Department donated 10 PASS devices they just need to be reprogrammed.

### 10. OLD BUSINESS

### 11. NEW BUSINESS

- a. Budget for 2014 Board reviewed budget planning for 2014. Need to get tax information from South Brunswick Township.
- b. Motion was made that in the event the prosecutor does not move forward with the case and the Board does not receive sufficient information needed for the insurance claim, that a lawsuit recommended by Mr. Braslow be filed against Mr. Hoens, TD Bank and anyone else deemed necessary. Motion passed.

### 12. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

13. Chairman opened meeting to the public, Chief Mathis recommended board review previous 3 years expenditures to help determine Budget.

### 14. ROLL CALL

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-present

15. Motion to adjourn at 21:15.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

### **Meeting Minutes of the Regular Meeting Held on November 19, 2013**

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:06.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 10/15/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Received budget information from Richard Braslow, temporary budget Jan., transferring funds Dec., election timetable.
  - b. TD Bank raising fee on debit card used at ATM's that are not TD Bank.
  - c. CD at Bank of America up for renewal November 29, 2013, Commissioner Luck will write letter to move CD to TD Bank.
  - d. NFPA annual membership Notice \$165.00.
  - e. Email form Bart and Bart concerning annual ratable base.
  - f. Prosecutor will not subpoena records from TD Bank; Mr. Braslow will proceed with lawsuit. Commissioner Radimer recommends contacting South Brunswick police chief.
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
  - b. Bank of America account closed, transferred to TD Bank savings account \$125,104.09.
9. CHIEF'S REPORT
  - a. Report given for October. Copy attached.
  - b. Engine 243 out of service, leaking fuel. Estimate to fix \$7300.00, will also look at front suction.
  - c. Chief Mathis is meeting with the Police Command staff about response to active shooter situations. Will draft document for Fire Departments. Also

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

will receive SOG for emergency temporary traffic control on incidents on highways.

- d. Tuesday Live Burn Drill at Mercer County, car fires.
- e. Live burn at Kendall Park.
- f. Live burn on Independence Way.
- g. Chief is working on a grant for a full size generator and to redo electrical panel.
- h. Chief is writing planning documents for the Fire Department concerning Natural Disasters.

### **10. OLD BUSINESS**

- a. Budget- need to get actual numbers for ratables. Board reviewed 2014 budget. Commissioners Luck and Racanati will contact Mr. Bart on questions.
- b. Board discussed purchase of new Fire truck. Commissioner Radimer questioned if the truck is purchased solely by South Brunswick.
- c. Commissioner Racanati questioned cutting the paid staff to one per day.

### **11. NEW BUSINESS**

- a. Paid staff leaving early, staying late. New OPSTAT log form. Commissioner Racanati recommends getting a fingerprint reader for the staff to swipe in and swipe out. Motion was made to purchase a fingerprint reader at a cost not to exceed \$200.00. Motion passed.

### **12. APPROVAL OF VOUCHERS AND PAYMENTS**

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.

13. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### **14. ROLL CALL**

- a. Chairman Brad Radimer-present
- b. Vice Chairman Agostino Racanati-present
- c. Treasurer Jodi Racanati-present
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-present

15. Motion to adjourn at 20:40.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

### Meeting Minutes of the Regular Meeting Held on December 10, 2013

1. The meeting was held at the Kingston Fire House and called to order by Chairman Brad Radimer at 19:10
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
  - a. Chairman – Brad Radimer – present
  - b. Vice Chairman Agostino Racanati –present
  - c. Treasurer – Jodi Racanati -present
  - d. Clerk – Jane Eisenmann -present
  - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present
4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 11/19/13 were reviewed. Motion to approve the minutes passed.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
  - a. Minutes from N.J. State Association of Fire Districts
  - b. CNC-3 form from South Brunswick Township
  - c. Copy of FEMA Memorandum of Understanding
  - d. Copy of filed lawsuit
  - e. Letter from the bonding company extending the deadline to file a claim until March 3.
  - f. Commissioner Luck met with Chief of Police; he will make a call to the prosecutor.
8. TREASURER'S REPORT
  - a. Report given. Copy attached.
  - b. Check for \$121,928.91 from CD deposited into savings account.
9. CHIEF'S REPORT
  - a. Report given for November. Copy attached.
  - b. Water rescue on Carnegie Lake 12/9/13.
  - c. Fire Co. elections 2014 Chief-Lloyd Mathis, Deputy Chief-John Luck, Lieutenant-Rob Weisman, Captains-Walt Lane and Gary Rustico
  - d. Fire Co. applied for Assistance to Firefighters Grant for \$52,000.00

# Board of Fire Commissioners

## South Brunswick Fire District #3

- e. Risk Management Standard Operating Guidelines
- f. Engine 3 back in service
- g. Would like to purchase new hose and rope to use unspent new equipment funds. Rope equipment \$9171.20 4 Rescue harnesses, carabineers, helmets, ascenders, rope bags, rope and rope cutter. Remaining funds to replace 1 3/4 in. hose, request not to exceed \$5500.00.

### 10. OLD BUSINESS

- a. New OPSTAT log form in place, fingerprint reader ordered.
- b. Employee Handbook- sent out copy for final feedback, question about who would be in charge if paid volunteer is an officer.
- c. Suspicious activity happening with Fire Equipment needs to stop. Commissioner Racanati would like to have monthly meetings to review paid staff. Two commissioners, Chief and Deputy Chief.
- d. Board reviewed 2014 Budget. Commissioner Racanati recommended reducing the budget from 3 paid staff to 2. Chief is in agreement. Commissioner Luck made a motion to not reduce the staff. Motion was not seconded.

Pending verification from the Auditor board would like to move \$75,000.00 into capital account.

Motion was made to approve the 2014 Budget of \$377,143.00 and based on approval from the Auditor move \$75,000.00 to Capital account from Surplus.

Motion approved by Roll Call Vote

Chairman Brad Radimer-yes

Vice Chairman Agostino Racanati-yes

Treasurer Jodi Racanati-yes

Clerk Jane Eisenmann-yes

Asst. Treasurer/Clerk Norman Luck-yes

Motion was made to approve a Temporary 2014 Budget of up to 14% of 2013 Budget. Motion passed.

Motion was made to approve 2013 Budget transfers. Motion passed.

### 11. NEW BUSINESS

- a. Software installations on laptops waiting for copy of latest maps.
- b. Commissioner Racanati updated District Website.

### 12. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report as submitted and pay all properly vouchered bills up to December 25, 2013 and to empower the treasurer to make transfers to balance the budget. Motion passed by

# **Board of Fire Commissioners**

## **South Brunswick Fire District #3**

Roll Call Vote

Chairman Brad Radimer-yes

Vice Chairman Agostino Racanati-yes

Treasurer Jodi Racanati-yes

Clerk Jane Eisenmann-yes

Asst. Treasurer/Clerk Norman Luck-yes

13. Chairman opened meeting to the public, having no comment from the public, public portion closed.

### 14. ROLL CALL

a. Chairman Brad Radimer-present

b. Vice Chairman Agostino Racanati-present

c. Treasurer Jodi Racanati-present

d. Clerk Jane Eisenmann-present

e. Asst. Treasurer/Asst. Clerk Norman Luck-present

15. Meeting Reopened at 21:45. Motion was made to ask public for \$750,000.00 for the purchase of fire apparatus to be purchased in 2015. Motion passed by

Roll Call Vote

Chairman Brad Radimer-yes

Vice Chairman Agostino Racanati-yes

Treasurer Jodi Racanati-yes

Clerk Jane Eisenmann-yes

Asst. Treasure/Clerk Norman Luck-No

16. Motion to adjourn at 21:50.

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Bradford Radimer, Chairman

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Jane L Eisenmann, Clerk