

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on January 14, 2014

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 12/10/13 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. LOSAP Qualification List
 - b. Insurance Co. information
 - c. M&W Communications registration certificate
 - d. Emails regarding corrections to lawsuit
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
 - b. Voucher 14-1 hosting website for sbfiredistrict 3.
9. CHIEF'S REPORT
 - a. Report given for December 2013.
 - b. All apparatus in service, Fire Co. held a work detail last Sat. for 4 hrs. went over all equipment
 - c. Upgrades to radios to communicate with Mercer County, \$300.00 per radio, there are about 10 radios right now. Chief Mathis will work on upgrades in house.
 - d. Pricing of equipment for Chief's vehicle.

Board of Fire Commissioners

South Brunswick Fire District #3

- e. Captain Lane working on hose. Looking at demo lengths, pricing on high combat hose.
- f. Speaker mics for radios. Recall on radios is expired \$138.00 to replace cracked case, for radio that was not returned from an inactive member on time.
- g. February drill laptop computer training, training for per diem staff during the day.
- h. 3 new membership applications, 1 has all qualifications.

10. OLD BUSINESS

- a. Fire Co. has not responded on Employee Handbook.
- b. First fingerprint reader returned, new one ordered from another company working well will be in place by next meeting.
- c. Have not heard any more about suspicious activity in the firehouse, Fire Co. will put in surveillance cameras.
- d. Commissioner Racanati will continue to meet with the Chief.
- e. Board reviewed Ballot. Need to ask Mr. Braslow about public notice of Chief's vehicle and if it has to go on the ballot.

11. NEW BUSINESS

- a. Election 2/15/14 2-9p.m.
- b. Commissioner Racanati will get voter lists from the Township.
- c. Commissioners Radimer and Racanati will work election from 2-5 and Commissioners Racanati and Eisenmann will work from 5-9.
- d. \$150.00 for backup device for laptop, warranty expired.
- e. Commissioner Racanati redid the website, new website is complete.

12. APPROVAL OF VOUCHERS AND PAYMENTS

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

13. Chairman opened meeting to the public, Lt. Weissman asked if there was any information concerning the district's lawsuit, there was no new information.

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 20:00.

Bradford Radimer, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on February 18, 2014

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 -absent
 - 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 1/14/14 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. Notice from Universal Life Insurance, change in premiums after age 65. Commissioner Luck proposed to go to term insurance, the premium would stay the same the coverage would be \$10,000.00 until age 70 and then would go to \$5,000.00. Motion was made to approve plan 1, with basic coverage of \$10,000.00. Motion passed.
 - b. Waterway- water testing contract filled out by the Chief, \$3,000.00.
 - c. Information from Access Health Systems, physical exams.
 - d. Emergency Equipment sales information.
 - e. December minutes from State Association of Fire Districts.
 - f. Letter from insurance company concerning claim. Mr. Braslow sent letter to insurance company, extension on claim and that he has filed for a consent order to get information.
 - g. Received Workmen's compensation policy, audit is complete.

8. TREASURER'S REPORT
 - a. Report given by Commissioner Agostino Racanati. Copy attached.
 - b. Motion was made to transfer \$60,000.00 from savings account to Checking account. Motion passed.

9. CHIEF'S REPORT
 - a. Report given. Copy attached.

Board of Fire Commissioners

South Brunswick Fire District #3

- b. Lt. Weissman will attend 6 day training class at National Fire Academy.
- c. 2003 truck lights not working, Chief and Captain Rustico made repair. Will check higher voltage electrical connections.
- d. Copy of OSHA Report, received Merit Award.
- e. Replacement of gas meters \$4050.00 for 5 meters, \$3125.00 for calibration equipment total cost \$7172.00. Motion was made to approve the purchase of 5 gas meters at a cost not to exceed \$7600.00. Motion passed.

10. OLD BUSINESS

- a. Waiting for Fire Co. response on Employee Handbook.
- b. Fingerprint Reader installed. Test run for about a month.
- c. Meeting with Chief and Officers and per diem staff. Action items have due date.
- d. LOSAP List posted on February 15, 2014.

11. NEW BUSINESS

- a. Election Results-Christopher Ciabattone and Norman Luck elected as Commissioners for 3 year term, Budget was approved and purchase of a new fire truck was approved.
- b. Key Management System- Commissioner Luck recommended use of a mechanical key management system, insert peg to remove key, cost \$384.00. Motion was made to purchase a key management system at a cost not to exceed \$400.00. Motion passed.
- c. Verizon-Motion was made to authorize automatic bill payment through the Verizon website, monthly usage to be verified by the Treasurer. Motion passed.
- d. Review days off for paid staff next month.
- e. Document retention-Board will work on getting documents together and retain what is needed.
- f. Motion was made for Commissioner Jodi Racanati to take a Grant writers course at a cost not to exceed \$100.00. Motion passed.
- g. Replaced key fob for Andrew Von Emburgh that was approved by email. Motion was made to purchase an additional 10 at \$8.00 each. Motion passed.
- h. District will check into gym membership for paid staff. Must qualify for use, how often they work will determine who is eligible.

12. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.
- b. Payment to N.J. Fire Equipment \$8442.90.
- c. Commissioner Racanati wants to look into a discount on gas meters, Mike Bailey will order.

Board of Fire Commissioners

South Brunswick Fire District #3

13. Chairman opened meeting to the public, George Luck thanked Brad Radimer for his service on the Board.

14. ROLL CALL

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

15. Motion to adjourn at 20:30.

Bradford Radimer, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Reorganization and Regular Meeting
Held on March 18, 2014

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-present
 - f. Commissioner Elect Christopher Ciabattone-present
4. Chairman led the meeting for the flag salute.
5. Christopher Ciabattone and Norman Luck sworn into 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 Jane Eisenmann as Clerk, all votes yes, Motion passed.

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

Motion was made to nominate Christopher Ciabattone as Vice Chairman, all votes yes. Motion passed.

Motion was made to nominate Norman Luck as Assistant Treasurer/ Assistant Clerk, all votes yes. Motion passed.
7. Chairman opened meeting to the public, having no comment from the public, public portion closed.
8. Motion was made to adjourn at 19:10.
9. Motion passed by Roll Call Vote
 - a. Chairman Brad Radimer-yes
 - b. Vice Chairman Agostino Racanati-yes
 - c. Treasurer Jodi Racanati-yes
 - d. Clerk Jane Eisenmann-yes
 - e. Asst. Treasurer/Asst. Clerk Norman Luck-yes
 - f. Commissioner Elect Christopher Ciabattone-yes
10. Regular meeting called to order at 19:10. Commissioner Luck thanked Mr. Radimer for all his years of service to the Board of Commissioners.
11. Roll Call
 - a. Chairman Agostino Racanati-present

Board of Fire Commissioners

South Brunswick Fire District #3

- b. Vice Chairman Christopher Ciabattone-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 2/18/14 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. Letter from Middlesex County, no absentee ballots.
- b. Certificate from Mr. Braslow
- c. Check from Travelers Insurance \$2785.00, reimbursement for Workmen's Compensation.
- d. Memo from Fire Marshall

15. TREASURER'S REPORT

- a. Report given. Copy attached.
- b. Money not transferred from savings account.
- c. 2013 Budget transfers.

16. CHIEF'S REPORT

- a. Report given for February. Copy attached. Water evacuation 41/2 ft. of water in basement.
- b. Training on new laptop computers. Chief contacted American Water for GPS information and flow. testing on hydrants
- c. Radios have been narrow banded, except for Rescue truck, needs to be taken to Midstate to get narrow banded.
- d. 3 company first alarm drill on May 29, 2014 at Dow Jones, have insurance waiver.
- e. Work on landing helicopters.
- f. Captain Lane working on hose replacement.
- g. 4 members will attend N.J. Firefighters weekend April 27, 2014
- h. Chief met with Middlesex County Fire Marshall, they are looking for a
- i. Swift water Rescue Team for southern part of Middlesex County. The county is willing to provide training, equipment and zodiac. Team would be required to respond to all Swift water Rescue calls. There would be no charge to Fire Co. Chief Mathis would like to accept the offer.

17. OLD BUSINESS

- a. No update on employee handbook.
- b. Fingerprint reader installed, trial for a month.
- c. Meeting with per diem staff. Replacement of saws, need at least two, new gear. Key box system in place. Amount of staff members, 2 members

Board of Fire Commissioners

South Brunswick Fire District #3

from March-September and 3 during the winter months, 12 holidays.
Chief will look into when the most calls are.

- d. Motion was made to have 2 paid staff per day starting March 31, 2014 and after careful review, reevaluate after a month. Motion passed.
- e. LOSAP List posted. No communication to board. Motion was made to approve the LOSAP List as posted. Motion passed.
- f. Court order for information for insurance company should have information for insurance company by Friday. Insurance claim extension until April 4, verbal extension until May 4th.

18. NEW BUSINESS

- a. Reviewed 2014 Agreements and Resolutions. Commissioner salaries Chairman-\$500.00, Vice Chairman \$500.00, Treasurer \$1,000.00, Clerk \$1,000.00, Asst. Treasurer/Asst. Clerk \$500.00, technology liaison \$250.00 and insurance liaison \$250.00. Motion was made to approve the 2014 agreements and Resolutions with modifications as necessary.
- b. Proposed Holiday schedule for staff 12 days. New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving and day after, Christmas and day after.

19. APPROVAL OF VOUCHERS AND PAYMENTS

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

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

21. ROLL CALL

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

22. Motion to adjourn at 20:30.

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on April 15, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:05.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-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 3/18/14 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. Bart and Bart contract, question about contract, it should be for the 2013 audit.
 - b. Contract from Mr. Braslow
 - c. Received information from TD Bank, Commissioner Luck is reviewing.
 - d. Copy of lawsuit, more information from TD Bank and Bank of America.
 - e. Bonding company suggests having a forensic audit for 2009, 2010, 2011 and 2012 to see if anything was missed.
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report not given.
 - b. Assistant Chief Luck in attendance.
 - c. Swift water rescue crew needs more information.
 - d. Hose replacement due in June.
 - e. New truck committee meeting April 23, 2014.
10. OLD BUSINESS
 - a. No update on employee handbook from Fire Co.
 - b. LOSAP rules, volunteers who are also paid are not allowed to be LOSAP members.
 - c. Lincoln Financial says you cannot start a new LOSAP account once you start withdrawing, LOSAP rules say you can if you are an active member.

Board of Fire Commissioners

South Brunswick Fire District #3

- d. Commissioner Ciabattone reported on saws need to replace at least 2, need new gear for Bob Clark, shouldn't mix different sets of gear.
- e. 2 members need to be added to fingerprint reader.
- f. New form for equipment check.
- g. Fit test for the day crew, John Luck will look into getting certified for fit testing. Rob Weissman has trouble getting them done during the day.

11. NEW BUSINESS

- a. E mailed President about Fire Co. Agreement.
- b. Received Agreement from District 4.
- c. Sweatshirts-Active Imprints made an adjustment in pricing of sweatshirts to \$282.00 which will include the t-shirts. All shirts would be a cost of \$282.26. Motion was made to approve the purchase of t-shirts and sweatshirts.
- d. Signature form from TD Bank.
- e. Received agreement from Kingston First Aid Squad.
- f. DeptCor price for new office chairs for the paid staff \$316.00 each, \$390.00 each or \$421.00 for the Tuff ergo plus a \$25.00 delivery charge. Chairs have a 5 year warranty. Deptcor will not engage with a volunteer organization. Commissioner Racanati recommends purchasing 3 of the larger chairs in vinyl, \$421.00 each plus \$25.00 delivery, will check with the Fire Co. if they want to buy a fourth chair.
- g. Audit contract with Bart and Bart should be for the 2013 Audit and 2015 Budget, if they do not agree Board will look for another Auditor.
- h. Board will look into changing bank account; new bank must have government insurance.
- i. Bond Company recommends having a forensic audit done for 2009, 2010, 2011, and 2012. The audit would cost about \$4500.00. Commissioner Luck feels the amount of money he documented matches what is missing from the account. Commissioner Luck recommends not going ahead with a forensic audit. Board will look into HFA as a new auditor after information is submitted.
- j. Motion was made to move an additional \$500.00 into the petty cash account.

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.

Board of Fire Commissioners

South Brunswick Fire District #3

14. ROLL CALL

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

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15. Motion to adjourn at 20:35. .

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on June 17, 2014

1. The meeting was held at the Kingston Fire House and called to order by Commissioner Luck at 19:04.
2. Commissioner Luck read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-absent; joined meeting at 19:40.
 - b. Vice Chairman Christopher Ciabattone-absent; joined meeting at 19:25.
 - c. Treasurer – Jodi Racanati -present
 - d. Clerk – Jane Eisenmann -present
 - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present

Brian Wallace from VFIS Insurance attended the meeting to review the District's insurance policies. There are 2 options for the renewal package. Non owned auto liability will cover if someone is responding to a call and gets in an accident premium is \$240.00. The second option is a \$10,000.00 Line of Duty accidental death benefit. Premium is \$132.00.

Mr. Wallace informed the board there are online training programs for VFIS members.

Review of Policies:

Accident and Sickness: Workmen's Compensation for Volunteers, 3 year policy renewal 4/1/16, death benefit \$150,000.00, \$10,000.00 for workmen's compensation. Disability 1st 28 days \$300.00 over workmen's comp after 28 days up to \$900.00 over workmen's comp depending on person's actual income.

Auto: Commercial Vehicle Coverage: Also covers Kingston Ladies Auxiliary and Commissioners of District 4. Public covered if helping volunteers. Covers commandeered property. Coverage is 1 million each accident, 10 vehicles \$500.00 deductible, \$100.00 Chief's vehicles. Additional coverage members residence \$1,000.00, towing and labor up to \$2500.00.

Management Liability: Unintentional release of HIPA, \$50,000.00 legal fees, \$100,000.00 injunctive relief, crisis incident response coverage \$25,000.00.

General Liability: Fire Station \$603,000.00, garage \$26,482.00, blanket for equipment guaranteed replacement costs, flood policy \$1,000.00 deductible, personal property \$190,341.00. Umbrella policy 5 million each occurrence 10 million aggregate, 1 million auto, 1 million 3 million general liability and 1 million 3 million for management liability.

Bond: Coverage of \$300,000.00 for employee dishonesty, public dishonesty \$250,000.00, public benefit per employee \$250,000.00, 1.5 million for treasurer.

VFIS Website click on resources button for information. Vfis.com

4. Commissioner Luck led the meeting for the flag salute.

Board of Fire Commissioners

South Brunswick Fire District #3

5. Minutes for the Regular Meeting held 5/20/14 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. Letter from bonding company asking for information
 - b. Subpoena for Commissioner Luck to testify at Grand Jury hearing on 6/26/14
 - c. Changes for insurance
 - d. VFIS cash value
 - e. Pamphlet from First Responder Insurance
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. 244 at EES for repairs.
 - b. Rescue truck went to Mercer County Airport for Special Olympics
 - c. New member joined in June, fire school first week of August.
 - d. Upgrades on radios, two more trucks
 - e. Participating July 4th fireworks
 - f. Inquiries about Chief's vehicle 2015 coming out late Aug. early Sept. 4 wheel drive pursuit rated. Lights, sirens and consoles \$11,000.00
 - g. Truck committee meetings EES and Pierce
 - h. Rescue truck paint bubbling around window, Fire and Safety looked at it, out of service, must take window out to fix, covered under warranty.
 - i. South Brunswick Chiefs meeting, Fire Co. to provide logistical support in active shooter incidents.
 - j. Problem with radio batteries, they won't charge
 - k. No NJ state contract for hose, no hose on Galveston recommend Continental Key Hose 4 lengths 5 in., 30 lengths, 3 in., 16 lengths 2 ½ in. Cost not to exceed \$24,000.00
10. OLD BUSINESS
 - a. Contract from District 4
 - b. Fingerprint reader working
 - c. Commissioner Ciabattone got form for bank signature
 - d. Will get price for office chairs
 - e. Look into new bank, Chase, Wells Fargo
 - f. Motion was made to purchase new hose from quote prepared by Walt Lane in an amount not to exceed \$24,000.00. 5 lengths 5 in., 30 lengths 1.75 in., 16 lengths 2 ½ in. 30 lengths 3 in., 4-10 ft. 1 ¾ in., 2-10 ft. 2 ½ in. Motion passed.

Board of Fire Commissioners

South Brunswick Fire District #3

- g. 2013 Audit sent to Bart and Bart for audit. Audit contract still incorrect should be 2013 Audit and 2015 Budget.
- h. Commissioner Jodi Racanati needs VIN to check on recall for rust on Rescue truck

11. NEW BUSINESS

- a. Motion was made to accept Commissioner Luck's recommendations for additions on insurance policies. Motion passed.
- b. Commissioner Racanati recommends a committee to work on IAMRESPONDING, Commissioner Ciabattone and Fire Co. to look into it.
- c. Equipment from per diem staff, seven cards missing, need to return cards.
- d. A member of the Fire Co. is working as township OEM coordinator, there is some concern about whose insurance he is covered under, he must declare whether he is working as the OEM coordinator or Fire Co. member.
- e. Motion was made to accept the updated District by-laws that were sent to commissioners by email. Motion passed.

12. COMMITTEE REPORT

- a. Galveston number and list of trucks

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

- 16. Motion to adjourn at 21:10.

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on May 20, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:05.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-absent (joined meeting at 7:15)
 - 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 4/15/14 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. Updated FEMA Memorandum
 - b. Email concerning Financial Disclosure Forms
8. TREASURER'S REPORT
 - a. Report not given. Did not receive bank statement.
 - b. Voucher list presented. Copy attached.
9. CHIEF'S REPORT
 - a. Engine 4 out of service, oil pump gasket leak, transfer case gasket leaking, high pressure line replaced, deck gun readjusted.
 - b. Chief attended Firemen's Show in Harrisburg. Manufacturers will bring new trucks for Fire Co. to look at. New truck committee met twice, they decided purchase should be an engine not an aerial piece; new truck should have new equipment on it. Software Co. I AM RESPONDING can text volunteers to see who is responding to a call \$50.00 set up fee, subscription rates 1 year \$800.00, 3 year \$725.00 or 5year \$650.00.
 - c. Live Burn at Mercer County
 - d. Lt. Ryan to attend Chief's meeting, incident management for active shooter situations.
 - e. Franklin Township is having dispatch issues, dispatch information is transferred to Somerset County creating a delay in dispatching fire trucks, ISO rating lower in Franklin. Chiefs approached Franklin Township about dispatching from the initial call, would require a cad upgrade Franklin

Board of Fire Commissioners

South Brunswick Fire District #3

Township does not have money in the budget, would like to split the cost between 10 Fire Companies.

- f. Chief applied for a grant for \$70,000.00 for nonprofits for security enhancements, exterior lighting, 13 security cameras with remote access, steel doors, and window replacement.
- g. 4 members measured for new gear.
- h. Need to buy hoses by June, Capt. Lane to get quote.
- i. Chief requested access to Mercer County radio system.
- j. Chief, Lt., and Captain attended National Fire Academy
- k. Chief's vehicle-, Monmouth Junction bought a Tahoe, 2015 more stable vehicle, 2015 Tahoes will be available in December.
- l. Chief has not heard back from Mike Gallagher concerning swift water rescues.

10. OLD BUSINESS

- a. Updated employee handbook given to Fire Co. Mr. Braslow said you do not need feedback from the Fire Co. President or V. President. Get feedback from the Chief.
- b. Contract from Fire Co., need contract from District 4.
- c. Finger print reader working.
- d. Commissioner Ciabattone will check on new form for equipment checks
- e. Commissioner Ciabattone needs signature form from TD Bank
- f. Get price on office chairs and cabinet
- g. Check with Chase Bank about new Bank account
- h. Paperwork sent to bonding company.

11. NEW BUSINESS

- a. Galveston contract application, more options than state contract
- b. 2013 Audit, books ready to be handed in.
- c. Rust on tailgate of Expedition, Commissioner Racanati will check on recall for it
- d. Did not receive Audit contract from Bart and Bart
- e. Insurance agent to speak about vehicle insurance at June meeting.
- f. Commissioner Racanati working on Grant writing course.

12. APPROVAL OF VOUCHERS AND PAYMENTS

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

Board of Fire Commissioners

South Brunswick Fire District #3

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

14. ROLL CALL

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

15. Motion to adjourn at 20:28. .

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on July 15, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:05.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-present
 - c. Treasurer – Jodi Racanati -absent
 - 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 6/17/14 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. Notice from travelers insurance.
 - b. New subpoena for Commissioner Luck July 17, 2014.
 - c. Folk Dance group wants to use firehouse on Commissioner meeting nights.
 - d. Rebate from Staples.
 - e. Commissioner Luck requested ream of paper.
 - f. Letter from Belle Mead Claims.

8. TREASURER'S REPORT
 - a. Report given by Commissioner Agostino Racanati. Copy attached.
 - b. Commissioner Racanati will check on cell phone use and order new cell phones for trucks.

9. CHIEF'S REPORT
 - a. Chief talked with Ron Hoffman, Kingston is licensed as a transmission site for South Brunswick, copies of FCC license in the dispatch room. Ron will be meeting with the Chiefs at the next Chiefs meeting. Equipment for paging is limited. S.B. radio system will be at end by 3 years. Quote to replace radio system being worked on. Mercer County radio system migrating at end of the month. Kingston radios tested and ready. Dispatch error from Mercer County dispatch to hospital, Kingston button was not hooked up yet and new dispatcher did not know.

Board of Fire Commissioners

South Brunswick Fire District #3

- b. Fire Co. did not receive Assistance to Firefighters Grant; generator low on priority list, firefighter life safety comes first.
- c. EES coming out to look at Engine 3 power steering unit problem.
- d. 4 Sets of turnout gear came in set up on front of coat reversed, patches need to be changed and add American flag patch.
- e. Hose was ordered, delivery 1st or 2nd week of August, may need a forklift to unload hose.
- f. No new information on swift water rescue.
- g. Chief's vehicle everything is going to be on state contract, N.J. State contract for 2015 August or September.
- h. Chief and Captain going to Baltimore to look at apparatus.
- i. Paint on Rescue truck seen by Lees Equipment, did not receive quote yet.

10. OLD BUSINESS

- a. District 4 contract not received yet, no response to emails.
- b. Fingerprint reader working.
- c. Commissioner Ciabattone got bank signatures.
- d. Commissioner Racanati will get office chair quote, needs to take picture of cabinets.
- e. Look into new bank, list of ones that have government insurance, Capital One, PNC, Wells Fargo.
- f. Commissioner Luck responded to Bonding Company's request for information.
- g. 2013 Audit missing January statements.
- h. No record of recall on Chief's vehicle.
- i. Audit contract still not correct, will have treasurer call, Commissioner Luck will start looking for new Auditor.
- j. Soft copy of overview of insurance policy.
- k. Fire Co. did not receive a written request for committee for IAMRESPONDING.
- l. Board will recommend separating Fire extinguisher inspection, Note to President that the District has paid for all in the past and will request in writing if they would like to separate building extinguishers.

11. NEW BUSINESS

- a. Folk Dance group has requested to use building on Tuesday nights which would conflict with Commissioner Meetings. Check to see if they could change it to Wednesdays. Changes in public meetings have to be advertised.
- b. Capital funding needs voter approval first, capital funding public hearing by Aug. 1. Commissioner Racanati would like to review capital funding for next year will work with Chief on capital plan.
- c. Discuss adding more staff.

Board of Fire Commissioners

South Brunswick Fire District #3

12. COMMITTEE REPORT

- a. Truck committee- Pierce Manufacturing brought 2 trucks to look at. On Galveston contract. Will look at a couple more manufacturers.
- b. IAMRESPONDING computer committee, more information to Fire Co., get quote on cost.

13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills pending check out of turnout gear. Motion passed.

14. Chairman opened meeting to the public, Lt. Weissman asked what the district is going to do about per diem staff not showing up, back up person was asked but did not show up. Procedure is to find back up. Man power log should go out as soon as staff availability is known. Make a reasonable attempt to get back up or try to find a volunteer for coverage.

15. ROLL CALL

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

16. Motion to adjourn at 21:05.

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on August 19, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-absent
 - 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 7/15/14 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. Agreement from District 4
 - b. Letter from Belle Mead Claims requesting meeting. Commissioner Luck met with them, questions submitted back to them.
 - c. Copy of indictment against Mr. Hoens
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
 - b. Check on boots, Commissioner Racanati will check with the Chief about gloves.
 - c. New hose does not need to be tested. 1 year warranty, will test before warranty expires. Get new hose marked and put on the truck.
 - d. CD coming due put into savings account.
 - e. Credit for sales tax charged on cable
9. CHIEF'S REPORT
 - a. Report given by John Luck. Copy attached.
10. OLD BUSINESS
 - a. Received signed contract from District 4
 - b. Fingerprint reader running.
 - c. Waiting for response from Deptcor about office chairs.
 - d. No bank review.
 - e. Hose coming in 8/20/14

Board of Fire Commissioners

South Brunswick Fire District #3

- f. 2013 Audit-LOSAP and bank statements sent to the auditor follow up with auditor to see if he can attend the October meeting.
- g. Rust on Chief's vehicle not covered, get estimate
- h. Audit contract – new contract for 2013 audit, treasurer will review.
- i. New policies for insurance come in September.

11. NEW BUSINESS

- a. Verizon wireless- did not have unlimited texting on Chief's phones. Changed plan to unlimited text and talk.
- b. Extinguisher maintenance-Fire Co. Wants to cover the cost of their extinguisher maintenance. District will purchase water and paper.
- c. Capital funding review-potential purchase of generator as a capital expenditure. Hurst tools \$119,000.00. Scott packs possible for grant. Commissioner Racanati suggested giving a fee to the Grant writer if the grant is received successfully. No quotes for Scott packs. Also need more hose.
- d. Deputy Chief Vehicle needs maintenance.
- e. Reimbursement for Commissioner Luck's trip to Freehold 57.8 miles.

12. COMMITTEE REPORT

- a. Truck committee will meet 8/26/14, Commissioner Racanati asked Chief Mathis to bring up Chief's vehicle.

13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills including the addition of KPS, Verizon and reimbursement of \$32.37 to Commissioner Luck for his trip to Freehold. Motion passed.

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

15. ROLL CALL

- a. Chairman Agostino Racanati-present
- Vice Chairman Christopher Ciabattone-absent
- 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. .

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk



Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on September 16, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-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 8/19/14 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 State Association of Fire Districts
 - b. Notice of increase in fees for Asbury Park Press
 - c. Belle Mead claims continuing to review claim
 - d. Projected budget for Kingston Fire Co.
 - e. Affidavit and resolution for audit. Motion was made for approval of resolution for reviewing the 2013 Audit. Motion passed.
 - f. Information on new auditor.
 - g. Letter from Kingston Fire Co. requesting separate Confires account
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
 - b. \$600.00 to fix Chief's vehicle paint
9. CHIEF'S REPORT
 - a. Report given. Copy attached.
 - b. Hose testing completed. New hose delivered and tested.
 - c. Dispatch- 2 price quotes for paging encoders. New paging in South Brunswick, want to get away from low band transmitters eventually, Chief recommends UHF. Chief recommended waiting. Commissioner George Luck does not recommend waiting to correct the dispatch problem. There is a delay in the dispatch from Somerset County. New system would have

Board of Fire Commissioners

South Brunswick Fire District #3

to switch out radios and get a new antennae, automatic switch from Somerset County to South Brunswick.

- d. Quote on Chief's vehicle, there is a Tahoe on the lot in white which can be painted red. Laptop computer \$3,000.00 lettering \$2,000.00, software license \$400.00, radio interoperability interface \$21,608.10, replacement of lights on Engine 244 \$9158.23, price quote expires September 29, 2014.
- e. Training for Lt. Weissman at National Fire Academy, extensive training. 1 new member in Fire School. 2 or 3 new applications.
- f. November 2, 2014 Live Burn pumping drill with North Brunswick and Cranbury.

10. OLD BUSINESS

- a. Fingerprint reader working.
- b. No reply on office furniture.
- c. Information on new bank, Chase, Wells Fargo, PNC, Capital One. Will look into First Choice in Kingston.
- d. Bonding company rescheduled, Charles Hoens does not have an attorney.
- e. Hose delivered. Hold harmless agreement, Commissioner Luck to check with attorney.
- f. 2013 Audit completed.
- g. Chief's vehicle to go to Coleman for repair, schedule for Oct. 6-10.
- h. Audit contract from Bart and Bart, initial change and send it back to them.
- i. Capital funds review, check on NFPA standards for air bags.
- j. Chief's vehicle serviced.
- k. Letter from Kingston Fire Co. about separate Confires accounts. Check with Confires to see who is on their account.
- l. Clip broken on pager in coordinators room.
- m. Motion was made to go back to scheduling 3 members starting in October. Motion passed.

11. NEW BUSINESS

- a. 2015 Budget for Kingston Fire Co. Received Tax return from Kingston Fire Co. Commissioners and Fire Co. to go over budget.
- b. New email accounts for coordinators.
- c. Shared space for coordinators, monthly charge to store data.
- d. Bullard camera out of service, 2nd camera not working, replace with one from another truck.
- e. Disposal of equipment, check on process to dispose of equipment.

12. COMMITTEE REPORT

- a. Truck Committee met with 4 different manufacturers. Pierce, Ferrara, Seagrave, and Spartan EVI. Demo for Spartan on 9/25/14.

Board of Fire Commissioners

South Brunswick Fire District #3

Stainless steel standard on Seagrave and Spartan.

- b. I AMRESPONDING-Commissioner Ciabattone has the information the committee requested, if purchased this year it must be bought by November, potential to use for inventory.

13. APPROVAL OF VOUCHERS AND PAYMENTS

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills. Motion passed.
- b. Chief's vehicle-Commissioner A. Racanati asked about checking on bringing down the price of painting, consider portable option for incident commanders radio interface, investigate getting spare tire back on Chief's vehicle. Chief's vehicle cost \$58,789.00. Motion was made to purchase Chief's vehicle at a cost not to exceed \$60,000.00. Motion passed.
- c. Motion was made to approve purchase of dispatch encoder system for \$5,000.00. Motion passed.
- d. Lights on engine 244 get state contract price to show that quote received is lower. Motion was made to approve the purchase of new lights for engine 244 at a cost of \$9300.00. Motion passed, 4 votes yes, 1 vote no.

14. Chairman opened meeting to the public.

- a. David Luck commented on District website, Deputy Chief not listed, no 1st or 2nd Captain or Lieutenant just Captain and Lieutenant, zip code error and change link from Facebook to webpage. Board will make the changes.
- b. George Luck informed the board that engine has no hand lights, need 2 batteries, they will be ordered. Also the smell from air conditioner and heater in dispatch room is not from mold and they will be cleaned.

15. ROLL CALL

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

16. Motion to adjourn at 21:45. .

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk



Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on October 21, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:00.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-absent
 - 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 9/16/14 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. Minor accident on 244, waiting for estimate from EES.
 - b. Letter from the prosecutor, status conference on Oct. 27.
 - c. Member resigned from Fire Co. asked to withdraw LOSAP. Request processed.

8. Mike Bart in attendance at meeting to discuss 2015 Budget.
 - a. Kingston Fire Co. requesting \$100,000.00
 - b. Stay with 3 coordinators during the day.
 - c. Can raise \$350,000.00 from taxes, plus tax cap bank of \$68,500.00, \$419,000.00 without CAP referendum.
 - d. New engine down payment in 2015, for purchase of new truck must have voter approval, then put an application to the Local Finance Board. Must have money for down payment and secure leasing information for application and it must be submitted 1 month before their monthly meeting. Need to know apparatus, who you are buying it from and terms for leasing by November. Capital to cover down payment and equipment.
 - e. Board asked Mr. Bart if you can include equipment to go with truck. He said equipment should be kept separate.
 - f. 2015 Budget will be adopted at Dec. 8, 2014 meeting. Need to have the following information for 2015 Budget, current contracts, list of vehicles that can be taken home, make, model and year, and who they are assigned

Board of Fire Commissioners

South Brunswick Fire District #3

to and their position. Do commissioners work for any other public entity, travel expenses for the district and information on LOSAP plan.

- g. Contract with Bart and Bart should be for the 2013 Audit and 2015 Budget.

9. TREASURER'S REPORT

- a. Report given. Copy attached.

10. CHIEF'S REPORT

- a. Ebola information, Lt. Weissman attending an information class, State has for task forces concerning Ebola.
- b. WTH quote for license on additional laptop. Chief went to WTH training session.
- c. Dispatch-old antennas would not work with new equipment, \$7,000.00 to install new antennas. Get quote from another vendor, M&W Communications; get new quote using antennas in front of building. Talk with South Brunswick Township about radio system.
- d. Saws-repair \$85.00-\$100.00. Chief requested permission to buy 3 new saws. Price on rescue saw \$1475.09 from Firestore. Will get quote from another vendor also.

11. OLD BUSINESS

- a. Delivery of new Chief's vehicle Oct. 31st, painted last week, waiting for prospective changes, waiting for equipment delivery. Antennas ordered Chief will pick them up. \$124.70 for radio chargers for vehicle. GPS for vehicle, in dash radio GPS combo-2 price quotes \$40.00 to install camera \$75.00 for camera, \$40.00 to install new stereo with GPS built into it \$960.00 for stereo. Alarm system-reactivate antitheft and daytime running lights, Commissioner Jodi Racanati will check on it with Coleman. Cost of alarm system about \$300.00 plus labor. Front camera \$150.00 records when emergency lights are turned on. Check with CDW. Lettering to be done before lights are put on.
- b. New bank review-Commissioner Luck recommends using First Choice and Capital One. Paperwork to set up accounts at Dec. 8 meeting.
- c. No new information from bonding company.
- d. 2013 Audit complete need to get finished copies.
- e. To dispose of equipment-need to create a resolution to decommission equipment, then you can dispose of it.
- f. Lights on Engine 4-delivery expected any day. Coordinate repair on utility.
- g. Ordered batteries for hand lights.
- h. Fingerprint reader-Commissioner Racanati will review data, keep paper to verify with scanner.
- i. Follow up on office furniture.
- j. Website updated.

Board of Fire Commissioners

South Brunswick Fire District #3

- k. Computer on 244 has red lines on monitor, has 3 year warranty, send back to Panasonic.
- l. Free space for day crew.

12. NEW BUSINESS

- a. Motion was made to approve the purchase of 3 chain saws at a cost not to exceed \$4600.00. Motion passed.
- b. Motion was made to approve the purchase of a radio and camera and a front camera for the Chief's vehicle at a cost not to exceed \$1262.00. Motion passed.

13. COMMITTEE REPORT

- a. Truck committee received preliminary drawing, spec and price next month. Nov. 6 next committee meeting 7:00 p.m.

14. APPROVAL OF VOUCHERS AND PAYMENTS

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

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

16. ROLL CALL

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

17. Motion to adjourn at 21:55.

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting Held on November 18, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:05.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-absent
 - 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 10/21/14 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. Memo from Mr. Braslow for 2015 Budget and resolutions, also temporary budget
 - b. Email from Mike Bart concerning budget numbers
 - c. Information sent to insurance company for repairs on engine 44, \$5,000.00 plus \$500.00 deductible
 - d. Notice to Belle Mead Claims from Mr. Braslow, District will receive \$90,000.00 restitution from Mr. Hoens in February when he is sentenced.
 - e. Copy of plea deal from prosecutor, Mr. Hoens will receive a 10 year sentence, must serve 5 years, plus pay restitution and fees.
 - f. Possibility bonding company will make a settlement.
 - g. N.J. State Association meeting minutes.
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given. Copy attached.
 - b. 1 new member, Don Seigler he is a certified firefighter.
 - c. David Dressel in fire school, he should finish next month. Chief requested purchasing gear for new members. Board recommends waiting to purchase gear until they finish their probation period, if gear is available, if not then they will need to get gear.
 - d. Rescue truck back in service, rust on front of truck repainted.

Board of Fire Commissioners

South Brunswick Fire District #3

- e. Received Chief's vehicle on Thursday, taken for lettering on Friday, pick up on Wed. November 19.
- f. New quote for navigation system, backup camera and remote access. \$1555.00.
- g. Received vehicle chargers for radios, \$53.00 each, 4 chargers \$112.00.
- h. New saws in service.
- i. New engine research, made some changes, price \$531,900.00.
- j. Chief requested permission to buy one Blowhard fan \$3390.00.
- k. Chief requested to buy one more K-12 saw at a cost not to exceed \$2230.00, saw \$1700.00 plus accessories.
- l. Assistance to firefighters grant open, new air packs called X-3 contains strobe for color change to indicate air level. New face pieces \$7300.00 each. Need 29 air packs. Air pack, bottle, spare bottle, voice amplifier. \$258,649.92. Required to pay 5% \$12932.50. Chief intends to apply for Grant.
- m. Radio system quote \$10,000-11,000, still looking into repair. Mercer County system Dec 1st.

10. OLD BUSINESS

- a. 2015 Budget-increase of \$100,000.00. Check with attorney about generator, district owned or Fire Co. owned. Commissioner Luck feels contract with Fire Co. is too high. District and Fire Co. to meet to discuss budget.
- b. New Chief's vehicle, cabinet for console.
- c. New bank review at Dec. meeting. Capital One and First Choice need new resolutions.
- d. 2013 Audit hard copies requested, did not receive them yet.
- e. Office furniture, no response back, looked at chairs at Staples. Replace 1 chair \$300.00.
- f. New email system in use. Shared space in the cloud for staff.

11. NEW BUSINESS

- a. Need to transfer \$25,000.00. Motion was made to transfer \$25,000.00. Motion passed.
- b. Motion was made to approve a down payment of \$200,000.00 for the new fire truck and to finance \$350,000.00. Motion passed.
- c. Motion was made to approve the purchase of back up camera and remote access device at a cost not to exceed \$16,000.00. Motion passed.
- d. Motion was made to approve the purchase of a Blowhard fan at a cost not to exceed \$4,000.00. Motion passed.
- e. Motion was made to approve the purchase of a K-12 saw at a cost not to exceed \$2300.00. Motion passed.

Board of Fire Commissioners

South Brunswick Fire District #3

12. COMMITTEE REPORT

- a. Start the Galveston process. Down payment of new truck \$200,000.00.

13. APPROVAL OF VOUCHERS AND PAYMENTS

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

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

15. ROLL CALL

- a. Chairman Agostino Racanati-present
- b. Vice Chairman Christopher Ciabattone-absent
- c. Treasurer Jodi Racanati-absent, left meeting at 20:00.
- d. Clerk Jane Eisenmann-present
- e. Asst. Treasurer/Asst. Clerk Norman Luck-present

16. Motion to adjourn at 20:45. .

Agostino Racanati, Chairman

Jane L Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on December 9, 2014

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:04.
2. Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-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 11/18/14 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. Letter from insurance Co. received check from insurance Co. for \$736,847.75
 - b. Bart and Bart-need to list budget figures on website , also vendors that are paid more than \$17,000.00.
 - c. 3 bills
8. TREASURER'S REPORT
 - a. Report given. Copy attached
9. CHIEF'S REPORT
 - a. Received copies of September and November Chief's Report
 - b. Structure fire at mobile home park
 - c. Fire Co. Elections-2nd Lt. Position Augie Racanati, Captain Lane reelected but declined position, he is moving to Piscataway
 - d. Truck committee meeting, they are making progress, cost of truck \$535,000.00
 - e. Chief's car needs laptop computer,approval for knox box locking system
 - f. Request from Kendall Park and Monmouth Junction permission to share use of gas meter testing equipment, split the cost between 3 departments. Fit test equipment shared also.
 - g. Damage to chief's car when GPS stereo installed. Will be fixed, Prizatelli to pay for damage
 - h. 3 company drill for blood pathogens January 28, 2015
 - i. Grant program confirmation-missed deadline to apply for Grant
10. OLD BUSINESS
 - a. 2015 Budget reviewed. Approval for new truck cost of \$750,000. 4 votes yes, 1 no
 - b. New Chief's vehicle spare keys and key fobs, need spare keys.
 - c. New bank review, Resolution for opening accounts with First Choice Bank

Board of Fire Commissioners

South Brunswick Fire District #3

- d. M&W tested paging system, have not heard back from them yet.
- e. Office furniture-purchase new chairs from Staples.
- f. Discussed Employee Handbook with Mr. Braslow, most of the time Chief and Deputy Chief are not per diem members, need to look at this more closely, if per diem Chief and Deputy Chief are not officers unless there is a call.
- g. Contracts and Agreements-will get the latest contracts Mr. Braslow sends to Fire Cos.
- h. Need copies of Bench Test results.

11. NEW BUSINESS

- a. Knox Box wifi version \$895.00 software \$245.00, non wifi \$553.00 software \$245.00. Motion was made to approve the purchase of the Knox Box with wifi at a cost not to exceed \$1200.00 as long as it is compatible with the Fire Co. system. Motion passed.
- b. Motion was made to approve the transfer of \$1,000.00 to petty cash account. Motion passed.
- c. Motion was made to approve the opening of new bank accounts at First Choice Bank, two checking and one savings account. Insurance check for \$736,847.75 to be deposited into savings account. Motion passed.
- d. Motion was made to empower the Asst. Treasurer to transfer \$2,000.00 to open checking account. Motion passed.
- e. Motion was made to approve the 2015 Budget of \$1,224,243.00 including capital funding. Motion passed by Roll Call Vote:
Chairman Agostino Racanati-yes
Vice Chairman Christopher Ciabattone-yes
Treasurer Jodi Racanati-yes
Clerk Jane Eisenmann-yes
Asst. Treasurer/Asst. Clerk Norman Luck-yes
- f. Motion was made to approve a temporary budget of \$70,000.00. Motion passed.
- g. Motion was made to have the authority by 3 committee members to approve the payment of vouchers up to December 20th. Motion passed.
- h. Nomination petitions for election due to clerk by January 22.

12. COMMITTEE REPORT

- a. Truck committee met 12/9/14, made some modifications to truck, acquisition of equipment attached to the truck 5 in. hose, check into lighting package. Satisfied with the vendor. Mr. Braslow said you need to have a resolution for using Houston Galveston. Budget approved, worksheet created.
- b. IAMRESPONDING-meeting at end of September. Met with Fire Co., they are open to implementing the system. System works if everyone uses it. There would be a one time cost for the TV's and hardware, plus a yearly subscription fee, one year \$833.00 5 year subscription \$683.00 per year.

13. APPROVAL OF VOUCHERS AND PAYMENTS

Board of Fire Commissioners

South Brunswick Fire District #3

- a. Motion was made to accept the Treasurer's Report and pay all properly vouchered bills, with clarification on voucher 104. Motion passed.
14. Chairman opened meeting to the public, having no comment from the public, public portion closed.
15. ROLL CALL
 - a. Chairman Agostino Racanati-present
 - b. Vice Chairman Christopher Ciabattone-present
 - c. Treasurer Jodi Racanati-present
 - d. Clerk Jane Eisenmann-present
 - e. Asst. Treasurer/Asst. Clerk Norman Luck-present
16. Motion to adjourn at 20:55.

Agostino Racanati, Chairman

Jane Eisenmann, Clerk