

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on January 9, 2018

1. The meeting was held at the Kingston Fire House and called to order by Vice Chairman Christopher Ciabattone at 19:06.
2. Vice Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-absent
 - 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. Vice Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 12/12/17 were reviewed. Motion to approve the minutes passed.
6. Vice Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
 - a. Personnel Concepts labor law poster
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for December. Copy attached.
 - b. Line officer meeting, determine who is responsible for equipment.
 - c. Working on Firehouse software.
 - d. Posting LOSAP as soon as Chief checks on one member.
 - e. Engine 5 all warranty work done, would not go into pump one time. Haven't heard back about pump not reaching specs.
 - f. Resolution for selling rescue equipment.
 - g. New Homatro pump and hoses in.
 - h. Annual Report for 2017 given. Copy attached.
 - i. Contract for new engine, Feb. 2019 delivery date.
10. OLD BUSINESS
 - a. Truck financing all paperwork in 1st payment due in Dec.
 - b. Check with Auditor or Attorney about corrective action plan for LOSAP. Fire Co. notified points have to be backed up on paper.
 - c. Motion was made to adopt the 2018 budget as presented. Motion passed by Roll Call Vote.
11. NEW BUSINESS
 - a. Election February 17, 2018. Polls from 2-9
Jane and Jodi 2-5

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Norman 6-9

Augie and Chris 5-9

b. Motion was made to approve the Resolution for disposal of equipment. Motion passed.

12. COMMITTEE REPORT

a. Set up meeting with Staff and Janitor.

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 transfer \$1,000.00 to petty cash account. Motion passed..

14. Chairman opened meeting to the public, Cheng Lee a new member to the Fire Co. spoke to the board about Community outreach. He said he did not know that the Fire Dept. was volunteer. He did a presentation to his community and said closer interaction with the communities may be a way to recruit new members.

15. ROLL CALL

a. Chairman Agostino Racanati-absent

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 20:00.

Christopher Ciabattone, Vice Chairman

Jane L. Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on February 20, 2018

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:02.
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 1/9/18 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. Dept. of Treasury-tax exempt bond form
 - b. Hearing for Mr. Hoens April 9.
 - c. State Association minutes
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for January. Copy attached.
 - b. Franklin life insurance up to date
 - c. Vehicle use policy for Engine use
 - d. Requests 5 radio straps 241.00, 5 steel blades 84.40, 3 sets new turnout gear and 1 pair of pants 8742.44 plus shipping
Engine 5 passed pump test, right rear discharge leaking, crew door doesn't close right, fixed portable light charger,
 - e. Early April for KME preconstruction
 - f. Canal dredging project starting in Spring
 - g. LOSAP numbers posted
 - h. Firehouse software took 20 days to get into, start inventory project, NFIRS Reporting, Preincident surveys done on IAMRESPONDING, ESP working with the township
10. OLD BUSINESS
 - a. Computer on 245 did not have broadband access, 10.00 per month for Verizon
 - b. eBay account set up
 - c. Chief and Deputy have new phones

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- d. Budget completed.
 - e. Election Results Agostino Racanati and Jane Eisenmann reelected, budget and Command vehicle approved.
 - f. Truck voucher completed.
11. NEW BUSINESS
- a. Motion was made to approve the purchase of 5 radio straps, 5 steel blades and 3 sets of turnout gear plus one pair of pants. Motion passed.
 - b. Staff requested pay increases, Board discussed a Tier program, need list of qualifications for each tier, Mike Bailey needs to document qualifications for raises
 - c. Have not heard from the County concerning reimbursement for Hazmat requests, will contact Mr. Braslow
 - d. Vehicle use policy, vehicle may be used to go to District 3 and 4 + the Kingston Mall, can use 246 with a full crew present for one member to pick up lunch.
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 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
15. Motion to adjourn at 20:52.

Agostino Racanati, Chairman

Jane L. Eisenmann, Clerk

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Meeting Minutes of the Reorganization and Regular Meetings
Held on March 20, 2018

1. The meetings were 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. Agostino Racanati and Jane Eisenmann sworn in to Board of Commissioners.
6. Motion was made to nominate Jane Eisenmann as Clerk. Motion passed.
Motion was made to nominate Jodi Racanati as Treasurer. Motion passed.
Motion was made to nominate Norman Luck as Asst. Treasurer/Asst. Clerk. Motion passed.
Motion was made to nominate Agostino Racanati as Chairman. Motion passed.
Motion was made to nominate Christopher Ciabattone as Vice Chairman. Motion passed.
Motion was made to nominate Norman Luck as Staff Liaison. Motion passed.
Motion was made to nominate Agostino Racanati as Technology Liaison. Motion passed.
7. Motion to adjourn at 19:11.
8. 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. Tres./Asst. Clerk- Norman Luck -present
9. The Regular meeting was called to order by Chairman Agostino Racanati at 19:11.
10. 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. Tres./Asst. Clerk Norman Luck-present
11. Minutes for the Regular Meeting held 2/20/18 were reviewed. Motion to approve the minutes as amended. Motion passed.
12. Chairman opened meeting to the public, having no comment from the public, public portion closed.

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13. CORRESPONDENCE

- a. No absentee ballots from election.
- b. Premium adjustment for Workmen Compensation

14. TREASURER'S REPORT

- a. Report given. Copy attached.
- b. Business certification from Mr. Braslow
- c. \$40.00 charge from bank, Chairman used wrong credit card, will change and pay by check

15. CHIEF'S REPORT

- a. Report given for February. Copy attached.
- b,. Haven't seen report on pump for engine 5 yet. Discharge and back door not fixed yet.
 - c. Request for 1 nozzle \$1200.00, can't get battery pack for sawzall on Engine 4, will wait on purchasing new one.
 - d. \$70.00 bill for saw repair, they will keep it and not charge if you don't want it back
 - e. KME ordered. April 4 preconstruction meeting.
 - f. Engine 4 air leak will fix when they do preventive maintenance
 - g. LOSAP list posted over 30 days
 - h. Firehouse cloud not calculating properly, sent reports to state
 - i. Thank you to all who covered the station during the snowstorm, 19 volunteers responding and staying, 16 calls

16. OLD BUSINESS

- a. Voucher for new truck, copy of bond
- b. List for staff increases. 4 levels. Forms in individual files. Chief will review head coordinator and store in his office. Motion was made to approve the salary increases effective for the March payroll. Motion passed.
- c. Request was made by a member for LOSAP withdraw. No way to get funds out without complete resignation from the Fire Co.

17. NEW BUSINESS

- a. Board reviewed all Resolutions and Agreements, including resolution from the state. Motion was made to approve all Agreements and Resolutions as presented. Motion passed.
- b. Motion was made to approve the purchase of a new nozzle at a cost not to exceed \$1200.00. Motion passed.
- c. Motion was made to approve LOSAP and Life Insurance. Motion passed.
- d. Motion was made to remove chainsaw from service in lieu of payment of repair bill. Motion passed.
- e. Need to buy new computer for office.

18. APPROVAL OF VOUCHERS AND PAYMENTS

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

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

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20. ROLL CALL
 - c. Chairman Agostino Racanati-present
 - d. Vice Chairman Christopher Ciabattone-absent
 - e. Treasurer Jodi Racanati-present
 - f. Clerk Jane Eisenmann-present
 - g. Asst. Treasurer/Asst. Clerk Norman Luck-present
21. Motion to adjourn at 20:25.

Agostino Racanati, Chairman

Jane L. Eisenmann, Clerk

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South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on April 17, 2018

1. The meeting was held at the Kingston Fire House and called to order by Vice Chairman Christopher Ciabattone at 19:07.
2. Vice Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-absent
 - 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. Vice Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 3/20/18 were reviewed. Motion to approve the minutes passed.
6. Vice Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
 - a. Notice about Labor law postings, poster costs 9.95+ 5.25 shipping
 - b. Request for donation from Ladies Auxiliary
 - c. Travelers Insurance-Work men's Compensation Webinar
 - d. Microsoft Excel courses
 - e. EZ Pass report
8. TREASURER'S REPORT
 - a. Report given by Commissioner Luck. Copy attached.
 - b. 2017 Audit almost complete.
9. CHIEF'S REPORT
 - a. Report given for March. Copy attached.
 - b. Pump test on Engine 5 passed. Paperwork in waiting for repair of backdoor.
 - c. Engine 4 air leak repaired,waiting for PM
 - d. Still working on Firehouse software.
 - e. Computer in dispatch not working, Chief's computer not working.
 - f. Bathroom renovations will start, no bathroom at May meeting.
 - g. Preconstruction meeting, 3 more meetings. Truck should be finished Feb. 20, 2019, made some changes waiting for change order.
 - h. Requests 5 used pagers and 1 mobile radio at a cost not to exceed \$1,000.00
 - i. Have not heard from the State about light
 - j. Lloyd Mathis updated his life insurance.
 - k. Fire hydrant in front of 4469 Rt. 27 has not been repaired since an accident in Feb.

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10. OLD BUSINESS

- a. LOSAP ready to go out.
- b. Policy on truck usage, need to check with Chairman.

11. NEW BUSINESS

- a. Motion was made to purchase labor law poster at a cost not to exceed \$20.00.
- b. Motion was made to approve the purchase of 5 used pagers and a mobile radio at a cost not to exceed \$1,000.00.
- c. Vice Chairman will sign up for Webinar for Workmen s Compensation.
- d. Commissioner Ciabattone requested use of Firehouse to give Boy Scouts a tour on May 6.

12. COMMITTEE REPORT

- a. Confirmation from Houston Galveston.

13. APPROVAL OF VOUCHERS AND PAYMENTS

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

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

15. ROLL CALL

- a. Chairman Agostino Racanati-absent
- 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 19:55.

Christopher Ciabattone, Vice Chairman

Jane L. Eisenmann, Clerk

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Meeting Minutes of the Regular Meeting
Held on May 15, 2018

1. The meeting was held at the Kingston Fire House and called to order by Vice Chairman Christopher Ciabattone at 19:02.
2. Vice Chairman read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-absent
 - 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. Vice Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 4/17/18 were reviewed. Motion to approve the minutes passed.
6. Vice Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
 - a. Check from Penny Arcade Settlement account for \$2.04
 - b. N.J. State Association minutes
 - c. Berkshire bank credit card application
 - d. First Responder self insurance brochures
 - e. Back up bills from Confires and Cental Jersey Power
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for April. Copy attached.
 - b. Request to use Special Services to go to Harrisburg this Friday.
 - c. Captain Rustico would like to use Chief's car to go to NYC on Friday
 - d. Request for Firehouse software, program can be used to calculate points \$500.00
 - e. List of obsolete equipment, request to dispose of
 - f. Fire Co. attending Memorial Day parade in Franklin township on May 28.
 - g. Dispatch issues in Franklin Twp. Did not receive tones for call on Laurel Ave.
 - h. Voucher from Middlesex County made out to Fire Co. Check should go to the District . Chief will purchase foam with it.
 - i. Hurricane season starts June 1.
 - j. Request for 2 reciprocating saws with 2 batteries, not to exceed \$1200.00, 5 in hydrant assist valve not to exceed \$2500.00 and 2 sets of turnout gear at a cost not to exceed \$5,000.00.
 - k. Traffic light back on track

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- l. Firefighters in the pension system need to work at least one day in 2 wk pay period, need to send letter informing them they need to meet work requirement or their position will be terminated. Chief recommends board send letter to inform them, staff meeting with 2 commissioners in June.
 - m. Learning Experience sent Thank You to Fire Co.
10. OLD BUSINESS
- a. 5 pagers purchased., labor law poster purchased.
11. NEW BUSINESS
- a. Motion was made to approve the use of Special Services to go to Harrisburg Expo on Friday. Motion passed. And for Captain Rustico to go to NYC, Motion passed.
 - b. Motion was made to approve the purchase of Firehouse Software at a cost not to exceed \$500e.00 Motion passed.
 - c. Motion was made to approve the purchase of reciprocating saws and batteries at a cost not to exceed \$1200.00. Motion passed.
 - d. Motion was made to approve the purchase of a Hydrant assist valve at a cost not to exceed \$2500.00 .and hydrant adapter for \$170.00. Motion passed.
 - e. Motion was made to approve the purchase of 2 sets turnout gear at a cost not to exceed \$5000.00.Motion passed.
 - f. Letter to staff about working requirements for pension.
12. COMMITTEE REPORT
- a. Working on light bar
 - b. Need to arrange staff meeting
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. Vice Chairman opened meeting to the public, having no comment from the public, public portion closed.
15. ROLL CALL
- a. Chairman Agostino Racanati-absent
 - 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 20:15.

Christopher Ciabattone, Vice Chairman

Jane Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on June 19, 2018

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-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 5/15/18 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. Rodney Haines attended the meeting to review the 2017 Audit..
8. CORRESPONDENCE
 - a. None
9. TREASURER'S REPORT
 - a. Report given. Copy attached.
10. CHIEF'S REPORT
 - a. Report given for May. Copy attached.
 - b. Firehouse software working.
 - c. Fire Co. received check for \$1921.20 for Hazmat gas leak, was submitted as Fire District, check came to Fire Co. Chief ordered 50 gallons of foam with money from the check
 - d. New submission for tractor trailer accident
 - e. Request \$2500.00 for new saw
 - f. Somerset County requested updated medical forms
 - g. No update on new Engine
 - h. Update on proposed command vehicle, meeting next Wed. First Priority will do whole vehicle
 - i. Engine 3 air horn repaired, Engine 4 out of service \$12,000.00 for repairs, ac coolant hoses, lights, steering, 2 front tires and alignment, relief valve, new batteries
 - j. Engine 5 loose wire on gauges, couldn't open hose covers
 - k. Somerset County dispatch issues
 - l. Fire at barber shop on Rt. 27, hydrant in area still not fixed from accident

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11. OLD BUSINESS

- a. Spent under \$700.00 for two saws
- b. Hydrant assist valve ordered
- c. Hydrant adapter in
- d. Turnout gear ordered
- e. Chief and Commissioner Luck will write letter concerning pension Coordinators should use District email for District business
- f. Waiting for replies on staff meeting

12. NEW BUSINESS

- a. Need to rewrite Holiday schedule
- b. Motion was made to approve the purchase of a quick vent saw at a cost not to exceed \$2500.00. Motion passed.

Review new vehicle policy, put all District policies in one folder

13. COMMITTEE REPORT

- a.

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

17. Motion to adjourn at 20:12.

Agostino Racanati, Chairman

Jane Eisenmann, Clerk

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South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on July 17, 2018

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-present
 - c. Treasurer – Jodi Racanati -absent at start joined at 7:15
 - d. Clerk – Jane Eisenmann - present
 - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present

Mr. Braslow attended the meeting. Discussed sick leave legislation and DCA regulations concerning the election, District would need to provide sample ballots which would add additional costs if election is switched to November. Need to contact South Brunswick township about the sick leave.

4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 6/19/18 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. Berkshire Bank credit application and notice about CD
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given by Deputy Chief John Luck. Copy attached.
 - b. Fire hydrant on Rt. 27 has been replaced.
 - c. Meeting with First Priority will meet again in August.
 - d. Engine 4 fixed.
 - e. Somerset County dispatch problem in the Station, M&W came out
 - f. Discuss using Fire Inspectors to respond to Fire calls in South Brunswick
 - g. Request for new stokes basket at a cost not to exceed \$1000.00
 - h. Disposal of echo saw and 2 robo packs
 - i. Update on command vehicle, new tires
 - j. New fender on boat trailer installed.
 - k. Fit test machine needs to be calibrated, 3 year contract \$2,000.00 split between 3 districts
 - l. Kendall Park RIT team for Princeton, loaned them 3 radios
 - m. All air bottles tested and passed.

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10. OLD BUSINESS

- a. Turnout gear not in yet.
- b. Holiday schedule copy attached. Motion was made to approve Holiday schedule. Motion passed.
- c. 244 repairs done
- d. Mr. Braslow will review Employee Handbook.
- e. 2017 Audit reviewed. Motion was made to accept the resolution approving the 2017 Audit. Motion passed.

11. NEW BUSINESS

- a. Motion was made to approve the purchase of a new stokes basket at a cost not to exceed \$1,000.00. Motion passed.
- b. Motion was made to approve a service contract for the Fit Test machine at a cost not to exceed \$700.00.

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, 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-present

15. Motion to adjourn at 20:01.

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 21, 2018

1. The meeting was held at the Kingston Fire House and called to order by Asst. Treasurer/Asst. Clerk Luck at 19:15.
2. Asst. Treasurer/Asst. Clerk read the required statement of compliance with the public meetings act.
3. Roll Call
 - a. Chairman-Agostino Racanati-absent joined meeting at 7:35
 - 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. Commissioner Luck led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 7/17/18 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 of change of address for Travelers
 - b. Request for credit card
 - c. Minutes from N.J. State Association
 - d. Resolution from township authorizing salaries
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for July. Copy attached.
 - b. Notification that new Engine is started.
 - c. Will meet with Sales Rep for new command vehicle in Oct.. order in Dec.
 - d. Dispatch issue resolved M&W put in new antennae
 - e. Fire Marshal John Funchin wants to know if Districts are interested in using Township Fire Inspectors as firefighters, approved by the Township, No cost to the District covered as firefighters under township compensation, District wants to make sure they are certified. They are requesting to borrow 2 Scott bottles from each District.
 - f. Command vehicle and special services fixed.
 - g. Participated in National Night Out and Middlesex County Hose Drill.
 - h. All bottles tested for 2018.
 - i. Box alarms updated in South Brunswick and Franklin.
 - j. Alex Armenti qualifies as firefighter 1, one member attending firefighter 1 and 1 attending firefighter 2

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- k. Hired 2 new firefighters.
 - l. Computer problems mostly fixed.
 - m. Update on traffic light at Heathcote and 27 probably won't happen this year.
 - n. Chief has to do survey for fire on Main St.
 - o. Insurance requests for fire report for fires on 6/19/18 and 7/30/18
 - p. Bathroom renovations complete.
 - q. Engine 5 light loose on step, some LED lights out on step
10. OLD BUSINESS
- a. Hydrant assist valve not in yet, adapters are in
 - b. Stokes basket in
 - c. Fit Test no bill yet
 - d. Turn out gear in and returned
 - e. Quick vent saw not in yet
 - f. Need to reschedule staff meeting
 - g. Employee Handbook will be sent to Mr. Braslow for review
11. NEW BUSINESS
- a. Commissioner Luck was upset that he was not informed by paid staff that they hired 2 new people until 6:30 pm. the night before one was starting to work the following morning. Issues to address with Fire Coordinators 1) working over allotted hours, 2) poor advanced planning 3) Not involving Staff Liaison
 - b. Motion was made to approve the use of Township inspectors to be firefighters as long as they are covered under Township insurance. And to let the Township borrow 2 air bottles. 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 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
15. Motion to adjourn at 20:20.

Agostino Racanati, Chairman

Jane L. Eisenmann, Clerk

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Meeting Minutes of the Regular Meeting
Held on September 18, 2018

1. The meeting was held at the Kingston Fire House and called to order by Chairman Agostino Racanati at 19:02.
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 -absent, joined at 7:15.
 - 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 8/21/18 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. N.J. State Association will honor Roger Potts in Wildwood.
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for August. Copy attached.
 - b. New Engine cab nearly completed, will make trip in about 4 weeks to look at it.
 - c. Will start using Inspectors to answer calls, must make sure they are released before quitting time, so they do not get overtime.
 - d. Chris Armenti qualified for Engine 5.
 - e. Recall for Engine 5.
 - f. Extrication class in Kingston Nov. 9,10, 11.
 - g. District 4 received \$2500.00 grant for traffic light, will call back in October.
 - h. Air leak Engine 4.
 - i. Engine 5 lights fixed.
 - j. Structure fire Kean Court 8/31/18
 - k. Monmouth Junction Commissioner and State Association President Roger Potts passed away.
 - l. LifeMember Viviano Martin passed away.
 - m. Insurance cards in vehicles, could not find registration for Engine 4,need to get replacement.
 - n. October 7 Open House for Fire Co.
10. OLD BUSINESS
 - a. Hydrant assist valve pending.

Board of Fire Commissioners

South Brunswick Fire District #3

- b. Turnout gear not back yet.
 - c. Haven't got bill for Fit Test machine.
 - d. Held staff meeting discussed time cards and log writing.
 - e. Vehicle Use Policy Motion was made to adopt vehicle use policy. Motion passed.
11. NEW BUSINESS
- a. New gear for Chris Armenti. Motion was made to authorize Chief to get new gear for Chris Armenti. Motion passed.
 - b. 2019 Budget, waiting to hear from Fire Co. about what funding they need.
 - c. Received tax forms from Fire Co.
 - d. Check with Plainsboro about using washer and dryers and filling air bottles.
 - e. Need to review Job descriptions.
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 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
15. Motion to adjourn at 20:05.

Agostino Racanati, Chairman

Jane L. Eisenmann, Clerk

Board of Fire Commissioners

South Brunswick Fire District #3

Meeting Minutes of the Regular Meeting
Held on October 16, 2018

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 at 7:21
 - c. Treasurer – Jodi Racanati -absent joined at 7:43
 - 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 9/18/18 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. State Association minutes
 - b. Harassment process received from the Township
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for September. Copy attached.
 - b. Fire prevention sessions conducted at Ying Hua, Learning Experience and Dow Jones.
 - c. Open House held.
 - d. Engine 4 air leak repaired. Waiting on registration.
 - e. 1st or 2nd week of November trip for new Engine
 - f. Vehicle Use Policy being distributed.
 - g. South Brunswick Township asked for mobile radio listing
 - h. Traffic light will not occur in 2018, invoices sent to two townships, then design phase, Kingston part in 2019
 - i. Engine 5 leaking problem
 - j. Hurst equipment in garage, need to move it out
 - k. Need to advertise current Engine 3, new Engine 3 should be in in February, talk to Mr. Braslow about donating old one
 - l. E-Dispatches invoice, emails dispatches \$1147.00 for 12 months 25 recipients, see if trial can be extended to add more users
 - m. Request permission to buy 6 new air packs for new Engine
 - n. Turnout gear received but sent back again for improper fit

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- o. Removed Hector Arroyo from paid staff.
10. OLD BUSINESS
- a. Hydrant assist valve received.
 - b. Turnout gear sizes need to be taken care of
 - c. Staff meeting another date in December
 - d. Fit test pending
 - e. No new gear if purchase air bottles
 - f. Should not be an issue with using Plainsboro washer and dryer and filling air bottles
 - g. Job description for District Fire Coordinator
 - h. Board reviewed 2019 Budget
 - i. Sell Hurst equipment on e bay, need pictures, value, reserve amount, local pick up no shipping.
11. NEW BUSINESS
- a. Motion was made to approve the purchase of up to 6 air packs and bottles at a cost not to exceed \$36,000.00. 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 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
15. Motion to adjourn at 21:20.

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 20, 2018

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-present
 - c. Treasurer – Jodi Racanati -absent, joined at 8:10
 - d. Clerk – Jane Eisenmann -present
 - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present

Auditor Dana Montanelli attended meeting

4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 10/16/18 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. Budget and election timetable, resolutions for adoption and temporary budget.
 - b. Received resignation letter from Andrew Von Embugh.
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for October. Copy attached.
 - b. Engine 4 new registration in glove box
 - c. New Engine making good progress final inspection Dec. 20, finished mid to late January
 - d. Do not have prices for new command vehicle yet, if ordered in Dec. can get a 2018
 - e. Engine 5 water leak on relief valve on rear discharge has been repaired.
 - f. Have not heard about Hurst equipment
 - g. Fire Co. awarded new contract for pole barn but will wait until spring to start
 - h. New air packs ordered , saw \$22274.24, 2010.00 for masks to go with air packs
 - i. Working on two tone dispatch, will text cell phones
 - j. One member suspended for 14 days and one for 30 days.
 - k. Damage to bumper on Engine 5 hit telephone pole
 - l. Background checks on two new paid staff, sent to Identogo, letter to township informing of the hiring, need to let township now when results are back.

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South Brunswick Fire District #3

- m. Several staff members not able to work, may need to hire more people to cover, need to have drivers to cover the entire shift
10. OLD BUSINESS
- a. Board reviewed 2019 Budget.
 - b. Waiting to hear about donating Engine 3.
 - c. Hydrant assist valve and adapter in and installed.
 - d. Turnout gear straightened out.
 - e. Waiting on fit test machine
 - f. Employee Handbook still with Mr. Braslow includes Vehicle Use Policy
11. NEW BUSINESS
- a. Need to contact township about member who injured back in 2016, all medical bills were paid but did not hear from Workmens Compensation
 - b. Motion was made to approve the purchase of masks at a cost not to exceed \$2100.00. Motion passed.
12. APPROVAL OF VOUCHERS AND PAYMENTS
- a. Motion was made to approve 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 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
15. Motion to adjourn at 20:37.

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 11, 2018

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 joined at 7:50
 - d. Clerk – Jane Eisenmann - present
 - e. Asst. Treasurer/Asst. Clerk-Norman Luck-present

Mr. Braslow joined meeting.

4. Chairman led the meeting for the flag salute.
5. Minutes for the Regular Meeting held 11/20/18 were reviewed. Motion to approve the minutes passed. Correction to price of saw should be \$2274.24.
6. Chairman opened meeting to the public, having no comment from the public, public portion closed.
7. CORRESPONDENCE
 - a. Budget notes
 - b. Voucher for Travelers Insurance for Workmen's Compensation
8. TREASURER'S REPORT
 - a. Report given. Copy attached.
9. CHIEF'S REPORT
 - a. Report given for November. Copy attached.
 - b. Command vehicle update, remove camera, remove siren, remove floodlight, price is \$70,150.00 will do it for \$70,000.00, does not include graphics \$2,000.00 - \$2250.00, add computer system and radios if keeping Deputy Chief's car, need 3 antennas at \$80.00 each.
 - c. Ryan O'shea resignation
 - d. Request 5 new pager chargers \$896.60
 - e. New order for saw \$1600.00.
 - f. Would like to get 3 prices before making new purchases.
 - g. Have not received payment from potential buyer of Hurst equipment , will put it back on eBay
 - h. Final inspection for new Engine Dec. 20.
10. OLD BUSINESS
 - a. Board discussed tax rate of 2019 Budget, voted to go with original budget from Auditor

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- b. Received staff meeting minutes from Sept. will have another one in Dec., will have one once a quarter. Board discussed paid staff time sheets, some questions about validity of time sheets, need to keep track of actual time spent
- c. Need to find out what it would cost to set up two tone system and how to set it up.

11. NEW BUSINESS

- a. Motion was made to approve the purchase of 5 pager chargers at a cost not to exceed \$1,000.00. Motion passed.
- b. Set date for next staff meeting the week of Dec. 25.
- c. Issues with time cards not filled out or filled out incorrectly. Time sheets must be submitted everyday.
- d. Motion was made to approve Resolution to adopt 2019 Budget. Motion passed by Roll Call vote.
- e. Motion was made to approve the Resolution authorizing a 14% temporary budget. Motion passed.
- f. Motion was made to approve the Resolution authorizing budget transfers for 2018 budget. Motion passed.

12.

- a. Motion was made to approve the Resolution to meet in executive session.

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 20:50.

Agostino Racanati, Chairman

Jane L. Eisenmann, Clerk