

BOARD OF FIRE COMMISSIONERS DISTRICT NO.9
1222 Green Street
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January 8, 2024

The combined monthly Meeting of the Board of Fire Commissioner of District 9, 1222 Green Street, Iselin, New Jersey, was called to order at 7:37p.m. by Fire Commissioner, M. Rudy under Chapter 231 of the Laws of 1975 with notices posted in the Home News Tribune, on the bulletin board at Fire Company #1 and #2, and at Town Hall as prescribed by law. A salute to the flag was led by the Fire Commissioner followed by a moment of silence.

Roll Call of Commissioners: M. Rudy, D. Thaker, E.A. Mullen, K. Williams, S. Burrows.

Also in attendance were E.R. Mullen, W. Kenney, Attorney representing the office of Carol A. Berle, Esq, the Fire Official Stewart Schmalenberger and Deputy Chief Mary Wertz.

Reports of Committees:

Equipment & Apparatus:

The compressor in House #2 is awaiting a part for replacement. The normal expected completion time to make the part is 6-8 weeks and it is now at the 6 week mark, completion is expected soon.

Hydrants: Nothing to report

Facilities:

J. Cornell is responsible for obtaining additional estimates for repairs to boiler including one expected from Bill Leary Air Conditioning & Heating. Three quotes will be obtained by February. There was an issue with the alarm panel, first thought to have been corrected, which resulted in an evacuation that went to the monitoring company. Air conditioning and heating in House #2 are expected to be installed January 9, 2024. K. Williams requested three quotes for removal of fuel tanks. Two have been provided and the third will be given before the next meeting. Once all quotes have been obtained they will be given to the Attorney, Carol A. Berle, Esq. and will be presented to the Qualified Purchasing Agent (QPA) of Woodbridge Township as each quote is expected to be over \$1,700.

Communications & Equipment:

Tablets are in working order and are awaiting reprogramming for 9-3-2. Printers are currently down township wide.

Fire preventions:

The Fire Official Report was submitted by the Fire Official, Stewart Schmalenberger, who advised the year was closed out. He explained there was a call to the APA Hotel Woodbridge on December 24, 2023 in which they lost sprinkler water. A fire engine was sent out and used for 10 ½ hours. Three members were needed for a fire watch. Payment in the amount of \$3,259.90 is expected from the hotel. The Fire Official was able to educate the manager of the hotel on why the fire watch was needed. It was explained that they would not be able to run at full capacity. The mayor, business administrator and construction administrator were in attendance at the hotel because of the issue. No new requests were made. A previous request made for the purchase of a Milwaukee telescoping light was reiterated as well as the issue with 9-3-8-3 radio. A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (M. Rudy, E.A. Mullen, S. Burrows) to accept the Fire Official's report.

Legal & Insurance:

The attorney reminded the board that a request for proposal (RFP) will need to be given to general counsel. Mr. Rudy had a question in regard to how to proceed with the pick-up truck. It was advised that the board could approach the QPA directly and would not need to involve general counsel first. Mr. Kenney advised the 2022 audit should be in the process of being finalized. In order for the state to accept the audit for 2022, all recommendations will need to be addressed. An action plan will need to be drafted with specific steps to clear deficiencies and answer each recommendation in order to be accepted by the state. He is also working with workers compensation about the audits of policies for 2023.

Deferred Business:

The old 9-3-1 Chief's car was auctioned on Municibid.com and was purchased for \$11,350. It was noted that after the title has been signed, the license plates will need to be removed. There are lines identified by Verizon Wireless that Brian Austin must verify before those circuits are terminated.

New Business:

Gear fittings occurred the evening of January 8, 2024.

A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (M. Rudy, E.A. Mullen, S. Burrows) to authorize the CME Associates bid of \$3,000 to oversee the furnace project. Mr. E.R. Mullen presented information that was discussed in the Joint Board meeting held the previous day. Staff Director, Patrick Kenny, will be leaving his current position in March. At the board meeting P. Kenny expressed concern that there will be no one with his experience in FEMA related claims on the board in the future. Continuity Operations Group, LLC (COG) made a presentation at the meeting

going over the services they offer and their expertise in these matters. Mr. Mullen noted an emergency could happen at any time, such as the storm that damaged the Henry Inman Library. FEMA closed out the claim pertaining to the library and companies like COG could assist in obtaining the \$1 million needed for repairs. The company can write grants to help obtain funds and charges \$150 per hour when used, however does not charge a retainer. Copies will be made of the proposal for the commissioners and attorney to review.

A quote was present by E.A. Mullen for scheduling/paid time off software, VCS. The cost per year is \$444 which is \$111 per user and includes a free 1 month trial. It was decided it was best to make use of the trial period and decide on software at the next meeting.

Bills:

A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (M. Rudy, E.A. Mullen, S. Burrows) to pay for all bills for December 2023 in the total of \$86,546.10.

Communications:

A memo dated January 2, 2024 from B. Kenney to Fire Company President, E.R. Mullen and Fire Chief, A. Harland in regard to the status of 5 applications the fire department has received. Mr. Mullen went over the details of the memo and everyone was given a copy. There is an open request from Melissa Joseph concerning property at 835 US Highway 1 South of which was responded to by the fire official. Copies of these items were provided to the commissioners: fire prevention report that lists all the activity for the previous month, bill sheet, chief's report and copy of the joint board meeting minutes which contains the minutes from November. A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (M. Rudy, E.A. Mullen, S. Burrows) to accept all notes.

Chief's Report:

The Report was presented by Deputy Chief, M. Wertz. There are no pending driver qualifications. Membership applications are incomplete on the report. In the area where it currently says pending, that information can be obtained on the memo dated January 2nd. There are no additional equipment requests. A motion was made by E.A. Mullens and seconded by S. Burrows with everyone in favor (K. Williams, D. Thaker, M. Rudy) to accept the Chief's Report. Mr. Kenney inquired about the fire academy schedule. The schedule has been obtained, however a certificate of insurance is needed for both Middlesex and Somerset counties. Somerset academy has been scheduled for a live burn. Discussion was had on which new members have been signed up and the 3 pending people who need to be scheduled. One gentleman in need of a size 15 boot has been received, is in the correct size and in service. A few members were unable to make the gear fitting. It was noted that once everyone is fitted a secondary equipment list will be made. Mr. Rudy brought to everyone's attention that a SafeT representative will be in town so the necessary items can be scheduled.

Joint Board:

Joint Board Meeting was held January 7th. Items of note: Continuity Operations Group, LLC presentation, discussion of the fire trailer was deferred until March, ICS 300 classes and a class on Taking Care of Your Own will be held within the America Irish Association Building in Avenel.

Health & Safety: To be discussed in March.

Public Discussion: None at this time.

At 8:16p.m., a motion was made by K. Williams and seconded by S. Burrows with everyone in favor (M. Rudy, D. Thaker and E.A. Mullens) to adjourn the meeting.

Minutes taken by:

(Mrs.) Rashawnda Jimenez