

BOARD OF FIRE COMMISSIONERS DISTRICT NO.9

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May 14, 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 7:07p.m. by the Chairman 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 Chairman followed by a moment of silence.

Roll Call of Commissioners: E.A. Mullen, S. Burrows, M. Rudy, K. Williams and D. Thaker
Also in attendance, W. Kenney, Fire Official S. Schmalenberger, Deputy Chief M. Wertz, Attorney Lonnie J. Hinton, Jr, Esq, Purchase Agent M. Rivera and VP of the Fire Company K. Wertz

This is a regular monthly meeting.

A motion was made by K. Williams seconded by M. Rudy with everyone in favor (E.A. Mullen, S. Burrows and D. Thaker) to pay the bills for April 2024 in the total amount of \$146,815.26.

Reports of Committees:

Business Administrator Report:

Equipment & Apparatus: There have been emails back and forth with the company working on the air truck. No update 9-6 brow was repaired. The 24 ft ladder failed and replacement was ordered. The issues with a hydraulic leak and two wells on a bracket for the water way were both repaired. The window for the driver's door on 9-2 was ordered as well as the door alarms. The mirrors were repaired on 9-5. The compressor in House 2 is up and running. The headlight on 9-2 was repaired. All gas meters were calibrated, 2 sensors failed and were sent out for repair and the failed gas cylinders came back. The reported gas leak on 9-5 was repaired. The hydro ram needs to go out for service. There are various issues with o-ring valves.

Hydrants: no issues

Facilities: Trees have been cut

Communications & Equipment: CME will a proposal with specs and it will need to be reviewed by an engineer before is it provided to the board. The cost at this time is not known. Fuel tanks are pending. The plumber has been to the fire house a couple times to address the two drains as the back drain is clogged. One sprinkler had an issue turning on, a valve inside the part was repaired.

Legal & Insurance: The insurance claim for 9-3-2 was processed. Workers compensation claims for two employees were filed and in process.

Old Business: Verizon has terminated 11 circuits. The next step is to see if any circuits will be restored. The bill for having those lines should not decrease. Mr. Williams advised that he had spoken to someone at Verizon in regard to the lines that were no being used, but had been charged for. The person advised they may be able to go back up to 7 years and receive a credit. Mr. Kenney will inquire about the credit. The lines in question go directly to House 2, the old 1st aid in Fords and to Main St. The lines were tagged and shut off. No one advised of any issues so the lines were then cut. It was asked to make sure to look into it as it was a substantial amount of money.

A motion was made by M. Rudy and seconded by D. Thaker with everyone in favor (E.A. Mullen, S. Burrows and K. Williams) to accept the business administrator report.

Fire Official Report:

During the month of April all assigned inspections and investigations were completed. There is a new request for 3 membership dues for the International Association of Arson Investigators in the amount of \$444. There will be fire drills in all the office buildings.

A motion was made by K. Williams and seconded by S. Burrows with everyone in favor (E.A. Mullen, M. Rudy and D. Thaker) to accept the fire official's report.

Chief's Report:

Nothing at this time.

Deputy Wertz advised there are no issues with driver qualifications for 9-6 and it will be signed off. A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (E.A. Mullen, S. Burrows, and M. Rudy) to approve L. McGuiness.

General Discussion:

House 2 lights have been completed. The epoxy is fully dry. The units are all different so the remote has to stay with the truck as each box is programed different. The door openers can stay with the truck. The police report has been received in regard to the accident with 9-3-2. The insurance company of the other party will be turned over to out carrier as the other driver failed to yield the stop sign. Currently 9-3-2 is a total loss valued at \$9,800 with a payout of \$8,00 because of the \$1,000 deductible. The

insurance representative advised they will take the car so to clean it out, provide the title and keys. A separate check will be issued for striping and letters for new vehicle, the cost of having equipment moved to new vehicle. The cost of new equipment will not be covered. The gas meter has to be changed. In insurance company knows it will take a while for a new vehicle to be purchased. East Coast will provide quote for removal and install. A resolution was written for a 2024 PPV and it was advised there is another vendor that has an SSV which has bigger suspension and is approved from fire use. A bid will be obtained and the vehicle is available for \$15,000 less. The lighting from the 9-3-2 will not be used on new vehicle as it is not current..

Each commissioner is to review and provide any notes on employee handbook draft. It was noted by the attorney that any notes should be relined or tracked within the document so notes can be easily seen.

Audit corrective actions are being implemented. The 2023 audit is in process and extension will be filed. There is no new news on H2M.

The 6 laptops are programmed. There is no update on the website.

The vendor claimant form has been provided and the primary use is for vendors or large companies that don't have staff to sign purchase orders. The original must be provided, are encouraged to signed with blue ink and must renew every year. Commissioners are to adopt it.

Annual bid documents will go out for legal and inquires will be made to see if there is a need to seek qualification for other lines of service.

A bid needs to be put together for the fire apparatus. It's a service that should go out for bid every couple of years. In the next month a bid will be put together for the diesel exhaust removal system for House 1 and House 2. The 2024 Chevy Tahoe SSV bid will be worked on as well.

Communications Report:

There is an open public records request from Selena Williams in reference to 100 Middlesex/Essex turnpike. The fire official has received it and acknowledged the request. A copy of the financial report from the joint boards was provided. The bureau report and the board's financial report was also provided. A motion was made by M. Rudy seconded by S. Burrows with everyone in favor (E.A. Mullen, K. Williams and D. Thaker) to accept the communications report.

Old Business: None at this time.

Joint Board:

OEM is being broken into 4 sections. There are going to be two liaisons for the fire branch. A training opportunity is coming up and a couple of districts are not in

compliance for paying dues. For the fire company, the PSO benefit beneficiary is to be updated every year for the form because in the event it is needed the form will go to the justice department.

Health & Safety: Nothing to report.

Resolutions:

A motion was made by K. Williams and seconded by M. Rudy with everyone in favor (E.A. Mullen, S. Burrows and D. Thaker) to table 3rd resolution to next month.

1st Resolution: RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS WOODBRIDGE TOWNSHIP DISTRICT 9, COUNTY OF MIDDLESEX, NEW JERSEY REAPPOINTING MARIA J. RIVERA AS QUALIFIED PURCHASING AGENT PURSUANT TO N.J.S.A. 40A:11-3A AND N.J.A.C. 5:34-5 ET SEQ. This allows the bid threshold to increase from \$17,500 to \$44,000 and the quotation threshold to increase from \$2,226 to \$6,600. The board will approve windows contract, those are all contracts between \$17,500 and \$44,000. All are in favor.

2nd Resolution: RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS WOODBRIDGE TOWNSHIP FIRE DISTRICT 9 TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY (ESCNJ) Once enrolled it is a lifetime membership.

A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (E.A. Mullen, S. Burrows and M. Rudy) to approve resolutions 1 and 2.

Public Discussion:

There will be separate websites for the fire company and the board. In regard to the fire company website, the present person that take care of the website will be removed and the reassigned to Deputy Chief Wertz. She will be added as an administrator to gain access to the website. The current person will continue to take care of the board website.

A motion was made at 7:47pm by K. Williams and seconded by S. Burrows with everyone in favor (E.A. Mullen, M. Rudy and D. Thaker) to adjourn the meeting.

Secretary
Board of Fire Commissioners, District #9

Minutes taken by:
(Mrs.) Rashawnda Jimenez