

BOARD OF FIRE COMMISSIONERS DISTRICT NO.9
1222 Green Street
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September 10, 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 7:02 p.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 Fire Commissioner followed by a moment of silence.

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

Also in attendance were W. Kenney, Fire Official S. Schmalenberger M. Wertz Fire Chief, Purchasing Agent M. Rivera, Board Attorney D. DiYanni and Fire Company Vice President Wertz.

This is a regular monthly meeting.

A motion was made by K. Williams and seconded by D. Thaker with all in favor (E.A. Mullen, S. Burrows and M. Rudy) to accept previous meeting minutes.

Reports of Committees:

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 pay the bills for the month of August in the amount of \$126,673.02.

Business Administration Report:

Equipment & Apparatus: 9-3-4 is being painted. Painting. 9-2- pump and brakes have been completed, AC has been completed and sensors will need to be replaced. There was an issue with scanner codes, the shop is unsure of what is wrong and will have more information by the end of the week. 9-2-4 parts have been ordered. A hose on a compressor is house 2 was replaced. 9-3-2 will be picked up next week. Pump testing completed except for 9-2. Post testing was also completed. Vehicle 9-2 had an accident and insurance will provide an estimate as the vehicle cannot be driven. A place will need to be found for 9-2 to have pump testing done when repairs are complete.

Hydrants: Nothing to report.

Facilities: CME spoke with board and are hoping to have specs next week. Printers are on order. The springs on the bay door have been repaired. When the ladder truck was backed in during testing, it damaged the springs. The springs on bay 4 had to be switched in order for the truck to remain because the bay did not lock. The 18-20 feet long spring was damaged.

Communications & Equipment: Nothing to report.

Legal & Insurance: Additional information will be provided to the auditor.

The insurance company is going to come and get the paperwork for the 9-2- claim that has been processed. The license plates and keys need to be given. There is a workers compensation claim for one person and is currently being processed.

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

Fire Official Report:

All assignments, inspections have been completed for the month of August. There are two outstanding penalties, \$500 for the Days Inn and \$1000 for Burlington. There is a request in regards to an acting fire official, when S. Schmalenberger is out. There should be an acting fire official duties and payment. It was asked what the process is to request acting pay. A form will be needed for when M. Wertz is performing the fire official duties. Is there an amount of time she would need to be performing Fire Official duties before being paid for the acting role? Mr. Williams advised that she would be paid the day she is performing the acting role duties. Mr. Schmalenberger will draft a form to submit to the board for approval. An additional request is to purchase two fire extinguishers, one for 3-7 and one for 9-3-8. Permission was given to order them from an approved vendor. Discussion was had as to who would be able to install them. The land review at Metro Park is continuing. The building crew was met with and is going smoothly. An Extended Stay is being built on Kelly St. Mr. Schmalenberger is making an effort to negotiate with the land owner to use the area where the fruit stand currently is for training.

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

Fire Chief Report:

Live burn is requested at Middlesex Fire Academy for September 25th. Requesting use of 9-3-1 for the convention. Also requested approval for two people to be approved as administrators on the fire company website.

A motion was made by K. Williams and seconded by D. Thaker with everyone in favor (E. A. Mullen, S. Burrows, M. Rudy) to accept the Fire Chief's report as read and make it a part of the permanent record.

Fire Company:

There is a request to add an addendum to the work crew mutual services agreement. Under section 4 it states the hours the work crew shall be, and they would like to make those hours from 11pm-7am. There are no specific days currently outlined in the agreement but, these hours would be from Friday-Saturday and from Saturday-Sunday and some holidays on a long weekend. There should be enough funds available to carry the rest of the year. An addendum would need to be drafted by the fire company president. It would then need to be signed off on and approved by resolution.

A motion was made by M. Rudy and seconded by K. Williams with all in favor (E.A. Mullen, S. Burrows and D. Thaker) to accept an addendum to amend work crew hours upon attorney review.

Topics of Discussion:

Mr. Burrows provided an updated on new website. He advised the federal cyber security agency, CISA (Cybersecurity and Infrastructure Security Agency) determines .gov websites. The board has been approved and the new domain is, Iselin9firenj.gov. It follows the required parameters. Now that the domain has been obtained, it will need to be translated to email accounts by the IT company that will be building the website. Once completed the emails going to the old email addresses will be forwarded to the new one, so two emails are not being maintained. The platform that houses fire company website, Fire House Solutions, was asked to provide a quote to set up the website and provide service for the 1st year was \$1,698.40. The annual renewal fee is \$904.40.

A motion was made by S. Burrows and seconded by K. Williams with everyone in favor (E.A. Mullen, M. Rudy and D. Thaker) to approve the current vendor to set up the website in an amount not to exceed \$1700..

In regard to the underground storage tank close out E.A. Mullen forwarded site investigation documents provided by H2M. There is a revised invoice and additional bills to be paid. Mr. Kenney needs to obtain invoices. Vouchers were sent but, not invoices for them. There are 3 invoices already in the bill list and are strictly for the removal of the tank. Additionally, there is a contract from last year..

In Regard to House 1's rear HVAC system, contract in place with CME. Attorney has signed and the purchase agent will also need to sign Working on spec to come out and then will be advertised.

2024 AUDIT UPDATE: They are coming to look at 'x' amount of checks. Mr. Kenney is currently trying to put together checks and vouchers.

Plymovent system installation is scheduled for November 18th and the date is for both firehouses. There are taillight modifications that need to be made to 9-2-4. Mr. E.A. Mullen will need to get a different person to elongate tailpipe.

Mr. E.A. Mullen went to both fire houses in person with the township. He was shown where the wires ran. A lot of the districts are switching to the township internet and phone. It was proposed to do the same. More information will be obtained in regard to voicemails.

There was a request submitted to the board by the police department to house a power bus, which is day time hours at House 2 because they are hiring township EMT's. They are requesting to staff a power bus possibly starting on November 1st. This was something that was brought up at the joint board meeting. They advised whatever needed to be done to obtain access to House 2, like a key fob activated door, they would do.

Mr. E.A. Mullen advised additional items to discuss. He got quotes for fire district t-shirts and he would like to do bulk order with the uniform budget. It's \$2000 for 100 shirts, so that they can be issued out as needed. . A motion was made by K. Williams and seconded by M. Rudy with all in favor (E.A. Mullen, S. Burrows and D. Thaker) to approve the purchase of the t-shirts not to exceed \$2500.

Upgrading SCBA brackets in two engines.

Legal:

The Open Public Records Act, OPRA, has been amended and an action item for October involved adopting the GRC's. There will need to be a formal resolution adopting the new form for the GRC. There is information the board is required to have legally on the form.

Resolutions: None at this time.

Communications:

A letter from the Fire Official going to Burlington Coat Factory in regard to penalty in the amount of a \$1000. Correspondence between Commissioner Mullen and H2M to close out.

Letter coming from the state of New Jersey reducing the amount of penalty down to \$22,500. Fire District State Association memo stating they are having a meeting in Wildwood at 1pm Bureau report, financial report, chief's report and joint board documentation. Motion by M. Rudy and seconded by D. Thaker with all in favor (E.A. Mullen, S. Burrows and K. Williams) to accept the communications report.

Joint Board:

The use of Easy Pass was discussed. The police department was hit with a fine for misuse of non-revenue funds. Usage is being scrutinized. As of now anything charged after p.m. is considered not business. An easy solution, do not take vehicles home, only in an emergency. Non-revenue is only for official use. The opinion is to just use all revenue to avoid any issues.

The fire district should have tags that are regular use. Vehicles can be set up with an account, vin number and plate of each vehicle is the fleet can be added.

Old Business: None at this time.

Additional discussion:

A proposal was shared by M. Rivera in regards to the request for proposals form for excess of an the amount of \$66000. At lease 2 quotes would be needed for amounts exceeding \$6600. There is specific verbiage needed at the bottom of the document for professional services. The company needs to acknowledge all requirements.

Commissioner E.A. Mullen congratulated M. Wertz on being the 1st female fire chief and 4th explorer to reach the position of chief! All members of the board joined in the congratulations.

Public Discussion: none

At 7:53p.m., a motion was made by S. Burrows and seconded by K. Williams 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.) R. Jimenez