

BOARD OF FIRE COMMISSIONERS DISTRICT NO.9
1222 Green Street
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December 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 7:03p.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, S. Burrows, M. Rudy, K. Williams. D. Thaker is excused. Also in attendance were W. Kenney, Fire Official S. Schmalenberger, Purchasing Agent M. Rivera, Board Attorney D. DiYanni and Fire Company President E.R. Mullen, Deputy Chief Kennedy.

This is a regular agenda meeting.

A motion was made by M. Rudy and seconded by S. Burrows with everyone in favor (E.A. Mullen and K. Williams) to accept the meeting minutes through November.

A motion was made by K. Williams and seconded by S. Burrows with everyone in favor (E.A. Mullen and M. Rudy) to approved the bills for November in the amount of \$34,231.52.

Reports of Committees:

Business Administrator Report:

Equipment & Apparatus: Cummings was in and there was an issue with setting up an account. They were able to clear the codes and change the filter on 9-2. Currently waiting for 9-6 to come back and then it will be send for body repairs when the parts come in. Things to be addressed on 9-6: pump packing, valves, and anti-freeze hoses. 9-2-4 has 4 valves not working. It was advised to leave the damage on 3-3 because it was minor and it is difficult to get the parts at the moment. The rear damage on 9-2-4 has been fixed. Once 9-3-8 back from body repair, it will need to be sent out for decals. All equipment and apparatus tagging is complete.

Mr. Williams spoke with the person doing the lighting, they have everything they need an expect the truck to be finished by the end of January.

Hydrants: Nothing to report.

Facilities: Door Works came out to fix an issue with the bay doors. One of the breakers popped open on a unit. The company that came out to fix issue was asked to walk through both fire houses for potential issues. A proposal was provided, to repair/fix all the weather stripping, general maintenance and taking care of the tracks for House 2 is \$1,714. For House 1 repair/fix all weather stripping, lubricate bay doors and frayed cables is, \$2,150. 9-6 bay is starting to fray, however this is included in the quote.

A motion was made by M. Rudy and seconded by S. Burrows with all in favor (E.A. Mullen and K. Williams) to approve both payments.

HVAC update later.

Communications & Equipment: None at this time

Legal & Insurance: In communication with auditor. The insurance claim for 9-2 has been resolved and awaiting the completion of repair. The settlement for 9-8 has been received. Previous workers compensation claims are complete. There is an additional workers compensation claim.

There is a bid from a landscaper. Their price has stayed the same for the last 4-6 years. The quote is not over \$6,000. It is an itemized quote based on what is needed. It was noted that during a state of emergency an emergency approval can be made. Rates were supplied for both winter and spring. At roughly \$990 per month from April- November, two additional quotes will be needed.

A motion was made by K. Williams and seconded by M. Rudy with all in favor (E.A. Mullen and S. Burrows) to award a contract to Quality Landscape not to exceed \$6,600 for snow and salting for the 2025 year.

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

Fire Official Report:

All fire inspections were complete for November. During the course of the month there were 3 investigations: a brush fire caused by illegal fireworks, a brush fire within Merrill Park of which the Middlesex County Fire Marshal's Office were investigating, and on the 21st was the McGuire St. fire. This fire included the original fire build along with 6 surrounding buildings. The ongoing investigation is being done by the Woodbridge detectives.

The Annual International Arson Investigators Conference will be held April 6-11. There is a request for S. Schmalenberger, K. Wertz and M. Wertz to attend at \$900 each. If it is approved by the board, the hotel will be obtained and further numbers provided.

A motion was made by K. Williams and seconded by S. Burrows with all in favor (E.A. Mullen and M. Rudy) to accept the fire official's report and approve the request to attend the conference.

Chief's Report:

The deputy chief provided the chief's report.

For the month of November there were 49 calls, 11 fires, 3 over pressures, 7 rescues, 6 service calls, 3 good intent calls and 15 false alarms. There have been no fire fighter injuries this month. Year to date there have been a total of 537 calls, 50 fires, 3 over pressures, 49 rescues, 50 service calls, 67 good intent, 190 false alarms. The average number of fire fighters in attendance is 824. The number of firefighters currently enrolled is 32. The number of fire fighters enrolled and currently active is 28. Average percentage of active fire fighters in attendance is 29%. Reimbursement projection for fire fighter response on apparatus was at \$10 for a total of \$2,330. For fire fighter response at station only at \$6, for a total of \$3,392. Year to date total \$38,676.

There are no new requests. Verizon is working on shipping new air cards. Helmets are on back order and gear will be requested next month.

A motion was made by S. Burrows and seconded by M. Rudy with all in favor (E.A. Mullen and K. Williams) to accept the fire chief's report and approve the request to attend the conference.

Fire Company President:

A draft of the mutual services agreement has been submitted for the 2025 calendar year. The only change in the agreement is section 4, E.R. Mullen proposes to staff a firefighter at both fire stations on Friday and Saturday evenings from 11pm-7am. They would provide cleaning and security services. They would be paid the same as the day crew wages, of which an increase was not asked for this year. A copy was provided to the board attorney.

The chairman wanted to note what a great job the fire company did taking care of the apparatus walls. The next step is to get an engineer to look at and replace the floor. There is a correction to be made for the chief's report, there was an injury at the McGuire St. fire. Three of the fire fighters that responded are here tonight, they did what they could under very serious circumstances. There was accelerant used and the person in arrested is still in custody. Whomever called for the 1st alarm, that was the right thing to do.

Topics of discussion:

The audit was not completed today. A portion will have to be uploaded by the 17th.

There are 3 bid response for HVAC. The lowest was Neil Sullivan, they have inhouse electricians and proper licensing. It is recommended that it be awarded to Neil Sullivan.

Is there anything else that needs to go out for bid? The auditing is a professional service that will need bids. Should be able to awarded during the 1st meeting of January. The contract for broker of record can only be kept for up to 5 years. Landscaping quotes, RFP is required for engineering, and may not have been awarded yet, not to exceed \$44,000.

Update on Woodbridge Police EMS 4, there is no shared agreement with Fords, they currently have a gentleman's agreement. Something can be drafted for us, but nothing is happening until possibly the 2nd quarter. The chairman spoke to mayor at the installation dinner in regard to EMS and pilot money to obtain vehicles. He will follow up.

Legal: Nothing at this time.

Communications:

Minutes from New Jersey State Fire District held on Dec 7. Copy of financial report, chief's report and Bureau of Fire Prevention activity report.

A motion was made by M. Rudy and seconded by S. Burrows with everyone in favor (E.A. Mullen and K. Williams) to make the communications part of the permanent record.

Resolutions:

- 1- Resolution accepting and awarding the contract to Neil Sullivan and associates in an amount not to exceed \$92,000 for the HVAC in the back of House 1.
- 2- Authorizing the board to participate in a pricing system co-op for the procurement of goods and services.
- 3- Resolution authorizing \$72,000 in budget transfers.

A motion was made by M. Rudy and seconded by K. Williams with everyone in favor of accepting each resolution and to approve by roll call.

E.A. Mullen -Yes, S. Burrows -Yes, M; Rudy -Yes, K Williams -Yes.

2025 Budget:

One item not under positions is deputy chief. Mr. E.A. Mullen would like to institute adding payment to chief (\$6,000) and deputy chief (\$3,000). These amounts would be \$500 per month for the chief and \$250 per month for deputy chief. Three percent raises for employees were factored in. The operations manager position was cancelled to zero as the position no longer exist. Money is needed for new flooring. Just based on this budget there is \$90,000 taxation..

Apparatus highest priority is the flooring. Will have the engineer look at the concrete as it is a high traffic area. It will need to be done and want to make sure money is stored.

Mr. Rudy asked if all the purchasing happened that needed to. There was discussion of how much money could be moved to each account.

There are two hydrants that have been out of service for two months. The one by Wendy's was struck. It was advised that it is the responsibility of the property owner, not the water company.

No further comments

A motion was made by K. Williams and seconded by S. Burrows to introduce the resolution of the 2025 budget and to approve by roll call.

E.A. Mullen -Yes, S. Burrows -Yes, M; Rudy -Yes, K Williams -Yes.

Public Discussion:

A digitizing company came in and took an extensive look around. A schedule of retention was discussed and will await a quote. Some fire investigation documents are required to be kept as hard copies. Mr. Williams feels it was productive, and has a possible project for House 2. He will follow up with M. Rivera with additional information with vendor details and cost once it is obtained. Decluttering was discussed, cloud storage and analog backup.

Joint board is in January.

Public Discussion: None at this time.

At 7:57p.m., a motion was made by K. Williams and seconded by M. Rudy with everyone in favor (E.A. Mullen and S. Burrows) to adjourn the meeting.

Secretary
Board of Fire Commissioners, District #9

Minutes taken by:
(Mrs.) Rashawnda Jimenez

