

BOARD OF FIRE COMMISSIONERS DISTRICT NO.9
1222 Green Street
Iselin, N.J. 08830
Phone: (732) 283-3636
Fax: (732) 283-4378

January 14, 2025

The combined monthly Meeting of the Board of Fire Commissioner of District 9, 1222 Green Street, Iselin, New Jersey, was called to order at 7:05p.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 has been excused. Also in attendance were W. Kenney, Fire Chief M. Wertz, Purchasing Agent M. Rivera, and Board Attorney D. DiYanni

This is a regular monthly meeting.

Reports of Committees:

A motion was made by S. Burrows and seconded by M. Rudy with everyone in favor (E.A. Mullen and K. Williams) to pay the bills for the month of December 2024 in the amount of \$99,108.45.

Business Administration Report:

Equipment & Apparatus: The air truck will not be here in February, it is waiting for additional parts. 9-6 repairs were completed, door alarm issue fixed, but passenger mirror is 10 weeks back ordered. 9-2 needs repairs for the body. 9-2-4, repairing four valves. 3-8 will be sent out for body work as soon as 3-2 is back.

Hydrants: The water company sent rates for upcoming year.

K. Williams asked if there was any explanations as to why the water taste and looks different. M. Rivera advised she received an email from the Piscataway purchasing agent that it was due to water break was in a particular municipality and it affects Middlesex. M. Rivera will try to obtain additional details as they are working on repairs.

Facilities: The bay doors will have maintenance done. 9-2 remote is fixed. Update on HVAC system: representative was here to plan everything out. M. Rudy spoke with plumber, engineer, etc. Work should start roughly in 2 weeks. The ceiling tiles have to

come down. The electrician installed a temporary heater in the truck house. House 1 was inspected, there were about 8 violation. Fire inspection violations, 8 which is typical normal violations.

Communication: Nothing at this time.

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

Fire Official Report:

There are two new requests, one to purchase PR equipment and membership dues for the Middlesex County Fire Protection Association . Pricing is included in report. K. Williams advised the digital printed covers are a good idea. The tear drop flags are 9ft, can be permanent and used for specific events.

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

Fire Chief Report:

Projects will remain on report for accountability.

There are 3 requests, a hose drying rack, 10 sets of manual ring cutters to be placed in all first aid kits and a 9 inch Milwaukee batter saw to be purchased and tested. The testing would be done to see what the capabilities are before purchasing more. A quote was sent for 2 more tablets that will come with sim cards. The chief trucks will have these new tablets and current ones will be used as backups. There are pending equipment back orders. Some items are from before the new form was created, some requests have been deleted. Everything will be reviewed and a prioritized list of items that were not submitted with that form will be provided. K. Williams spoke with the owner of the Shell on Route 1 about diesel fuel. A list of information was provided to them and K. Williams was told they would have the information back to him in a week's time. M. Rudy advised to look into the WEX Inc., fuel card so that one can be placed in each vehicle to be used in the event it is needed. I would be for apparatus use and not individual use.

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

Topics of Discussion:

M. Rivera obtained a proposal to migrate the purchase system to Edmunds GovTech, which is cloud based. It would make the audit easier as everything would be in one place. The auditor would just need access and it would expedite future audits.

M. Rivera explained there are different modules. The suggested modules to start with are financial and requisition. This would allow her to process all requisitions, get items ready for payment and will set up check processing. The initial set up will be tedious. M. Rivera asked the board if there is any data to convert. What is the current process? Sage is the accounting system and there are a lot of accounts as joint boards are included. There are a number of things the system will keep track of/be able to do: encumber funds once contracts are uploaded, keep track of vendor information, addresses, dates, certificate of employee report, purchase contracts and reports, track spending with a specific vendor and can run commodity reports. Once contracts are collected you can encumber the funds, keep track of vendor information: addresses, dates. M. Rivera advises it's essentially a big system of checks and balances and digitizes everything.

The software service, finances and positive pay would be for 3 years. Cloud hosting would be an additional \$3,000. Professional services implementations is an additional \$1,500. The 1st year is \$15,500, this includes doing the implementation. Thereafter, years 2 and 3 would be \$8,000. The 1st few months would be migrating the information. E.A. Mullen asked if the time it took to move to the new system would disrupt payments and how everything was viewed at the end of the year. M. Rivera advised nothing would be affected and everything should be read as normal at the end of the year. S. Burrows advised the current way is outdated and a streamlined system is preferred to having the commissioners physically come down every time something needs to be done. Items can be approved by commissioners through the system. This system would resolve one of the corrective actions for the audit. M. Rivera advised if updates are needed it can be adjusted based on the needs of the municipality. Edmunds GovTech services companies all over the United States and tailors to the needs of the municipality, however the system it's self is still uniform.

Engineering request for proposals should be coming in this week, the due date being the 17th. There is a temporary fix with electric fans for heating, while waiting for quotes. Mailbox will be purchased through Home Depot. A request was sent for 3 different quotes for lawn care, however there was no response. The current landscape company, Quality Maintenance Landscape provided a quote for \$990 per month from April 1st - October 31st. A resolution will be prepared for both the landscaping and Edmunds GovTech. M. Rivera advised of her proposed work schedule being Tuesday and Thursday from 3:30p.m. -6p.m.

M. Rivera needs additional information like tax ID, employee payroll, etc. to be able to register with the Department of Labor as a municipality to upload projects and then vendors can upload their payroll directly to the website. The engineer that was hired for the HVAC project, CME is still overseeing project.

The statutory 2025 budget hearing will be held next week.

Everything is moving forward to putting an ambulance at House 2. The rooms will need an upgrade and the township will take care of that. Upgrades that will be done include, kitchen, bathroom, cabinets and storage room. Plans would be provided in advance for approval. M. Rivera will reach out to companies for digitization of documents.

S. Burrows advised he needs to be put into contact with the IT company because everything has been completed for dot gov. There are 6 computers that will need to be functional.

Legal & Insurance:

The mutual services agreement was reviewed and a draft was provided. The attorney has reviewed it and prepared a resolution. The commissioners reviewed what was provided. There is no change monetarily.

A resolution for the Board of Fire Commissioners authorizing the 2025 Mutual Services Agreement with the Iselin Fire Company as previously discussed with the president.

A motion was made by M. Rudy and seconded by S. Burrows with all in favor (E.A. Mullen and K. Williams) to approved the resolution.

Mr. Kenney advised the auditor has what they need and will be uploading the documents after getting a response for the previous board attorney with additional information. Two worker's compensation claims are currently being worked on. Two audits are also being completed for the worker's compensation claims.

Communications:

Bulletin received from New Jersey Division of Fire Safety about drones and how to handle them if they crash. Notice from bureau about S. Schmalenberger being out and M. Wertz as acting fire official. Letter going to deputy director about House 2 and the details in regard to the ambulance. The charges from Middlesex Water Company for the 2025 year, \$331,000 with a monthly payment amount of \$27,603. Letter from audit company about workers compensation and deadlines. Notice to proceed to Neil Sullivan and also to CME for the HVAC system. A letter was received from the Middlesex county clerk's office about the election and deadlines. Letter from the business administrator to Carol Berlen, esq. in regard to 2023, any legal issues. The joint board minutes, bill list, chief's report, financial report and bureau report.

Mr. Burrows asked if there was anything of note at the joint board meeting. Joint board meeting. An email is going to be sent out asking for contact information for the designated person handling applications and recruiting. Authorization for \$70,000 for new mac radios.

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

Public Discussion: none

A motion was made at 7:56p.m. by K. Williams and seconded by S. Burrows with everyone in favor (E.A. Mullen and M. Rudy) to adjourn the meeting.

Secretary
Board of Fire Commissioners, District #9

Minutes taken by:
R. Jimenez