

**TOWNSHIP OF MONROE**  
**Board of Fire Commissioners**  
**Fire District No. 2**  
**Minutes of the Agenda and Regular Meetings**  
**Wednesday, June 9, 2010**

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Applegarth Volunteer Engine Company No. 1 Firehouse, Applegarth Road, Monroe Township, New Jersey for an Agenda Meeting.

Chairman Mahler called the meeting to order with a Salute to the Flag at 7:01 pm. Chairman Mahler asked for a moment of silence for all firefighters and military who have died in the performance of their duties.

**UPON ROLL CALL** made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Edward Mitnowsky and Lawrence Reisch. **ALSO PRESENT:** Board Attorney Richard J. Shaklee, Esquire, and Lindsay Lesser, Substitute Recording Secretary.

There were no any career firefighters present.

There were no volunteer firefighters present.

There were six members of the public present: Brian Moore - Epic, John Meeker & Michael McGrath - The Van Dyk Group, Phil Galletta - Sun Electric and Jason Martin.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the April 9, 2010 newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

**AGENDA MEETING**

John Meeker from The Van Dyk is retiring and introduced his replacement, Michael McGrath. Mr. McGrath has been with The Van Dyk Group for 17 years and is very familiar with the funds we are in. He will continue to be in contact with John over the next few years and will be as accessible to us as John has always been. Kathy Carrey will continue to work on our account with Michael.

Due to the fuel depot next to the new building, we may need a rider to the builders risk policy. Commissioner Reisch had some concerns with townships portion of the premium. Commissioner Reisch will notify Michael once the building receives the C of O. Michael will create an invoice detailing the cost breakdown. We can then submit the invoice to the township so that they can pay their portion.

Chairman Mahler asked if there were any corrections to last month's minutes.

Page 1 - Delete the first section under the Agenda meeting section.

Page 4 - First section, first sentence under the Building Committee Report should read - Chairman Mahler reported that chief Carbin, two people from EMS were at the new building and turned on the showers which then flooded the dressing room floor.

Page 4 - Last section, second sentence should read - Spiezle is the architect of record and

may recommend staying with all disabled.

Page 7 - First bullet under the vehicle specs should read - This truck will be 100 foot rear mount climb ladder.

Page 7 - Eleventh bullet under the vehicle specs should read - Gas monitors, defibulator and thermal imaging stored within truck now.

Page 8 - Last sentence of the first section should read - Pierce has independent suspension.

Page 8 - Fifth section second to last sentence should read - Commissioner Reisch stated that the last truck was purchased on a 5 year lease.

Page 8 - Fifth section, last sentence should be deleted.

Page 8 - Sections 6 and 8 should begin with Commissioner Reisch

Page 8 - Section 7 first sentence should read - Commissioner Reisch stated the board will go out to bond referendum.

Page 9 - Third bullet at top should be \$5,000 paid to Furey and Company

Page 9 - Last paragraph, first sentence should read - Chairman Mahler asked Les Barta to speak on the subject of the grant for the radio system.

Page 10 - Last section prior to the Applegarth Volunteer Fire Company the first sentence should read - Chief Carbin reported that they were awarded a grant of \$142,000 for upgrading radios systems and thanked Mr. Martin for pursuing Comcast and Verizon.

Chairman Mahler asked the board to review the Claims against the Board. Danny Medina's eye glasses were inserts for SCBA. Utility bills for the new building have been received.

Chairman Mahler reported that the Treasurer's report, Building Committee update and correspondence will be read at the regular meeting.

Chairman Mahler stated that there will be a closed session tonight.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, the agenda meeting was adjourned at 7:25pm.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

## REGULAR MEETING

Chairman Mahler called the regular meeting to order with a Salute to the Flag at 7:37 pm.

Chairman Mahler asked for a moment of silence for all firefighters and military who have died in the performance of their duties.

**UPON ROLL CALL** made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Edward Mitnowsky and Lawrence Reisch.  
**ALSO PRESENT:** Board Attorney Richard J. Shaklee, Esquire, and Lindsay Lesser, Substitute Recording Secretary.

There were two career firefighters present: Lt. Volkman & Firefighter Grande

There were no volunteer firefighters present.

There were three members of the public present: Brian Moore - Epic, Phil Galletta - Sun Electric and Jason Martin.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the April 9, 2010 newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

## MINUTES

Chairman Mahler asked for a motion on the Minutes.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Ed Mitnowsky, a motion was adopted to approve the minutes of the April 14, 2010 agenda and regular meetings, as amended.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

## CLAIMS AGAINST THE BOARD

Chairman Mahler asked the board to review the claims against the board.

Commissioner Reisch reported:

General Operating Claims Total	\$114,186.82
Capital Project Claims Total	\$208,011.10
Net Payroll Claims Total	\$71,369.98
Total Claims Against the Board	\$393,567.90

May 15, 2010 - June 11, 2010

**UPON MOTION MADE** by Lawrence Reisch and seconded by Glenn Borsuk, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$393,567.90.

**ROLL CALL:** Aye Berkowitz  
Aye Borsuk  
Aye Mahler  
Aye Mitnowsky  
Aye Reisch

### **TREASURER'S REPORT**

Chairman Mahler asked for the treasurer's report.

Commissioner Reisch reported the following as of June 11, 2010

Hudson City Savings Bank:

Unrestricted Funds	\$215,903.86
Restricted Funds	\$404,296.13
Capital Projects	\$584,316.28
Cash on Hand	\$170.00
Total Balance	\$1,204,686.27

### **BUILDING COMMITTEE REPORT**

Phil Galletta, from Sun Electric, stated that he is processing the interconnection paperwork so that when the C of O is received, we can get on the program and start collecting the money. Once the cable is installed into the building, we will be able to take the data from the inverter and have it appear on the screen. Chairman Mahler asked that Phil be available when the kiosk is delivered.

Phil Galletta has his own trading program that he uses. The cost is approximately 5% which is much less than other companies. GATS isn't the only trading company that can be used.

Chairman Mahler asked to do all the building resolutions, as a consent agenda.

Attorney Shaklee read the resolutions, by title, resolutions authorizing change orders GC49 to GC55 for the construction of Halsey Reed Road Fire House/Emergency Medical Services Facility:

- GC49 - in the amount of \$848.00 and is necessary for the furnishing and installation of pressure reducing regulator for truck bay air compressor
- GC50 - in the amount of \$2,086.00 and is necessary for the furnishing and installation of 2 3" combustion air piping systems for hot water heaters
- GC51 - in the amount of \$1,843.00 and is necessary for the supply and installation of the additional air compressor line drops in the tool room and truck bay and installation of two hose bibs in the Mens bathroom/locker and Ladies bathroom/locker
- GC52 - in the amount of \$791.00 and is necessary for the supply and installation of additional electrical outlets, 1 EMS dayroom and 1 Data/storage room for radio and phone equipment
- GC53 - in the amount of \$1,255.00 and is necessary for the modification of

- egress hardware from exterior door of Sprinkler Riser Room
- GC54 - in the amount of \$6,393.00 and is necessary for the supply and installation of 3 fire alarm heat detectors in the truck bay and 3 CO detectors in the sleeping quarters
- GC55 - in the amount of \$2,030.00 and is necessary for the supply and installation of 2 combustion air intakes for Mech room AC-2&3

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, to approve the consent agenda resolutions GC49 through GC55, as presented.

**ROLL CALL:** Aye Berkowitz  
Aye Borsuk  
Aye Mahler  
Aye Mitnowsky  
Aye Reisch

Brian Moore reported that Freehold Soil granted conditional approval. The 2 conditions are - that grass needs to be able to grow by trailers and the township has to finish the Senior section of the piping.

The following final inspections have been received: plumbing, electrical and solar building & electrical. There were some corrections made as part of tonight's change orders which should allow the building to get the fire and life safety final approval.

Spiezel has proposed a design to fix the shower base issue. Santorini has yet to provide a quote for the current work that needs to be done. This cost is to be paid by Spiezel directly.

Brian Moore will be done with our project as of Monday, June 14, 2010. Spiezel will monitor the shower installation. If Brian continues to be needed on site, an additional rate has been negotiated. Brian will be available for calls and emails without charge.

There were questions regarding if the building could get a Temporary C or O (TCO). Bob Downey has the authority to not approve a TCO as it becomes difficult to mandate changes be made once the building is occupied. Also, it is unclear who would be liable if someone gets hurt under a TCO.

The shower installation will take approximately 2-3 weeks once the plans are approved. Brian Moore will speak to Chief Carbin regarding checking with the township to see if they will provide a TCO so that furniture, radio, phones and computers can be moved in and set up.

Santorini doesn't have the final numbers for the fueling station portion as they are still waiting for prices. The fueling station is being done as a change order. The budget included \$40,000 for the fueling station and at this time there is a \$133,000 remaining. There are still some costs outstanding.

The signage is complete. The exterior lighting is completed. The lighting in the bay has not been determined yet as we are still awaiting lighting options.

**UPON MOTION MADE** by Edward Mitnowsky and seconded by Maurice Mahler, commission the

customized wall mural to be done by Dot Designing in an amount of \$2,780. This mural will be in the training room.

**ROLL CALL:** Aye Berkowitz  
Nay Borsuk  
Aye Mahler  
Aye Mitnowsky  
Abstain Reisch

8:10pm Brian Moore left

## **FIRE PREVENTION BUREAU REPORT**

Commissioner Borsuk reviewed the Monthly Fire Prevention Report. Chief Carbin is unable to attend tonight as he is attending a class in New Egypt for Black Sunday.

- Time off listing
- Training report
- Inspections completed
- Incident Run Log - several structure fires this month. Some items to note:
  - Page 1 - Employee at an industrial building with his hand stuck in a conveyor belt.
  - Page 3 - Many calls due to the storm on May 23<sup>rd</sup>
  - Page 4 - Lightning strike at Encore
  - Page 4 & 5 - Many calls due to storm on May 31<sup>st</sup>
  - Water system was down but is fully operational as of June 8<sup>th</sup>.
- Apparatus report
- Incident Run Log
- Copy of hiring announcement. Chief is waiting for a date to perform testing at the fire academy.

Furniture for new building - office furniture for Chief's office, EMS office, Fire Prevention and Lieutenants office has been ordered.

Training room audio and visual installation is scheduled for next week.

Left a 2<sup>nd</sup> message to obtain a quote for the concrete pad for the storage unit.

New Command vehicle has been ordered. Conversion quotes should be available for the next meeting.

Chief Carbin has a training request to attend I-Chief in Chicago. Early registration is due by July 15<sup>th</sup>. Total cost is not to exceed \$2,770 and includes air, hotel, meals, car rental and registration.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Maurice Mahler, to grant 3 paid days for Chief Carbin to attend the IAFC convention in Chicago and costs not to exceed \$2,770.

**ROLL CALL:** Aye Berkowitz  
Aye Borsuk  
Aye Mahler

Aye Mitnowsky  
Nay Reisch

Baltimore Fire Convention to be attended by Deputy Chief Lesser. Deputy Chief will drive his personal car to Maryland and the expenses have already been approved at a previous meeting.

Truck committee - spoke to many other chiefs at today's meeting and all the other companies are leasing their trucks.

## **CORRESPONDENCE**

Commissioner Martin Berkowitz has written a draft copy of letter to move the voting poll location for the fire elections that will take place in February each year. This letter is in response to article 40:14-73.

## **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Mahler asked for the Applegarth Volunteer's report.

President Davis provided the audit and bank statement to Commissioner Reisch.

## **TRUCK COMMITTEE**

Firefighter Grande has been working with the different truck manufacturers regarding truck options.

Up until now, the prices that the committee had received were approximately 1.375 million. Commissioner Reisch asked if the committee feels they can get the price lower without compromising the safety of the firefighters and the community. Additionally, Chairman Mahler wants to ensure that the trucks specs are written will all equipment needed instead of buying additional needed items in the future. Firefighter Grande feels confident that he can negotiate with the truck manufacturers to have a quality truck for less then 1.275 million, but obviously won't have a final number until we go to bid.

Commissioner Reisch reviewed the various purchasing and leasing options with the accountant. The maximum amount of time a lease can be written for is 10 years. Previously, in 1995, the department had a 5 year lease with Kansas State. Commissioner Reisch has been working with Osh Kosh on rates and has received a rate of 4.09 for a 10 year lease. Commissioner Reisch feels that this is a very favorable rate and suggests that the department utilize this option. Commissioner Reisch feels that if we were to go to the public for a bond, it's very possible that it will be voted down whereas the leasing option can be agreed to in an in house commissioner vote. The price difference between the 2 options is only \$4,000 annually - a grand total of \$40,000.

Board Attorney Shaklee has a partner that specializes in this kind of work and would work with the department at the customary hourly rate. Commissioner Reisch will provide the contact information for Osh Kosh to Board Attorney Shaklee.

9:05pm Firefighter Patel arrived.

Commissioner Reisch would like to have the bids back by September 1, 2010 to avoid any price increases. Therefore, the specs need to be complete by the middle of July. The exact bid amount will be voted for at the September meeting. Board Attorney Shaklee will write the verbiage that will appear on the voting ballots.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, to authorize Chief Carbin to advertise for bids for aerial apparatus based on completion of the bid documents.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

#### **MEETING OPEN TO THE BOARD**

Chairman Mahler opened the meeting to the board. There were no comments made.

#### **OPEN TO THE PUBLIC**

Chairman Mahler opened the meeting to the public. There were no comments made.

#### **CLOSED SESSION**

Chairman Mahler announced the need to hold an executive session at 9:22pm for the purpose of contract negotiations and collective bargaining.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Martin Berkowitz, to hold an executive session for the purpose of contract negotiations and collective bargaining.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

#### **ADJOURN**

Chairman Mahler asked for a motion to adjourn.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, the meeting was adjourned.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

MARTIN BERKOWITZ  
Board Secretary



MAURICE MAHLER  
Chairman

**NOTE: Appendixes can be obtained upon request from the Board Secretary.**  
PREPARED BY: Lindsay Lesser