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*1977-2021

January 25, 2023

Opra+request-39048-9e739a4b@requests.opramachine.com

RE: OPRA Request

To Whom It May Concern:

The South Brunswick Board of Fire Commissioners for the South Brunswick Fire District No. 3 received your Open Public Records Act (OPRA) request on January 13, 2023. This response is being provided to you on January 25, 2023, seven (7) business days from the date of the request.

Your OPRA request sought access to the following:

“Copies of all Closed/Executive Session minutes for January 2019 through present date”. Please also provide a summary listing of all unreleased Closed/Executive Session minutes for this period including meeting date, specific topic covered during closed session and reason for non-release of minutes”

The following documents, with redactions, are submitted in response to your request:

- (1) May 21, 2019 Executive Session Minutes (1 page)
- (2) July 16, 2019 Executive Session Minutes (1 page)
- (3) May 19, 2020 Executive Session Minutes (1 page)
- (4) July 21, 2020 Executive Session Minutes (1 page)
- (5) August 18, 2020 Executive Session Minutes (1 page)
- (6) January 12, 2021 Executive Session Minutes (1 page)
- (7) February 16, 2021 Executive Session Minutes (1 page)
- (8) March 16, 2021 Executive Session Minutes (1 page)
- (9) April 20, 2020 Executive Session Minutes (1 page)
- (10) August 24, 2021 Executive Session Minutes (1 page)
- (11) October 19, 2021 Executive Session Minutes (1 page)
- (12) November 16, 2021 Executive Session Minutes (1 page)
- (13) January 11, 2022 Executive Session Minutes (1 page)

- (14) March 15, 2022 Executive Session Minutes (1 page)
- (15) May 17, 2022 Executive Session Minutes (1 page)
- (16) July 19, 2022 Executive Session Minutes (1 page)
- (17) August 16, 2022 Executive Session Minutes (1 page)
- (18) September 20, 2022 Executive Session Minutes (2 pages)
- (19) October 18, 2022 Executive Session Minutes (2 pages)
- (20) December 13, 2022 Executive Session Minutes (1 page)

The reasons for the redacted material are as follows:

(1) May 21, 2019 Executive Session Minutes: The redacted material relates to a personnel matter exempt pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1 as privacy interests of personnel

(2) July 16, 2019 Executive Session Minutes: The redacted material relates to a job application, and personnel matters.

(3) May 19, 2020 Executive Session Minutes: The redacted material involves personnel matters, employment decisions, proposed salary.

(4) July 21, 2020 Executive Session Minutes: The redacted material concern a personnel issue and discrimination allegations, exempt pursuant to Executive Order 26.

(5) August 18, 2020 Executive Session Minutes: Redacted material relates to employee personnel matter, attorney client privilege.

(6) January 12, 2021 Executive Session Minutes: No redactions were made.

(7) February 16, 2021 Executive Session Minutes: Redacted material involved discussions of salary for an employee, exempt as a personnel issue and privacy interest pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1.

(8) March 16, 2021 Executive Session Minutes (1 page): No redactions.

(9) April 20, 2020 Executive Session Minutes: Redactions concern personnel leave issue.

(10) August 24, 2021 Executive Session Minutes: Redaction involves personnel issue of comp time.

(11) October 19, 2021 Executive Session Minutes: Redaction involve discussions of personnel salaries.

(12) November 16, 2021 Executive Session Minutes: Redacted material include attorney-client privilege and discussions of personnel compensation.

(13) January 11, 2022 Executive Session Minutes: Redactions include discussion of ongoing negotiations, exempt pursuant to N.J.S.A. 47:1A-1.1 as advisory, deliberative information.

(14) March 15, 2022 Executive Session Minutes: Redacted material involve personnel discussions regarding the Board's positions.

(15) May 17, 2022 Executive Session Minutes: Redacted material involve personnel issue and privacy interests of personnel exempt pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1.

(16) July 19, 2022 Executive Session Minutes: Redactions involve personnel matters exempt pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1.

(17) August 16, 2022 Executive Session Minutes: Redaction related to personnel issue exempt pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1.

(18) September 20, 2022 Executive Session Minutes: Redactions involve attorney-client privilege, and personnel issue.

(19) October 18, 2022 Executive Session Minutes (2 pages) Redacted material involves personnel and disciplinary matters, exempt pursuant to N.J.S.A. 47:1A-10 and privacy interests pursuant to N.J.S.A. 47:1A-1.1.

(20) December 13, 2022 Executive Session Minutes: Redactions involve personnel matters, discussion of performances, exempt pursuant to Executive Order No. 26 and N.J.S.A. 47:1A-1.1

The enclosed documents being provided to you total twenty (22) pages. The Records Custodian represents and affirms to this office that the enclosed non-privileged documents are the entire documentation relative to your request. If you believe that your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at (866) 850-0511, by mail at P.O. Box 819, Trenton, New Jersey 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in the Superior Court should be directed to the Court Clerk in your county.

Very truly yours,

SENDZIK & SENDZIK, P.C.



KATE SENDZIK HAINES, ESQ.

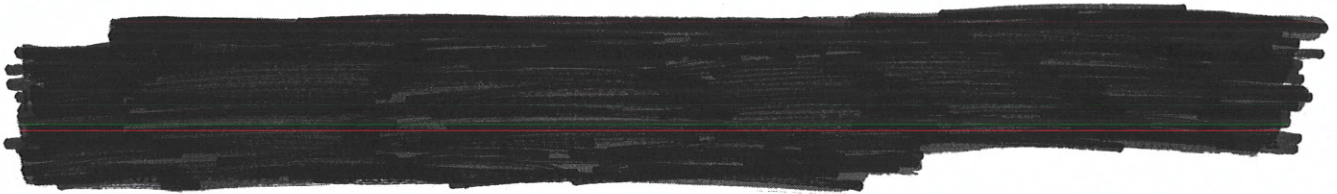
KSH:jj

Encl.

cc: Alkesh Amin, Fire Commissioner (w/encl.)

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session May 21, 2109



Board discussed the hiring of volunteers as Coordinators will contact Mr. Braslow concernig policy of not hiring volunteers.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session July 16,2019

[REDACTED]

[REDACTED]

Hiring will have a probationary period for 3 months and must be on schedule at least once a week.

[REDACTED]

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session May 19, 2020

Board met in Executive Session to discuss hiring person for new full time role. Committee conducted thorough interview process for 10 candidates. [REDACTED]
Will finalize employment contract. [REDACTED]
[REDACTED]

Need to get benefit information from South Brunswick Township, sick leave policy, how to accumulate vacation time, holidays.
[REDACTED]

Need to update Employee Handbook to include full time position.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session July 21, 2020

Board met in Executive session to discuss [REDACTED]

[REDACTED] District will not pay for a second class.

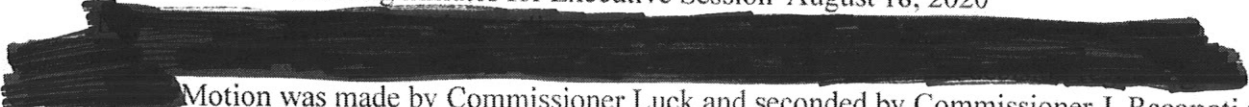
Motion was made to close Executive Session.

Board met in Executive Session to discuss who needs gear. [REDACTED]

Motion was made to close Executive Session.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session August 18, 2020



Motion was made by Commissioner Luck and seconded by Commissioner J. Racanati to continue to hire Coordinator Pisano for the full time role. Motion passed.

Board is reviewing 3 applications for new hires with interviews on 2.

Motion to adjourn was made by Commissioner Luck and seconded by Commissioner J. Racanati. Motion passed.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session January 12, 2021

Board met in Executive Session to discuss the Agreement with the Fire Co. took out Life Insurance and added annual financial accounting by an outside provider.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session February 16, 2021

Board met in Executive Session to discuss changes made to Life Insurance qualifications.

[REDACTED]

Motion was made by Commissioner Luck and seconded by Commissioner Racanati to [REDACTED]

[REDACTED]

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session March 16, 2021

Board met in Executive Session to discuss the letter from Kingston Fire Co. concerning the Red Helmet for the Fire Supervisor. Commissioner Racanati will contact Mr. Braslow concerning response.

Board discussed reviews and raises for paid staff. Motion was made by Commissioner Racanati and seconded by Commissioner Stendardo to approve the salary increases for the paid staff. Motion passed.

Commissioner Stendardo studied call volumes and recommends changing paid staff starting time to 7:00 a.m.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session April 20, 2021



BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session August 24, 2021

Board met in Executive Session to discuss Commissioner roles and filling the open Commissioner spot. Board reviewed applicants [REDACTED]

Board discussed comp time for [REDACTED] Will be based on budget at the end of the year.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session

October 19, 2021

Board met in executive session to discuss salary and bonus [REDACTED] Commissioner
Stendardo recommended [REDACTED]

[REDACTED] Board also discussed
salary increase for new contract.

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session November 16, 2021

Board met in Executive Session to discuss performance bonus for [REDACTED] there is an issue with giving bonuses. [REDACTED]

Need to contact HR concerning salary.

Mr. Braslow joined the meeting remotely. [REDACTED]

Fire Co. has issues with Handbook policy. Commissioner Racanati asked President Luck what issues that were in the handbook that they did not agree on. Does not understand why they weren't discussed during the handbook review. [REDACTED]

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session January 11, 2022



Board discussed Exit interviews. Commissioner Manobianco feels the Board should follow VFIS guidelines for conducting an Exit interview. Chairman asked township about HR, there is no HR available. Board discussed how to handle the Exit interviews. Two commissioners should attend the exit interview. Chairman will develop a process to follow when someone notifies they are leaving. They must give 2 weeks notice. Board needs to get equipment back and and conduct an exit interview. Employee can choose not to attend the exit interview. Board discussed how to conduct the interview. Commissioner Manobianco feels the interview should be handled by two neutral parties. Commissioner Stendardo disagrees and feels the liaison should be able to conduct the exit interview. Chairman will develop a process to follow when someone gives notice they are leaving.

Motion was made be Commissioner Manobainco and seconded by Commissioner J. Racanati to close Executive Session.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session March 15, 2022

Board met in Executive Session to discuss Board positions for the coming year. [REDACTED]

[REDACTED] Chairman discussed who he feels should fill the Chairman position. Commissioner Manobianco discussed the position. [REDACTED]

[REDACTED] Board reviewed all positions and decided on who will be nominated during the reorganization meeting.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session May 17, 2022

Board met in Executive Session with [REDACTED]

[REDACTED]

Commissioner Racanati suggests to follow SOG's.

[REDACTED]

Chairman suggests he bring it up with the Chief and Fire Co.

Commissioner Racanati mentioned the cost to taxpayers of buying new shields.

Supervisor asked to start exploring options for office space, there is not enough space for meetings or to decompress after a fire. There is no break room, asked if they could fix up the members room or stage to have a place for staff to take breaks. Chairman said to bring it up with the President.

Supervisor stated the phone system is not professional and if it could be changed to an internet-based system.

Supervisor also concerned about firefighters wearing gear in the radio room. Asked people not to wear gear in the radio room but they do not comply even though there are signs posted. Board asked him to bring it up with the Chief when people do not comply.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session July 19, 2022

[REDACTED]

There is no leave of absence policy, his name will be kept on the roster and if position is available, he will be brought back. He is leaving in good standing. Handbook has medical leave need a letter from the Doctor for medical leave.

Board discussed why people are resigning. Discussed pay levels, pay scale too low, need to review starting salaries, performance compensation and longevity.

[REDACTED]

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session August 16, 2022

Board met in Executive Session with [REDACTED] discuss salary increases. Retro increases for everyone who is still working. Sick leave paid out not PTO. Captain tells staff retroactive pay and salary increase going forward. Raises would be April 1. Need to figure out next years budget. Have one starting salary. Commissioner Amin recommended having 2 base level rates \$18.00 for new hires and \$20.00 for existing staff. Salary adjustment would be level for next year. Staff would receive merit for 2022 then level out the salaries for 2023, no merit for 2023 next merit raise would be in 2024. Option for 2023 change Captain from 4 days to 5 days, change staff hours from 10 hrs. to 8 hrs. Need to do manpower report and have the Chief involved.

[REDACTED]
Chairman stated that Board is making salary adjustments going forward and will keep him updated. Can change the rate based on specific time spent as supervisor. Will pay a premium to whoever is the designated supervisor when Captain Pisano is not in. Supervisor reports to the Chief, they must qualify for the role. Township can change the rate for the day.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes Executive Session September 20, 2022

Board met in Executive Session at the Kingston Firehouse. All Board members present. Commissioner Amin feels there is a conflict of interest in how the board is structured. After looking at DCA website he feels the board should not be involved on the volunteer side. He feels there is a conflict of interest with being a member of a governing body and being a member of the Fire Co. [REDACTED]

Concerned about confidential information about exit interviews and extending per diem hours getting out. Commissioner Manobianco did not share confidential information. Discussed reorganization of the board.

Chairman said you must follow the by-laws and reorganization is done annually at the reorganization meeting. Must change the by-laws. He also mentioned that the last two contracts with the Fire Co. were negotiated by a volunteer member and trustee. Board discussed by-laws, nothing in the bylaws about being a member of the Fire Co., also nothing in the by-laws that says you can't reorganize. Board discussed the health policy and current negotiation of the contract with the Fire Co. Mr. Braslow joined the meeting and said [REDACTED]

Board discussed options, update by-laws, wait to reorganize at the next annual meeting or can pass a resolution [REDACTED]

Board discussed liaison position.

Commissioner Racanati asked if board wants to leave things as they are or reorganize now. Commissioner Amin thinks we can make the change. Motion was made by Commissioner Racanati and seconded by Commissioner Amin to reorganize the board to Nominate James Stendardo as Chairman, Alkesh Amin as Vice Chairman, Agostino Racanati as Treasurer, Jane Eisenmann as Clerk and Steve Manobianco as Asst. Tres./Asst. Clerk and staff liaison. Roll Call vote Chairman Manobianco-no, Vice

Chairman James Stendardo-yes, Treasurer Agostino Racanati-yes, Clerk Jane Eisenmann-yes, Asst. Tres/
Asst. Clerk Alkesh Amin- yes.

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT #3

Meeting Minutes for Executive Session Held October 18, 2022

All Board members in attendance.

[REDACTED]



Board of Commissioners
South Brunswick Fire District #3

PO Box 78, Kingston, NJ 08540

DATE: 10/18/22

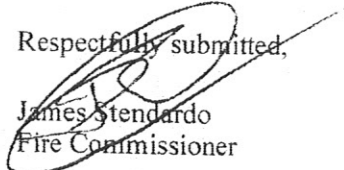
TO: South Brunswick Board of Fire Commissioners District 3

FROM: James Stendardo, Fire Commissioner

RE: Notice of Disciplinary charges against

Redacted

Respectfully submitted,


James Stendardo
Fire Commissioner

BOARD OF COMMISSIONERS
SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting minutes for Executive Session – December 13, 2022

Board met in Executive Session along with the Capitan Pisano to discuss tardiness of staff.

[REDACTED]

[REDACTED]

[REDACTED]. Motion was seconded by Commissioner Standardo. All Commissioners voted “aye” and the motion passed.

[REDACTED]

Capita Pisano will be discussing the issue of tardiness at a staff meeting. The board recommended that they ensure that the staff enter information in the time sheets when they are not clocking in at the appropriate time to ensure that there is documentation of rationale for any tardiness.

[REDACTED]

[REDACTED] The board discussed job descriptions and whether there was wording in it that included requirement to perform all duties assigned by the supervisor. This will be confirmed by Capitan Pisano. If it is not in the job description, it should be updated. [REDACTED]

Motion to close executive session was made by Commissioner Racanati and seconded by Commissioner Amin. All Commissioners voted “aye” and the motion passed.