

BOARD OF FIRE COMMISSIONERS SOUTH BRUNSWICK FIRE DISTRICT 3

Meeting Minutes of the Regular Meeting Held on August 15, 2023

1. CALL TO ORDER

- a. The meeting was held at the Kingston Firehouse and called to order by Commissioner Manobianco at 19:05.

2. CERTIFICATION OF PUBLIC MEETINGS

- a. Commissioner Manobianco read the required statement of compliance with the Senator Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6. The meeting is also held through the use of streaming services in accordance with N.J.S.A. 10:4-8 and NJ DCA pamphlet.

3. ROLL CALL

- a. Chairman, Steve Manobianco: Present
- b. Vice Chairman, John R. Brindley: Present
- c. Treasurer, Alkesh M. Amin: Present
- d. Assistant Treasurer / Assistant Clerk, Agostino Racanati: Present
- e. Clerk, Brian Wojaczyk: Present

4. FLAG SALUTE

- a. Commissioner Manobianco led the meeting for the flag salute.

5. EXECUTIVE SESSION

- a. No Agenda Topics, Executive Session not required and omitted from agenda.

6. Public Portion I

- a. Motion to close the Public Portion I was made by Commissioner Racanati and seconded by Commissioner Amin. All Commissioners approved the motion by saying "Aye". Motion was adopted, public portion closed.

7. Approval of July Meeting Minutes

- a. Motion to adopt the meeting minutes as amended was made by Commissioner Racanati and seconded by Commissioner Wojaczyk. All Commissioners approved the motion by saying "Aye". Motion was adopted.

8. Correspondence

Commissioner Amin reported on the following correspondence received:

- a. District Attorney responded to all of the following OPRA requests:
 - OPRA Request, Mr. Buksar. Re: Staff Smoking Policy (Attorney responded: Aug-11)
 - OPRA Request, Mr. Buksar. Re: Advertisement of New Commissioner & Recruitment (Attorney responded: Aug-11)

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- OPRA Request, Mr. Buksar. Re: Home Depot Equipment Purchase (Attorney responded: Aug-11)
 - b. Travelers Insurance Letter
 - Notification regarding the rising costs of Worker Comp
 - Provided additional information Incurred Losses Report for 3x Feb 10th, 2021 Report, 1x Jun 26th, 2021 , 1x Aug 27th, 2021
 - Premium Adjustment verbal estimate of \$19,000, but actual adjustment is \$4764 and was deposited.
 - Physical Audit, they will correct the number of active firefighters to 39. May affected premiums, July 31st, 2023.
 - VFIS, Property and Casualty Insurance, Aug-7 Renewal. Provided information on coverage and premiums, taxes and surcharges. Board needs to decide if the insurance quote will be accepted.
 - c. Commissioner Racanati Reported
 - President of Fire Company sent Shared Service agreement and Attorney to review.
9. SUPERVISOR'S REPORT
- a. Report given for Aug 2023.
 - b. Refer to details of report in Supervisor's Report
 - c. Questions:
 - i. None
10. CHIEF'S REPORT
- a. Report given for Audit 2023
 - b. Refer to details of report in Chief's Report
 - c. Questions:
 - i. None
11. TREASURER'S REPORT
- a. Report given by Commissioner Amin.
 - b. Payments and Vouchers
 - i. Refer to Treasurer's detailed report outs in Addendum C
 - c. Questions:
 - i. Chairman Monobianco Questioned where we are overbudget
 - 1. Treasurer Amin Confirmed we are overbudget in Maintenance/Repair line items by 45.85%
 - 2. Not yet transfer the funds from the insurance claim, currently over \$16,091 w/o transfer

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3. After we receive insurance, we will only be overbudget by approximately less than \$1000
4. Overbudget in Salary/Benefits approximately 4%.
5. All data is one quarter delayed in reporting.

12. Vehicle Maintenance, Repair and Acquisition

- a. Supervisor recommended that Engine 4 will be too much to repair and can be sold.
- b. Engine 4 will not hold water due to bad water seal, which is a prohibitively expensive repair for an older vehicle.
- c. Chairman suggested that we sell it via public auction without conducting major repairs.
- d. A new issue has been discovered where 'jockey' Air Pump runs constantly and must be unplugged to turn off. Supervisor stated that this is probably due to old seals/hoses.
- e. Commissioners, Chief and Supervisor agreed that large/costly repairs should no longer be done to Engine 4 and it should be sold/auctioned.
- f. Chief and Supervisor to research viability and cost to repair before sale.
- g. Chairman stated that sale of Engine 4 will save money due to not insuring truck. Engine 4 is currently only functional as equipment transport due to its inability to internally hold/store water.
- h. There is an open question whether the attorney should be consulted.
- i. Supervisor requested a commissioner be assigned to interface with vendor and other parties. Commissioner Wojaczyk will take the lead and partner with Supervisor moving forward.

13. Old Business

- a. Shared Services Contract
 - Met with the other township Chiefs and attorneys.
 - Reviewed a revised contract terms.
 - Considering increasing life insurance coverage from \$15K to \$25K.
 - Treasurer to dialog with Insurance company for premium increases.
 - Other issues affecting this contract and future related cost changes include COLA increases.
 - Attorney recommends lease and services agreement should be separate.
 - New meeting at Monmouth JCT, Aug 22nd 330pm.
- b. Staffing Schedule
 - Staff Liaison, Supervisor and Treasurer met to determine Aug staffing schedule and will revisit results of new schedule at next board meeting.

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c. District 4 Agreement

- Chairman stated that he expected that District 4 should have their agreement and budget finalized by today.
- Commissioner Ricanati will send them an Invoice.
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14. New Business

a. Capital Expenditures

- Commissioner Ricanati stated that a full CAPEX request should be available soon and should be voted upon. This needs to be done soon to make the next ballot.
- And large requests (e.g. vehicles) should be sent to voted on by ballot.
- Chairman expects that by next meeting list of Budget and CAPEX requested should be ready.
- Chairman requested that by next meeting details on under and over budget and

15. Approval of Vouchers and payments

- a. Motion to approve reviewed vouchers and payments was made by Commissioner Rcanati and seconded by Commissioner Amin. All Commissioners approved the motion by saying “Aye”. Motion was adopted.

16. PUBLIC PORTION

- a. Motion to open Public Portion was made by Commissioner Rcanati and seconded by Commissioner Wojaczyk. All Commissioners approved the motion by saying “Aye”. Motion was adopted.
- b. Vice President Luck requested a review of status of Shared Services contract negotiations. Commissioner Racanti reviews the increase in life insurance coverage from \$15k to \$25k.
- c. Motion to close Public Portion was made by Commissioner Rcanati and seconded by Commissioner Amin. All Commissioners approved the motion by saying “Aye”. Motion was adopted, public portion closed.

17. ROLL CALL

- a. Chairman, Steve Manobianco: Present
- b. Vice Chairman, John R. Brindley: Present
- c. Treasurer, Alkesh M. Amin: Present
- d. Assistant Treasurer / Assistant Clerk, Augie Racanati: Present
- e. Clerk, Brian Wojaczyk: Present

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18. ADJOURNMENT

- a. Motion to adjourn was made by Commissioner Racanati and seconded by Commissioner Amin. All Commissioners approved the motion by saying “Aye”. Motion was adopted.

/s/

Steve Manobianco, Chairman

/s/

Brian W. Wojaczyk, Clerk