

**Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, September 2, 2020 at 7:00 P.M.**

Commissioner John C. Kenny called the meeting to order.

Maria Bucsanszky – All the requirements of the “Open Public Meeting Act” have been complied with by advertising in the Home News Tribune and Star Ledger. Copies of the meeting notice have been sent to the Municipal Clerk’s Office and posted on the bulletin board of the fire house and the post offices of Woodbridge and Sewaren.

Commissioner John C. Kenny led a pledge to the flag.

A moment of silence was observed for our departed members and those who have loved ones that had perished through the COVID and our men and women serving overseas.

**PRESENT:** Commissioner John C. Kenny, Commissioner Todd Howell, Commissioner Jeffrey Moran, Commissioner Robert Minkler, Sr., Commissioner Patrick Kenny

**ALSO PRESENT:** Clerk – Maria Bucsanszky  
Attorney – Christopher Howell  
Chief John Golden  
Michael Bart, CPA

Commissioner J.C.K.: I need a motion to accept the minutes of the previous meeting.

Commissioner Todd Howell made a motion to approve the minutes of the August 4, 2020 Regular Meeting which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Alright we’ll go into...are you going to have Committee Reports to be part of the record?

Commissioner R.M.: Yes sir.

Commissioner J.M.: Okay.

Commissioner T.H.: Yes.

Commissioner J.C.K.: Patrick.

Commissioner P.K.: Yes sir.

Commissioner J.C.K.: Okay, please make all Committee Reports part of the record.

Commissioner R.M.: Okay.

Commissioner J.C.K.: We'll move on to the Report of Payroll and Bills.

**The report of Payroll and Bills for August, 2020:**

Maria Bucsanszky: The bills for August, 2020.

Bills: \$258,678.23

Payroll: \$279,938.37

Commissioner Todd Howell made a motion to pay the Bills and also fourteen additional add-on bills for a total of \$16,693.29 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining on 19521 and Commissioner Todd Howell abstaining on 19544 and voting yes on all the others.

Commissioner J.C.K.: We'll move on next to the Treasurer's Report.

**TREASURER'S REPORT:**

Maria Bucsanszky: The Treasurer's Report for September 2, 2020.

Previous Balance – August 4 <sup>th</sup> , 2020	\$5,888,002.84
Deposits	2,132,068.82
Payroll and Adjustments	262,509.29
Current Bills	258,678.23
Ending Balance as of September 2, 2020 without the add-on bills	7,498,884.14

Commissioner Todd Howell made a motion to accept the Treasurer's Report which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

**COMMUNICATIONS:**

Maria Bucsanszky: All Communications were passed through to the Commissioners.

Commissioner J.C.K.: Okay, Unfinished Business – Commissioner P. Kenny

**UNFINISHED BUSINESS:**

Commissioner P.K.: Nothing under Unfinished sir.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Nothing.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Nothing sir.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: None.

Commissioner J.C.K.: Okay, I don't have any either. New Business – Commissioner P. Kenny.

**NEW BUSINESS:**

Commissioner P.K.: Just to the Chief, the 911 Ceremony is going to be held over at the high school at the stage by the Health Center next Friday, 6:00 P.M. I'm going to get it out to Brian Turcotte to get out to everyone but since you guys are here, I'll give it to you firsthand. They're looking for at least one piece to be there. They kind of want to line it up on the grass on each side and we'll have, depending on the weather, it'll be apparatus or cars and just so you know I'm going to reach out to our ladder trucks and then I'll be reaching out to two of the other districts and then I'm going to try to get two trucks to flag so I'm going to try to work on that this weekend.

Commissioner J.C.K.: Just to let you know the town sent an invitation out and I'm sending it out to the Chief and then later on tonight we'll talk about something else.

Commissioner P.K.: Okay, I just wanted to get that out to everybody. The 911 ceremony is going to take place at 6:00 P.M. on September 11<sup>th</sup> and then on September 20<sup>th</sup> they're going to actually do a...for anyone that's been lost during the COVID and for First Responders people are able to nominate the First Responders to be recognized at that ceremony too and then right after that on the 20<sup>th</sup> they'll actually be a concert taking place there then. That's all I have sir.

Commissioner P.K.: Okay New Business – Commissioner Kenny.

**NEW BUSINESS:**

Commissioner P.K.: Nothing.

Commissioner J.C.K.: Okay, Commissioner Minkler.

Commissioner R.M.: None sir.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Negative.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: Do the Resolution now Jack?

Commissioner J.C.K.: Let it wait.

Commissioner J.M.: Okay, nothing else.

Commissioner J.C.K.: Okay, Remarks or Comments from the Audience. We'll start with the Chief's Report.

**CHIEF'S REPORT:**

	<u>2019</u>	<u>2020</u>
August Calls	62	116 (That was due to the tropical storm)
Year to Date	385	490

Commissioner J.C.K.: Okay.

Commissioner P.K.: The tropical storm, do we have any costs for the tropical storm? I was notified by the county today that the state is looking for a preliminary county assessment so if you want to get me the numbers of what you think we spent over time or whatever we might have spent for this storm so I can plug it into my numbers so I can get it to the county; I appreciate that.

Commissioner J.C.K.: Okay, Chief Golden.

Chief John Golden: A couple of small things, the administration is working with the (inaudible) pulse system wiring up that system; we're looking to clear our associated (inaudible); more information to follow. The employee handbooks were issued out to all the members of the department. I texted communication with President Hines; we're working on a couple of small issues there. We negotiated a price for the Edmunds system which has been purchasing over site system. I talked to Maria, we realized we're not going to get involved in bill paying so it's right to over site in the purchasing and inventory that you see here. I got it down to \$7,200.00; of course, the floor can consider that. The ladder repairs were turned over to Deputy Chief Paul who did a tremendous amount of leg work. Through the insurance company this repair is supposed to be totally covered. We have to pay \$2,500.00 deductible so whatever the costs for the repairs are it will be covered under insurance and Deputy Chief Paul actually reached out and we are having a replacement truck brought in Friday.

Deputy Chief Paul: Yes, it's coming Friday.

Chief John Golden: Okay, make sure it's fit with the building. I don't think it has a pump on it but that's fine; we still have six thousand gallons worth of pump capacity. You can work with the insurance company and make sure that the liability is covered and everything like that so for the duration of the ladder truck repairs we will have one in the building we can still operate. Depending on when it comes, we may need to replace the hood or a distant ladder for storage. But he did a lot of work to a great benefit and saved the district over \$75,000.00.

Deputy Chief Paul: Thank you.

Commissioner J.C.K.: Very good. What do you want to do with the Edmunds system?

Commissioner R.M.: I make a motion we buy it.

Commissioner Robert Minkler, Sr. made a motion to buy the Edmunds system which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: I do want to read this one letter, so bear with me, because I think it's pretty important. It is from the Chief's Office and it's addressed to me but it's to all the Board Members and I think every firefighter should hear this also. I would like to take the opportunity to thank the members of the Board of Fire Commissioners for the support and guidance during the past few months. During the initial month of COVID-19 pandemic a pool of information from Federal, State and Local Units inundate the administration. The experience of the Board and the Administrative personnel allowed the department to get out a number of concerns that bothered the safety of our members and their families. For that we condition to be an example to the rest of the township. I need to commend the members of the Administration, Lisa Lanza, Fire Prevention, Career and Volunteer members. Their professionalism and commitment to the department identify the spirit of Woodbridge Fire Department. This department has demonstrated in the past to units in times of crisis and to pull together to mitigate problems in times of emergencies. This pandemic, provisional promotions and positions along with the move to the new building provided more than most members are accustomed to. The transition presented a number of obstacles resolved of the members of the department moving to allow this department to not sit humble but never to wait and for that I'm grateful. I would like the Board to join me in showing appreciation to the members of the Administration, Fire Prevention, Career and Volunteer Members for a token of my gratitude. I ask to work with the Board President on an idea and show my thanks and gratitude to the members supporting during this time and continuous support during the ten years leaving its mark. Chief John Golden. Thank you Chief, this is very heartwarming and I think well deserved. Everyone has sacrificed more than we normally ever do. You know when we have a major event maybe it will last two or three days but this is almost six months and still unfortunately no rainbow at the end.

So Chief we would like to work with you on that and we think it's more than well deserved to every member of this department.

Chief John Golden: Thank you very much.

Commissioner J.C.K.: Thank you. Okay, any Remarks or Comments from the Audience.

**REMARKS OR COMMENTS FROM THE AUDIENCE:**

Commissioner J.C.K.: Okay, Michael do you want to get up and talk about the audit?

Michael Bart, CPA: Sure. Briefly I have the audit report year ending December 31<sup>st</sup>, 2019. It was completed by my firm. I'll briefly go through it. Pages 1 thru 3 and 4 are our opinion pages. We've given the district unqualified opinion on the Financial Statement as well as an unqualified opinion on its system of internal controls and financial reporting. That's the same opinion you received last year and its basically a very good opinion being that there are no changes that we noticed or any comments or recommendations that we had on the district's system of internal controls and financial reported for the twelve months ending December 31<sup>st</sup>, 2019. Pages 4 thru 6 are basically the management discussion and the analysis of the Financial Statements. It's basically a summary of what's contained and reported on within the Audit Report. It's just basically compares our revenue from last year to this year for the percentage. The district reported total assets of \$10,202,692.00 as of December 31<sup>st</sup>, 2019 as compared to \$9,933,000.00 at the end of 2018. The district had total operating revenues of slightly over \$9 million, \$9,026,031.00 vs. \$8,165,000.00 a year ago and wound up with an available Fund Balance of approximately \$4.4 million at the end of 2019. Pages 7 and 8 are basically required schedules which concerns the district's pension liability. They are proportion of it in relation to the overall pension liability of the State of New Jersey and Pages 7 and 8 has shown basic breakdowns of those numbers. Page 9 is the General Fund Statement of Net Position as you say Total Assets in our General Fund. Reported were \$8,613,00.00 were you had Total Liabilities in Reserves including a Pension Liability and Other Health Benefit Liability of \$28,594,000.00. That leaves us with a Total Unrestricted Net Position of a deficit of \$19,981,000.00. But as we go through every year a line end portion of that deficit is made up from the fact that we have a Pension Liability of \$10,104,000.00. That's the district's share of overall Pension Liability that the State of New Jersey collected. As you recall years ago, we had to start reporting a particular portion of that liability not that we had to pay anytime soon it's just that we have to recognize on our Financial Statement. The same with other benefits other than pensions, other pension employee benefits. That grows from \$4.3 million a year ago up to \$5.3...excuse me that's only referred in that. The total liability, I apologize, is \$6,540,000.00. There's also deferring Inflows and Outflows connected with those liabilities which add another \$10 million to our liabilities, again not monies that we have to actually spend but again they're actuarial categories that we basically take in the State of New Jersey and we have to record them in our Financial

Statements. Page 10 is the General Fund compared to the Budget to actual numbers for revenues and expenses and it shows that the district did in fact have an overall excess of revenues over expenditures of \$1.2 million. We budget for zero in the surplus or deficit every year so we did have a surplus. Page 11 breaks down all of our expenses that we budget for. It is Administration or Cost of Operations or Uniform Fire and Safety Revenues and Expenses and as you can see our Total Appropriations have been budgeted \$9,154,000.00. It actually came in at \$7,729,000.00 which was a federal holding reach of about \$1.4 million. Page 12 is a statement of Position for the General Fixed Assets Group here at the district and it shows that we have \$3.9 million in deficit and infrastructural and fixed assets, apparatus, buildings, equipment, renovations to things and we also showed the accumulating depreciation of \$2.3 million. Depreciation again is a non cash expense and it's shown on Page 13. Our Depreciation Expense was \$163,000.00. That just is a recognition on accounting on the generally accepted county basis what the depreciation on all of our fixed assets here in the district is and we have reported that as an expense and it is against our General Fixed Assets book value so that is our Deprecation Expense for the year. Pages 14 thru 29 those are the footnotes of the Financial Statement and again what they do is they basically state all of the theories and rational that is used to prepare the Financial Statements and the three basic General Funds that part of this is utilized. The General Fund, the Casual Fund and the General Fixed Asset again we don't have any debt or use paying associated with what we pay in the Capital Fund which primarily is used to account for the debt and debt service that we just had. We have no debt service so therefore we don't have a Capital Fund. But what we do have and we have about five or six pages starting on Page 17 thru and thru Page 29 this is the Disclosure requirements that had to be put in relating to the pension and the benefit other than the Pension Liabilities that the district approves. And we have some explaining here basically what the state refunds to us. It appears on their actuarial calculations; their basis for reporting the pension liability and our share of it as well as the total PPE which is other than pension employee benefits which are health benefits for both current and retired employees of the district and again all of this is given to us straight from the state and unfortunately I had to wait awhile for the state to come up with these numbers but they were pretty good in getting them to use on thoroughly timely basis. The most important thing of all is Page 32 which shows that again this year for the year of December 31<sup>st</sup>, 2019 we have no comment or recommendations that would make us suggest any improvements to your internal control. Based on our testing that you performed we saw nothing that would make us phone or comment so we attached it to the report that we sent down to DCA. We followed all the procedures according to state regulations and statutes for both receipts and disbursements so you wound up with a very clean audit report with no comments or recommendations. What has to be now is provided that the report is acceptable to the Commissioners is simply take a vote to accept the findings of the December 31<sup>st</sup>, 2019 Audit as well as execute and sign an affidavit indicating that all of the Commissioners have read the Audit Report in particular the section on the comments and recommendations. Once I get that affidavit signed and notarized back to me I then have to turn around and send a copy of the Audit Report with the Resolution and the affidavit down to the Department of Community Affairs so they

can put it in their record and we can proceed to go on to our budget process for 2021. So overall it was a very good year for the district in light of everything that's happening in 2020. We still managed to get the audit done. Maria was a great help once again in getting the report done and out because there are a lot of districts out there and a lot of them that aren't as near at this point in getting this up together and getting the file down to the DCA. So again, overall a very good job of the district again with no comments or recommendations. It was a pleasure working with you and Maria again this year. I would be happy to answer any questions if you have.

Commissioner J.C.K.: Any questions?

Commissioner T.H.: None.

Commissioner P.K.: No sir.

Commissioner J.C.K.: Great, a motion to approve the audit.

Commissioner Robert Minkler, Sr. made a motion to approve the audit which was seconded Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner John Kenny – Yes; Commissioner Howell – Yes; Commissioner Moran – Yes; Commissioner Minkler – Yes; Commissioner Patrick Kenny – Yes.

Commissioner J.C.K.: Anything else? Okay, we need a motion to go into Executive Session for legal and contractual obligations.

Commissioner Robert Minkler, Sr. made a motion to go into Executive Session at 7:25 P.M. for legal and contractual obligations which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner Robert Minkler, Sr. made a motion to return to the Regular Meeting at 9:50 P.M. which was Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: I'll let the Attorney give a summary and then we have a copy of items we need to take care of.

Christopher Howell, Attorney: Thank you Mr. President, the Executive Session tonight consisted of the following: We discussed the Special Meeting that we are going to be scheduling for the Public Question to vote on purchasing equipment and 109 Green Street. We then heard a lengthy discussion from Labor Counsel about a proposed new employee handbook and about proposed changes to the Collective Bargaining Agreement in anticipation of negotiating with Local 290 and then we heard from Chief Golden. He discussed the new SOG System that will be online; he gave us some input on that and then we talked about purchasing of PPE equipment for firefighters, that's Personal Protection Equipment and hiring a third-party administrator for HR matters. And that would conclude our Executive Session for tonight.



Commissioner J.C.K.: Okay, so everyone knows for the record that Resolution 2020-9-1 was the audit and that equals that number and then I need a motion for Resolution 2020-9-2.

Commissioner Robert Minkler, Sr. made a motion to approve Resolution 2020-9-2 which was seconded Commissioner Patrick Kenny and carried unanimously by a roll call vote. Commissioner John Kenny – Yes; Commissioner Howell – Yes; Commissioner Moran – Yes; Commissioner Minkler – Yes; Commissioner Patrick Kenny – Yes.

Commissioner J.C.K.: Then I need a motion to allow me to work to get together for a Special Meeting and then I will let the Board know when the date is of that Special Meeting.

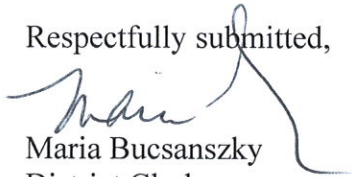
Commissioner Robert Minkler, Sr. made a motion to allow Commissioner John C. Kenny to work on getting a date for the Special Meeting which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: And also, Resolution 2020-9-3 and that is for the Human Resource Appointment.

Commissioner Jeffrey Moran made a motion to approve Resolution 2020-9-3 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner Robert Minkler, Sr. made a motion to adjourn the Regular Meeting at 9:55 P.M. which was seconded by Commissioner Patrick Kenny and carried unanimously.

Respectfully submitted,



Maria Bucsanszky  
District Clerk

# WOODBIDGE FIRE DISTRICT NO 1

## MONTHLY BILL LIST

September 2, 2020

08/31/20

Date	Num	Name	Memo	Amount
<b>Northfield Bank - Voucher</b>				
08/05/2020	19519	Chapel Hill Associates	Workstation/Server Support/Maintnace, Email Hostin...	-1,424.00
08/05/2020	19520	Postmaster	2 Rolls of Stamps	-110.00
08/06/2020	19521	Robert Minkler Sr	REIMBURSEMENT - 3 PORTABLE AIR CONDITIONE...	-1,049.91
08/17/2020	19522	AC EQUIPMENT	General Service - Toro Timemaster Lawnmower	-240.66
08/17/2020	19523	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-45.67
08/17/2020	19524	Comcast	Account #8499053400759387/Internet	-185.84
08/17/2020	19525	Edward McGuinn	Reimbursement - Medicare Premium June 2020	-144.60
08/17/2020	19526	MIDDLESEX WATER COMPA...	Account #6550200000 - Water Charge - 05/04/2020 - ...	-894.48
08/17/2020	19527	Verizon Wireless	Acct# 58555042-00001 - Cell Phones	-387.36
08/17/2020	19528	AC EQUIPMENT	Saw-Cutters Edge Rescue/Parts Minus Sales Tax Paid...	-125.82
08/17/2020	19529	MIDDLESEX WATER COMPA...	Hydrant Service -August 2020	-42,335.05
08/17/2020	19530	Verizon Connect	C/S #WOOD028 Monthly Service July 2020	-97.14
08/17/2020	19531	S & D Holding	Gas - 109 Green Street A/C#9311654135 June 25, 20...	-17.56
08/17/2020	19534	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-760.24
08/25/2020	19535	S & D Holding	Electric- 109 Green Street A/C#6600081007 July 10, ...	-759.91
08/25/2020	19536	Comcast	Account #849905340116158 - Phone/Internet 109 Gre...	-396.43
09/02/2020	19532	Catherine Crowe	Reimbursement Health Benefits - August 2020	-329.53
09/02/2020	19533	S & D Holding	Rent - September 2020	-3,000.00
09/02/2020	19537	A-B-D Electrical Supply co Inc	4 - 6V Batteries	-51.75
09/02/2020	19538	Access Self Storage of Woodb...	Storage Rental Unit #17030 08/23/2020 - 09/22/2020	-390.00
09/02/2020	19539	ADVANCE AUTO PARTS	Account #1872535921 Supplies	-33.89
09/02/2020	19540	Airtec Service Inc	Account #101744 -2nd Floor A/C - Blowing Warm Air	-142.50
09/02/2020	19541	Allied Oil	C/S# 4031394 - Fuel - August 2020	-896.65
09/02/2020	19542	Bowco Laboratories Inc	Regular Service -August 2020	-38.00
09/02/2020	19543	Campbell Supply, Inc	Aerial Repair - Aerial PTO Drops Out/Failed Interlock ...	-3,938.97
09/02/2020	19544	Christopher Howell	Monthly Fee - September 2020	-4,150.00
09/02/2020	19545	Gen-el Safety & Industrial Prod...	Filter, External W/Out Adapter	-34.00
09/02/2020	19546	Home News + Tribune	Account#ASB-076094- Notice - Regular Meeting Augu...	-8.17
09/02/2020	19547	Image First	Acct#43-WOODB000-Laundry Service	-284.69
09/02/2020	19548	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance -September ...	-299.45
09/02/2020	19549	Lowe's	Account 82131319024076/Supplies	-928.56
09/02/2020	19550	Madsen & Howell, Inc	Supplies	-786.60
09/02/2020	19551	Maria Bucsanszky, E.A.	Monthly Fee - September 2020	-5,575.00
09/02/2020	19552	Marie Gould	Reimbursement Health Benefits - August 2020	-329.53
09/02/2020	19553	Mary Ann Sofka	45 Minutes Transcription for Regular Meeting - August ...	-18.75
09/02/2020	19554	Mary Karnas	Reimbursement Health Benefits - August 2020	-329.53
09/02/2020	19555	Meridian Occupational Health ...	Physical & OSHA Questionnaire - Inv# 450622	-220.00
09/02/2020	19556	Motorola Solutions Inc.	Acct# 1035457185 - 1-Battery Impress	-726.00
09/02/2020	19557	NJ Advance Media (Star Ledger)	Account #XWOOD2393022 -Notice - Correction/Regul...	-26.35
09/02/2020	19558	Parker Web	Annual Website Hosting & Domain Name Registration	-240.00
09/02/2020	19559	Silent Companion Corp	Account #2196 -Semi-Annual Alarm Monitoring	-66.00
09/02/2020	19560	Sophie Bader	Reimbursement Health Benefits - August 2020	-329.53
09/02/2020	19561	Standard Insurance Company	Life Insurance - Policy #136829 - September 2020	-3,756.36
09/02/2020	19562	Staples	6035 5178 2066 2780 Supplies	-31.99
09/02/2020	19563	Survivor Fire & Safety Equipm...	Fire Extinguisher Inspection	-76.75
09/02/2020	19564	Treasurer State of NJ	Certification Renewal Fire Official/R. Minkler Jr	-91.00
09/02/2020	19565	Turnout Fire & Safety	Shirts/Golden	-104.98
09/02/2020	19566	United Parcel Service	Account #XV0896 - Shipping	-5.80
09/02/2020	19567	V. E. Ralph & Son, Inc	EMS Supplies - 10 Diamond Grip Gloves	-121.50
09/02/2020	19568	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage September 20...	-1,768.00
09/02/2020	19569	W.B. Mason Co., Inc	C/S# C1235200 - Chair Mat	-75.50
09/02/2020	19570	Campbell Supply, Inc	Repairs	-48,578.62
09/02/2020	19571	Image First	Acct#43-WOODB000-Laundry Service	-284.69
09/02/2020	19572	Madsen & Howell, Inc	Supplies	-126.01
09/02/2020	19573	V. E. Ralph & Son, Inc	EMS Supplies - 5 Pro Response 2 Bag	-269.75
09/02/2020	19574	Campbell Supply, Inc	2014 Spartan Pumper/Engine, Belt & Electrial Issues ...	-9,040.19
09/02/2020	19575	Image First	Acct#43-WOODB000-Laundry Service	-317.07
09/02/2020	19576	Madsen & Howell, Inc	Supplies	-124.68
09/02/2020	19577	Campbell Supply, Inc	2006 American Laf/Brake Issues Truck #6 (1-2-6)	-910.41
09/02/2020	TEPS	State of New Jersey- Health B...	Retiree Health Benefits -9/01/2020-9/30/2020	-29,804.24
09/02/2020	TEPS	State of NJ- Health Benefits F...	Health & Prescription Benefits -September 2020	-76,120.77
09/02/2020	19578	Arctic Falls	Account #101744 - 13 - Five Gallon Water	-109.20
09/02/2020	19579	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 09/01/2020 - 09/30/...	-8,334.60
09/02/2020	19580	General Graphics	1500 Crayon 4 Packs & 2000 3 Pack Colored Chalk	-2,875.00
09/02/2020	19581	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-2,725.00
09/02/2020	19582	Motorola	10-IMPRES NMH 1800 Batteries	-726.00
09/02/2020	19583	General Graphics	2 - Orders Roll Call Sheets	-152.00

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Date	Num	Name	Memo	Amount
		Total Northfield Bank - Voucher		-258,678.23
TOTAL				<u>-258,678.23</u>

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2020-9-1  
R E S O L U T I O N

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended DECEMBER 31, 2019, has been completed and filed with the **WOODBIDGE TOWNSHIP FIRE DISTRICT #1**, pursuant to N.J.S.A. 40A:14-89, and

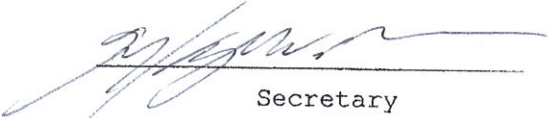
WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **WOODBIDGE TOWNSHIP FIRE DISTRICT #1**, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended DECEMBER 31, 2019, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON September 2, 2020.

  
Secretary

2-SEPT-2020  
Date

2020 - 9 - 2

**RESOLUTION**

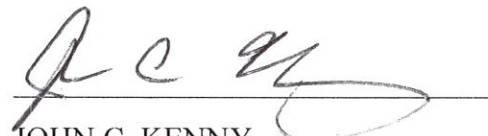
**WHEREAS** the Fire Commissioners of Fire District No. 1 of the Township of Woodbridge are at all times desirous of maintaining a high level of fire suppression and fire prevention within the Fire District No. 1 of the Township;

**WHEREAS**, the Fire Department personnel has increased in size over the years to keep pace with growing demands of the District; and

**NOW, THEREFORE, BE IT RESOLVED** by the Fire Commissioners of Fire District No. 1 of the Township of Woodbridge that pursuant to N.J.S.A. 40A:14-7; 40A:14-81 and 40A:14-81.1 the Board has approved the reorganization of the paid positions of the Fire Department by establishing the position of Fire Chief to assist with the day-to-day operations of the fire department as outlined in the organizational chart attached hereto as *Exhibit A*; and

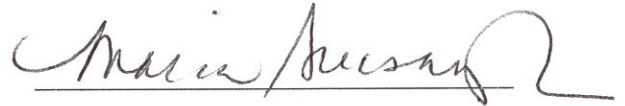
**BE IT FURTHER RESOLVED** by the Board of Fire Commissioners of Fire District No. 1 of the Township of Woodbridge has approved the promotion and permanent appointment of John Golden to Fire Chief who has been determined as an eligible employee through the New Jersey Civil Service Commission and has met any and all applicable requirements and approval by the Commission. The position's terms and conditions of employment will be covered pursuant to an employment agreement between the District and John Golden. The position shall be effective on or after 8/30/2020.

BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1

  
\_\_\_\_\_  
JOHN C. KENNY

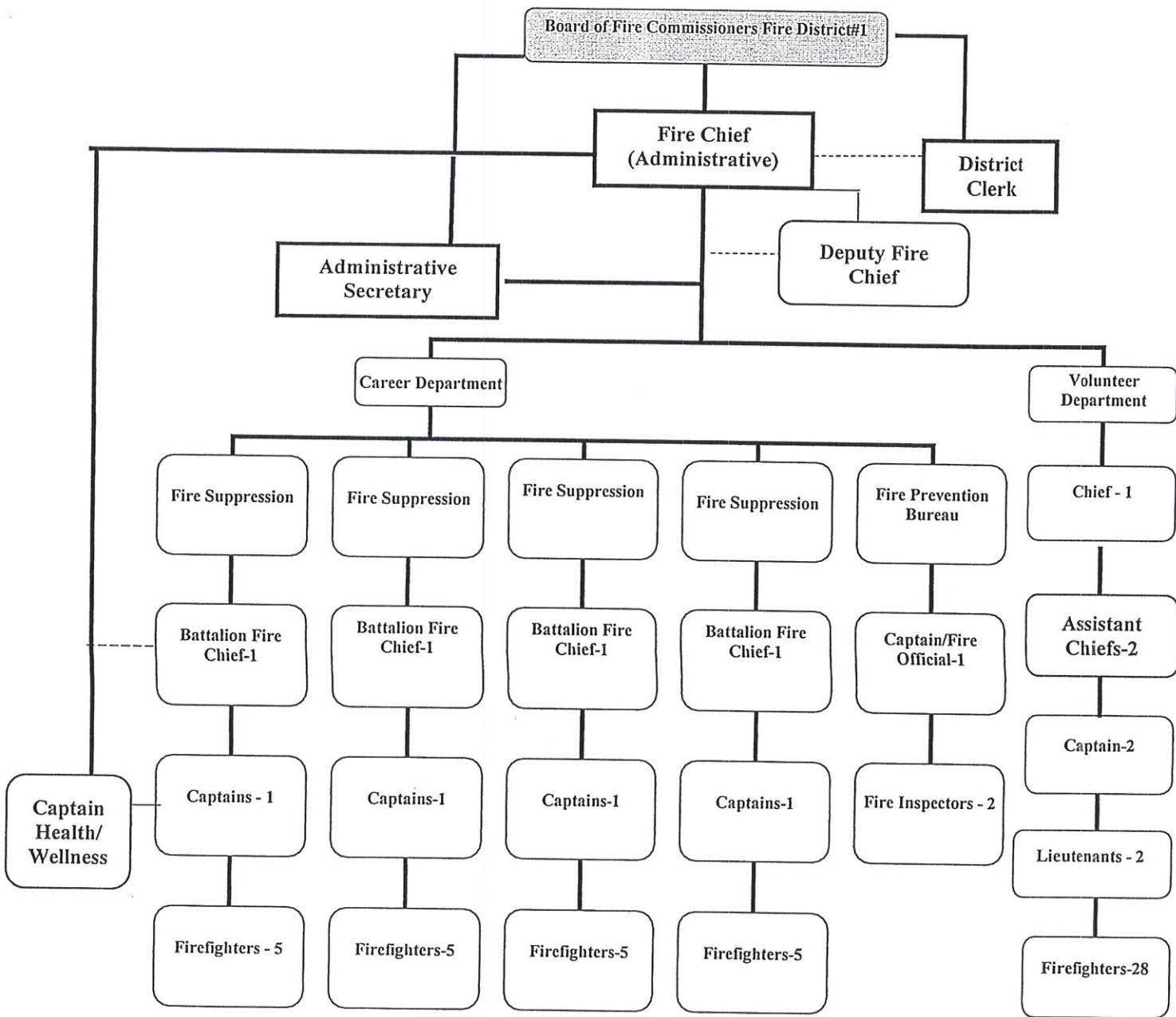
ADOPTED: September 2, 2020

I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District #1, Township of Woodbridge at their regular meeting held on September 2, 2020.

A handwritten signature in cursive script, appearing to read "Maria Bucsanszky", written over a horizontal line.

MARIA BUCSANSZKY – Clerk

# EXHIBIT "A"



2020 - 9 - 3

**RESOLUTION**

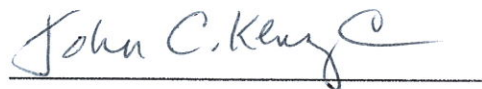
**WHEREAS** the Fire Commissioners of Fire District No. 1 of the Township of Woodbridge has a need to acquire a qualified purchasing agent;

**WHEREAS**, the anticipated term of this contract is one (1) year and may be extended each calendar year there from as approved by this governing body; and

**WHEREAS**, Marianne Horta, as an independent sub-contractor, has submitted a proposal indicating she will act as a qualified purchasing agent to be assigned the authority, responsibility, and accountability for the purchasing activity for the Woodbridge Board of Fire Commissioners, to prepare public advertising for bids and to receive bids for the provision and performance of goods or service on behalf of the Board and to award contracts permitted pursuant to N.J.S.A. 40A:11-3 and to handle various other personnel matters as needed for the Woodbridge Board of Fire Commissioners for the fee of \$65/hour not to exceed \$17,500 beginning on September 1, 2020 and ending August 31, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Woodbridge Board of Fire Commissioners, Fire District No. 1 of the Township of Woodbridge that pursuant to N.J.S.A. 40A:11-9 & 40A:11-3 hereby appoints Marianne Horta to serve as a qualified purchasing agent on behalf of the Board for purchases not to exceed \$25,000 for any single contract with Board approval.

BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1

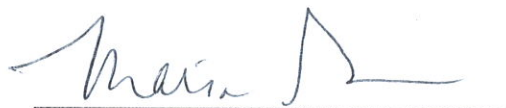


JOHN C. KENNY

ADOPTED: September 2, 2020



I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District #1, Township of Woodbridge at their regular meeting held on September 2, 2020.

A handwritten signature in cursive script, appearing to read "Maria Bucsanszky", is written above a horizontal line.

MARIA BUCSANSZKY – Clerk



# WOODBIDGE FIRE DEPARTMENT

## Monthly Pre-Plan Report

- Construction is continuing at 10 Green Street, anticipated completion of May 2021.
- Construction is continuing at Ross Street School, anticipated completion of November 2020.
- Construction is continuing at 1002 Route 9 North. Unknown completion date.
- Construction is continuing at 55 Brook Street.
- Site preparation has started for the construction project on outer Main Street. All existing buildings have been demolished.
- 10 Main Street has been vacated. Asbestos remediation to start prior to building demolition.
- Shifts were assigned a pre-plan table top scenario pertaining to a Class 5 residential structure.
- Shifts are continuing with the LOTO, elevator / escalator project. This is a time extensive project.
- The annual Tier 1 exercise of the butane rail / truck rack for Shell took place on August 11<sup>th</sup>. A synopsis e-mail was submitted.
- B.C. M. Minkler worked on reviewing the Shell fire pre-plan and advised them of items needing updating such as tankage information, product list, evacuation plans, and emergency contacts.
- B.C. M. Minkler had an emergency response meeting with the Township Security Coordinator pertaining to 1 Main Street. Our response for alarms was explained to Officials in attendance. Solutions pertaining to building access were discussed. FPB was in attendance to discuss the operation of the FACP.
- Mobile Eyes and the CAD have been updated as information is received.

**August 2020**

# WOODBIDGE FIRE DEPARTMENT

418 School Street

Woodbridge, NJ 07095

*Training Officer-Battalion Chief Robert Minkler Jr.*

*732-602-6050 ext. 6181*

## Training Report August 2020

- Three members of the VFC have completed FF-1 training at MCFA. We have not received word on pass/fail yet.
- One member continues to attend FF-1 from the spring class prior to COVID -19.
- One member of the VFC has been signed up for FF-1. We have not received conformation from MCFA on the class yet.
- The members of the career department that attended the inspector class held in District 1 completed their state exam on the 19<sup>th</sup>. No word yet on pass/fail.
- I would like to thank the administration and the Fire Prevention Bureau for working with the members in the inspector class to review the material of the course prior to the test. I received positive feedback from the members that the review they felt helped very much.
- Members continue to attend online division classes to maintain their state issued certifications.
- The members attended a Pump Operator course held in District 1 with members of Fords Fire Department. The class was attended by three of the four September 2020 New Hires and four veteran members that attended for the refresher portion of the class. This is within keeping past practice established several years ago to rotate veteran members every year as a refresher.
- September 14<sup>th</sup> and 15<sup>th</sup> have been scheduled and confirmed with MCFA for Live Burn drills. These drills are for both career and volunteer members.
- Dates have been confirmed in November for a building construction class to be held at Station 1. This class is for both career and volunteer members.

- August 31<sup>st</sup> the VFC will have a drill at Station 1 on the apparatus and what equipment to use for various calls.
- Members are using the door prop and drilling on forcible entry.
- The members while conducting assigned elevator pre-plans are also reviewing how to secure the power, Lock Out Tag out, and open elevator doors using the elevator keys.

Respectfully,

Robert Minkler, Jr.

Battalion Chief

Division of Training

Woodbridge Fire Department

# TRAINING REPORT FOR AUGUST 2020

TOTAL CAREER HOURS FOR AUGUST –101

**WOODBIDGE FIRE PREVENTION BUREAU REPORT  
AUGUST 2020**

**DATE: September 1, 2020**

**REPORT COVERING: August**

**FIRE INVESTIGATIONS:0**

**TOTAL INSPECTIONS COMPLETED IN AUGUST:67**

**COMPLAINTS & SPOT INSPECTIONS:3**

**LIFE HAZARDS:3**

**QUARTERLY:1**

**SEMI-ANNUAL:4**

**NON- LIFE HAZARD USES:1**

**TOTAL REINSPECTIONS:46**

**PERMITS ISSUED:13**

**TOTAL AMOUNT BILLED IN AUGUST: \$2,346.00**

**TOTAL AMOUNT COLLECTED IN AUGUST: \$5,970.00**

**HOME INSPECTIONS: 0**

**FIRE SAFETY EDUCATION CLASSES:0**

**REQUESTS: None**

**OTHER:**

**Keith L. Repace  
Captain/Fire Official**

Chief Golden,

The following is the summary equipment report for the month of August 2020.

1. Engine 1-1

- Right front amber marker light/turn signal out
- Officer side panel emergency warning light is out

2. Engine 1-2

- Oil leak repaired at Campbell
- Door alarms repaired at Campbell

3. Engine 1-3

- Driver's rear discharge gauge is not reading (Campbell Replaced)

4. Truck 1-2-6

- Headlight replaced by shift
- Aerial ladder missing spacer/damage – waiting on parts and will be extended repair

5. Car 1-3-5

- Mobile radio shutting off intermittently - New radio received to be installed

6. Other equipment items noted is as follows;

- 5" Hose #5136 repaired & back in service
- 4 new mobile radios received for DC Vehicles, Pick Up, & replacement for 1-3-5 – to be installed
- Repaired 2 Streamlight Survivor flashlights

Please let me know if you have any questions. Thank you

*Robert Paul  
Deputy Chief  
Woodbridge Fire Department  
418 School St.  
Woodbridge, NJ 07095  
(732) 326-2435*

**To: Deputy Chief Paul**  
**From: Battalion Chief Hines**

**Date: August 29, 2020**

## **Monthly Building Report for September 2020 Meeting**

- Flag pole project completed 8/7/20
- Mattress covers provided and placed on beds 8/10/20
- CAD computer in BC office repaired by TWP. IT 8/18/20
- Bowco monthly inside treatment of building 8//13/20
- Met with Mark Saldutii on Officers dorm project awaiting quote 8/20/20
- Parks Department treated overgrowth along fence 8/25/20
- AirTec waiting for part for BC Office AC unit to make repair 8/25/20
- Awaiting generator part to make repair and move forward with placing AC on generator 8/26/20
- Bilyak gave quote for replacement of Watch Desk fan and lighting 8/26/20
- Dunigan Plumbing still awaiting parts for heat pump #1 original date 3/23/20
- The building and equipment have been sanitized according to the SOG's and will continue for the foreseeable future. Hand sanitizer has been placed by the side and rear door and refilled as needed

Respectfully submitted,  
Battalion Chief, David Hines