

Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, November 4, 2020 at 6:30 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 for our men and women serving overseas.

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

ALSO PRESENT: Clerk – Maria Bucsanszky
Attorney – Christopher Howell

Commissioner J.C.K.: I’d like to get a motion to make all reports part of the record.

Commissioner Todd Howell made a motion to make all Committee Reports part of the record which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

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

Commissioner Robert Minkler, Sr. made a motion to approve the minutes of the October 7th Regular Meeting which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner JCK: Treasurer’s Report.

TREASURER’S REPORT:

Maria Bucsanszky: The Treasurer’s Report for November, 2020.

Previous Balance – October 7 th , 2020	\$6,904,497.51
Deposits	1,970.99
Payroll and Adjustments	244,498.38
Current Bills	325,084.04

Ending Balance as of November 4, 2020 without the
add-on bills 6,336,886.08

Commissioner Todd Howell made a motion to accept the Treasurer's Report and the monthly bill list along with the five add-ons bills totaling \$758.00 which was seconded by Commissioner Jeffrey Moran and carried unanimously except for Commissioner Robert Minkler, Sr. voting yes on all except for Voucher 19747, 19752, 19780, 19785, 19793 and 19802 and Commissioner Todd Howell voting yes on all except for Voucher 19732.

The report of Payroll and Bills for October, 2020:

Maria Bucsanszky: The bills for October, 2020.

Bills: \$325,084.04

Payroll: \$329,691.24

Commissioner Todd Howell made a motion to pay the Bills which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Communications

COMMUNICATIONS:

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

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

OLD BUSINESS:

Commissioner P.K.: I have none sir.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Yes Mr. President real quick, if you noticed, hopefully you did when you came in, that the glass beacon was done on the side of the firehouse. I would like to thank D.C. Paul and Battalion Chief Hines who worked on that village; I think it looks really nice.

Commissioner J.C.K.: Okay, very good job. Commissioner Howell.

Commissioner T.H.: Nothing.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: Nothing.

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

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Any Old Business Chris.

Christopher Howell, Attorney: No.

Commissioner J.C.K.: Okay, New Business, Commissioner P. Kenny.

NEW BUSINESS:

Commissioner P.K.: I have nothing sir.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: None at this time sir.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: I have none sir.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: None.

Commissioner J.C.K.: Okay, Madame Clerk.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Mr. Attorney.

Christopher Howell, Attorney: No.

Commissioner J.C.K.: Okay, so we do have one thing. We have the 2021 Budget. I know that it was sent to you and you have reviewed it. Does anyone have any questions on it?

Commissioner R.M.: No Mr. President.

Commissioner J.C.K.: Okay, so we got Resolution 2020-11-2. Whereas the annual Woodbridge Township Fire Department #1 District for the fiscal year beginning January, 2021 to December 31st, 2021 has presented before the Board of Fire Commissioners Fire District #1 on its open meeting on November 4th, 2020. Whereas the budget is introduced and complied to the property tax level CAP NJ. Whereas the annual budget is introduced reflects the total revenue to \$10,847,611.00 which includes an amount to be raised by taxation of \$8,572,701.00 and the total appropriation is \$10,827,611.00. Whereas the amount to be raised by taxation to support the district's budget shall in the amount to be certified by the assessor of the

municipality be asset against the taxable property of the district assumed NJSA:40A. Such amount shall be equal to the amount of the total appropriation set forth in the budget minus the total amount of surplus and miscellaneous revenues set forth in the budget. Whereas it is calculated in the amount to be raised by taxation of the Fire District has taken into account assessed evaluation of taxable properties in the Fire District. Now Therefore Be It Resolved the Board of Fire Commissioners Fire District 1 had an open public meeting held on November 4, 2020 and that the annual budget is approved along the way it is scheduled the Fire District for the fiscal year beginning January, 2021 and ending December 31st, 2021. It is hereby approved and be it therefore resolved that an intensive (inaudible) as reflected in the annual budget of a significant amount to meet the proposed expenditures and expenses and all the rate in terms and provisions as stipulated in the Fire District outstanding debt obligation, Capital Lease Program, service contracts and other agreements. Therefore Be It Resolved by the Board of Fire Commissioners Fire District No. 1 you will consider the annual budget adopted on January 6th, 2021.

Commissioner Robert Minkler, Sr. made a motion to accept Resolution 2020-11-2 which was seconded by Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner John C. Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Moran – Yes; Commissioner Minkler – Yes; Commissioner Howell – Yes.

Commissioner J.C.K.: Now we have Resolution 2020-11-5. We need a motion.

Commissioner Patrick Kenny made a motion to accept Resolution 2020-11-5 which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Okay, Remarks, Comments or Questions from the Audience. First, we will hear from Chief Hapstak.

CHIEF’S REPORT:

	<u>2019</u>	<u>2020</u>
October Calls	61	54
Year Ending December	598	597

Chief Hapstak: That’s my report Mr. President.

Commissioner J.C.K.: Anyone else?

REMARKS, COMMENTS OR QUESTIONS FROM THE AUDIENCE:

(?): The Executive Board of (?) are asking for a portion of the Executive Session or Closed Session.

Commissioner J.C.K.: Alright, so I need a motion to go into Executive for legal and personnel matters.

Commissioner Robert Minkler, Sr. made a motion to go into Executive Session at 7:15 P.M. for legal and personnel matters which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner Robert Minkler, Sr. made a motion to return to the Regular Meeting at 8:17 P.M. which was seconded by Commissioner Jeffrey Moran and carried unanimously.

Commissioner J.C.K.: Mr. Attorney, do you want to give a summary.

Christopher Howell, Attorney: I will Mr. President. Tonight's Executive Session we discussed the following items: We first discussed the cost of the upcoming election in February, 2021 that will be fully by mail. We then discussed the renovations or proposed renovations to the dorms in the firehouse for COVID 19 social distance compliance and we're going to look to have that funded by the CARES ACT. We also talked about the renovations to 109 Green Street that we're in the process of purchasing. Once purchased we are going to look at the renovation of expanding the parking lot, remediation installing a utility garage and this we're also going to look at those being covered by the CARES ACT. We're also looking at renovations to the interior of 109 Green Street. We then moved on to discussing the Rex-C policies and how we're going to implement them in sections. We then talked about bids for the Fire Prevention and Shift Inspectors and other various personnel matters and then we ended our discussion with the repairs to the ongoing ladder truck saga of getting it fixed and those costs that are associated with them and that would conclude our attorney per our Executive Session for tonight.

Commissioner J.C.K.: Okay, so there are a couple of resolutions. We have Resolution 2020-11-1. We need a motion.

Commissioner Robert Minkler, Sr. made a motion to accept Resolution 2020-11-1 which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Okay, then we have Resolution 2020-11-3. I need a motion.

Commissioner Robert Minkler, Sr. made a motion accept Resolution 2020-11-3 which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Okay, now I have Resolution 2020-11-4. Motion.

Commissioner Robert Minkler, Sr. made a motion to accept Resolution 2020-11-4 which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Okay I need a motion to put a posting for the floor.

Commissioner Robert Minkler, Sr. made a motion to approve the posting for the floor which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Okay and then I need a motion for a transfer of Firefighter York to the Fire Prevention Bureau January 3rd.

Commissioner Robert Minkler, Sr. made a motion for the transfer of Firefighter York to the Fire Prevention Bureau on January 3rd which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Then I need a motion for the transfer of Firefighter Jago to the Fire Prevention Bureau and it looks like we're looking at the beginning of June or the best on May 30th which is a start of the paid period.

Commissioner Robert Minkler, Sr. made a motion for the transfer of Firefighter Jago to the Fire Prevention Bureau on May 30th which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: And then I need authorization for legal to sign signatures for the Civil Service.

Commissioner Todd Howell made a motion for legal to sign signatures for the Civil Service which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

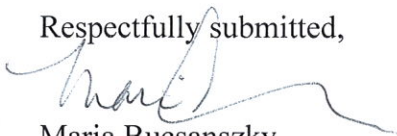
Commissioner J.C.K.: Then I need a motion to allow the Chief to promote all Fire Prevention Specialists UFDs that are not UFDs yet and starting when...I guess if you start as it had in the past practice at this next pay cycle.

Commissioner Robert Minkler, Sr. made a motion to promote all Fire Prevention Specialist UFD that are not UFDs yet which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Does anybody got anything else? Okay, motion to adjourn.

Commissioner Robert Minkler, Sr. made a motion to adjourn the Regular Meeting at 8:24 P.M. which was seconded by Commissioner Todd Howell and carried unanimously.

Respectfully submitted,



Maria Bucsanszky
District Clerk

11/02/20

WOODBIDGE FIRE DISTRICT NO 1
MONTHLY BILL LIST
 November 4, 2020

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
10/08/2020	19705	Campbell Supply, Inc	2006 American Laf/Removed & Replaced Air Manifold ...	-5,581.50
10/08/2020	19706	Edmunds & Associates Inc	2021 HR Software Maintenance	-2,275.00
10/08/2020	19707	Gen-el Safety & Industrial Prod...	Repair for 2 MultiRAE	-2,090.00
10/08/2020	19708	Image First	Acct#43-WOODB000-Laundry Service	-284.69
10/08/2020	19709	Madsen & Howell, Inc	Supplies	-269.51
10/08/2020	19710	Maria Bucsanszky	Replenish Petty Cash	-204.79
10/08/2020	19711	MIDDLESEX WATER COMPA...	Hydrant Service -October 2020	-42,335.05
10/08/2020	19712	New Jersey Fire Equipment Co	NJ State Contract & Flow Test Regulator	-2,257.60
10/08/2020	19713	Rutgers School of Social Work	OSHA 7500 - Introduction of Safety & Health 9/29/202...	-645.00
10/08/2020	19714	Spectrotel	Account #348180 - Cad/Landline/Fire Alarm/Solar	-142.91
10/08/2020	19715	Tru Kleen LLC	Annual Inspection - Steam Cleaned Hood Duct System	-375.00
10/08/2020	19716	Water Works Inc	Repaired Main Line, Moved 1 Head & Adjusted Heads	-352.00
10/08/2020	19717	Madsen & Howell, Inc	Supplies - Lysol	-452.00
10/08/2020	19718	New Jersey Fire Equipment Co	GLOBE - Pull on Leather Boots	-402.00
10/08/2020	19719	Spectrotel	Account #348561/Clerk	-55.50
10/16/2020	19720	Christopher Howell, Esq., Trus...	DEPOSIT - 109-111 GREEN STREET PURCHASE	-5,000.00
10/20/2020	19721	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-45.67
10/20/2020	19722	Comcast	Account 8499053400528238/TV	-84.74
10/20/2020	19723	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-760.20
10/20/2020	19724	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-356.40
10/20/2020	19725	Verizon Connect	C/S #WOOD028 Monthly Service September 2020	-97.14
11/01/2020	19726	Catherine Crowe	Reimbursement Health Benefits - October 2020	-329.53
11/01/2020	19727	S & D Holding	Rent - November 2020	-3,000.00
11/04/2020	19728	ADVANCE AUTO PARTS	Account #1872535921/Supplies	-44.83
11/04/2020	19729	Amazon Capital Services	Adapter Splitter	-14.98
11/04/2020	19730	Bowco Laboratories Inc	Regular Service - October 2020	-38.00
11/04/2020	19731	Campbell Supply, Inc	2014 Spartan - Electrical Issue Door Warning Is Sound...	-505.47
11/04/2020	19732	Christopher Howell	Monthly Fee - November 2020	-4,150.00
11/04/2020	19733	Comcast	Account #8499053401168158/109 Green Street	-400.91
11/04/2020	19734	Conway Shield	2 - 6" Shields w/Panels, Mount Holes & Stitching for 2 ...	-117.28
11/04/2020	19735	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 11/01/2020 - 11/30/2...	-11,981.68
11/04/2020	19736	Fit-Rite Uniform Company, Inc	1 Citation Bars	-6.00
11/04/2020	19737	Glasson's Auto Repair	2014 Chevrolet Tahoe Batteries (1-3-6)	-434.90
11/04/2020	19738	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-5,450.00
11/04/2020	19739	Home News + Tribune	Account#ASB-076094- Notice - Regular Meeting Octo...	-46.18
11/04/2020	19740	Image First	Acct#43-WOODB000-Laundry Service	-288.96
11/04/2020	19741	Independent Overhead Door C...	Installed (5) Sets of Multicode Trans/w Antenna	-1,162.00
11/04/2020	19742	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance - November ...	-319.23
11/04/2020	19743	Lowe's	Account 82131319024076/Supplies	-2,243.42
11/04/2020	19744	Madsen & Howell, Inc	Supplies - Masks	-778.50
11/04/2020	19745	Maria Bucsanszky, E.A.	Monthly Fee - November 2020	-5,575.00
11/04/2020	19746	Marie Gould	Reimbursement Health Benefits - October 2020	-329.53
11/04/2020	19747	Mark Minkler	Reimbursement- Appreciation Meals for COVID-19	-315.00
11/04/2020	19748	Mary Ann Sofka	2 Hours Transcription for Regular Meeting - October 7,...	-50.00
11/04/2020	19749	Mary Karnas	Reimbursement Health Benefits - October 2020	-329.53
11/04/2020	19750	Meridian Occupational Health ...	Physicals & OSHA Questionnaires - Inv# 453386	-660.00
11/04/2020	19751	Michael A Bilyak	Dispatch Room-Removed & Replaced LED Lights&Di...	-2,028.00
11/04/2020	19752	Middlesex County Fire Academy	Course: Firefighter 1/Martinez/Butth	-472.00
11/04/2020	19753	Motorola	(1) M25SSS9PW1 N & (3) M25SSS9PW1 N & Warranty	-17,477.50
11/04/2020	19754	National Association of Fire Inv...	NAFI Renewal - Memb #14258-10476v M. Minkler 10/1...	-65.00
11/04/2020	19755	New Jersey Fire Equipment Co	10 - SCOTT Regulator Assembly, Quick Disconnect H...	-16,443.00
11/04/2020	19756	NJ Advance Media (Star Ledger)	Account #XWOOD2393022 -Notice - October 7, 2020 ...	-24.80
11/04/2020	19757	Parker Web	Web Project - Call w/WFD About Editing Page Issue	-37.25
11/04/2020	19758	Rivalry Sports Apparel, LLC	Cloth Masks	-5,850.00
11/04/2020	19759	Robotronics	RC Battery & Charger	-159.00
11/04/2020	19760	Royal Battery	Battery	-190.00
11/04/2020	19761	Skylands Area Fire Equipment ...	5- Ben LR Helmets W/ EZ Flips & Black Ear Flaps	-1,525.00
11/04/2020	19762	Sophie Bader	Reimbursement Health Benefits - October 2020	-329.53
11/04/2020	19763	Spectrotel	Account #348180/Cad/Lanline/Fire Alarm/Solar	-145.28
11/04/2020	19764	Standard Insurance Company	Life Insurance - Policy #136829 - November 2020	-3,756.36
11/04/2020	19765	Staples Business Advantage	A/C# 6035-5178-2066-2780 Supplies	-334.32
11/04/2020	19766	Stephen Weber	Reimbursement: Appreciation Meals for COVID-19	-315.00
11/04/2020	19767	Superior Office Systems, Inc	Account #EDH608-001 - Usage Charges 07/02/2020-1...	-127.50
11/04/2020	19768	TargetSolutions Learning LLC	Career Tracking Platform & TSCHEC-Fire Station & Fir...	-6,845.00
11/04/2020	19769	TASC Fire Apparatus, Inc	Repaired Leak on Power Unit - Engine 3 (1-3)	-300.50
11/04/2020	19770	Treasurer State of NJ	Certification Renewal Fire Official/M. Geiger	-91.00
11/04/2020	19771	Turnout Rental	Gear Rental Kit	-1,600.00
11/04/2020	19772	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage November 2020	-1,768.00
11/04/2020	19773	W.B. Mason Co., Inc	C/S# C1235200 - Paper Weight/109 Green St	-59.99

Date	Num	Name	Memo	Amount
11/04/2020	19774	West Hudson Industries	1 - Rosewood Desk Wedge w/ Business Card Holder	-47.00
11/04/2020	19775	Witmer Public Safety Group	Flannel Headbank	-202.96
11/04/2020	19776	Amazon Capital Services	Nose Wire Strip w/ Double Sided Tape	-49.95
11/04/2020	19777	Campbell Supply, Inc	Mirror - Convex 8	-9.89
11/04/2020	19778	Conway Shield	6" Shields & Mounting Holes	-185.99
11/04/2020	19779	Image First	Acct#43-WOODB000-Laundry Service	-284.69
11/04/2020	19780	Middlesex County Fire Academy	Course: 02-1802-20 Fire Official/Walsh/Kane/Kenny/A...	-736.00
11/04/2020	19781	Spectrotel	Account #34348561/Clerk	-53.21
11/04/2020	19782	Treasurer State of NJ	Code Enforcement Certification/Official/D. Aquino	-91.00
11/04/2020	19783	Witmer Public Safety Group	Eagle Front Holder w/ Holes	-142.92
11/04/2020	19784	Campbell Supply, Inc	2014 Spartan - Installed New Compressor Engine 2 (1-2)	-1,393.16
11/04/2020	19785	Middlesex County Fire Academy	Course: 20-091415 3 Hr Drill - Burn Building Sept 14th ...	-578.00
11/04/2020	19786	Treasurer State of NJ	Fire Inspector/#s159549,173319,170940,159558,1946...	-546.00
11/04/2020	TEPS	State of New Jersey- Health B...	Retiree Health Benefits -11/01/2020 - 11/30/2020	-26,745.77
11/04/2020	19787	Treasurer State of NJ	Fire Inspector Certification Renewal - C. Snyder	-91.00
11/04/2020	TEPS	State of NJ- Health Benefits F...	Health & Prescription Benefits - Active Employees	-76,786.98
11/04/2020	19789	Comcast	Account #8499053400759387/Internet	-185.84
11/04/2020	19790	Glasson's Auto Repair	2017 Ford Expedition (1-3-5) - Oil Change & New Battey	-251.24
11/04/2020	19791	Gurney Electric LLC	Electric Rewired/Additional Loads Added to Generator ...	-6,400.00
11/04/2020	19792	Home News + Tribune	Account#ASB-076094- Notice - Sealed Bids Received ...	-30.10
11/04/2020	19793	Middlesex County Fire Academy	Course: 60-1321-20/Pump Oper 5 Students & Pump O...	-2,124.00
11/04/2020	19794	Parker Web	Annual Domain Name Registration	-40.00
11/04/2020	19795	Township of Woodbridge-Com...	Fuel - July 1, 2020 - September 30, 2020	-1,234.72
11/04/2020	19796	Chapel Hill Associates	Workstation/Server Support/Maintnance, Email Hostin...	-1,473.83
11/04/2020	19797	MIDDLESEX WATER COMPA...	Hydrant Service - November 2020	-42,335.05
11/04/2020	19798	PSE&G	ACCOUNT #1301369209/FH & Parking Lot	-483.08
Total Northfield Bank - Voucher				-325,084.04
TOTAL				-325,084.04

2020-11-1

WOODBIDGE FIRE DEPARTMENT

RESOLUTION AUTHORIZING AN EXECUTION OF AN AGREEMENT WITH SETTEMBRINO ARCHITECTS FOR ARCHITECTURAL CONSULTING SERVICES FOR THE INTERIOR RENOVATIONS AT 418 SCHOOL STREET WOODBRIDGE NJ 07095

WHEREAS, the Woodbridge Fire Department has a need to engage an architect to provide consulting services for the Woodbridge Fire Department for the interior renovations at 418 School Street, Woodbridge, NJ 07095, and

WHEREAS, the Township of Woodbridge issued a Request for Qualifications, which the list appointed Settembrino Architects to provide Architectural consulting services, and

WHEREAS, after review of the proposal, it is requested that the Township award a professional service contract to Settembrino Architects for a not to exceed amount of \$30,000, and

WHEREAS, this contract has been awarded in accordance with a fair and open process pursuant to N.J.S.A. 19 44a-20-5 et seq, now therefore

BE IT RESOLVED, the Woodbridge Fire Department, in the County of Middlesex, the Woodbridge Board of Fire Commissioners be and is hereby authorized to execute an agreement with Settembrino Architects to provide consulting services to the Woodbridge Fire Department for the Interior renovations at 418 School Street, Woodbridge, NJ 07095 at a not to exceed of \$30,000. Subject to the appropriate of funds and certification of available funds.

Motion to accept made by Comm. Mishler Sr,

Seconded by Comm. Howell, all in favor.

Dated: 11/4/2020

John C. Kenney
JOHN C. KENNEY
President

2020-11-2

2021 FIRE DISTRICT BUDGET RESOLUTION

Woodbridge Township FD No. 1

FISCAL YEAR: January 1, 2021 to December 31, 2021

WHEREAS, the Annual Budget for Woodbridge Township FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 4, 2020; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,847,611.00 which includes an amount to be raised by taxation of \$8,572,701.00 and Total Appropriations of \$10,847,611.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 4, 2020 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 6, 2021.


(Secretary's Signature)

4-Nov-2020
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
JOHN C. KENNY	X			
PATRICK KENNY	X			
JEFFREY MORAN	X			
ROBERT MINKLER SR	X			
TODD HOWELL	X			

Motion to approve resolution made by Comm. Minkler Sr, seconded by Comm. Howell, All in favor.

2020-11-3

WOODBIDGE FIRE DEPARTMENT

RESOLUTION AUTHORIZING AN EXECUTION OF AN AGREEMENT WITH SETTEMBRINO ARCHITECTS FOR ARCHITECTURAL CONSULTING SERVICES FOR THE ADDITION OF A NEW UTILITY GARAGE LOCATED AT 109 GREEN STREET, WOODBRIDGE NJ 07095

WHEREAS, the Woodbridge Fire Department has a need to engage an architect to provide consulting services for the Woodbridge Fire Department for the addition of a new utility garage located at 109 Green Street, Woodbridge NJ 07095, and

WHEREAS, the Township of Woodbridge issued a Request for Qualifications, which the list appointed Settembrino Architects to provide Architectural consulting services, and

WHEREAS, after review of the proposal, it is requested that the Township award a professional service contract to Settembrino Architects for a not to exceed amount of \$120,000, and

WHEREAS, this contract has been awarded in accordance with a fair and open process pursuant to N.J.S.A. 19 44a-20-5 et seq, now therefore

BE IT RESOLVED, the Woodbridge Fire Department, in the County of Middlesex, the Woodbridge Board of Fire Commissioners be and is hereby authorized to execute an agreement with Settembrino Architects to provide consulting services to the Woodbridge Fire Department for the addition of a new utility garage located at 109 Green Street, Woodbridge, NJ 07095 at a not to exceed of \$\$120,000. Subject to the appropriate of funds and certification of available funds.

Motion to accept made by Comm. Minkler Sr,
Seconded by Comm. Howell, all in favor.

Dated: 11/4/2020

J C Kenny
JOHN C. KENNY
President

2020-11-4

WOODBIDGE FIRE DEPARTMENT

RESOLUTION AUTHORIZING AN EXECUTION OF AN AGREEMENT WITH SETTEMBRINO ARCHITECTS FOR ARCHITECTURAL CONSULTING SERVICES FOR THE RENOVATION OF THE EXISTING BUILDING LOCATED AT 109 GREEN STREET, WOODBRIDGE NJ 07095

WHEREAS, the Woodbridge Fire Department has a need to engage an architect to provide consulting services for the Woodbridge Fire Department for the renovation of the existing building located at 109 Green Street, Woodbridge NJ 07095, and

WHEREAS, the Township of Woodbridge issued a Request for Qualifications, which the list appointed Settembrino Architects to provide Architectural consulting services, and

WHEREAS, after review of the proposal, it is requested that the Township award a professional service contract to Settembrino Architects for a not to exceed amount of \$20,000, and

WHEREAS, this contract has been awarded in accordance with a fair and open process pursuant to N.J.S.A. 19 44a-20-5 et seq, now therefore

BE IT RESOLVED, the Woodbridge Fire Department, in the County of Middlesex, the Woodbridge Board of Fire Commissioners be and is hereby authorized to execute an agreement with Settembrino Architects to provide consulting services to the Woodbridge Fire Department for the renovation of the existing building located at 109 Green Street, Woodbridge, NJ 07095 at a not to exceed of \$20,000.00. Subject to the appropriate of funds and certification of available funds.

Motion to accept made by Comm. Minkler Sr,
Seconded by Comm. Hewell, all in favor.

Date: 11/4/2020

J C Kenny
JOHN C. KENNY
President.

RESOLUTION #2020-11-5
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1

WHEREAS, the Treasurer of Fire District No. 1 reports that certain 2020 budget appropriations have insufficient balances to meet the 2020 expenditures, and

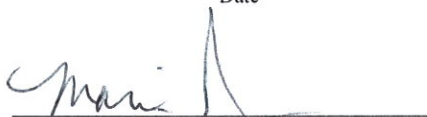
WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

MOTION to accept resolution made by Comm. Patrick Kenny, seconded by Comm. Howell, all in favor.

Adopted, November 4, 2020

Date



Maria Bucsanszky, District Clerk

Chief of the Departments Report for November 2020

Correspondence

Chief Golden received a congratulations note from retired Chief Charlie Kenny.

Administration

The Administration is continuing the work to incorporate the Departments Standard Operations Guidelines into the Lexipol system.

I would like to thank Capt. Repace, Capt. Fizer, FI McNamara, DC Balog, Chief Hapstak and Tour 4 for their work on the Fire Safety Community Safety Message video's.

The posting was completed for the Fire Prevention position. The members that signed the posting to be transferred are William York and Chris Jago.

The Department participated in the Township Halloween Drive. I would like to thank all involved.

The Department will be hosting the first "Drive with Lights" on November 27, 2020. DC Paul will be the contact for the event.

Chief Golden submitted budget proposals for 2021 to the District Clerk.

The Administration have been and will continue to monitor the COVID pandemic and adjust department directives as guided by the CDC, State Health, Executive Orders, and municipal health guidance. Thanks to DC Paul and Balog for their hard work.

Chief Golden and Lisa Lanza contacted the vendor to start the process of condensing the departments web sites.

Chief Golden, working with Deputy Chief Balog, have completed shift transfers to take effect on January 1, 2021. Letters will be going out after the Commissioners meeting.

A letter was sent to the Port Reading Board of Fire Commissioners to initiate a conversation on a Shared Service.

Lexipol SOG

The Administration has reviewed and updated the SOGs. The Board has received and commented on:

Fire Service Authority

Chief Executive Officer

Minimum Staffing

Response Time

Information Technology

Fire Inspections

Permits

Enforcement

Lactation Breaks

I request that the Board approve the new SOGs.

Chief John Golden

Woodbridge Fire Department



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.
- Construction is continuing on outer Main Street.
- Construction has started at 10 Main Street.
- Shifts are continuing with the LOTO, elevator / escalator project. This is a time extensive project.
- Building Pre-Plan of 90 Woodbridge Center Drive completed with volunteer members on Saturday October 24, 2020. Eight members in attendance three of which were non-interior firefighting certified. Two hours of training credited to each member.
- For the month of November shifts have been assigned to pre-plan Waste Water Facility @ 195 Woodbridge Avenue. Also, the two pumping stations, Ferry Street Pumping Station and Cliff Road Pumping Station.
- Volunteer members are scheduled for pre-plan of the Waste Water Facility @ 195 Woodbridge Avenue. Also, the two pumping stations, Ferry Street Pumping Station and Cliff Road Pumping Station on Saturday November 21, 2020 @ 0900.
- Mobile Eyes and the CAD have been updated as information is received.

October 2020

Monthly Health & Wellness Report

October 1, 2020 to October 31, 2020

- Shifts continued to do morning stretches (Game plan)
- Shifts also did afternoon exercises/training
- Shift Commander October 17, 2020 0745-1545
- Assisted contractor with Officer's Dorm project
- Made copies and laminated all COVID-19 bulletins
- Posted updated COVID-19 Documents from NJMEL, CDC, and NJDOH Websites including social distancing, wearing a mask, and cleaning surfaces
- Posted maximum occupancy signs in room
- Assisted Capt. McGrath with Halloween Activities
- Started looking for exercise classes for my certification
- Conducted fire extinguishers PASS drill with Tour 4
- Had discussion with Tours regarding social distancing and wearing a mask
- Developed COVID-19 screening checklist

Respectfully Submitted,

Capt. Michael Barcellona

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: October 28, 2020

Monthly Compliance Report for November 2020 Meeting

Monthly Requirements

- Building generator test 10/5/20
- Rae meter calibration 10/5/20
- Building extinguisher checks 10/11/20
- SCBA inspection 10/9/20
- Ground ladder inspections 10/20/20

Quarterly Inspections

- None

Bi-Annual Inspections

- None

Annual Inspections

- Fit test machine out for calibration and service 10/22/20
- Boiler inspection on file
- Fire Alarm test
- Fire Inspection

Upcoming Events/Other:

- Gear washing on hold awaiting agreement with County of Middlesex or new vendor

Respectfully Submitted,
Battalion Chief David Hines

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: October 28, 2020

Monthly Building Report for November 2020 Meeting

- Officers dorm project given go ahead by Commissioner J Kenny, Saldutti emailed to schedule start date, DC Paul has update. 10/4/20
- Bowco monthly inside treatment of building restarted 10/1/20
- Bilyak Electric upgraded ceiling fan and high-hat lighting in the radio room. 10/16/20
- Edison door to upgraded bay door openers and receivers due to issue with doors not opening. Tec recommended maintenance plan for bay doors 10/16/20
- Gurney Electric completed install of additional circuits on to generator power report on file 10/21/20
- 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

WOODBRIIDGE FIRE DEPARTMENT
418 School Street
Woodbridge, NJ 07095

Robert Minkler Jr.
Battalion Chief
Division of Training
732-602-6050 . 6181

Training Report October 2020

- Scheduled Drill with VFC for extinguisher and saw drill/review.
- Building Construction class is finalized and will start November 2, 2020.
- Conducted SCBA refresher and MEL video for new members of the VFC on 3 separate dates.
- Working with the township to secure vehicles for an MVX drill.
- EMT refresher Part B has been scheduled for November and December.
- Career members have received their State Certifications for Fire Inspector.
- Career members will be starting Fire Official at MCFA in November – December.
- Met with TargetSolutions on the new online training platform.
- Working with BC. Hines on the training for the new table and chop saw purchased for training.
- Worked on 2021 Blood Bourn Pathogens PowerPoint.
- Working on 2021 annual refresher training.

Respectfully,

Robert Minkler, Jr.

Battalion Chief

Division of Training

Woodbridge Fire Department

Chief Golden,

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

1. Engine 1-1

- Annual PM Completed
- Cab Heat scheduled for repair at Campbell 11/2

2. Engine 1-2

- Check Engine Light - Loose connection on the Turbo Speed Actuator – Repaired by Campbell
- Annual PM Completed

3. Engine 1-3

- Hurst pump repaired by TASC

4. Truck 1-2-6

- Torque Box Corrosion being repaired at LTI
- Aerial ladder damage being repaired at LTI
- Annual PM being done while out for repair

5. Car 1-3-5

- Mobile radio (APX6500) drawing too many volts – Being addressed by ESS

6. Other equipment items noted is as follows;

- 1-3-6 had battery replaced
- K-12 saw #5 pull cord pulled out of saw - repaired by AC Equipment
- Received SCBA Regulators (10) from NJ Fire Equipment

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*

WOODBIDGE FIRE PREVENTION BUREAU REPORT OCTOBER 2020

DATE: November 1, 2020

REPORT COVERING: OCTOBER

FIRE INVESTIGATIONS:0

TOTAL INSPECTIONS COMPLETED IN OCTOBER:177

COMPLAINTS & SPOT INSPECTIONS:8

LIFE HAZARDS:7

QUARTERLY:8

SEMI-ANNUAL:0

NON- LIFE HAZARD USES:54

TOTAL REINSPECTIONS:84

PERMITS ISSUED:16

TOTAL AMOUNT BILLED IN OCTOBER: \$840.00

TOTAL AMOUNT COLLECTED IN OCTOBER: \$826.00

HOME INSPECTIONS: 0

FIRE SAFETY EDUCATION CLASSES: We dropped off 315 FP bags to 7 day care centers. We also let them borrow our fire prevention movies to show the kids. Fire Prevention is still working on the videos, but due to the weather it has been slow.

REQUESTS: None

OTHER:

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

HYDRANT REPORT FOR OCTOBER 2020

The fire prevention bureau has been working with the architects for the warehouse project on Penval Rd. to relocate the 16" water main and tie it into the existing 12" water main. The Vermella project (the old Hess solar field) is all private water mains and a significant savings to the district. There are 13 hydrants so far for the 2 proposed warehouse which is a savings of \$9,646 and 13 hydrants for the apartment complex on the old Hess property. The savings to the district is \$19,242 according to 2020 rates.

Respectfully Submitted,

Keith L. Repace
Captain/Fire Official

TRAINING REPORT FOR OCTOBER 2020

Career Hours for OCTOBER-99

Volunteer Hours for OCTOBER-16