

Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, December 4, 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 for our men and women serving overseas.

PRESENT: Commissioner Todd Howell (via telephone)
Commissioners present at firehouse:
Commissioner John C. Kenny, Commissioner Patrick Kenny,
Commissioner Robert Minkler Sr., Commissioner Jeffrey Moran

ALSO PRESENT: Clerk – Maria Bucsanszky – via telephone
Attorney – Christopher Howell – via telephone
Labor Attorney – via telephone.
Chief John Golden – via telephone.

Commissioner J.C.K.: I need a motion to approve the minutes of the November 4th, 2020 Regular Meeting.

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

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

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

Commissioner JCK: We’ll move on to Payroll and Bills.

The report of Payroll and Bills for November, 2020:

Maria Bucsanszky: The bills for November, 2020.

Bills: \$250,723.28

Payroll: \$282,212.83

Commissioner Todd Howell made a motion to pay the Bills plus the add-on bills of which there are fifteen that total \$12,466.04 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously except for Commissioner Todd Howell abstaining on Voucher 19820.

Commissioner J.C.K.: Okay, Treasurer's Report.

TREASURER'S REPORT:

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

Previous Balance – November 4 th , 2020	\$6,336,886.08
Deposits	\$6,873.05
Payroll and Adjustments	\$274,957.96
Current Bills	\$250,723.28
Ending Balance as of December 2nd, 2020 without the add-on bills	\$5,818,077.89

Commissioner Todd Howell made a motion to accept the Treasurer's Report which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Communications

COMMUNICATIONS:

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

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

UNFINISHED BUSINESS:

Commissioner P.K.: Nothing sir.

Commissioner J.C.K.: Commissioner Minkler,

Commissioner R.M.: Nothing at this time sir.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Nothing.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No Unfinished Business.

Commissioner J.C.K.: I don't have anything myself. Madame Clerk, anything?

Maria Bucsanszky: For Unfinished, no.

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

Christopher Howell, Attorney: Under Unfinished Business of 109 Green Street, we are officially under contact as I advised the Board about two weeks ago. I ordered up the Title work with the Title Agency that we use, Foundation Title, and I'm still waiting to get that back. We're still on track with a proposed closing date towards the end of January, our new fiscal year. I did have a question to the Board. I don't know if you want to discuss it now or in Executive Session. It would involve some tree line that borders that property; what are we going to do with that? I didn't understand that request. I don't know if you want to discuss that now or later.

Commissioner J.C.K.: We can talk about it now. I guess the people next door that own the property next door came to 109 and was saying that they had spoken to the property owner before about trying to get some trees that overhang into their property which is part on our property and trying to get that resolved so I was just saying to you about having getting in touch with the property owner and let him know that we got to get this resolved before we do the closing and we can help him if he needs before it. We can have the township do the tree and we can just have the bill for what the township will charge.

Christopher Howell, Attorney: Okay, so this tree line is at...I know it's on the right side of the property. It's your understanding it's the property of 109 Green Street and it's the seller that we're buying this house from, right?

Commissioner J.C.K.: Correct, that's what the person next-door said.

Christopher Howell, Attorney: Okay and I'll mention that we got a complaint or concern from the next-door neighbor. Who was that to? That was to who was in our building or was it to Maria or was it to one of the occupants?

Maria Bucsanszky: Yes Chris, it was the next-door neighbor. The dental office knocked on my door and spoke with Donna, my assistant, asking for the landlord's contact information and then advised that they were going to reach out to him about the trees that there's a problem with that section there so I advised Commissioner Kenny.

Christopher Howell, Attorney: Did it pose a hazard that I guess in that they are hanging over the building? That's they're hanging over the building is what they are concerned about, right?

Maria Bucsanszky: Right. They're older and through every storm, every wind storm, they break off and so forth so yes.

Christopher Howell, Attorney: Alright I'll write a formal email letter to their attorney, if they're represented by an attorney, and I'll tell them we want the trees trimmed, cut and taken care of due to the concern complaint we got from the next-door neighbor and then we want that done before the closing. I'll let you know where I get with that. I don't know if they'll agree to that but at least we present it. I just didn't understand it. Before I wrote the letter, I wanted to have a full understanding. I got it. I'll send that letter out this week, alright? So that's it with 109; we're still on track with everything else.

Commissioner J.C.K.: Okay, and just so you know I think today and tomorrow the surveyors I think were coming out so the architects had a better idea for the property stats so those markings will be there to make it easier for the property owners to know where his line is.

Christopher Howell, Attorney: Alright I'll even let him know that it'll be marked by our surveyors. Right, it will make it conclusive that this is in fact part of 109 Green Street, these trees. Okay, yeah, that will be good. Tell them they're doing markers and everything, right? They'll not just going to do the surveying?

Commissioner J.C.K.: They're going to mark.

Christopher Howell, Attorney: Okay, good. Okay, yeah, I'll put that in the report; you know in my letter. Alright.

Commissioner J.C.K.: Okay, thank you.

Christopher Howell, Attorney: Thank you.

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

Labor Attorney: No Unfinished Business.

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

NEW BUSINESS:

Commissioner Patrick Kenny made a motion to gather all voucher payments and expenses in order to get reimbursed for COVID expenses under the CARES Act by mid-December which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: The only thing I would like to say is that Chief if you just pass on to the guys, they did an excellent job on decorating the firehouse. Also, to the guys in the Volunteer Fire Department thank you for the light parade. It was very nice. Santa looked very good on the back of that sleigh. He looked a little cold but he looked very good on the back of that sleigh.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No New Business.

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

Commissioner T.H.: I have nothing sir.

Commissioner J.C.K.: Okay, the only thing I have under New Business is that Chief I think tomorrow there is a new pager out. It actually can...you can listen, it'll tone out on low and you can listen to the high beam frequency so that the volunteers would know if they're going off call, if the officer in charge is terminating command and then this way you don't have to re-tone out so the volunteers would tell them to report to the firehouse so I will get that to you tomorrow. Okay, Madame Clerk.

Maria Bucsanszky: I have nothing.

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

Christopher Howell, Attorney: No New Business Mr. President.

Commissioner J.C.K.: Madame Attorney.

Labor Attorney: Nothing for me.

Commissioner J.C.K.: Okay, so we'll move on the Remarks, Comments or Questions from the Audience. We'll start with...hold on I apologize. I said I would do this and then I messed up. Alright, so we got a couple of Resolutions. Maria, on Resolution 2020-12-1.

Maria Bucsanszky: Yes.

Commissioner J.C.K.: So, it says here that the date is January 1st to December 31st. Is that a problem?

Maria Bucsanszky: Technically it should be...we always appoint Professional Services as of March 1st so we can change that.

Commissioner J.C.K.: So, I'm going to change that with approval to March 1st, 2021 through February 28th, 2022. Okay.

Commissioner Robert Minkler, Sr. made a motion to approve Resolution 2020-12-1 for Professional Services for March 1st, 2021 through February 28th, 2022 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay now Resolution 2020-12-2, motion.

Commissioner Patrick Kenny made a motion to approve Resolution 2020-12-2 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Resolution 2020-12-3.

Commissioner Patrick Kenny made a motion to approve Resolution 2020-12-3 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Resolution 2020-12-4.

Commissioner Robert Minkler, Sr. made a motion to approve Resolution 2020-12-4 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay, Chief Golden do you have anything?

Chief John Golden: Nothing.

Commissioner J.C.K.: Nothing at all, okay. Chief Hapstak.

CHIEF'S REPORT:

	<u>2019</u>	<u>2020</u>
November Calls	55	51
Year Ending December	653	648

Chief Hapstak: (Inaudible)

Commissioner R.M.: Thank you Chief.

Commissioner J.C.K.: Anybody else from the audience?

REMARKS, COMMENTS OR QUESTIONS FROM THE AUDIENCE:

Man from the Audience: (Inaudible)

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 7:15 P.M. which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Everybody have a good holiday and be safe out there. I know it's not the same as it's been in the past but better days yet to come.

Christopher Howell, Attorney: And from me too. Everybody, have a happy holiday and stay healthy and safe, thank you.

Maria Bucsanszky: Thank you.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Maria Bucsanszky', with a long horizontal flourish extending to the right.

Maria Bucsanszky
District Clerk

WOODBIDGE FIRE DISTRICT NO 1
MONTHLY BILL LIST
December 2, 2020

2/02/20

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
11/05/2020	19799	Marianne K. Horta	Professional Service - October 2020	-325.00
11/05/2020	19800	Postmaster - Woodbridge	Renewal for PO Box #320/12 Mth	-118.00
11/05/2020	19801	Robert Hilliard III	Reimbursement - Co-Pay	-25.00
11/05/2020	19802	Robert Minkler Jr	Reimbursement - Appreciation Meals for COVID-19	-270.00
11/05/2020	19803	Thomas Kane Jr	Reimbursement - Co-Pay	-20.00
11/16/2020	19804	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-45.89
11/16/2020	19805	Comcast	Account #8499053400528238/TV	-84.83
11/16/2020	19806	MIDDLESEX WATER COMPA...	Account #6550200000 - Water Charge 08/04/2020 - 1...	-1,015.45
11/16/2020	19807	S & D Holding	Electric - A/C# 6600081007109 Green Street 10/07/20...	-260.16
11/16/2020	19808	Verizon Connect	C/S #WOOD028 Monthly Service October 2020	-97.14
11/16/2020	19809	S & D Holding	Gas - A/C# 9311654135 109 Green Street 9/25/2020-1...	-34.19
11/16/2020	19810	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-760.42
11/16/2020	19811	MIDDLESEX WATER COMPA...	Hydrant Service - December 2020	-42,335.05
11/16/2020	19812	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-371.97
12/01/2020	19813	Catherine Crowe	Reimbursement Health Benefits - November 2020	-329.53
12/01/2020	19814	S & D Holding	Rent - December 2020	-3,000.00
12/02/2020	19815	A&K Equipment Co	Morvision CAM Kit & Fisher Snow Plow Assembly	-6,505.00
12/02/2020	19816	ADVANCE AUTO PARTS	Supplies	-3.59
12/02/2020	19817	Allied Oil	C/S# 4031394 - Fuel - October 2020	-886.58
12/02/2020	19818	Bowco Laboratories Inc	Regular Service - November 2020	-38.00
12/02/2020	19819	Campbell Supply, Inc	2014 Spartan - Chassis Preventive Maintenance Engin...	-2,948.80
12/02/2020	19820	Christopher Howell	Monthly Fee - December 2020	-4,150.00
12/02/2020	19821	Comcast	Account #8499053401168158/109 Green Street	-396.68
12/02/2020	19822	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 12/01/2020 - 12/31/2...	-11,981.68
12/02/2020	19823	Emergi-Clean, Inc	Cleaned & Recleaned Inside of Vehicle Unit 1-3-2	-500.00
12/02/2020	19824	Fire and Safety Services LTD	Engine 1-3 Repair - Chassis, Pump & Generator Preve...	-2,250.00
12/02/2020	19825	Gurney Electric LLC	2- Exterior Wall Receptacles for Landscape Fixtures	-1,080.50
12/02/2020	19826	Home News + Tribune	Account#ASB-076094- Notice - Sealed Bids - Firehous...	-30.96
12/02/2020	19827	Image First	Acct#43-WOODB000-Laundry Service	-284.69
12/02/2020	19828	Independent Overhead Door C...	Bay #1 - Repaired Wire Connection on Safety Eye	-185.00
12/02/2020	19829	Lexis Nexis Matthew Bender	Renewal NJ Admin Code Title 4A Civil Services with S...	-90.09
12/02/2020	19830	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance - December ...	-319.23
12/02/2020	19831	Lowe's	Account 82131319024076/Supplies	-890.13
12/02/2020	19832	Madsen & Howell, Inc	Supplies	-316.28
12/02/2020	19833	Margaret Sulej	Cleaning 109 Green Street - November 18, 2020	-180.00
12/02/2020	19834	Maria Bucsanszky, E.A.	Monthly Fee - December 2020 & Budget Preparation ...	-7,575.00
12/02/2020	19835	Marie Gould	Reimbursement Health Benefits - November 2020	-329.53
12/02/2020	19836	Mary Ann Sofka	1 1/2 Hours Transcription for Regular Meeting - Novem...	-37.50
12/02/2020	19837	Mary Karnas	Reimbursement Health Benefits - November 2020	-329.53
12/02/2020	19838	Metuchen Mower Inc	Toro Snow Blower - Carb Kit, Fuel, Spark Plugs	-139.31
12/02/2020	19839	New Jersey Fire Equipment Co	Cutters Edge Bullet Chain Loop & Supreme Pull on Le...	-946.00
12/02/2020	19840	Owen S Dunigan & Co, Inc	Installed New Sloan Drop in Kit & Batteries for Sensor ...	-208.60
12/02/2020	19841	Parker Web	Set Up For New Domain 10/28/2020	-74.50
12/02/2020	19842	PSE&G	ACCOUNT #7356632500/Firehouse 10/09/2020-11/06/...	-400.81
12/02/2020	19843	Settembrino Architects	Professional Services - Dormitory Design	-5,000.00
12/02/2020	19844	Sophie Bader	Reimbursement Health Benefits - November 2020	-329.53
12/02/2020	19845	Standard Insurance Company	Life Insurance - Policy #136829 - December 2020	-3,756.36
12/02/2020	19846	Survivor Fire & Safety Equipm...	Fire Extinguisher Inspection & Recharged (Dry Chem)	-237.00
12/02/2020	19847	Trinitas Physicians Practice, LLC	EAP Services Renewal - November 2020 - October 20...	-4,500.00
12/02/2020	19848	Turnout Fire & Safety	Pants/Synder	-605.00
12/02/2020	19849	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage December 2020	-1,768.00
12/02/2020	19850	Water Works Inc	Winterize System	-75.00
12/02/2020	19851	Witmer Public Safety Group	Fire Hooks Double Drop Elevator Key	-154.00
12/02/2020	19852	Woodbridge Fire Co No.1	2020 Annual Stipend	-25,981.02
12/02/2020	19853	A&K Equipment Co	Plow Service	-149.95
12/02/2020	19854	Campbell Supply, Inc	2014 Spartan - Chassis Preventive Maintenance Engin...	-2,948.80
12/02/2020	19855	Image First	Acct#43-WOODB000-Laundry Service	-288.96
12/02/2020	19856	Independent Overhead Door C...	Performed General Service to Put Door in Proper Wor...	-286.00
12/02/2020	19857	Madsen & Howell, Inc	Supplies	-612.07
12/02/2020	19858	Metuchen Mower Inc	3-Honda Generators - Carb Kit, Fuel, Oil & Spark Plugs	-365.61
12/02/2020	19859	PSE&G	ACCOUNT #1301369209/Parking Lot 10/09/2020-11/0...	-28.68
12/02/2020	19860	Survivor Fire & Safety Equipm...	Fire Extinguisher Inspection & Recharged (Water Hydro)	-43.00
12/02/2020	19861	Turnout Fire & Safety	Pants/Hines	-484.00
12/02/2020	19862	Campbell Supply, Inc	2014 Spartan - Driver Door Window Not Working Engi...	-747.73
12/02/2020	19863	Image First	Acct#43-WOODB000-Laundry Service	-284.69
12/02/2020	19864	Madsen & Howell, Inc	Supplies	-339.87
12/02/2020	19865	Turnout Fire & Safety	Pants/Weber	-121.00
12/02/2020	19866	Campbell Supply, Inc	2014 Spartan - Heater/Air Conditioning Issue Engine 1...	-5,359.99
12/02/2020	19867	Image First	Acct#43-WOODB000-Laundry Service	-284.69

Date	Num	Name	Memo	Amount
12/02/2020	TEPS	State of New Jersey- Health B...	Retiree Health Benefits -12/01/2020 - 12/31/2020	-26,745.77
12/02/2020	19868	Turnout Fire & Safety	Shirt/Golden	-268.96
12/02/2020	TEPS	State of NJ- Health Benefits F...	Health & Prescription Insurance Active12/01/2020 - 12/...	-76,786.98
Total Northfield Bank - Voucher				-250,723.28
TOTAL				-250,723.28

RESOLUTION #2020 – 12 -1

RESOLUTION APPROVING ATTORNEYS TO PROVIDE SERVICES TO THE WOODBRIDGE FIRE DISTRICT #1

WHEREAS, the Woodbridge Fire District #1 is desirous of appointing qualified attorneys to provide legal services to the Woodbridge Fire District #1 when the need arises for the period of January 1, 2021 through December 31, 2021; and

WHEREAS, the Fire District solicited proposals to establish a pool of qualified legal service providers; and

WHEREAS, the Fire District received numerous qualifying proposals;

WHEREAS, an evaluation committee was formed and based upon the requirements for the awarding a contract for legal services, the committee recommends the following qualified vendors be included in the pool; and

NOW, THEREFORE, BE IT RESOLVED BY THE WOODBRIDGE FIRE DISTRICT #1 OF THE TOWNSHIP OF WOODBRIDGE, that the following attorneys are hereby appointed to provide legal services to the Fire Department when the need arises for the period March 1, 2021 through February 28, 2022:

General Counsel

Eric M. Bernstein & Associates

Parker McCay

Christopher T. Howell

Labor Counsel

Eric M. Bernstein & Associates

Parker McCay

Hoagland Longo

MOTION TO APPROVE made by Comm. Minkler Sr, seconded by Comm. Patrick Kenny, all in favor.

ADOPTED : December 2, 2020

RESOLUTION #2020 – 12 - 2

RESOLUTION AUTHORIZING PURCHASE CONTRACTS WITH CERTAIN APPROVED COUNTY AND STATE COOPERATIVE COUNCIL CONTRACT VENDORS PURSUANT TO N.J.S.A. 40A:11-10

WHEREAS, the Woodbridge Fire District #1 is a party to a cooperative purchasing agreement with various cooperative pricing councils, a cooperative purchasing program organized pursuant to N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11, and

WHEREAS, Local Public Contract Law authorizes a municipality to purchase goods and services through duty-formed cooperative purchasing systems without advertising for bids; and

WHEREAS, the procurement of goods and services through a cooperative purchasing program is considered to be an open and fair process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Woodbridge Fire District #1 has a need to purchase, on a timely basis, goods or services utilizing cooperative purchasing agreements with the following cooperative pricing councils during the year 2021:

Educational Services Commission of NJ -ESCNJ
Cranford County Co-op
Hunterdon County Educational Services -HCESC
Somerset County Co-op
Union County Co-op
New Jersey State Contracts

WHEREAS, the Woodbridge Fire District #1 plans to utilize the cooperative purchasing program with the above listed cooperative pricing councils and such transactions shall be subject to all conditions applicable to the current cooperative purchasing agreement; now therefore

BE IT RESOLVED, by the Woodbridge Fire Department, in the County of Middlesex that the Fire Department's Qualified Purchasing Agent is hereby authorized to purchase goods and services in 2021 utilizing the cooperative purchasing program with the above listed cooperative pricing councils, pursuant to all conditions of the individual cooperative purchasing agreements.

MOTION TO APPROVE made by Comm. Patrick Kenny, seconded by Comm. Minkler Sr, all in favor.

Dated: December 2, 2020

RESOLUTION #2020 – 12 - 3

RESOLUTION AUTHORIZING AN INCREASE IN THE BID THRESHOLD

WHEREAS, the recent change in the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$44,000; and

WHEREAS, the N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted to negotiate and award such contract below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Marianne Horta possess the designated Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq; and

WHEREAS, the Woodbridge Fire District #1 desires to take advantage of the increased bid threshold; now therefore be it

RESOLVED, that the Woodbridge Fire District #1, in the County of Middlesex, in the State of New Jersey, hereby increases its bid threshold to \$44,000; and be it further

RESOLVED, that the bid threshold shall subsequently be increased whenever the State of New Jersey increases the allowable bid threshold, to the maximum amount permitted by the State; and be it further

RESOLVED, that the Fire District has appointed Marianne Horta, Q.P.A. as the Qualified Purchasing Agent to execute the duties of the purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and be it further

RESOLVED, that in accordance with N.J.A.C. 5-34-5.2 the local unit is hereby authorized and direct to forward a certified copy of the resolution to the Director of the Division of Local Government Services.

MOTION TO APPROVE made by Comm. Patrick Kenny, seconded by Comm. Minkler Sr, all in favor.

ADOPTED: December 2, 2020

RESOLUTION #2020-12-4

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. Minkler Sr, seconded by Comm. Patrick Kenny, all in favor.

Adopted, December 2, 2020

Date

Maria Bucsanszky, District Clerk

Chief of the Departments Report for December 2020

Correspondence

The Administration received the Civil Service Certification of Eligible for Appointment.

Administration

The Administration will be working with the Board to schedule a meeting in 2021 to continuing the work to incorporate the Departments Standard Operations Guidelines into the Lexipol system.

The Fire Prevention Safety videos are have been posted on You Tube. The department will be continuing to develop safety messages and explore ways to advertise our message.

The posting for a Firefighter to be transferred to a shift has been taken down with no one signing the posting. The posting for the daytime Captain has been posted and will be removed on December 20th.

The Department participated in the Township Parade of Lights. I would like to thank Deputy Chief Paul for organizing the Departments involvement and the shifts involved in decorating the apparatus.

The holiday lights were put up and I would like to thank the shifts that completed this task.

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. The Administration was informed of a requirement for reporting and tracking. President Hines has worked with the Administration on this and I would like to thank him for his help. DC Paul and Balog continue to review a mass quantity of information to ensure the department remains safe and staffed.

Lisa Lanza continues to work with the vendor to complete the new department website.

Deputy Balog ensured all members are aware of their new shifts for 2021 and transfers notifications were completed. Vacation schedules have been adjusted.

Chief Golden has started discussions with possible Shared Services with Avenel Fire Department.

Deputy Chief Paul has been in contact with LTI and Campbell Supply for updates on the Ladder Truck. Its tentative return is December 4th.

Chief John Golden
Woodbridge Fire Department

WOODBIDGE FIRE DEPARTMENT
418 School Street
Woodbridge, NJ 07095

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

Training Report November 2020

- Held saw and extinguisher drill on 10/30/2020 with the VFC.
- Members of the career and volunteer departments completed 16 hours of building construction. This will help fulfill the Fire Officer 1 Building Construction requirements.
- The shifts are to complete the saw drill that was put out for them.
- The shifts completed the yearly extinguisher drill.
- Members attended EMT - B refresher held at Station 1 and 2.
- Second EMT - B refresher scheduled for December.
- Members enrolled in FF-1 at MCFA were put on hold for two weeks. MCFA has advised the class will be restarting 11/30/2020.
- Career members were scheduled to start Fire Official at MCFA November 17 2020. That class has been cancelled, awaiting word when the class will be starting.
- Working with BC. Hines on 2021 refresher dates and training. NJ Learn does not offer our required online training as of now. Working to see if the new company TargetSolutions offers this training.
- Will be speaking with the department's CPR instructors for 2021 training.

Respectfully,

Robert Minkler, Jr.

Battalion Chief

Division of Training

Woodbridge Fire Department

TRAINING REPORT FOR NOVEMBER 2020

Career Hours for OCTOBER-496

Volunteer Hours for OCTOBER-146

Monthly Health & Wellness Report

November 1, 2020 to November 30, 2020

- Shifts continued to do morning stretches (Game plan)
- Shifts also did afternoon exercises/training
- Shift Commander November 9, 2020 0745-1545 and November 17, 2020 1525-1925
- Posted updated COVID-19 Documents from NJMEL, CDC, and NJDOH Websites including social distancing, wearing a mask, and cleaning surfaces
- Assisted with Christmas Decorating
- Conducted Saw Drill with Tour 1
- Updated Flu Shot Information on boards
- Conducted Pre Plan at Waste Water with Tour 4
- Reviewed new Admin Bulletins
- Updated Admin Bulletins on boards and updated the Share Drive folder

Respectfully Submitted,

Capt. Michael Barcellona

Chief Golden,

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

1. Engine 1-1

- SCBA Bracket repaired by Campbell
- Cab Heat repaired by Campbell
- Various warning lights repaired by Campbell

2. Engine 1-2

- TNT Cutter bracket repaired by Campbell

3. Engine 1-3

- Reviewing Issues found from PM by Fire & Safety

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) repaired & reinstalled by ESS

6. Other equipment items noted is as follows;

- 1-3-4 had plow serviced at A&K
- 1-3-11 Had snowplow & reverse camera installed at A&K
- Portable radio sent out to ESS for repair from drop repaired and returned

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*

Monthly Equipment Report

November 2020

Engine 1

- Outstanding Issues
 - Light Tower light is out – parts ordered (Campbell)
 - Paint blistering around driver front wheel well
 - Pin striping missing on front officer corner
- Resolved
 - SCBA Bracket still broken – repaired by Campbell
 - Right front amber marker light/turn signal out – repaired by Campbell
 - Front turn signal lens cracked – repaired by Campbell
 - Heater Cores front and back– repaired by Campbell
 - Heater control valve – repaired by Campbell
 - Officer side panel emergency warning light is out – repaired by Campbell
 - Diver side panel emergency warning light is out – repaired by Campbell
 - Air tank drain hook #1; - repaired by Campbell
 - Driver's side windshield wiper loose – repaired by Campbell

Engine 2

- Outstanding Issues
 - Officer Rear Door paint blistering – Campbell made aware (Possible slat replacement)
 - Officer middle roll up door stripe bubbling – Campbell made aware (Possible slat replacement)
 - Driver's side red LED EWD under headlight diodes out – parts ordered (Campbell)
- Resolved
 - TNT Cutter bracket cracked/broken – repaired by Campbell

Engine 3

- Outstanding Issues
 - Nothing to report

Truck 6

- Outstanding
 - Aerial ladder missing spacer – At LTI in progress
 - LTI determined that Torque Box is in need of repair – Diagnosed by UL
 - Sheave wheel and ladder cables to be repaired by LTI
- Resolved
 - Torque box repaired by LTI

Auxiliary Vehicles

- Resolved
 - 1-3-2
 - Dry chem still present in car – Cleaned by Emergi-Clean again (no additional charge)
 - 1-3-9
 - passenger rear tail light has condensation/moisture in lens – At EAI (Winner Ford)
 - 1-3-5
 - Mobile radio (APX6500) repaired by Motorola and re-installed by ESS
 - 1-3-4
 - Annual service done on plow and vehicle at A&K
 - 1-3-11
 - Back up camera installed by A&K
 - Plow installed by A&K
 - Lightbar was raised by A&K
 - 1-3-10
 - Battery found dead, unable to jump start
 - Vehicle towed to All American Ford who could not duplicate the problem

Turnout Gear

- Outstanding
 - Recruit Vega was advised to turn in all gear
 - Failed to turn in pager
 - All other issued gear turned in
- Resolved
 - Recruit Butth issued rental gear and returned department issued gear
 - Recruit Butth had issue with her helmet – helmet liner and flaps replaced
 - Recruit Butth had a secondary gear inspection as a result – no issues to report
 - FF Hanley reported that the eagle on his helmet is damaged
 - Eagle replaced without incident

Equipment Out of Service

- Outstanding
 - Nozzle 20 & Nozzle 24 at TASC for repair
 - One portable radio lapel mic out for repair at ESS – should be under warranty
 - Harrington Valve at TASC for repair
- Resolved
 - Portable generators 7, 8, & 9 serviced at Metuchen Mower
 - Nozzle 37 - State Line repaired
 - Akron Valves 015 & 035 - State Line repaired
 - 2.5" hose 2061 - State Line shortened into two 5' sections
 - Snowblower serviced at Metuchen Mower
 - Leaf blower pull cord spring repair – repaired by AC Equipment
 - Cutters Edge saw blade needs to be replaced – NJFE sharpened and replaced with new
 - Replacement RAE Meter #2 multiple errors – Repaired and returned by Honeywell/Gen-EI
 - One portable radio dent out to ESS for repair from drop – Repaired by Motorola/ESS

Orders & Deliveries

- Ordered
 - Five helmets ordered from Safe-T (Bens II Black) from Safe-T
 - Five eagles for the Bens II helmets with hardware from Safe-T
- Delivered
 - Four Double drop elevator keys ordered – Delivered and place on apparatus
 - Two Bullet Chains for Cutter's Edge – Delivered by NJFE
 - Globe boots size 11M – Delivered by NJFE

Annual

- Annual Hose & Appliance Testing
 - Appliances that failed notated in "Equipment Out of Service"
 - Photographed failed hose for sale on auction site
- PM Of Apparatus
 - Engine 3 COMPLETED by Fire and Safety

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: November 29, 2020

Monthly Compliance Report for December 2020 Meeting

Monthly Requirements

- Building generator test 11/2/20
- Rae meter calibration 11/2/20
- Building extinguisher checks 11/8/20
- SCBA inspection 11/13/20
- Ground ladder inspections 11/17/20

Quarterly Inspections

- None

Bi-Annual Inspections

- None

Annual Inspections

- Fit testing and annual medical questionnaire
- Boiler inspection on file
- Fire Alarm test
- Fire Inspection

Upcoming Events/Other:

Respectfully Submitted,
Battalion Chief David Hines

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: November 29, 2020

Monthly Building Report for December 2020 Meeting

- Bowco monthly inside treatment of building restarted 11/5/20
- Silent Companion inspected the building fire alarm, report on file 11/17/20
- Edison submitted quote for maintenance program for bay doors awaiting approval 11/18/20
- Motorola updated radio base stations in watch desk 11/17/20
- Sprinkle system winterized lawn overseeded 11/23/20
- Dorm projects awaiting blueprints and approval 11/23/20
- Backroom refrigerator had freezer repaired 11/24/20
- Dunigan Plumbing scheduled to install heat pump #1 this week
- 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



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 January 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.
- Members completed pre-planning of all of the Township's Waste Water Facilities with-in District 1. Facilities included 195-201 Woodbridge Avenue, 1 Ferry Street and 701 Cliff Road.
- Volunteer members completed pre-planning of all of the Township's Waste Water Facilities with-in District 1. Facilities included 195-201 Woodbridge Avenue, 1 Ferry Street and 701 Cliff Road on November 21, 2020. Ten members in attendance three of which were non-interior firefighting certified. Two hours and thirty minutes of training credited to each member.
- For the month of December shifts will be continuing with the LOTO, elevator / escalator project.
- Mobile Eyes and the CAD have been updated as information is received.

Respectfully Submitted,

Mark J. Minkler
Battalion Chief CFEI / CVFI
Division of Pre-Incident Planning
Woodbridge Fire Department
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Fax 732-602-6043
e-mail Minkler.m@wfdnj01.org

November 2020

**WOODBIDGE FIRE PREVENTION BUREAU REPORT
NOVEMBER 2020**

DATE: December 1, 2020

REPORT COVERING: November

FIRE INVESTIGATIONS:4

TOTAL INSPECTIONS COMPLETED IN NOVEMBER:123

COMPLAINTS & SPOT INSPECTIONS:34

LIFE HAZARDS:3

QUARTERLY:1

SEMI-ANNUAL:0

NON- LIFE HAZARD USES:26

TOTAL REINSPECTIONS:58

PERMITS ISSUED:1

TOTAL AMOUNT BILLED IN NOVEMBER: \$54.00

TOTAL AMOUNT COLLECTED IN NOVEMBER: \$268.00

HOME INSPECTIONS: 0

FIRE SAFETY EDUCATION CLASSES:

REQUESTS: None

OTHER:

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

HYDRANT REPORT FOR NOVEMBER 2020

Nothing to report at this time.

Respectfully Submitted,

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