

**Minutes of the regular meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, May 1, 2019 at 7:00 P.M.**

Commissioner John C. Kenny called the meeting to order.

Maria Bucsanszky: Mr. President – 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 boards of the fire house and the post offices of Woodbridge and Sewaren. Mr. President, you may proceed.

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, Commissioner John C. Kenny,  
Commissioner Robert Minkler, Sr. Commissioner Jeffrey Moran

**EXCUSED:** Commissioner Patrick Kenny

**ALSO PRESENT:** Attorney – Christopher Howell  
Clerk – Maria Bucsanszky  
Chief Charles Kenny  
Deputy Chief John Golden

Commissioner Todd Howell made a motion to approve the minutes of the April 3<sup>rd</sup>, 2019 Regular Meeting which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Personnel and Liaison to the Volunteer Fire Company – Commissioner Moran.

**COMMITTEE REPORTS:**

**PERSONNEL AND LIAISON TO THE VOLUNTEER FIRE COMPANY:**

Commissioner J.M.: Mutual time off outstanding; nothing else at this time. Training Report: Career – Total Hours of training in April – 444; Volunteer – Total Hours of training in April – 79. Included in that were Officer’s Training conducted by (inaudible) of the Officer’s Training Program – They did lifetime drills during April at Middlesex Fire Academy for the career and volunteers. George Eppic is working on the refreshers for the (inaudible) intervention team. Operation’s Class is going to take place this month and that’s for career and volunteer members. The fire academy staff wanted information regarding HAZMAT operations and training has continued with the new hires and included apparatus operations. They have attended their (inaudible) class. That’s my report Mr. President.

Commissioner J.C.K.: Okay, any questions for Commissioner Moran?  
Alright Apparatus and Vehicles – Commissioner Howell.

**APPARATUS AND VEHICLES:**

Commissioner T.H.: Thank you Mr. President. I would like to report tonight that all four pieces of apparatus are now back in service. There are a few minor small issues that have to be addressed yet with Truck 1-2-6 and with Engine 1-3; it'll be taken care of in this coming week. Also the Commander's car, 1-3-5, was sent to Malouf for what turned out to be a recall and service that was of no charge to the district. Also the Chief's car, 1-3-1, had some repairs done and is now back fully in service and that's the end of my report Mr. President.

Commissioner J.C.K.: Okay, any questions for Commissioner Howell? Fire Prevention, Telecommunications and Hydrants – Commissioner Minkler.

**FIRE PREVENTION:**

Commissioner R.M.: Thank you Mr. President. My report is dated May 1<sup>st</sup>, 2019 covering the month of April. Fire Investigations – 0; Total Inspections Completed in April – 80; Complaints and Spot Inspections – 3; Life Hazards – 21; Quarterly – 8; Non-Life Hazard Uses – 18; Total Re-Inspections – 104; Permits Issued – 6; Total amount billed in April - \$3,470.00; Total amount collected in April - \$1,128.00; Home Inspections - 1. That's my report on Fire Prevention.

**TELECOMMUNICATIONS AND HYDRANTS:**

Commissioner R. M.: Hydrants – The private fire hydrant located at the Woodbridge Library has been repaired and is in working order. The fire official has reviewed the site plans for the proposed 55 Brook Street. The water company will complete the dead end hydrant on Brook Street and Pearl Street to make it a loop. That's my report Mr. President.

Commissioner J.C.K.: Okay, any questions for Commissioner Minkler? Okay, Building and Grounds.

**BUILDINGS AND GROUNDS:**

Commissioner J.C.K.: There's a report that we have for Buildings and Grounds and that report will be the record. Okay, moving on to Report of Payroll and Bills.

**The report of Payroll and Bills for April, 2019:**

Maria Bucsanszky: The report of Payroll and Bills for the month of April, 2019.

Bills: \$239,783.53

Payroll: \$253,372.31.

Commissioner T.H.: Mr. President I make a motion that we pay those Bills and Payroll along with four additional add-on bills for an additional total of \$2,179.67.

Commissioner Todd Howell made a motion to accept the Payroll and Bills plus the add-ons of \$2,179.67 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously except for Commissioner Robert Minkler, Sr. voting yes on all except Vouchers 18288, 18273, 18271 and 18255.

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

**TREASURER'S REPORT:**

Maria Bucsanszky: The treasurer's report for May 1<sup>st</sup>, 2019

Previous Balance – April 3 <sup>rd</sup> , 2019	\$5,517,601.68
Deposits	\$ 4,520.00
Payroll and Adjustments	\$ 288,524.99
Current Bills	\$ 239,783.53
Ending Balance as of May 1 <sup>st</sup> , 2019 (without the add-on bills)	\$4,993,813.16

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

Commissioner J.C.K.: Communications.

**COMMUNICATIONS:**

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

Commissioner J.C.K.: Okay, Unfinished Business – Commissioner Minkler.

**UNFINISHED BUSINESS:**

Commissioner R.M.: None at this time.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: None.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: None.

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

Christopher Howell, Attorney: I spoke to Maria, our Clerk, about the ongoing audit by the State Comptroller's Office. She had provided some additional payroll records about a week and a half ago to the office and it's still ongoing and we haven't heard any word as to when it will be finalized.

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

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Deputy Chief John Golden: I got a report from the JIF. It's the Cost Control Report on April 4<sup>th</sup>. The only issue that they had was a bench grinder that needed to be permanently mounted. We had the work done today and it's permanently mounted. The Firehouse had its annual inspection and re-inspection by Fire Official Spillar. The bill for the repairs is on the Bill List to a shared service agreement with the township. The department participated in the township's Big Wheels. The apparatus MDTs and the mounting brackets are on order. The tablets have been delivered to put on Fire Inspector McNamara's desk, he said he would take control of them when he comes back; we're just waiting on the brackets. Gov.deals – The out of service equipment that was posted on gov.deals – as of January to this current date the total that was reimbursed back to the department was \$1,187.98 for 2019 and since it started the total net return for the district has been \$13,121.34. Dunigan was notified that they won the bid for the new boiler and they are scheduling a time to complete the work. The township fire officers held their monthly training here at the firehouse. The Chief was part of setting that up so it turned out to be pretty good attendance. We had a Health and Safety meeting with the members of Local 290. The volunteers, Chief Hapstak, Commissioner Moran and myself we were addressing some of the issues there. The Local has been wearing their Autism Awareness shirts for the month. Two members of the volunteer fire company are assigned for the Captain Buscio Exam so that's a positive thing; a number of career guys went. Helmets were issued to the volunteer chief as requested at the previous meetings so the chief has the new helmets for the officers and he'll distribute them as he sees fit. That's it.

Commissioner J.C.K.: Okay, any questions for the Chief?

Commissioner T.H.: No.

Commissioner R.M.: No.

Commissioner J.C.K.: Okay, New Business – Commissioner Minkler.

**NEW BUSINESS:**

Commissioner R.M.: Yes Mr. President. I'll do under New Business Preplanning for April, 2019. The report was submitted from Battalion Chief Markman to Deputy Chief John Golden. For the month of April each shift completed preplan of 158 Amboy Avenue which is known as Heavenly Auto Body Works. Each shift also completed a walkthrough of the new Ross Street School. The training hours were sent to Battalion Chief Robert J. Minkler, Jr. Building renovations at 1 Woodbridge Center Mall are in progress. Shifts are scheduled for a walkthrough in the month of May. The building construction has started on the new Pino's Restaurant at 280 Woodbridge Avenue. The preplans are in the Fire Prevention office. Each shift has been instructed to look them over and B.C. M. Minkler has started working on the project of converting fifty hydrants in the district over to the Stewart's Steamer Connections and that my report for preplanning.

Commissioner J.C.K.: Okay, any questions for the Preplanning report? Okay New Business – Commissioner Howell.

Commissioner T.H.: None. I'll bring it up under the Executive Session the concerns of Carteret.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: Nothing Mr. President.

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

Christopher Howell, Attorney: Nothing.

Commissioner J.C.K.: Madame Clerk.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Deputy Chief John Golden: Nothing.

Commissioner J.C.K.: Okay we'll move to Remarks, Comments and Questions from the Audience and we'll start with the Chief's Report – Chief Fee.

**CHIEF'S REPORT:**

	<u>2018</u>	<u>2019</u>
April Calls	56	65
Calls to Date	299	236

Chief Fee: That's all I have.

Commissioner J.C.K.: Okay.

Chief Fee: And we did get the officer helmets and our gloves have been issued and our hoods and everything have been issued.

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

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

Commissioner Robert Minkler, Sr. made a motion to return to the regular meeting which was seconded by Commissioner Todd Howell and carried unanimously at 9:10 P.M.

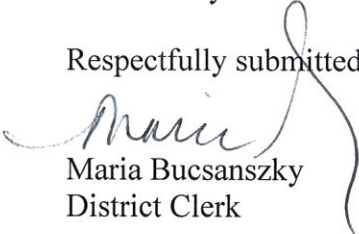
Commissioner J.C.K.: Mr. Attorney do you want to give a summary?

Christopher Howell, Attorney: Thank you Mr. President. After an extensive Executive Session we reviewed the following items. First we discussed our mutual aid response to Carteret fire alarms. We then discussed, with our Administrative Chief Charlie Kenny, just reviewing the Chain of Command in the department. We then moved on to reviewing policies of our personnel reporting injuries to the department whether it's an injury on or off the job. We then moved on to some various building and ground matters, we briefly spoke about that, and then we moved on to the progress of purchasing our new vehicles which are still on track to come in later this year. We then reviewed our retirement age policy and our physical exam policy and how those two play together. We then reviewed our long term relationship with Campbell's who is the maintenance and repair contactor for our apparatus and about their billing practices and purchasing of those and then we concluded on reviewing training procedures for our personnel and certifications of our personnel with regards to Hazmat operations. And that would conclude our Executive Session this evening.

Commissioner J.C.K.: Okay, anything else?

Commissioner Robert Minkler, Sr. made a motion to adjourn the meeting which was seconded by Commissioner Todd Howell and carried unanimously at 9:13 P.M.

Respectfully submitted,

  
Maria Bucsanszky  
District Clerk

## WOODBRIDGE FIRE DISTRICT NO 1

## MONTHLY BILL LIST

May 1, 2019

05/01/19

Date	Num	Name	Memo	Amount
<b>Northfield Bank - Voucher</b>				
04/04/2019	18222	Fitness Lifestyles Inc.	York 6' Chrome Bar	-213.00
04/04/2019	18223	Gen-el Safety & Industrial Prod...	02-Sensor - Replacement for New MultiRAE	-224.20
04/04/2019	18224	Madsen & Howell, Inc	Supplies	-333.64
04/04/2019	18225	Spectrotel	Account #348561/Clerk	-50.42
04/04/2019	18226	Spectrotel	Account #348180/Cad/Landline/Fire Alarm/Solar	-129.50
04/16/2019	18227	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-43.13
04/16/2019	18228	Comcast	Account #8499053400759387/Computer/Internet	-185.84
04/16/2019	18229	Elizabethtown Gas	Account #2164284700/Firehouse/ 02/25/19-03/26/19	-843.00
04/16/2019	18230	MIDDLESEX WATER COMPA...	Hydrant Service -April 2019	-42,289.78
04/16/2019	18231	NJ Emergency Preparedness ...	2019 NJ Conference Registration - Thomas McNamar...	-135.00
04/16/2019	18232	Robert Fizer.	Reimbursement -IAAI Conference - Hotel 03/05/19-03/...	-305.70
04/16/2019	18233	Thomas McNamara	Reimbursement - IAAI Conference-Hotel 03/05/19-03/...	-305.70
04/16/2019	18234	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-339.04
04/16/2019	18235	Comcast	Account #8499053400528238/TV	-91.53
05/01/2019	18236	Catherine Crowe	Reimbursement Health Benefits - April 2019	-333.01
05/01/2019	18237	AC EQUIPMENT	Replaced Starter Pull Rope on Toro Edger/Trencher	-35.95
05/01/2019	18238	Bowco Laboratories Inc	Regular Service - April 2019	-38.00
05/01/2019	18239	Canon U.S.A. Inc	Contract #A40462/G-2075-Purchase Canon IR Advanc...	-6,885.00
05/01/2019	18240	Christopher Howell	Monthly Fee - May 2019	-4,150.00
05/01/2019	18241	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 05/01/19-05/31/19	-11,976.17
05/01/2019	18242	Dorothy Wilcox	Reimbursement Health Benefits - April 2019	-333.01
05/01/2019	18243	Fire Protection Publications	Fire Inspection & Code Enforcement 8th Edition	-89.00
05/01/2019	18244	Gen-el Safety & Industrial Prod...	02-Sensor - Replacement for New MultiRAE	-224.20
05/01/2019	18245	Glasson's Auto Repair	Oil Change Vehicles 1-3-6, 1-3-6, 1-3-7	-788.45
05/01/2019	18246	Heavenly Bodyworks	Fog Lamp Assembly -2017 Ford Exp (1-3-5)	-145.00
05/01/2019	18247	HMH Occupational Health Iselin	Invoice #19517 Volunteer Physical	-55.00
05/01/2019	18248	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-3,325.00
05/01/2019	18249	Image First	Acct#43-WOODB000-Laundry Service	-240.01
05/01/2019	18250	Madsen & Howell, Inc	Supplies	-46.76
05/01/2019	18251	Maria Bucsanszky, E.A.	Monthly Fee - May 2019	-5,575.00
05/01/2019	18252	Mary Ann Sofka	3 Hours Transcription for Regular Meeting- April 3, 2019	-75.00
05/01/2019	18253	Mary Karnas	Health Benefit Reimbursement -April 2019	-333.01
05/01/2019	18254	Michael A Bilyak	Installed 6 Cable Runs 2nd Floor Office & Replaced Ex...	-1,167.00
05/01/2019	18255	Middlesex County Fire Academy	Course: Drill Ground Instructor/Kane, Mastanduno & M...	-156.00
05/01/2019	18256	Motorola Solutions Inc.	2- All Band Portable with Accessories	-13,560.00
05/01/2019	18257	Networkfleet	C/S #WOOD028 - Monthly Service-March 2019	-113.70
05/01/2019	18258	Penguin Management, Inc.	Annual Voice Notification/Streaming Audio	-1,548.00
05/01/2019	18259	Postmaster	1 Rolls of Stamps	-50.00
05/01/2019	18260	Sophie Bader	Reimbursement Health Benefits - April 2019	-333.01
05/01/2019	18261	Standard Insurance Company	Life Insurance - Policy #136829 -April 2019	-3,586.52
05/01/2019	18262	Staples	6035 5178 2066 2780 Supplies	-331.11
05/01/2019	18263	Superior Office Systems, Inc	Acct#EDH608-001-Contract #F4216N-01-Monthly Fee	-127.50
05/01/2019	18264	TASC Fire Apparatus, Inc	20-Shelby Gloves	-1,524.84
05/01/2019	18265	United Parcel Service	Account #XV0896 - Shipping	-7.51
05/01/2019	18266	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-646.17
05/01/2019	18267	W.B. Mason Co., Inc	C/S# C1235200 - Desk Return	-347.59
05/01/2019	18268	Woodbridge Chamber of Com...	2019 Membership Dues	-180.00
05/01/2019	18269	Glasson's Auto Repair	Repairs 1-3-1 & 1-3-4	-1,374.25
05/01/2019	18270	Madsen & Howell, Inc	Supplies	-90.82
05/01/2019	18271	Middlesex County Fire Academy	Course: RIC Awareness/Magda	-42.00
05/01/2019	18272	W.B. Mason Co., Inc	C/S# C1235200 - Pedestal File	-224.69
05/01/2019	18273	Middlesex County Fire Academy	Course: Instructor Refresher-Evidence Based/Minkler M	-42.00
05/01/2019	18274	W.B. Mason Co., Inc	C/S# C1235200 -Supplies	-94.33
05/01/2019	18275	Chapel Hill Associates	Computer Support & Email Hosting & 48 Port Gigabit L...	-1,348.75
05/01/2019	18276	Knot Just Bagels	Refreshments - Take Your Daughter to Work Day 04/2...	-153.19
05/01/2019	18277	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance - May 2019	-271.34
05/01/2019	18278	Malouf Ford	2017 Ford Expedition - Front End Alignment (1-3-5)	-70.00
05/01/2019	18279	Township of Woodbridge-Com...	Fuel - January 1, 2019 - March 31, 2019	-1,400.43
05/01/2019	TEPS	State of New Jersey- Health B...	Retiree Health Benefits - 05/01/2019 - 05/31/2019	-27,456.56
05/01/2019	TEPS	State of NJ- Health Benefits F...	Active Health & Prescriptions 05/01/19 - 05/31/19	-78,496.35
05/01/2019	18280	C & M Door Controls, Inc	Removed & Installed Doors & Hardward, Meeting Roo...	-8,000.00
05/01/2019	18281	Campbell Supply, Inc	Removed Door Panel & Repaired Door Engine 3 (1-3)	-198.84
05/01/2019	18282	Comcast	Account #8499053400759387/Computer/Internet	-185.84
05/01/2019	18283	Dunford Refrigeration Heating ...	Preventative Maintenance Service on Ice Machine	-422.05
05/01/2019	18284	Home News + Tribune	Account#ASB-076094- Notice of Public Meetings	-54.80
05/01/2019	18285	Image First	Acct#43-WOODB000-Laundry Service	-232.90
05/01/2019	18286	Lowe's	Account 82131319024076/Supplies	-378.80
05/01/2019	18287	Madsen & Howell, Inc	Supplies	-107.55
05/01/2019	18288	Middlesex County Fire Academy	Course: 3 Hour Drill 04/13/19	-289.00

Date	Num	Name	Memo	Amount
05/01/2019	18289	Networkfleet	C/S #WOOD028 - Monthly Service-April 2019	-113.70
05/01/2019	18290	Parker Web	Web Projects	-31.25
05/01/2019	18291	PSE&G	A/C#1301369209/Firehouse/Parking Lot	-285.52
05/01/2019	18292	Survivor Fire & Safety Equipm...	Fire Extinguisher Re-Charge	-191.05
05/01/2019	18293	W.B. Mason Co., Inc	C/S# C1235200 -Supplies	-152.98
05/01/2019	18294	West Hudson Industries	14 Key Chain Tag	-133.00
05/01/2019	18295	Witmer Public Safety Group	R&B Large Hydrant Toll Bag	-179.49
05/01/2019	18296	Campbell Supply, Inc	Replaced Front Springs/Shackles/Hangers	-13,946.05
Total Northfield Bank - Voucher				-239,783.53
<b>TOTAL</b>				<b>-239,783.53</b>