

Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, March 3, 2021 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 Joe Leahy, Sr. that will be very much missed. Many years and a lot of laughs.

PRESENT: Commissioner Todd Howell, Commissioner John C. Kenny, Commissioner Patrick Kenny, Commissioner Robert Minkler, Sr. (all via zoom).

EXCUSED: Commissioner Jeffrey Moran.

ALSO PRESENT: Clerk – Maria Bucsanszky – via zoom
Attorney – Christopher Howell – via zoom
Nicole – Labor Attorney – via zoom
Chief John Golden – via zoom
Chief Hapstak – via zoom
Lisa Lanza
Marianne Horta – via zoom

Commissioner J.C.K.: I need a motion to approve the minutes of the February 3rd, 2021 Regular Meeting.

Commissioner Todd Howell made a motion to approve the minutes of the February 3rd, 2021 Regular Meeting which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: As we know that this is normally the month of Reorganization, due to the COVID twist here, this month I’m going to first ask for a motion and second for all the Commissioners to stay in title where they are at and in Committee until the May meeting which we would have the results of the election and we would also know the outcome of where we are with the Commissioners so we can reorganize as the Board body itself.

Commissioner Patrick Kenny made a motion to have all the Commissioners stay in title where they are at and in Committee until the May meeting which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: On the second part of that we are going to, tonight, do our normal appointments so what I will do I'll give the name, I'll call out to a Commissioner and then try to go through this so we are not stepping on each other for this part so the Appointment of District Clerk is Maria Bucsanszky. I'm looking for Commissioner Howell to make a motion.

Commissioner Todd Howell make a motion for the nomination of District Clerk – Maria Bucsanszky which was seconded by Commissioner Robert Minkler, Sr. and carried by a roll call vote.

Commissioner J.C.K.: I'm going to ask that the nominations to be closed, Commissioner Howell.

Commissioner Todd Howell made a motion for the nomination for District Clerk be closed which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: The next one will be the nomination of the Appointment of Attorney; Christopher Howell for General Counsel and Hoagland for Labor Counsel. I will go to Commissioner P. Kenny for a motion.

Commissioner Patrick Kenny made a motion for the nomination for the Appointment of Attorney – Christopher Howell for General Counsel and Hoagland for Labor Counsel which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Motion to close – Commissioner Kenny.

Commissioner Patrick Kenny made a motion for the nomination of Appointment of Attorney to be closed which was seconded by Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: Now we will move on for the nomination of Appointment for Auditor – Bart & Bart. I'm looking for Commissioner Minkler to make the nomination.

Commissioner Robert Minkler, Sr. made a motion for the nomination of Appointment of Auditor – Bart & Bart which was seconded by Commissioner Patrick Kenny which was carried unanimously.

Commissioner J.C.K.: Commissioner Minkler please close.

Commissioner Robert Minkler, Sr. made a motion for the nomination of Appointment of Auditor be closed which was seconded by Commissioner Patrick Kenny and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: Okay, we'll move on to Appointment for Physician – JFK. Commissioner Howell will you nominate?

Commissioner Todd Howell made a motion for the nomination of Appointment of Physician – JFK which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Commissioner Howell please close.

Commissioner Todd Howell made a motion for the nomination of Appointment of Physician be closed which was seconded by Commissioner Patrick Kenny and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: Move to Appointment of Computer Support – Chapel Hill Associates. Nomination – Commissioner Minkler.

Commissioner Robert Minkler, Sr. made a motion for the nomination of Appointment of Computer Support – Chapel Hill Associates which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Commissioner Minkler please call.

Commissioner Robert Minkler, Sr. made a motion for the nomination of Appointment of Computer Support be closed which was seconded by Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: Okay, Appointment for Fire Official – Captain Keith Repace. Motion by Commissioner Kenny.

Commissioner Patrick Kenny made a motion for the Appointment for Fire Official – Captain Keith Repace which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Commissioner Kenny please close.

Commissioner Patrick Kenny made a motion for the nomination of Appointment of Fire Official be closed which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Minkler – Yes.

Commissioner J.C.K.: Okay, I need the nomination of Newspaper and Bank – The Home News and Star Ledger and Northfield Bank. Commissioner Howell will you make a motion?

Commissioner Todd Howell made a motion for the nomination of Newspaper and Bank – The Home News Tribune and Star Ledger and Northfield Bank which was seconded by Commissioner Robert Minkler, Sr. which was carried unanimously.

Commissioner J.C.K.: Commissioner Howell please close.

Commissioner Todd Howell made a motion to close the nomination of Newspaper and Bank which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Now we will go to the Volunteer Fire Prevention Bureau and Special Accounts. Two signatures signed and counter-signed by the President and Vice-President and Second Vice-President and Treasurer or Clerk. Looking for Commissioner Minkler to make the motion.

Commissioner Robert Minkler, Sr. made a motion to nominate for the Volunteer Fire Prevention Bureau and Special Accounts for two signatures signed and counter-signed by the President and Vice-President and Second Vice-President and Treasurer or Clerk which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Motion authorizing the President, Vice-President and Second Vice-President to sign and counter-sign and we will have Commissioner Kenny make the motion.

Commissioner Patrick Kenny made a motion to authorize the President, Vice-President and Second Vice-President to sign and counter-sign which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Payroll and Petty Cash Accounts – one signature by the President, Vice-President, Second Vice-President, Treasurer and Clerk. Motion requiring one signature and authorizing the President, Vice-President, Second Vice-President, Treasurer and Clerk made by Commissioner Howell.

Commissioner Todd Howell made a motion requiring one signature and authorizing the President, Vice-President, Second Vice-President, Treasurer and Clerk for the Petty Cash Accounts which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: That concludes the Appointments for the Year 2021.

Commissioner P.K.: Mr. President, I have a little question.

Commissioner J.C.K.: Go ahead.

Commissioner P.K.: Can we just go back to the Attorney. Am I the one that made the motion and Commissioner Minkler the second?

Commissioner J.C.K.: The second was by Commissioner Howell.

Commissioner P.K.: Is that a conflict or not?

Commissioner J.C.K.: No because I think...Marianne because they went out to bid right?

Marianne Horta: Yes.

Commissioner P.K.: Okay, I just want to make sure. I want to cover everybody's backsides. Thank you.

Commissioner J.C.K.: Alright, so then let's see. We'll go into the regular part of the meeting. Do we want to make a motion that all reports be part of the minutes?

Commissioner Todd Howell made a motion that all reports be part of the minutes which was seconded by Commissioner Patrick Kenny and carried unanimously.

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

The report of Payroll and Bills for February, 2021:

Maria Bucsanszky: The bills for February, 2021.

Bills: \$640,297.64

Payroll: \$304,223.01

Commissioner Todd Howell made a motion to accept the bills as read which was seconded by Commissioner Patrick Kenny and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining on Voucher 20122 and Voucher 20117 and Commissioner Todd Howell abstaining on Voucher 20099 but voting in favor of all others.

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

TREASURER'S REPORT:

Maria Bucsanszky: The Treasurer's Report for March, 2021.

Previous Balance – February 3 rd , 2021	\$5,796,841.57
Deposits	\$4,547.29
Payroll and Adjustments	\$282,818.24
Current Bills	\$640,297.64
Ending Balance as of March 3 rd , 2021	\$4,878,272.98

Commissioner Todd Howell made a motion to accept the Treasurer's Report 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, Unfinished Business – Commissioner P. Kenny.

UNFINISHED BUSINESS:

Commissioner P.K.: I have none.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: None at this time.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: I have none at this time.

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

Maria Bucsanszky: The only item I have is for the Fire Election. We have retained Electec again to provide the machines and the technician and the cost of that is \$2,652.00. He is not providing the Vote by Mail ballots. That is being handled differently this year but this is the quote just for Electec just to let the Board know.

Commissioner J.C.K.: Okay, anybody have any issues?

Commissioner T.H.: No.

Commissioner J.C.K.: Maria, while you are on the election do you want to just give a brief. I know there was a question about...I know we're going to vote in-person but are the absentees just going to be the normal absentee people or...

Maria Bucsanszky: Yes, the Vote by Mail ballots are not being automatically mailed to all registered voters of the District. It will be sent to whoever requests a ballot and the county is assisting us in the preparation of those ballots because they will be machine read just as the other General Election ballot was so they will be mailing them out to whoever requests a ballot.

Commissioner J.C.K.: Okay, does anybody have any other questions in regards to the election? Okay, Mr. Attorney do you have anything?

Christopher Howell, Attorney: I went to announce, I'm sure the Board is aware of, 109 Green Street we officially closed on the purchase of the property on February 12th. We're just waiting back for the Recorded Deed from the Registrar's Office and I'll be submitting that to the Tax Assessor's Office along with some paperwork to make sure that we're Tax Exempt from property taxes; that's supposed to be taken care of. Other than that, the deal is done and you know the purchase has been completed. I just wanted that to be on the record.

Commissioner J.C.K.: Okay, and I want to be on the record to say thank you. I know it was not an easy task from COVID and some logistical issues going on between us and the buyer so thank you for your patience and diligence to make sure we got through this and correctly.

Christopher Howell, Attorney: No problem.

Commissioner J.C.K.: Okay, is Nicole on tonight too?

Nicole – Labor Attorney: Yes, can you hear me?

Commissioner J.C.K.: Yes. Nicole, do you have anything Unfinished or Old Business?

Nicole – Labor Attorney: No, I do not.

Commissioner J.C.K.: Marianne, anything tonight? Anything for Unfinished Business?

Marianne Horta: No.

Commissioner J.C.K.: Okay, so we'll move on to New Business – Commissioner P. Kenny.

NEW BUSINESS:

Commissioner P.K.: I have nothing

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Nothing at this time Mr. President.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: I have nothing either Mr. President.

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

Maria Bucsanszky: I have one item. I received the 2020 LOSAP qualifying list. I have eleven names. Mr. President, do you wish that I read them so we can post this?

Commissioner J.C.K.: Do we read them or do we just normally post them?

Maria Bucsanszky: We just post.

Commissioner J.C.K.: Okay then just post and if you want you can email it to the Board members and if anyone has any questions then they can follow the process if there is a discrepancy.

Maria Bucsanszky: Okay, thank you.

Commissioner J.C.K.: Does everybody else feel the same way?

Commissioner T.H.: If Maria emails me a copy, I'll print it out and post it in the dugout tomorrow.

Maria Bucsanszky: Thank you.

Commissioner T.H.: Okay?

Commissioner J.C.K.: Okay.

Maria Bucsanszky: Yes.

Commissioner J.C.K.: Mr. Attorney, do you have anything?

Christopher Howell, Attorney: Yes, I do. I spoke to Wick Companies, they are the

contractors that are building the building on Brook Street next to the firehouse and they are currently leasing the property that we own on our side on Brook Street behind the shed. That lease is up for renewal on March 15th. It said renewal of a lease for no compensation. We were allowing them to use it but even though we're not getting paid for it we still have a written agreement. I spoke to them; they need about another year and a half or two years. I asked them to send that lease over for tonight's meeting but I didn't get it. I need the Board's approval to enter into that contract. It would just be again giving them permission to use it. We have all rights to it but they have also all liabilities under the contract so if anything happens it's their responsibility. There was also a rumor, I don't know if it was a rumor. Somebody had come to the fire department and asked to maybe inquire about leasing it for actual money or purchasing it. I spoke to John Freeman, the vice-president, and he wasn't aware of any of that. They, at this point, don't have any interest in leasing it for money or buying it. He goes that may be something down the road. All I said that we were open to hearing your suggestions. I didn't make any indication we were interested in selling it or anything but we would be willing to hear them out but as of now there is nothing on the table where they're looking to lease it for money or purchase it other than just renew the existing lease so they can use the building. Again, the Board would just have to agree on just...I believe they said they need at least another year or year and a half and we'll extend that and I'll send that to the Board when I get it. I just don't have it for tonight's meeting. We have until the 15th of March.

Commissioner J.C.K.: And that's really good because it's a good neighbor thing to do. I don't think they really impact this bunch. Everybody else with the Board good with this?

Commissioner T.H.: I'm good with it.

Commissioner J.C.K.: Bobby you're good?

Commissioner R.M.: Yes.

Commissioner J.C.K.: Alright.

Christopher Howell, Attorney: As soon as I get it, I'll forward it to you Jack. It'll need your signature and then Marie will keep it as a copy, alright?

Commissioner J.C.K.: Alright, very good. Nicole anything?

Nicole – Labor Attorney: None for me.

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

Marianne Horta: No, I'm good.

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

Chief John Golden: Yes, I have a copy of small items. First, I'd like to thank Chief Hapstak and all the members that participated in the wake service for Joe Leahy, Sr. We escorted the hearse past the firehouse for the last ride and we did the final farewell and final sendoff for Joe Sr. I'd like to thank everyone who participated and to our fireman who was working that day and put the flag up; did a real nice job. I finally got the final resolution for the Port Reading Fire Department to finalize the automatic aid agreement. I met with Noreen from Dispatch this morning. We are working out the logistics. I hope to have this up and running by the weekend. The Division Chiefs are going to meet with their counterparts over in Port Reading and see if they could get everybody onboard and reach out to their Duty Captain today and I plan on meeting with each one of them answering any questions they have. I want to thank John Mitch for the hard work that he did. We had the elections outside the firehouse other than the Fire Commissioners election. General Election and Primary Elections will be held at Ross Street School from now on and we don't have to worry about it being done in our firehouse. Again, like Chris said I want to thank the Board for the purchase of 109 Green Street. It really has allowed us to accomplish a lot of work up here and work efficiently without having to fight the guys at the firehouse. I want to recognize Commissioner John Kenny, Deputy Chief Robert Paul, Battalion Chief David Hines, Captain Mike Barcellona, all the shifts that are working and the rest of the Board for the dorm project that got done. It's my understanding that we are getting very close to completion if not completed with a couple of small items left to touch on. Fit Test machine was fixed. The shifts are in the process of Fit Testing. Contacts should have been made through Chief Hapstak to set up a schedule for the volunteers. We also have an agreement with Avenel Department that they wash our gear; we Fit Test them. Contact was made to those individuals. The Career guys are going to be scheduled during the day and it looks like Captain Carrick will be going over and making the appointment for the night time volunteers to get done. The new department website is ready to be launched. I know that an email was sent out to all Board members to review it. The Volunteer Fire Company chose not to participate. They're going to maintain their own website. The website that we've been working on here in the administration is the Board of Fire Commissioner and Fire Prevention. Looking around different websites for different departments it's one department website with a bunch of dropdown boxes where everyone is going to have their own page so it's just going to be a minor cost savings to combine the two but it's going to centralize all the information that we need. I want to thank Lisa Lanza and retired member Chuck Mangione for all their hard work to get the webpage up. I know Lisa sent an email out for the Board to review. If the Board has no problem, we will contact our web master and launch that website tomorrow. That looks about all of it. What does everyone feel about the website, good?

Commissioner T.H.: I think we should move forward with it.

Lisa Lanza: I think it looks good.

Commissioner P.K.: I'm good with it.

Commissioner R.M.: I'm good.

Commissioner J.C.K.: I'm good then. Okay Chief.

Chief John Golden: Thank you.

Commissioner T.H.: Launch away.

Commissioner J.C.K.: Okay, we'll move to Remarks, Comments or Questions From The Audience and we'll start with Chief Hapstak's report.

CHIEF'S REPORT:

	<u>2020</u>	<u>2021</u>
February Calls	49	39
Year Ending December	109	68

Chief Hapstak: I'd like to thank Chief Golden for helping me out with the services for Joe Lahey. We did the best we could under the circumstances so thanks to Chief Golden and everyone working that day. That's the end of my report.

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

Commissioner T.H.: I don't have any questions but I'd like to add a couple of words on Chief Hapstak's comments concerning the Leahy funeral service that we did. I've been asked by the family to make sure that I thank the entire department. They were extremely grateful for what we did under the circumstances that we had to live with and they were very moved by having a flag and the ride by and so on behalf of the Leahy family extending their thanks to all the Board and all the members and all the Chiefs who participated in that exercise the other day. That's it.

Commissioner J.C.K.: Okay, thank you very much Todd.

REMARKS, COMMENTS OR QUESTIONS FROM THE AUDIENCE:

Commissioner J.C.K.: Just one other thing just before we go to Executive as you know the Feasibility Study is going on. I know that the management partners have been reaching out and has been doing zoom interviews. I know that us, the Commissioners, should have gotten an email from a person named Wayne and Terry looking to set up an interview with you. Please try to get back and let them know so we can get that part. I think once the interviews are done they'll be a preliminary report to present to the full Board and then they'll be another phase where they will send out a survey through like Survey Monkey to all of the career, volunteers and

outside customers and getting a survey of Woodbridge Fire and then I think after that then they will be putting that together and working on what actions or whatever they seen were fine or what we could improve so I'm looking forward to that. Anybody have any questions on that?

Commissioner T.H.: Negative.

Commissioner R.M.: No.

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

Commissioner Robert Minkler, Sr. made a motion to go into Executive Session for legal and personnel matters and seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Before we do, let me just check for one thing, is there anyone else in the audience that wants to make a statement or anything?

Lisa Lanza: I can see everyone so does anybody have any questions or we're good. I don't see anybody raising their hand so I think we're good.

Commissioner Todd Howell made a motion to return to the Regular Meeting which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Chris, do you want to give a summary?

Christopher Howell, Attorney: Sure, thank you Mr. President. Tonight's Executive Session involved the following items. We scheduled a Special Meeting for next week, 3/11/21. We got an update from Chief Golden on our hiring process of some paid members. We then discussed purchasing using new procurement cards and then we moved on to reviewing our 2021 salary guide for our Chiefs, our Board members and our Administrative Secretary. We had a lengthy discussion on leasing some additional vehicles for the department. We heard from Labor Counsel on an update on the Collective Bargaining Agreement negotiations. We reviewed a contract for snow removal for 109 Green Street and then we heard from Chief Golden on training personnel and schedules and that would conclude the Executive Session for tonight Mr. President.

Commissioner J.C.K.: Okay, then we have a couple of resolutions. We have 2021-3-1. I need a motion.

Commissioner Patrick Kenny made a motion to approve Resolution 2021-3-1 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Okay, Resolution 2021-3-2.

Commissioner Patrick Kenny made a motion to approve Resolution 2021-3-2 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Okay, Resolution 2021-3-3.

Commissioner Todd Howell made a motion to approve Resolution 2021-3-3 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Okay, Resolution 2021-3-4.

Commissioner Robert Minkler, Sr. made a motion to approve Resolution 2021-3-4 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay, Resolution 2021-3-5.

Commissioner Todd Howell made a motion to approve Resolution 2021-3-5 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Anybody have anything else?

Commissioner Todd Howell made a motion to adjourn the Regular Meeting which was seconded by Commissioner Patrick Kenny and carried unanimously.

Respectfully submitted,



Maria Bucsanszky
District Clerk

WOODBIDGE FIRE DISTRICT NO 1

MONTHLY BILL LIST

March 3, 2021

03/03/21

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
02/04/2021	20072	Campbell Supply, Inc	2006 ALF - Fire Pump & Engine Issues	-3,531.31
02/04/2021	20073	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 02/01/2021-02/28/2021	-12,027.00
02/04/2021	20074	Francis Campbell	Workstation/Server Support/Maintnace, Email Hosting ...	-1,475.75
02/04/2021	20075	Marianne K. Horta	Professional Service - Dec 2020 & Jan 2021	-650.00
02/04/2021	20076	Stanley Steemer of Edison	Clean Commercial Furniture - 2 Chairs & Love Seats	-236.00
02/04/2021	20077	Campbell Supply, Inc	2014 Spartan Pumper - Cab & Chassis Issues - Engine ...	-2,046.44
02/08/2021	20078	Elizabethtown Gas	Account #9311654135 - Dec 2020 & Jan 2020 - 109 Gre...	-480.14
02/09/2021	20079	Comcast	Account #8499053400528238/TV	-103.49
02/09/2021	20080	Elizabethtown Gas	Account #2164284700/FH 12/28/2020-01/25/2021	-1,119.51
02/09/2021	20081	Spectrotel	Account #34348561/Clerk	-56.13
02/09/2021	20082	Verizon Wireless	Acct# 242383668-00001 - 2 Additional Cell Phones	-144.69
02/09/2021	20083	Comcast	Account #8499053400759387/Internet	-185.84
02/09/2021	20084	Spectrotel	Account #348180/ Cad/Landline?Fire Alarm & Solar	-148.60
02/09/2021	20085	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-240.33
02/10/2021	BANK CK	Foundation Title LLC	PURCHASE OF 109 GREEN STREET WOODBRIDGE	-451,894.90
02/17/2021	20087	1-800-Pack-Rat, LLC	Acct#1262660 - Unit #703011 Storage 02/08/2021 - 03/...	-230.00
02/17/2021	20088	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-47.59
02/17/2021	20089	U.S. Bank	Acct#4798531221546585/ Annual Membership Fee/US...	-2,840.30
02/17/2021	20090	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-760.30
02/19/2021	20091	PSE&G	ACCOUNT #6600081007/109 Green Street	-767.55
03/01/2021	20086	Catherine Crowe	Reimbursement - Health Benefits February 2021	-362.13
03/03/2021	20092	1-800-Pack-Rat, LLC	Acct#1262660 -2nd Unit #D54548 Delivery & Rental	-334.98
03/03/2021	20093	ADVANCE AUTO PARTS	Account #1872535921/Headlights	-32.89
03/03/2021	20094	Amazon Capital Services	Battery Replacement	-35.16
03/03/2021	20095	Aquila Landscape Contractors	Salted Parking Lot & Walkway & Removed Snow 02/13, ...	-1,100.00
03/03/2021	20096	Arctic Falls	Account #101744 - 13 - Five Gallon Water	-58.80
03/03/2021	20097	Bowco Laboratories Inc	Regular Service -February 2021	-38.00
03/03/2021	20098	Campbell Supply, Inc	2014 Spartan Pumper - Electrical Issue Engine#1 (1-1)	-1,395.88
03/03/2021	20099	Christopher Howell	Monthly Fee - March 2021	-4,150.00
03/03/2021	20100	Comcast	Account #8499053401168158/109 Green Street	-402.06
03/03/2021	20101	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 03/01/2021-03/31/2021	-12,027.00
03/03/2021	20102	Heavenly Bodyworks	2020 Ford F-450 Collision Repairs (1-3-11)	-888.70
03/03/2021	20104	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-3,925.00
03/03/2021	20105	Home News + Tribune	Account#ASB-076094-Notice Regular Meeting February...	-18.92
03/03/2021	20106	Image First	Acct# 43WOODB000- Laundry Service	-625.10
03/03/2021	20107	Independent Overhead Door C...	Repaired Door - Reinstalled Horizontal on Wall & Operator	-512.00
03/03/2021	20108	JFK EMS Training Center	29-BLS-ECards	-290.00
03/03/2021	20109	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance - March 2021	-307.93
03/03/2021	20110	Lowe's	Account 82131319024076/Supplies	-1,458.31
03/03/2021	20111	Madsen & Howell, Inc	Supplies	-1,595.88
03/03/2021	20112	Maria Bucsanszky, E.A.	Monthly Fee - March 2021	-5,833.34
03/03/2021	20113	Marie Gould	Reimbursement - Health Benefits February 2021	-362.13
03/03/2021	20114	Mary Ann Sofka	1 1/2 Hours Transcription for Regular Meeting - Decemb...	-37.50
03/03/2021	20115	Mary Karnas	Reimbursement - Health Benefits February 2021	-362.13
03/03/2021	20116	Michael A Bilyak	Supplied & Wred CATV on 2nd Floor	-342.00
03/03/2021	20117	Middlesex County Fire Academy	Course: 02-1802-20/Fire Official - Hilliard III	-184.00
03/03/2021	20118	MIDDLESEX WATER COMPA...	Account #6550200000 - Water Charge 11/03/2020 - 02/...	-713.02
03/03/2021	20119	New Jersey Fire Equipment Co	Fire Hooks Elevator Key Set	-250.00
03/03/2021	20120	Occupational Health Dynamics...	Scott Calibration & Kit	-520.00
03/03/2021	20121	PSE&G	Electric - F/H & Parking Lot	-846.68
03/03/2021	20122	Robert Minkler Jr	Reimbursement - New Tire	-280.00
03/03/2021	20123	Sophie Bader	Reimbursement - Health Benefits February 2021	-362.13
03/03/2021	20124	Spectrotel	Account #348180/ Cad/Landline/Fire Alarm & Solar	-148.56
03/03/2021	20125	Standard Insurance Company	Life Insurance - Policy #136829 - March 2021	-3,756.36
03/03/2021	20126	Stanley Steemer of Edison	Clean Commercial Negative Air System, Tiles & Grout - ...	-810.00
03/03/2021	20127	Staples	6035 5178 2066 2780 Supplies	-696.50
03/03/2021	20128	Survivor Fire & Safety Equipm...	Dry/Wet Chemical System Inspected	-215.50
03/03/2021	20129	Turnout Fire & Safety	Uniform/York	-708.67
03/03/2021	20130	Verizon - Pole Rental	2021 Pole Rental	-100.00
03/03/2021	20131	Verizon Connect	C/S #WOOD028 Monthly Service January 2021	-97.14
03/03/2021	20132	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage March 2021	-1,768.00
03/03/2021	20133	W.B. Mason Co., Inc	C/S# C1235200 - Folders/109 Green Street	-31.56
03/03/2021	20134	1-800-Pack-Rat, LLC	Acct#1262660 - Unit #D54548Rent 03/03/2021-04/02/2...	-225.50
03/03/2021	20135	Amazon Capital Services	Tripp Lite Keyspan Mini Display Port	-24.84
03/03/2021	20136	Campbell Supply, Inc	2014 Spartan Pumper -Fire Pump Issues Engine#2 (1-2)	-1,194.76
03/03/2021	20137	Home News + Tribune	Account#ASB-076094-Notice Regular Meeting January ...	-49.62
03/03/2021	20138	Mary Ann Sofka	1 1/2 Hours Transcription for Regular Meeting - Februar...	-37.50
03/03/2021	20139	Spectrotel	Account #34348561/Clerk	-54.57
03/03/2021	20140	Home News + Tribune	Account#ASB-076094-Notice for Bids - Lease of Ford F-...	-32.68

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/03/2021	20141	Home News + Tribune	Account#ASB-076094-Notice 2021 Fire Election on April...	-18.92
03/03/2021	TEPS	State of NJ- Health Benefits F...	Health & Prescription Benefits March 2021	-78,966.67
03/03/2021	TEPS	State of New Jersey- Health B...	Retiree Health Benefits -03/01/2021 - 03/31/2021	-28,564.09
03/03/2021	20142	HMH Occupational Health	Invoice #460083 Review of OSHA Resp Questionnaires	-625.00
03/03/2021	20143	Elizabethtown Gas	Account #7194826935 - 2/13/2021 - 2/23/2021/ 109 GR...	-608.66
03/03/2021	20144	Francis Campbell	Workstation/Server Support/Maintnance, Email Hosting ...	-2,687.25
03/03/2021	20145	Silent Companion Corp	Account #2196 -Fire Alarm Montoring	-66.00
03/03/2021	20146	Verizon Wireless	Acct# 242383668-00001/2 Additional Cell Phones	-171.75
Total Northfield Bank - Voucher				-640,297.64
TOTAL				-640,297.64

WOODBIDGE FIRE DISTRICT #1

ESTABLISHING POLICIES AND PROCEDURES DOCUMENTATION FOR THE USE OF CREDIT CARDS THROUGH US BANK VISA COMMUNITY CARD TO BE USED AS PROCUREMENT CARDS FOR THE WOODBRIDGE FIRE DISTRICT #1

March 2, 2021

WHEREAS the Qualified Purchasing Agent has recommended that procurement cards be utilized where appropriate for purchases of and/or for the Woodbridge Fire District #1; and

WHEREAS the use of procurement cards can be a beneficial tool for local governments looking to further utilize e-commerce; and

WHEREAS the rules adopted by the Local Finance board governing the use of procurements cards are set forth in N.J.A.C. 5:30-9A; and

WHEREAS the Fire Commission find that a procurement card program would be beneficial to the Fire District and wish to authorize its use and establish policy and procedures for its use as required by law, and

WHEREAS the Fire Commission also wish to authorize the Qualified Purchasing Agent to execute documentation as required to implement a procurement card program for the Woodbridge Fire District; now therefore

BE IT RESOLVED that the Board of the Woodbridge Fire Commissioners hereby adopt the following policies and procedures for the use of procurement cards for purchases of and/or for the Woodbridge Fire District and that the policies and procedures for the use of procurement cards as stated herein shall be included in the Woodbridge Fire District Purchasing Manual:

A. How Procurement Cards Can be Used

1. P-cards can be utilized for tangible supplies or non-tangible items under the following conditions:
 - a. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices. (N.J.S.A. 40A:5-16 c (1))
 - Advance payment is required by vendor.
 - Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required.

- The QPA, Finance Manager or Chief has approved such item for purchase from a particular vendor.
- b. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.A.A. 40A:5-16 c (2))
 - An order is placed from computer to computer, such as on the Internet or similar computer network.
 - Vendor requires immediate payment.
 - The Qualified Purchasing Agent, Finance Manager, Chief has approved such items for purchase from a particular vendor.
- c. When certification is not obtainable (N.J.S.A 40A:5-16 c (3))
 - Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of a personal nature for employees, volunteers or officials.

B. Procurement Card Program Oversight

1. The QPA shall service in the capacity of Program Manager if one is so employed and appointed as QPA by the Fire District #1. If the Fire District has not appointed a QPA, the Finance Manager shall serve in the capacity of program manager. The program manager shall be responsible for day-to-day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the property and accuracy of P-Card usage by all authorized users. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users.
2. The role of a Program Manager is overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
3. Should the Program Manager not hold a QPA certification, the maximum threshold on P-Card transactions shall not exceed 15% of the Fire District's bid threshold.
4. The Program Manager and Finance Manager shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services as well as other Local Public Contract Law requirements.
5. The Chief, Deputy Chief's, Finance Manager and Program Manager shall receive training in all aspects of the system.
6. The Program Manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use; as well as engage in any other oversight or management duties required to ensure their proper utilization.
7. P-Cards must be issued in the name of specific individual upon completion of the requisite training; and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the local unit (or become ineligible for

said coverage after being issued a P-Card). Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.

8. P-Cards shall only be issued in the names of Chief and Deputy Chief's. No other employee shall have a card issued in their name or authority to use the P-Card.
9. The Program Manager, Finance Manager, Chief and Deputy Chief's shall sign an acknowledgement of Procurement card training and agreement to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Fire District in their personnel file.
10. The Program Manger shall also ensure that:
 - a. All cards have imprinted on them both the users names and the name of the local unit.
 - b. Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
 - c. Program participants are aware of the program and approved vendors with whom the cards may be utilized.
11. Users shall expeditiously provide all receipts to the Finance Manager, who will compare receipts to the Bank Card Statement. Returned materials must be reported to the Finance Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.
- C. Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.); and

BE IT FUTHER RESOLVED that the Qualified Purchasing Agent is hereby authorized to execute documentation as required to implement a procurement card program for the Woodbridge Fire District.

MOTION to accept made by Comm. Patrick Kenny, seconded by Comm. Minkler Sr, all in favor.

Dated – March 3, 2021

RESOLUTION 2021-3-2

2021 SALARY GUIDE – (JANUARY – DECEMBER)

ADMINISTRATIVE POSITIONS

WHEREAS, the Board of Fire Commissioners Fire District #1 set salary guidelines for the Fire District, and

WHEREAS, the Board has reviewed and approved salary ranges as follows,

ADMINISTRATIVE SECRETARY

MINIMUM SALARY

50,000

MAXIMUM SALARY

65,000

=====

COMMISSIONERS

2ND VICE PRESIDENT/TREASURER/SECRETARY

MINIMUM SALARY

7,500

MAXIMUM SALARY

11,000

1ST VICE PRESIDENT

MINIMUM SALARY

9,500

MAXIMUM SALARY

13,000

PRESIDENT

MINIMUM SALARY

11,500

MAXIMUM SALARY

15,000

=====

FIRE CHIEF

MINIMUM SALARY

160,000

MAXIMUM SALARY

190,000

DEPUTY FIRE CHIEF

MINIMUM SALARY

150,000

MAXIMUM SALARY

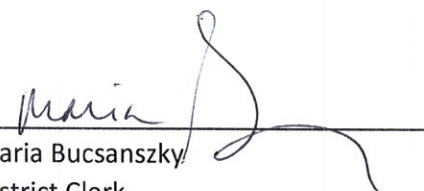
180,000

BE IT THEREFORE RESOLVED, that the 2021 salary guide for administrative personnel take effect January 1, 2021, and

BE IT FURTHER RESOLVED, that the Board re-evaluate the salary structure annually and review the effectiveness of the committees annually and adjust as appropriate.

Motion to approve resolution made by Commissioner Patrick Kenny.

Second by Commissioner Minkler Sr, All in favor



Maria Bucsanszky
District Clerk

Dated: March 3, 2021

WOODBIDGE FIRE DISTRICT #1

RESOLUTION AUTHORIZING THE ACQUISITION OF (1) ONE 2021 FORD EXPLORER AND (1) ONE 2021 F-150 PICK-UP TRUCK THROUGH A THREE- YEAR LEASE AGREEMENT

WHEREAS the Woodbridge Fire District on February 12, 2021 opened and read bids to purchase (1) 2021 Ford Explorer AND (1) 2021 Ford F-150 Pick-Up, and

WHEREAS two bids were received:

Beyer Ford	Explorer \$50,825.67	Pick- Up	\$29,642.22
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MapleCrest Ford	Explorer \$51,469.38	Pick- Up	\$30,128.85
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WHEREAS the Woodbridge Fire District is in need of acquired 2 new Fire Vehicles; and

WHEREAS Beyer Ford LLC of 170 Ridgedale Avenue, Morristown, NJ 07960 was the lowest responded to the bid in accordance with the bid specifications; and

WHEREAS the Woodbridge Fire District has certified that funds for this purchase have been appropriated in the Budget.

NOW THEREFORE BE IT RESOLVED by the Woodbridge Fire District, in the County of Middlesex, that the Woodbridge Fire District enter into an agreement with Beyer Ford, LLC of 170 Ridgedale Ave. Morristown, NJ 07960 for (1) 2021 Ford Explorer – 3 annual lease payments of \$16,941.89 and (1) 2021 F-150 Pick- Up – 3 annual lease payments of \$9880.74 to be charged to the account determined to be correct by the Chief and Fire Commission.

MOTION made to approve by Comm. Howell, seconded by Comm. Minkler Sr, all in favor.

Dated: March 3, 2021

2021-3-4

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES**

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S. A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

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

WHEREAS, Law Offices of Christopher T. Howell, Esq. has submitted a proposal on or around November 4, 2020 indicating they will provide the Legal Service for the Woodbridge Board of Fire Commissioners for the fee of \$49,800.00 beginning on March 1, 2021 and ending February 28, 2022; and

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has approved said proposal by way of Resolution 2020-12-1 on December 2, 2020; and

WHEREAS, Law Offices of Christopher T. Howell, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that Law Offices of Christopher T. Howell, Esq. has not made any reportable contributions to a political or candidate committee of the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ in the previous one year, and that the contract will prohibit the Law Office of Christopher T. Howell, Esq. from making any reportable contributions through the term of the contract, and

WHEREAS, Maria Bucsanszky, Clerk of the Woodbridge Board of Fire Commissioners, has hereby certified that the amounts of the contract to be awarded exceed \$17,500 and as to availability of adequate funds from the appropriate line items of the official budget to which the contract will be property charged as required pursuant to N.J.A.C. 5:30-5.4.

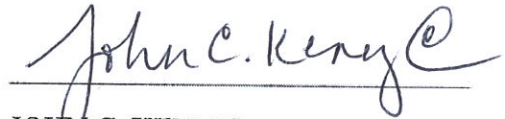
NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ authorizes John Kenny to enter into a contract with Law Offices Christopher T. Howell, Esq. as described herein; and,

BE IT FURTHER RESOLVED that the two-year Vendor Certification; Business Disclosure Entity Certification, the Determination of Value and the Vendor's NJ Business

Registration Certification be placed on file with this resolution and same has been electronically filed with State of New Jersey Chapter 51 Review Unit; and

BE IT FURTHER RESOLVED that the Clerk of the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ shall forthwith cause to be printed once, in a newspaper authorized by law to publish its legal advertisements, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in office of the Clerk, as required by N.J.S.A. 40A:11-5(1)(a)(i)

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1



JOHN C. KENNY

ADOPTED: March 3, 2021

I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District #1, Township of Woodbridge at their regular meeting held on March 3, 2021.



MARIA BUCSANSZKY - Clerk

*Motion to approve made by Comm. Michaela Sa,
seconded by Comm. Patrick Kenny, all in favor.*

2021-3-5

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES (Labor)**

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S. A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

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

WHEREAS, Law Offices of Hoagland, Longo, Moran, Dunst & Doukas, LLP; Law Offices of Parker McCay; and Eric M. Bernstein & Associates have submitted proposals on or around November 4, 2020 indicating they will provide Legal Service involving labor issues and/or general legal issues for the Woodbridge Board of Fire Commissioners for the fee of \$250.00/hour beginning on March 1, 2020 and ending February 28, 2021; and

WHEREAS, the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ has approved said proposal by way of Resolution 2020-12-1 on December 2, 2020; and

WHEREAS, Law Offices of Hoagland, Longo, Moran, Dunst & Doukas, LLP; Law Offices of Parker McCay; and Eric M. Bernstein & Associates have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee of the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, and

WHEREAS, Maria Bucsanszky, Clerk of the Woodbridge Board of Fire Commissioners, has hereby certified that the amounts of the contract to be awarded exceed \$17,500 and as to availability of adequate funds from the appropriate line items of the official budget to which the contract will be property charged as required pursuant to N.J.A.C. 5:30-5.4.

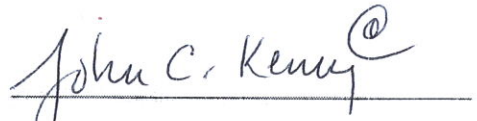
NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ authorizes John Kenny to enter into a contract with Law Offices of Hoagland, Longo, Moran, Dunst & Doukas, LLP; Law Offices of Parker McCay; and Eric M. Bernstein & Associates as described herein; and,

BE IT FURTHER RESOLVED that the two-year Vendor Certification; Business Disclosure Entity Certification, the Determination of Value and the Vendor's NJ Business Registration Certification be placed on file with this resolution and same has been electronically filed with State of New Jersey Chapter 51 Review Unit; and

BE IT FURTHER RESOLVED that the Clerk of the Board of Fire Commissioners, Fire District #1, Woodbridge, NJ shall forthwith cause to be printed once, in a newspaper authorized by law to publish its legal advertisements, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in office of the Clerk, as required by N.J.S.A. 40A:11-5(1)(a)(i).

BE IT FURTHER RESOLVED that this Resolution hereby supersedes and therefore rescinds Resolution 2020-3-5 that was approved at the March 4, 2020 Board meeting.

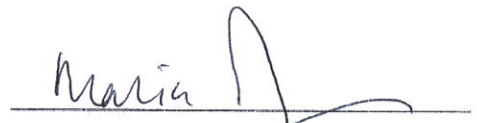
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1



JOHN C. KENNY

ADOPTED: March 3, 2021

I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District #1, Township of Woodbridge at their regular meeting held on March 3, 2021.



MARIA BUCSANSZKY -- Clerk

*Motion to approve made by Comm. Howell,
Recorded by Comm. Minkler Sr, all in favor.*

Chiefs Report

March 2021

From: Chief John Golden

I regret to inform the Board of the passing of Joseph Leahy Sr. The department showed their respect to FF Leahy by participating in an escort past the firehouse. I would like to thank Chief Hapstak and all who attended and Tour 4 for their participation.

Port Reading Fire District 2 passed the Shared Service Automatic Aid Agreement. I will file the paperwork with NJDLGS and start the logistics.

Discussing the IAFF Survival Course with Commissioner Moran we will hold on this course and readdress this matter later this year.

All elections have been moved out of the firehouse and to Ross Street School. I would like to thank John Mitch for all his hard work on this matter.

I have received two responses to the Lexipol meeting and reorganization.

The new department web site is ready for launch. The Board received a link for review. This consolidates the Board of Fire Commissioners and Fire Prevention sites. The Volunteer Fire Company chose to remain on their own.

The Administration is moving along with the hiring process. We intend to schedule personnel interviews within the next week.

The dorm remodeling project is ending. I would like to recognize Commissioner John Kenny for his leadership, DC Paul, PBC Hines, and Capt. Barcellona for their hard work.

Annual interior certifications are continuing (see Division Reports).

I would like to thank the Board for the purchase of 109 Green Street.

Chief John Golden

WOODBIDGE FIRE DEPARTMENT

418 School Street

Woodbridge, NJ 07095

Robert Minkler Jr.

Battalion Chief

Division of Training

732-602-6050 . 6181

Training Report February 2021

- Volunteer members completed CPR training.
- Eleven members of the Career Department were enrolled in the IAAI class for Arson Investigation.
- The eleven members enrolled in the IAAI class are working on the prerequisite classes, 20 hours in total.
- Members of the Career Department have started their SCBA refresher.
- Target Solutions online training is continuing.
- Put together information on the IAFF Fire Ground Survival course, submitted to the Administration.
- Working with BC. Hines and Chief Hapstak for “Super Saturday” dates.

Respectfully submitted,

Robert Minkler, Jr.

Battalion Chief

Division of Training

Woodbridge Fire Department

WOODBIDGE FIRE PREVENTION BUREAU REPORT FEBRUARY 2021

DATE: MARCH 1, 2021

REPORT COVERING: FEBRUARY

FIRE INVESTIGATIONS: 1

TOTAL INSPECTIONS COMPLETED IN FEBRUARY:114

COMPLAINTS & SPOT INSPECTIONS:7

LIFE HAZARDS:12

QUARTERLY:0

SEMI-ANNUAL:0

NON- LIFE HAZARD USES:36

TOTAL REINSPECTIONS:58

PERMITS ISSUED:1

TOTAL AMOUNT BILLED IN FEBRUARY: \$695.00

TOTAL AMOUNT COLLECTED IN FEBRUARY: \$855.00

HOME INSPECTIONS: 0

FIRE SAFETY EDUCATION CLASSES: 0

REQUESTS: None

OTHER:

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

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: March 1, 2021

Monthly Compliance Report for March 2021 Meeting

Monthly Requirements

- Building generator test (delayed due to building construction)
- Rae meter calibration 2/1/21
- Building extinguisher checks 2/14/21
- SCBA inspection 2/12/21
- Ground ladder inspections 2/16/20

Quarterly Inspections

- None

Bi-Annual Inspections

- None

Annual Inspections

- Fit testing and annual medical questionnaire being conducted at this time
- Fire extinguisher Inspection completed report on file

Upcoming Events/Other:

Job Performance Review and Safety Check list (Tour 3)

Respectfully Submitted,
Battalion Chief David Hines

To: Deputy Chief Paul
From: Battalion Chief Hines

Date: March 1, 2021

Monthly Building Report for March 2021 Meeting

- Bowco monthly inside treatment of building restarted 2/4/20
- Bay 4 door repaired report on file 2/22/21
- Second floor refrigerator was repaired report on file 2/22/21
- Second floor project is awaiting completion of fire proofing of back room ceiling, a punch list has been created and is awaiting the contractor's corrective action.
- Spring cleanup/refresh of landscaping and grounds will be needed.
- Dunnigan was out to address reduced heat in the rear first floor and has made a temporary repair awaiting parts. 12/26/20
- Old lockers were removed and placed next to the shed awaiting disposal.
- 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

Monthly Equipment Report

February 2021

Engine 1

- Outstanding Issues
 - Paint blistering around driver front wheel well (Campbell)
 - Pin striping missing on front officer corner (Campbell)
 - Oil leak – Needs to be scheduled into the shop (Campbell)
 - Tank fill line is cracked and in need of replacement – parts on order (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)
 - Officer rear fold down step LED light is out – parts on order (Campbell)
 - Bell on front bumper – diamond plate mount broken

Engine 3

- Outstanding Issues
 - Batteries need replacement
 - License plate light out & rotted; new fixture required
 - Steering assist cylinder leaking and wheel hitting it
 - Bushing under radiator rotted
 - Volume light out on transfer valve
 - #4 discharge gauge inaccurate
 - Waiting on a quote for repairs – will be done at Fire & Safety SEE EMAIL 2/19 with attached quote

Truck 6

- Outstanding
 - Officer side telescoping light; lens cracked/broken –part on order (Campbell)
 - L5 compartment light broken and lens cracked
 - R4 compartment light out
 - Bubbling paint in various spots
 - Primer not working – parts ordered (Campbell)
 - Front bumper diamond plate under bell cracked

Auxiliary Vehicles

- Resolved
 - 1-3-11
 - windshield replaced via Heavenly Bodyworks

Turnout Gear

- Outstanding
 - Recruit Vega was advised to turn in all gear
 - Failed to turn in pager
 - All other issued gear turned in
- Resolved
 -

Equipment Out of Service

- Outstanding
 - Rescue Jacks bag damaged beyond repair – in process of obtaining quotes
 - Leaf Blower at AC Equipment – AC equipment spoke with BC M Minkler see email 2/24 that blower is unrepairable

Orders & Deliveries

- Ordered
 - Five eagles for the Bens II helmets with hardware from Safe-T
- Delivered
 - Two pair of uniform pants

Disposal List

- Outstanding
 - Failed hose from 2018, 2019, & 2020

Chief Golden,

The following is the summary equipment report for the month of February 2021.

1. Engine 1-1

- Oil leak – Needs to be scheduled into the shop (Campbell)
- Tank fill line is cracked and in need of replacement – parts on order (Campbell)
- Paint blistering around driver front wheel well -Campbell made aware

2. Engine 1-2

- Officer Rear Door paint blistering – Campbell made aware
- Officer middle roll up door stripe bubbling – Campbell made aware
- Officer rear fold down step LED light is out – parts on order (Campbell)
- Bell on front bumper – diamond plate mount broken

3. Engine 1-3

- Reviewing Issues found from PM by Fire & Safety

4. Truck 1-2-6

- Primer not working – parts ordered (Campbell)
- Front bumper diamond plate under bell cracked
- Officer side telescoping light; lens cracked/broken –part on order (Campbell)

5. Van 1-3-10

- Ongoing battery control switch issue – Being addressed

6. Other equipment items noted is as follows;

- Rescue Jacks bag damaged beyond repair – in process of obtaining quotes
- Leaf Blower at AC Equipment – AC equipment spoke with BC M Minkler see email 2/24 that blower is unrepairable

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*