

Minutes of the regular meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, June 5, 2019 at 7:00 P.M.

Commissioner Robert Minkler, Sr. 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 Robert Minkler, Sr. led a pledge to the flag.

A moment of silence was observed for our departed brothers and sisters those serving overseas and please keep the Mastanduno family in your prayers.

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

EXCUSED: Commissioner John C. Kenny

ALSO PRESENT: Attorney – Christopher Howell
Clerk – Maria Bucsanszky
Chief Charles Kenny

Commissioner Todd Howell made a motion to approve the minutes of the May 1st, 2019 Regular Meeting which was seconded by Commissioner Jeffrey Moran and carried unanimously except for Commissioner Patrick Kenny abstaining.

Commissioner R.M.: Personnel and Liaison to the Volunteer Fire Company – Commissioner Moran.

COMMITTEE REPORTS:

PERSONNEL AND LIAISON TO THE VOLUNTEER FIRE COMPANY:

Commissioner J.M.: Normal time off. Training Report: Career Training Hours for May – 1087; Volunteer Training Hours in May – 31. Training has progressed for the WICK training and members took several numerous other courses outside the firehouse. That’s my report.

Commissioner R.M.: Thank you Commissioner Moran. Anybody have any questions? Okay, Apparatus and Vehicles – Commissioner Howell.

APPARATUS AND VEHICLES:

Commissioner T.H.: Thank you, my report is as follows. Engine 1-1 – Campbell Supply did repair our HVAC in the cab and the ERC valve and a new NVP portable tablet was installed and is now in service. There are a few smaller items that are now being worked on. On Engine 1-2 Campbell was notified of the suction piping that's a slight leak and they're working on it; the engine is still in service. Engine 1-3 Campbell reset all the codes and activated the check engine light and they were all clear. There are some small items that are also being worked on. I would also point out that in the past we had a problem with missing lug nuts and I was informed by Campbell Supply that the bill for replacing the lug nuts and coming here and servicing that engine on an emergency basis would be a no charge bill. On Truck 1-2-6 Campbell replaced all thermostats in the cooling system and this was under warranty from a previous repair last November and there is no cost also from Campbell on that item and they have a few smaller items that are waiting for parts to arrive to repair the small items on 1-2-6 and that's the end of my report sir.

Commissioner R.M.: Any questions for Commissioner Howell? Okay we're going to move on to Fire Prevention and Telecommunications and Hydrants.

FIRE PREVENTION:

Commissioner R.M.: Fire Prevention for the month of May dated June 3rd, 2019. Fire Investigations – 0; Total Inspections Completed – 96; Spot Inspections – 3; Life Hazards – 8; Non-Life Hazard Uses – 24; Total Re-Inspections – 56; Permits Issued – 5; Total amount billed - \$3,200.00; Total amount collected - \$1,827.00.

TELECOMMUNICATIONS AND HYDRANTS:

Commissioner R. M.: Hydrants – Middlesex Water Company replaced the water main at the rear section of Wyndmoor Condominiums. The water company is installing a new eight inch water main from Amboy Avenue to the end of Alwat Street. The fire official is working with the water company on getting updated hydrant apps. Any questions for Fire Prevention or Hydrants? If not we will be moving on. Telecommunications – Progress. Buildings and Grounds – Commissioner Patrick Kenny.

BUILDINGS AND GROUNDS:

Commissioner P.K.: AirTec replaced the air filters in the buildings and worked on the air handlers. Middlesex Water Company changed the water meter. Bowco performed their monthly services. Bilyak replaced the keypad on the side door. Waterworks turned on the lawn sprinkler system; they changed the batteries in the timer and repaired the outside PVC pipe that was jerky. That is the monthly Building report.

Commissioner R.M.: Thank you, any questions? If not well move on to Report of Payroll and Bills.

The report of Payroll and Bills for May, 2019:

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

Bills: \$243,515.65 Payroll: \$409,343.37.

Commissioner T.H.: I'd like to make a motion that we pay those bills along with thirteen add-on bills for a total of an additional \$30,535.06.

Commissioner Todd Howell made a motion to accept the Payroll and Bills plus the add-ons of \$30,535.06 which was seconded by Commissioner Patrick Kenny and carried unanimously except for Commissioner Robert Minkler, Sr. voting yes on all except Vouchers 18368 and 18335.

Commissioner R.M.: Treasurer's Report.

TREASURER'S REPORT:

Maria Bucsanszky: The treasurer's report for June 5th, 2019

Previous Balance – May 1 st , 2019	\$4,993,813.16
Deposits	\$1,899,468.36
Payroll and Adjustments	\$ 373,854.80
Current Bills	\$ 243,515.65
Ending Balance as of June 5 th , 2019 (without the add-on bills)	\$6,275,911.07

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

Commissioner R.M.: Communications.

COMMUNICATIONS:

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

Commissioner R.M.: Unfinished Business – Commissioner Kenny.

UNFINISHED BUSINESS:

Commissioner Kenny: Nothing sir.

Commissioner R.M.: Commissioner Howell.

Commissioner T.H.: Nothing Sir.

Commissioner R.M.: Commissioner Moran.

Commissioner J.M.: Nothing.

Commissioner R.M.: Chief.

Chief Charles Kenny: Unfinished no but when we get to a point I have a report to give.

Commissioner R.M.: Okay, very good. Madame Clerk.

Maria Bucsanszky: Nothing.

Commissioner R.M.: Attorney

Christopher Howell, Attorney: Nothing at this time.

Commissioner R.M.: New Business – Commissioner Kenny.

NEW BUSINESS:

Commissioner P.K.: Under New Business I'd like to make a motion to approve the contract for the planned maintenance for the generator for the firehouse with Cummins Sales and Service for a three year contract for a total amount of \$4,891.50.

Commissioner Patrick Kenny made a motion to approve the contract for planned maintenance for the generator for the firehouse with Cummins Sales and Service for a three year contract for a total amount of \$4,891.50 which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner R.M.: Anything else Commissioner Kenny?

Commissioner P.K.: That's it.

Commissioner R.M.: Commissioner Howell.

Commissioner T.H.: Nothing.

Commissioner R.M.: Commissioner Moran.

Commissioner J.M.: I'd like to make a motion to enter for a one year extension of the Employment Agreement with the Fire Chief.

Commissioner R.M.: I have a motion on the floor.

Commissioner J.M.: That would be from May 1st, 2019 to April 30th, 2020.

Commissioner Jeffrey Moran made a motion to enter for a one year extension of the Employment Agreement with the Fire Chief from May 1st, 2019 to April 30th, 2020 which was seconded by Commissioner Todd Howell and carried unanimously except for Commissioner Patrick Kenny abstaining.

Commissioner R.M.: Okay, anything else under New Business Commissioner Moran?

Commissioner J.M.: Nothing.

Commissioner R.M.: Okay, we'll go with the Chief.

Chief Charles Kenny: First thank you everyone for the last six seven months you know with my situation; I appreciate everybody's help; everybody's offers of help to the family especially during the winter time. I want to thank Deputy Chief Golden for helping move the process along working with Chief Fee and the Board to make sure that we continue to move forward so thank you.

We participated in the Mayor's Senior Summit last month so we had a table there and we were able to hand out some goodies and get some Fire Prevention information out to the residents. IAFF Local 290 sponsored the program after the fire which they do every year presented by the survivors of the Seton Hall fire and the shift was able to attend. We are going to be setting up the meeting with Campbell for possibly next week to go over the questions that we have. The training continues for Firefighter Snyder and Hilliard. While the training officer has gone back to his shift we're going to continue the training with them by each shift. He's going to pass the information on so that training continues. Employment packets were handed out to new employees. They were returned on June 3rd. Seven were handed out; six of them were returned. What we're going to be doing next is we'll be looking through the packets and moving forward with the application process; those are the next steps. We're working out with the police department to work on the background checks. The Deputy Chief has contacted Dunigan Plumbing and are working on scheduling to install the new boiler. The ISO contacted us; they are scheduled for, I believe its August 8th, to come out and do the ISO inspection of the department. From what I understand they're in all the fire departments here in Woodbridge Township so it's not just us. The Junior Fire Academy is going to have its second session this year. We are going to be holding a Junior Fire Academy for the kids for their first time

which is the full day program that we did like last year. And then for the kids that attended last year we're going to do a half day program that's more specialized and concentrated in one area. So like one day they might go on about SCBAs and the use of SCBAs and wearing SCBAs and doing, you know, just a drill in the fire department that we set up for them. Another day might be forcible entry and equipment that's on the apparatus so we're going to work something up. The reason for the second academy was so that we didn't take back the same kids into the first academy. The police department has had that problem and I think they were doing something this year where if you attended their academy more than twice you weren't eligible to go anymore because they weren't getting new kids in. So we sort of set that up and we'll see how it goes and then adjust as we need to for the following year. I believe we're going to go into closed session for a couple of items. Relay for Life is scheduled for June 8th. The shift that is on duty is going to be up there cooking burgers and food so anybody that wants to go up there and join them you're more than welcome. Earlier that day we're going to be up at the Community Center with an engine because they are having a Blood Drive for Ryan Terebetsky and so our engine was requested so we're going to send an engine up there. It's just going to be one person up there and they're response is going to be whatever the officer on duty...you know if he feels that they need to respond to certain calls they'll respond to certain calls but for the most part I believe they're going to be just staying in there. We were requested to put up the flag for Flag Day over at the Elks; they are holding a program. I know the Deputy Chief was in contact with the Exalted Ruler over at the Elks so we're also going to be putting a flag up over there and we're going to work that out. We just sold six months' worth of SRECs and we're looking at approximately a little over \$5,000.00 for that. Firefighter One had submitted a bill for work that they did on the hearse pumps or the pumps on the apparatus. We questioned the bill; they removed the charge for the work and only charged us for the shipping because it was on a warrantee so Deputy Chief Golden handled that and we saved about \$900.00 by having that done. New tablets were put in the truck, 1-3-5 and Engine One. This is a planning process that we had talked about. What's going to happen is the tablets are going to be removable. When they do equipment checks they're going to be able to do it right on the tablet and then it's going to be saved to the computer so they are available. We're going to try and eliminate that paper that we constantly print up and hold on to. I know that they did the SCBAs and the ladder inspections were just done and from what I understand it worked. The long term goal is I currently have Battalion Chief Balog looking into the cost and practicality of moving our Incident Command System on to the tablets and then what we would have is instead of having those big boards that are at the calls you would have tablets that operate where you would just move apparatus to assignments, it would time-stamp the assignment in Fords and on the CAD system so you have an accurate time-stamp of when that job was assigned. There are other features that will have more information later on down the road but that's the intention is to try and make it so it's all online. One of the best things about that is it reduces radio communications. I'm working on a medical plan, I know we spoke about this previously, to present to the Board for their July meeting. That would be a long term plan on physicals and wellness and fitness so I would try to get it to you for July,

discuss it for a half a year and then hopefully implement it in 2020. We were approached by the Local in regards to a family leave plan. I hope to have that to them by the end of next week and we'll sit down with them and go over it. It's basically going to be in accordance with the State Law so once we have that information I'll make sure all the Board is aware of it and we'll sit with the Local. We have put a plan into, well actually technically the township has, and this is in regards to the addition on the building for the general permit for Fresh Water Wetlands and the Heard's Brook mapping so that has been submitted to the DEP and it's going to take at least ninety days or better to get an answer back from them. The consultants that we have and the township felt that this would be most likely a successful application for the problems that we face with the Brook and then like I said if we could just go into closed session for a few minutes that would be great. That's all, thank you.

Commissioner R.M.: Any questions for the Chief?

Commissioner P.K.: None.

Commissioner R.M.: Okay Madame Clerk – New Business.

Maria Bucsanszky: Nothing.

Commissioner R.M.: Mr. Attorney.

Christopher Howell, Attorney: Nothing.

Commissioner R.M.: Okay, Chief's Report.

CHIEF'S REPORT:

	<u>2018</u>	<u>2019</u>
May Calls	64	55
Calls to Date	368	291

Chief Fee: That's all I have.

Commissioner R.M.: Thank you, Remarks, Comments and Questions from the Audience.

REMARKS, COMMENTS AND QUESTIONS FROM THE AUDIENCE:

Commissioner R.M.: Hearing no Remarks, Comments and Questions from the Audience I need a motion to go into Executive Session.

Commissioner Patrick Kenny made a motion to go into Executive Session which was seconded by Commissioner Todd Howell and carried unanimously at 7:18 P.M.

Commissioner Todd Howell made a motion to return to the regular meeting which was seconded by Commissioner Jeffrey Moran and carried unanimously at 8:18 P.M.

Commissioner R.M.: Mr. Attorney.

Christopher Howell, Attorney: Thank you, tonight's Executive Session we discussed the following items, we discussed these items in the presence of our Volunteer Chief, Brian Fee. We went over personnel matters involving policies and procedures involving our volunteer members on getting certified and whether they can perform firefighter duties at the fire scene. We then went on to reviewing our policies and procedures for our personnel on who has taken On Scene Incident Command and whether or not they can also report to fire scenes. And then we finalized our discussions with reviewing our response procedures to the Fords fire calls that we've been asked to report to for outside of our district and we just established a procedure and policy on how we're going to handle that and that would conclude our Executive Session for today.

Commissioner R.M.: Thank you Mr. Attorney.

Commissioner Jeffrey Moran made a motion for a retirement package for Employee #1287 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner Todd Howell made a motion to adjourn the meeting which was seconded by Commissioner Patrick Kenny and carried unanimously at 8:20 P.M.

Respectfully submitted,

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

Maria Bucsanszky
District Clerk

06/03/19

WOODBIDGE FIRE DISTRICT NO 1

MONTHLY BILL LIST

June 5, 2019

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
05/02/2019	18297	Spectrotel	Account #348180/Cad/Landline/Fire Alarm/Solar	-128.68
05/02/2019	18298	Turnout Fire & Safety	Uniforms/Repace	-274.99
05/02/2019	18299	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage -May 2019	-1,726.40
05/02/2019	18300	Spectrotel	Account #348561/Clerk	-49.60
05/15/2019	18301	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-42.70
05/15/2019	18302	Chapel Hill Associates	One Call Annual Renewal, EdgeWave Email Archiving ...	-8,473.87
05/15/2019	18303	Comcast	Account #8499053400528238/TV	-81.53
05/15/2019	18304	Elizabethtown Gas	Account #2164284700/Firehouse/ 03/26/19 - 04/25/19	-336.75
05/15/2019	18305	MIDDLESEX WATER COMPA...	Hydrant Service -April 2019	-42,299.84
05/15/2019	18306	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-338.40
05/17/2019	18308	Maria Bucsanszky	Replenish Petty Cash	-150.83
05/22/2019	18309	Marc Repace	Reimbursement - Texas-Training/Airfare/CarRental/Fu...	-1,234.01
06/01/2019	18307	Catherine Crowe	Reimbursement Health Benefits - May 2019	-333.01
06/05/2019	18310	A&M Industrial Supply	6 - ASH Gauge, 2 1/2 Face & Lower Mount	-110.75
06/05/2019	18311	Air & Gas Technologies	Hydrostatic Test Oxygen	-545.00
06/05/2019	18312	Airtec Service Inc	Account #101744 -A/C Startup	-192.50
06/05/2019	18313	Avenel Fire Company #1	"Donation in Memory of Kevin Seppelt"	-15.00
06/05/2019	18314	Bowco Laboratories Inc	Regular Service - May 2019	-38.00
06/05/2019	18315	Campbell Supply, Inc	2006 American Lafrance Truck#6 (1-2-6) - Replaced B...	-3,698.56
06/05/2019	18316	Christopher Howell	Monthly Fee - June 2019	-4,150.00
06/05/2019	18317	Dell Marketing L.P.	Customer #014808267 - Dell Latitude 7212 Rugged Ex...	-6,487.05
06/05/2019	18318	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 06/01/19-06/30/19	-11,976.17
06/05/2019	18319	Dorothy Wilcox	Reimbursement Health Benefits - May 2019	-333.01
06/05/2019	18320	Electronic Service Solutions, Inc	Repaired Radio Vehicle (1-3-5)	-560.00
06/05/2019	18321	FF1 Professional Safety Servic...	Shipping & Delivery Fee for Engine 2 Pump	-168.16
06/05/2019	18322	Floral Expressions	Wreath - Memorial Day	-200.00
06/05/2019	18323	Gen-el Safety & Industrial Prod...	Cal Gas	-200.00
06/05/2019	18324	General Graphics	FPB Supplies	-10,078.00
06/05/2019	18325	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-6,300.00
06/05/2019	18326	Image First	Acct#43-WOODB000-Laundry Service	-232.90
06/05/2019	18327	International Fire Service Train...	Fire Protection Publication Book	-89.00
06/05/2019	18328	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance - June 2019	-271.34
06/05/2019	18329	Lowe's	Account 82131319024076/Supplies	-57.53
06/05/2019	18330	Madsen & Howell, Inc	Supplies	-355.71
06/05/2019	18331	Maria Bucsanszky, E.A.	Monthly Fee - June 2019	-5,575.00
06/05/2019	18332	Mary Ann Sofka	1 1/2 Hours Transcription for Regular Meeting - May 1...	-37.50
06/05/2019	18333	Mary Karnas	Health Benefit Reimbursement -May 2019	-333.01
06/05/2019	18334	Michael A Bilyak	Supplied & Replaced Corby System Keypad @ Main E...	-329.00
06/05/2019	18335	Middlesex County Fire Academy	Course: RIC Operations - Kenny/Kafara/Fee	-552.00
06/05/2019	18336	Motorola Solutions Inc.	2- Batteries Impres	-170.40
06/05/2019	18337	New Jersey Fire Equipment Co	4 - HARRINGTON - Stoz Adapters	-675.80
06/05/2019	18338	NJ Advance Media (Star Ledger)	Account #XWOOD2393022 -Notice - 2019 Regular Me...	-37.20
06/05/2019	18339	Owen S Dunigan & Co, Inc	Removed & Replaced Air Hose Reels from Bays 2&3	-625.00
06/05/2019	18340	Postmaster	2 Rolls of Stamps	-110.00
06/05/2019	18341	PSE&G	A/C#1301369209/Firehouse/Parking Lot	-421.54
06/05/2019	18342	Rachles/Michele's Oil Company	Fuel	-1,857.34
06/05/2019	18343	Skylands Area Fire Equipment ...	1- Ben LR Helmets	-260.00
06/05/2019	18344	Sophie Bader	Reimbursement Health Benefits - May 2019	-333.01
06/05/2019	18345	Spectrotel	Account #348561/Clerk	-53.50
06/05/2019	18346	Standard Insurance Company	Life Insurance - Policy #136829 -June 2019	-3,586.52
06/05/2019	18347	Stone Mountain Printing	500 Vouchers	-31.10
06/05/2019	18348	TASC Fire Apparatus, Inc	6-Cairns Helmets	-2,387.28
06/05/2019	18349	Thomson Reuters - West	Account #1000452133 - NJ STAT 2019 PP Subscription	-364.68
06/05/2019	18350	Turnout Fire & Safety	Uniforms/Carrick	-190.00
06/05/2019	18351	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-646.17
06/05/2019	18352	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage June 2019	-1,726.40
06/05/2019	18353	W.B. Mason Co., Inc	C/S# C1235200 -Paper	-59.69
06/05/2019	18354	Water Works Inc	Start Up Sprinkler System, Replaced1 Nozzle & Repair...	-140.00
06/05/2019	18355	Campbell Supply, Inc	2014 Spartan Pumper-Electrical Reparies to Red Quar...	-652.66
06/05/2019	18356	Cummins Sales & Service	Planned Maintenance Agreement - Generator 09/01/19...	-4,891.50
06/05/2019	18357	Image First	Acct#43-WOODB000-Laundry Service	-240.01
06/05/2019	18358	Madsen & Howell, Inc	Supplies	-274.38
06/05/2019	18359	MIDDLESEX WATER COMPA...	Account #6550200000 - Water Charge - 1/29/19 - 5/2/19	-603.29
06/05/2019	18360	New Jersey Fire Equipment Co	GLOBE Leather Boots & Harrington Spanners	-2,245.20
06/05/2019	18361	NJ Advance Media (Star Ledger)	Account #XWOOD2393022 -Notice - 2019 Schedule of...	-148.90
06/05/2019	18362	Spectrotel	Account #348180/Cad/Landline/Fire Alarm/Solar	-128.68
06/05/2019	18363	Staples Business Advantage	Supplies	-53.70
06/05/2019	18364	Turnout Fire & Safety	Uniforms/Fizer	-37.24
06/05/2019	18365	W.B. Mason Co., Inc	C/S# C1235200 -Labels	-44.38

Date	Num	Name	Memo	Amount
06/05/2019	18366	Campbell Supply, Inc	2014 Spartan Pumper-Engine Repair (1-1)	-3,941.93
06/05/2019	18367	Madsen & Howell, Inc	Supplies	-174.20
06/05/2019	18368	Middlesex County Fire Academy	Course: 3 Hour Drill - May 4, 2019	-289.00
06/05/2019	TEPS	State of New Jersey- Health B...	Retiree Health Benefits - 06/01/2019 - 06/30/2019	-27,456.56
06/05/2019	TEPS	State of NJ- Health Benefits F...	Health & Prescription Benefits June 19	-78,496.35
06/05/2019	18369	Chapel Hill Associates	Computer Support, E-Mail Hosting & Web Hosting Ser...	-1,360.54
06/05/2019	18370	Image First	Acct#43-WOODB000-Laundry Service- Invoice #3536...	-212.80
06/05/2019	18371	Image First	Acct#43-WOODB000-Laundry Service- Invoice #3587...	-232.90
Total Northfield Bank - Voucher				-243,515.65
TOTAL				-243,515.65