

**Minutes of the regular meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, August 6, 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 in special memory for the tragedies in Texas and in Ohio.

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

**ALSO PRESENT:** Attorney – Christopher Howell  
Clerk – Maria Bucsanszky  
Deputy Chief John Golden  
Auditor – Michael Bart

Commissioner Robert Minkler, Sr. made a motion to approve the minutes of the July 2<sup>nd</sup>, 2019 Regular Meeting which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: I’d like to have a motion to suspend the normal flow path of the meeting to allow our auditor to present the 2018 Audit.

Commissioner Robert Minkler, Sr. made a motion to suspend the normal flow path of the meeting which was seconded by Commissioner Todd Howell and carried unanimously.

Michael Bart, Auditor: Thank you Mr. Chairman, tonight we have in front of us the audit report which my firm prepared for the year ending December 31<sup>st</sup>, 2018. I’m going to walk you briefly through the report and highlight any significant items that I believe are material to the District. Pages 1 and 1A are the opinion letter that’s issued for the Financial Statements. You once again received an unqualified opinion meaning that we found nothing that would cause us to think or comment that the Financial Statements aren’t prepared in accordance to the generally accepted accounting principles and generally accepted governmental accounting principles so you received once again this year an unqualified clean opinion. Pages 2 and 3 is another required opinion that we have to give as independent auditors saying that the

District complied with internal controls over financial reporting based upon our audit of the Financial Statements which we performed in accordance with government auditing standards. This letter basically says that we have reviewed the Financial Statements and your internal control over financial reporting and it goes on to describe what a deficiency in internal controls are and the material and deficiency in internal controls of which you had none. So the report basically gives our opinions that you did in fact comply with the requirements of internal control with financial reporting so again another clean opinion. Pages 4 through 6 are the management, discussion and analysis of the Financial Statements for the year ending December 31<sup>st</sup>, 2018. This is a required part of the governmental audit reports and basically it is a consolidation of all of the information contained throughout the audit report. It kind of puts it all together in snapshot pictures and columns if you will. The District is reporting \$9,933,000.00 in total assets. It is reporting Total Liabilities, Reserves and Deferred Inflows of Resources of \$28,698,627.00 which results in an overall net position for the District as a deficit of \$18,765,587.00. That's a significant figure. I'm going to discuss that a little more in detail once we work our way through the report a little more. Pages 5 and 6, actually Page 5, basically shows the Operating Revenues and Operating Expenses which arrives at a total operating surplus here at the District for the twelve months ending December 31<sup>st</sup>, 2018 of \$679,774.00; you ran basically a profit here in the District. It also discusses our net position where we have a deficit of \$20,478,000.00. We then get to account forward, deferred inflows and (inaudible) resources and pension and retirement liabilities to show us an available Fund Balance of \$3,975,000.00. Page 6 just basically details the last ten year history of our Accessed Evaluations and Total Tax Levies and Property Tax Rates per \$100.00 of Accessed Evaluations here in the District. Pages 7 and 8 are required reports that had to be inserted in the close of the Audit Report and they basically reflect various changes to the District's net pension liability for both Public Employee Retirement Systems as well as Police and Fire Retirement Systems of which you have employees who are members of both. What that means is that the District has to show its share of the overall State liability for both Public Employee Retirement Systems as well as Police and Fire Retirement Systems and that's shown a little more clearly on Page 9 which is the General Fund Statement of Net Position. It shows that we have \$6,106,000.00 in cash and our Deferred Outflow of Resources related to our Pension Liability and our OPEB which is basically shorthand for all benefits of retired employees other than pensions shows approximately a little over \$2 million so total in Assets and Deferred Outflow of Resources is \$8,220,000.00. We then show liabilities and reserves here in the District of \$20,489,487.00. Now that's liabilities that are shown on your Balance Sheet. The lion share of that liability as you can see is pension liability of \$10,699,000.00 and OPEB liability of \$8,017,548.00. Now last year as you recall we did for the past four years we've been accruing our net pension liability according to Government Accounting Standard Board Practices. This year we had to adopt GASB 75 which basically makes the District have to report not only its pension liability but their share of the state's pension liability and also your share of the retiree's health benefit liability basically. That's new this year so we had to wind up restating the 2017 Liabilities and Net Position and we had to record an \$8,017,548.00 additional liability. Again I think I'm

going to get into that a little more with you later. Page 10 is basically a summary of the... it is the statement of activities and changes in Net Position. Focus on the actual numbers the District here had Total Revenues of \$8,165,000.00 and had Total Expenditures of \$7,485,000.00 which results in our Excess of Revenue over Expenditures of \$679,774.00. When we back out the Fund Balance that was utilized as part of that incoming revenue it shows a Net Position at the end of the year of \$20,478,491.00. Page 11 is a schedule that shows our Actual Expenditures compared to our Budgeted Expenditures for 2018 and the column that shows our favorable or unfavorable variances and each one of the Line Items above budget; it also shows the 2017 Actual Figures for the same Budget Line Items that we had and overall the total appropriations for the District were \$7,485,349.00. We had budgeted \$8,448,458.00 so we have payable variance budget to actual in 2018 of \$963,109.00 so that's a good favorable variance. Page 12 is the Net Position Statement for the General Fixed Assets Account Group. Here at the District what we do is the District has to show its cash investments and all its buildings and equipment over the years. We had total investments and assets here of \$3,875,488.00. From that figure we had to back away or subtract accumulated depreciation upon these total assets of \$2,162,580.00 which means that we have a net investment on General Fixed Assets of \$1,712,604.00. Page 13 shows all of the activity in the General Fixed Assets Account Group in 2018 and basically the only activity we had in that fund was our depreciation recognition. We took a \$174,220.00 depreciation charge this year; that's a non-cash charge. It's just something that we have to recognize basically as the numbers of our total assets are depreciating every year. You know the piece of equipment we bought ten years ago isn't worth what it was ten years ago because of it depreciating just like a car or anything else out there. So our Net Position in that fund is \$1,712,604.00. The following Pages 14 through 30 are the footnotes to the Financial Statements. These footnotes are required and they basically explain to the reader how we develop our significant accounting policies here in the District, our basis of accounting, we use a modified accrual basis of accounting which is required. It then goes into...on Page 15 there is a summary of Capital Asset activity as I said in your General Fixed Assets Account Group which basically nets out to the end of the year at \$1,712,604.00 and shows our depreciation charge for the year. Page 16 is a disclosure about our cash here at the Fire District, what we're allowed to invest our available funds in, what the State's statutes allow us to do and what we can't do with our available funds and how much cash we actually had on hand here at the District at the end of 2018 which amounted to slightly over \$6.1 million. It also discusses, on the following page, what investments we are allowed to invest our funds here in the District and a comment on our risk analysis meaning that all of our funds have to be invested in state approved accounts and have to be covered by the Governmental Union Depository Protection Act which your funds are. The following pages begin to discuss what I've been speaking about which is basically our pension accruals as well as for both the Public Employee Retirement System as well as Police and Fire Retirement Systems of which we have to accrue liability for both. And Pages 18 through 22 discuss all of the theory that the State's Actuarial Account was used as well as the State's Auditor used to develop the liabilities which they then allocate to us here in the District and I had to discuss what interest rates were used, what assumptions were used, discount rates

we had to discuss and our vulnerability to increase or decrease liability based upon changes in discount rates and interest rates; all fun stuff that actuarial people you know thrive on but the 99.9 of the rest of us fall asleep reading this. However it's important disclosures because they are required by the new standards. What's new in the report this year that wasn't around last year, as I say, was Governmental Accounting Standard Board Requirement No.75 which now we have to show as I said our retiree health benefit liability if the state owes two trillion dollars in health benefits to retired municipal or state employees and now we're required to show our third portion of that overall liability on our Financial Statements; not just the Fire Districts the City of Woodbridge has to do it, all School Districts, Redevelopment Authority, Water Authorities and Sewer Authorities; everybody who has municipal employees that contribute or are covered by the State Health Benefit Plans. We then have to figure out what our liability end results that is and then the actuarial tables and the actuarial assumptions that are involved in developing that liability so that's disclosed on the footnotes through Page 26 or 27 and 28. Again we have to show the District's vulnerability to increases and decreases in interest rates, decreases in discount rates and the assumptions that are used. Page 29 reports that we had to restate the 2017 Financial Statements, the Balance Sheet, due to the fact that we had to adopt GASB 75 which resulted in an additional reduction of our net available Fund Balance as of December 31, 2017. It had to be adjusted approximately \$12,265,488.00 to get us to be in line with what our liability would have been up to December 31, 2017 which the numbers are shown on the report that's why we had to restate them. Page 30 just basically shows we discussed our Length of Service Award Program here in the District and that we didn't have any subsequent events prior to the Balance Sheet date but before the presentation of the report and the date of the Audit Report that would had to be reported in the Financial Statements even entering the material contracts and even entering through the material borrowings of any other material items which would affect the liabilities or the assets of the District. Now having gone through that I've also prepared and I handed out...it's not a required part of the Financial Statements but I think it's a very good help for everyone to see, the Commissioners as well as the taxpayers, where our actual financial position is here in the District. What we do is we start with the Net Position that was reported in the audit of a deficit of \$20,478,191.00 and I have to back out our portion of the Deferred Outflow of Resources which is basically Actuarial Computations of you know future benefits that may occur to us which may reduce our liability for pensions and health benefits in years to come and then we get to add back Deferred Inflow of Resources \$7,489,140.00 and we also get to add back the Net Pension and OPEB Liability which in this District's case is \$18,717,504.00 which then results in an Available Fund Balance of \$3,975,859.00. Now what that figure represents, that's not cash you have in the bank, but what it represents is the Net Available Fund Balance which DCA and the Local Finance Board will recognize as what you can use to offset the tax rate or tax increases and to keep the District within the Statutory CAP Laws when we go to budget for 2020. Normally if you had a deficit of \$20 million caused by something other than the accrual of liabilities for pension and retirement benefits you would have to budget to make that up in the following year but you don't have to do that so what we get to do is basically add that

back when we go for budgetary purposes. So that basically is the available Fund Balance that we could use for rate saver invention and to keep us basically within the Statutory CAP adding or subtracting certain CAP exclusions that are out there. So it shows for a very healthy position here for the District despite the fact that you show a negative deficit of \$20,478,000.00. The District is in fact very healthy and you know it continues to be healthy with a very large cash position and a very healthy Fund Balance which you can use for budget purposes in the coming years. So overall it was a successful year for the audit. The District shows some very good numbers, your variances were very good, and your internal controls over your receipts and your disbursements are the same as last year. That caused us to make no comments or recommendations for the audit for this year and that's shown on Page 32. The easiest part, not the easiest part of the audit but it's the easiest part of the report to understand, we have no comments or recommendations that we feel you should do to increase your internal controls or your controls over financial reporting. So that is basically the audit report in summary. I'd be happy to answer any questions for you.

Commissioner J.C.K.: Michael on Page 7 in the first group under the year 2015 I'm trying to understand why that number is so large compared to '16, '17 and '18.

Michael Bart: That would be the District's proportional share of their pension liability and I'll go back to 2015 but I believe that that was the number. It varies every year and it goes up and down but I can check that.

Commissioner J.C.K.: I'm just trying to figure out, you know, so much verses the other years.

Michael Bart: I'll check and see but that sounds about right. I mean \$22.9 million in your Liability then \$12 million reduced down to \$10,699,000.00 from 2017 to 2018. I can pull out the 2015 report and see.

Commissioner J.C.K.: I'm just asking.

Michael Bart: Eventually that schedule is going to have to show ten years. If you're required to show ten years but since we only starting reporting this Liability in 2015 we can only show from 2015 to 2018.

Commissioner J.C.K.: Okay, anybody else got any questions? Thank you. Okay, so I think we need to pass the Resolution.

Maria Bucsanszky: Yes should I just (inaudible) the name? It'll be Resolution No. 2019-8-2 and that is to accept the 2018 Audit.

Commissioner Patrick Kenny made a motion to accept Resolution No. 2019-8-2 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by a roll call vote. Commissioner John Kenny – Yes; Commissioner Patrick Kenny –

Yes; Commissioner Moran – Yes; Commissioner Howell – Yes; Commissioner Minkler – Yes.

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

Michael Bart: Okay, thank you again. Again, please, any questions? Any questions please don't hesitate to give me a call or ask Maria. And again I do have to say I don't say this enough Maria does a wonderful job here at the District. It just makes for a much easier audit report and audit trail. You're very lucky to have Maria and the whole staff here. So having said that I will bid you adieu and please any questions you know where to find me. The next thing we still have is the budget which will be here soon enough. Okay, thank you very much.

Commissioner J.C.K.: Okay, so we'll move back in to the regular order and we'll start with Personnel and Liaison to the Volunteer Fire Company – Commissioner Moran.

#### **COMMITTEE REPORTS:**

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

Commissioner J.M.: No Personnel issues at this time. Training Report for July – Total training hours for the month of July were 356 some of which the training that was covered was members of both career and volunteer units completed Cancer Awareness Training and Anti-Harassment Training. The Department hosted the Junior Fire Academy during July and updating newly Firefighter Petti I know is continuing by Chief Charles. That's my report.

Commissioner J.C.K.: Okay any questions for Commissioner Moran? We'll move to Apparatus and Vehicles – Commissioner Howell.

##### **APPARATUS AND VEHICLES:**

Commissioner T.H.: Thank you Mr. President. The report for this month includes the following work that was completed which was Engine 1-2. Turbo was repaired on that particular engine. On the Truck 1-2-6 we replaced the AC drain that solid line in the hose. We had some leaking into the cabin of the truck that was repaired. The electrical harness for the outriggers was repaired also and there were several smaller items that were taken care of. On Engine 1-3 we need the following work, a ladder mount for our attic ladder and we're looking for a place to mount that at this point and the booster tank indicator is not accurate, that's going to be repaired. On the truck the aerial water flow line minder is not working and this will be repaired and various other small items. On 1-3-5 the arrow stick is going to be repaired and that should be done by the major police supply company. Our equipment – the rain meters were repaired, firefighter badges were received, SCBA cylinders were repaired, the annual flow test was completed for our cylinders and SCBA cylinders

and the department received four additional inflatable personal floatation devices. That's the end of my report Mr. President, thank you.

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

### **FIRE PREVENTION:**

Commissioner R.M.: Thank you Mr. President. The report is dated August 1<sup>st</sup>, 2019 covering the month of July. Fire Investigations – 1; Total Inspections Completed in July– 106; Complaints and Spot Inspections – 4; Life Hazards – 18; Quarterly – 6; Semi-Annually – 4; Non-Life Hazard Uses – 4; Total Re-Inspections – 93; Permits Issued –5; Total amount billed in July - \$34,933.00; Total amount collected in July - \$1,020.00. That is my report for Fire Prevention.

### **TELECOMMUNICATIONS AND HYDRANTS:**

Commissioner R. M.: Hydrants – The Middlesex Water Company has installed a new eight inch water main from Amboy Avenue to St. Joseph's Terrace to increase the pressure and volume in that neighborhood. The Fire Officer is working with the construction company for a newly proposed 339,000 square foot warehouse at the end of Cutters Dock Road. Middlesex Water Company has to propose the warehouse and install a 16 inch water main from the area of Cutters Dock Road to continue along the railroad tracks to hopefully close off the deficits on Pennval Road. That is my report.

Commissioner J.C.K.: Okay, any questions for Commissioner Minkler? Alright we'll move on to Building and Grounds – Commissioner P. Kenny.

### **BUILDINGS AND GROUNDS:**

Commissioner P.K.: Thank you sir. The monthly Building and Grounds report for the month of July – The wall AC units were removed from the meeting room and Fire Prevention. The town carpenters and masons have closed the openings as you can see. Bowco did the monthly services. Lutz Mechanical came out and installed a tractable gas hose to get the diesel pump. Dunigan came out and snaked the drain in the back room and found a broken pipe underneath the floor using a camera. The broken pipe is next to the stove in front of the door of the hallway. They need to break up the floor to repair it; they will submit for the repair. Dunigan replaced the boiler in the boiler room that was leaking. The AC unit that is from downstairs is not working; the shift noticed that it was getting hot. They put some Freon in it and under New Business I have a folder for that. That is the Building Report for the month of July sir.

Commissioner J.C.K.: Okay, any questions for Commissioner P. Kenny? We'll move on to the Report of Payroll and Bills.

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

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

Bills: \$258,913.12                      Payroll: \$257,283.98.

Commissioner T.H.: I'd like to make a motion that we pay those bills along with one additional add-on bill for \$1,000.00.

Commissioner Todd Howell made a motion to accept the Payroll and Bills plus the additional add-on bill of \$1,000.00 which was seconded by Commissioner Patrick Kenny and carried unanimously except for Commissioner Patrick Kenny stating that Check No. 18483 should be put on hold because the Training Captain sent to the Fire Academy three times that it was being cancelled and Commissioner Patrick Kenny abstaining on Check No. 18499 and Commissioner Todd Howell abstaining on Check No. 18470 and Check No. 18524 and Commissioner Robert Minkler, Sr. abstaining on Check No. 18499, Check No 18983 and Check No. 18453 and voting yes on all others and Commissioner Jeffrey Moran abstaining on Check No. 18521 and voting yes on the rest.

Commissioner P.K.: Mr. President before we go on, on Check No. 18483 I'd like to put that one on hold. If I'm correct the Training Captain sent to the Fire Academy that we were cancelling that one three times so that check shouldn't have to be sent and I'm abstaining on Check No. 18499.

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

**TREASURER'S REPORT:**

Maria Bucsanszky: The treasurer's report for August 6<sup>th</sup>, 2019

Previous Balance – July 3 <sup>rd</sup> , 2019	\$5,692,884.63
Deposits	\$ 7,886.91
Payroll and Adjustments	\$ 288,417.73
Current Bills	\$ 258,913.12
Ending Balance as of August 6 <sup>th</sup> , 2019 (without the add-on bill)	\$5,153,440.69

Commissioner Todd Howell made a motion to accept the Treasurer's report as read 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.: Unfinished Business – Commissioner P. Kenny.

**UNFINISHED BUSINESS:**

Commissioner P.K.: Nothing under Unfinished.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Nothing sir.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Nothing sir.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No Unfinished.

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

Christopher Howell, Attorney: Nothing other than a Resolution we're going to talk about, 2019-8-1. There is a contract that went along with that that had to be revised.

Commissioner J.C.K.: Okay.

Christopher Howell, Attorney: I sent it to our Clerk, Maria, and that will need to be signed in conjunction with that Resolution.

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

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Deputy Chief John Golden: Nothing.

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

**NEW BUSINESS:**

Commissioner P.K.: Thank you sir. I'd like to make a motion for AirTec Services Estimate 1238 for a price of \$3,900.00 for a five ton condenser for the room

downstairs which is probably approximately ten years old right now to replace this to get that fixed.

Commissioner Patrick Kenny made a motion for AirTec Services Estimate 1238 for a price of \$3,900.00 for a five ton condenser which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner P.K.: And then if we could just, when we get done, I don't know if you're having Executive or not just for Personnel for five minutes.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Nothing at this time.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Nothing sir.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: Nothing.

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: Nothing.

Commissioner J.C.K.: Maria.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Deputy Chief John Golden: Do you want to make the post for the JAG One Program now or do you want to.....

Commissioner J.C.K.: Well I don't think we need too much notice, right? We got to talk in Executive.

Deputy Chief John Golden: Okay, real quick, the Chief put in JAG One their athletic training service to the rehab center up on Main Street. This is a parent company; it's not just the rehabilitation. This company comes in, they're going to do an evaluation of the members, see what we do physically as part of our job, and they're going to develop a stretching program, do baselines and come in and assist with an exercise program. They'll come in once a week. It's like an hour a day that they're going to come in. They're going to work with every shift so every shift will see them at least once a week whenever the volunteers are incorporated or available, they come down

and participate, but this is the program that he recommended. I think there is a lot in the package; you have the numbers in here. Along with the numbers the equipment that was listed. It's like yoga mats where the guys don't have to do the stretching and things like that on a hard surface. He gets I think it was seven gym mats, some elastic bands for stretching and things like that so the Chief recommended it. We sat and listened to the presentation that the guys gave and it is a very good program. It's something that is going to help everybody out and get a little better in shape. Hopefully it will help all around not with just conditioning these guys but you know insurance reasons and things like that so I want to propose that for the Chief.

Commissioner J.M.: Can they be available like weekends, Saturdays or Sundays, to come down? Does the weekend include a technicality or an evening?

Deputy Chief John Golden: These guys were extremely flexible with their hours. They've actually signed on with a number of departments. They realized what a combination department is and they understand what shift work is and what our normal work day is so when they made the presentation they didn't want to hammer out a specific hour of the day. He said because knowing the way we operate and what our work schedule is and when the plan is to bring them in we may schedule them for 10:00 on a Monday and bring them in at Noontime on Saturday. So they are very flexible; we haven't even discussed scheduling yet with them but they seem to be very open to it.

Commissioner J.C.K.: I'm open to it. Like you're saying as long as it's going to be able to...

Commissioner J.M.: Come whenever they can come.

Commissioner J.C.K.: Right.

Deputy Chief John Golden: And that's something that we'll work with the Chief Charlie Kenny and Chief Fee and look to see what timing is good for everybody and we're going to incorporate it into the weekly work schedule so nothing really is going to suffer here. Talking to Charlie it's not going to be we can't do that because we got Hydrants or maybe we can't do that because of this. We're going to pick a day and time that's going to be convenient for everybody.

Commissioner P.K.: I'll make a motion to enter into the agreement.

Commissioner R.M.: I have some questions. It says \$50.00 per hour is that including the forward and back or just an hour for that day?

Deputy Chief John Golden: The athletic trainer covers \$50.00 an hour. As far as I know Commissioner that is included so if you go in the back onsite ATC he has for \$2600.00 that's one, contact hour for 52 weeks so that's an hour a week, 52 weeks.

Commissioner R.M.: Okay then I'm really confused because how do you do an hour a shift when you got four shifts? That's four hours.

Deputy Chief John Golden: No he's going to come once a week so one shift will see him once a month.

Commissioner R.M.: Oh, okay.

Deputy Chief John Golden: He will develop a program based on the conditioning and the activities. That's what the initial price was or that's what the three hours of the athletic trainer is.

Commissioner R.M.: Okay.

Deputy Chief John Golden: He's going to come in, evaluate the job, evaluate the shift and then design a program of stretching and cardio and weights where he's going to come in this month Tour One will see him. Then he'll come in and Tour Two will see him. And then the program they provide the shifts get to work through that month through that program. Not every day but you know it's going to be probably just stretching and exercise program. So then the following week they're going to evaluate your progress and develop another program based on how well everybody is doing. So it's once a month; that's one hour per week.

Commissioner J.M.: I guess he's going to cover all the members of the career department.

Commissioner R.M.: And the volunteers.

Commissioner J.M.: And the volunteers will be available too if they can.

Deputy Chief John Golden: Yes we're going to work a schedule out.

Commissioner J.M.: Try to get one or two of the days when the volunteers can.

Deputy Chief John Golden: Yes there's going to be a schedule where it's going to be available to them and whoever is working. So if a guy is off for vacation....

Commissioner J.M.: He's on vacation.

Deputy Chief John Golden: He's on vacation then he misses a month.

Commissioner J.M.: Then otherwise the staff they're all going to participate.

Deputy Chief John Golden: Chief Kenny explained to me he's going to make it available for everyone to participate if they want. Whether they want to or not they're going to get an hour of these guys coming in and telling them what to do.

Commissioner Patrick Kenny made a motion to enter into an agreement for an exercise program need to exceed \$6,000.00 for the career and volunteers members which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Deputy Chief John Golden: The next topic I have is the treadmill. I submitted the quote that I got from the Health and Safety Officer about the treadmill and I'd like to know what the pleasure of the Board is. There has been some discussion. We got two quotes from the State and I'll have to get them they are on the computer, I thought I printed them out; \$5000.00 and \$6000.00 from the State. We contacted the Township, the Township was willing to, because they are buying new equipment, they're willing to donate the newer equipment that they had and then Chad got a price from the Township where they buy the equipment. One was for \$7,800.00 for a treadmill; the other was \$9,000.00 for a treadmill with a three year warrantee. Now the quote that the State gave, gave no initial indication of a warrantee so we would have to talk to the manufacturer. I'm sure it's like everywhere else, one year manufacturer's warrantee, but that's all we have. There's a price for \$9,000.00, \$7,800.00, \$5,700.00 and a donation for a treadmill and I don't want to call it an exercise bike.

Commissioner R.M.: Stationary bike?

Commissioner P.K.: Upright cycle LED.

Deputy Chief John Golden: Upright cycle. Yes again because I don't want to call it an exercise bike that sounds like we're dumbing it down. And that's where we're at so I'd like to move forward with or at least give the Health and Safety guy some direction of where to go with this if somebody could...

Commissioner J.M.: We've been down the used equipment donation route. It cost us money to repair it in the past. I'd say we go with one of the State bid treadmills; get a new one. We don't need...there's a lot with a treadmill for \$9,000.00.

Deputy Chief John Golden: No, here is my....

Commissioner J.M.: We want a commercial grade one so \$5,700.00 seems like a reasonable price for that.

Commissioner J.C.K.: Well the \$7,800.00 right, no matter whether the \$7,800.00 or the \$9,000.00 turns around and you get a free bike with it.

Deputy Chief John Golden: What happens is they gave us a price quote with the treadmill and the upright bike. Then he rebated us the upright bike so in the price quote that I received from the guy, I received from Captain Carrack, you're paying for the treadmill and he discounted the bike so you get the bike for nothing.

Commissioner J.C.K.: And you're getting a three year warrantee?

Deputy Chief John Golden: And you're getting a three year warrantee and my only concern in speaking with Captain Carrack is this is not a residential use. There are four shifts plus any volunteer that wants to use the weight room can get on it...

Commissioner J.M.: What do you mean commercial?

Deputy Chief John Golden: And there are some big guys here; I hate to say it.

Commissioner J.M.: But it's getting more use than the present.

Deputy Chief John Golden: Oh absolutely.

Commissioner J.M.: So the higher prices were also including a bike.

Deputy Chief John Golden: Yes.

Commissioner J.M.: And that's totally different.

Commissioner T.H.: I think just what was well taken because we've had second handed equipment donated over the years from various people and it seems like half the time it doesn't work. Equipment that doesn't work is pretty much useless and I think we should buy something. This deal...you're telling me that we're going to get two pieces for \$7,800.00 because they're going to discount the bike and we're going to pay for the other for \$7,800.00. It's brand new with a warrantee?

Deputy Chief John Golden: Yes.

Commissioner T.H.: Thank you.

Commissioner J.M.: Which one would you recommend Chief?

Deputy Chief John Golden: Jeff in all honesty I'm just looking at the papers. I really didn't even look at the pictures or really what any of the specs were. I talked to Chad and I said to him, listen you see the guys that are on shift and they are using the weight room you know make your recommendation and he did and to tell you the truth I trust him on this aspect where I didn't think I needed to redo the specs.

Commissioner J.M.: Okay.

Deputy Chief John Golden: He gave me three price quotes and he said, listen it'll hold up and I said okay so I trust him in that aspect.

Commissioner J.C.K.: Why don't we go with the \$7,800.00?

Commissioner Jeffrey Moran made a motion to go with the \$7,800.00 piece of gym equipment which was seconded by Commissioner Todd Howell and carried unanimously.

Deputy Chief John Golden: We'll make that happen. That should be it there Commissioner.

Commissioner J.C.K.: Okay so we got Resolution 2019-8-1 I need a motion.

Commissioner Todd Howell made a motion to approve Resolution 2019-8-1 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: So now we'll move on to Remarks, Comments and Questions from the Audience and Chief Fee we'll start with your report.

**CHIEF'S REPORT:**

	<u>2018</u>	<u>2019</u>
July Calls	98	79
Calls to Date	522	423

Chief Fee: That's my report.

**REMARKS, COMMENTS AND QUESTIONS FROM THE AUDIENCE:**

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

Commissioner Todd Howell made a motion to go into Executive Session which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously at 7:45 P.M.

Commissioner Todd Howell made a motion to return to the regular meeting which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously at 8:45 P.M.

Commissioner J.C.K.: Before we give a summary I want, like I said before, about what an amazing job that the department did with giving the Fire Academy. It was really nice. I thought that the people there did an amazing job and it was really well accepted and I thought that the kids actually came up with some really great ideas for next year so hats off to everybody; very good.

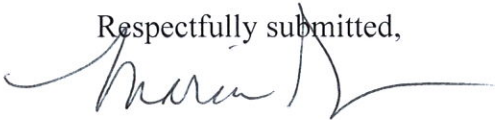
Commissioner T.H.: It was very nice; well done

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

Christopher Howell, Attorney: I will Mr. President. Tonight's Executive Session consisted of the following items. First we reviewed the Dispatch Guidelines for certain parts of our District including with Hopelawn. We then reviewed policies on our Non-Firefighting Injury Reporting Requirements. We moved on to reviewing our JFK Physical Exam policies and standards for both the paid and volunteer department. We reviewed a couple of different grievances that are currently pending before the Board involving training reimbursement for new recruits; we talked about implementing a policy going forward to deal with that. We then moved on to reviewing...we got some updates from Chief Charlie Kenny although he was not here he was kind enough to provide us an assessment on the current building renovations and on some Grant money that we are looking to get for turnout gear. We then talked extensively about some various personnel matters involving job duties and responsibilities and reviewed those guidelines. We then moved on to reviewing personnel on scheduling and tours and we compared that to our number of fire calls that were received during certain times of the day and during certain times of the week and then we finished up on reviewing the new purchase of portable radios for the Fire Department due to the change in technology that we need to keep up with. And that would conclude our Executive Session for tonight.

Commissioner Robert Minkler, Sr. made a motion to adjourn the meeting which was seconded by Commissioner Todd Howell and carried unanimously at 8:47 P.M.

Respectfully submitted,

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

Maria Bucsanszky  
District Clerk

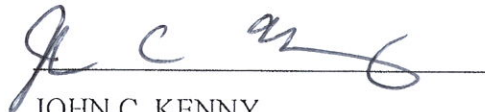


RESOLUTION #2019 -8- 1

BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1, that it is in the best interest of the taxpayers of Fire District #1 that a feasibility study be conducted, and any other scope of work as deemed necessary by the Board regarding renovations of the District's headquarters building located at 418 school Street, Woodbridge, New Jersey.

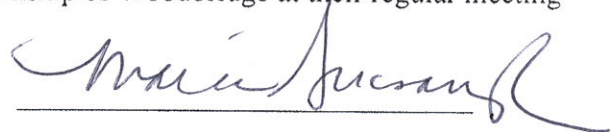
BE IT FURTHER RESOLVED BY THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1, approve the hiring of Landolfi & Associates Government Solutions Corp., 5 Park Ave, North Arlington, NJ 07032 as consultant to oversee the building project and any other scope of work as deem necessary by the Board at a cost of \$100/hour not to exceed \$10,000.

BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1

  
JOHN C. KENNY

ADOPTED: August 6, 2019

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 August 6, 2019 .



MARIA BUCSANSZKY – Clerk

2019-8-2

R E S O L U T I O N

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended DECEMBER 31, 2015, has been completed and filed with the **WOODBIDGE TOWNSHIP FIRE DISTRICT #1**, pursuant to N.J.S.A. 40A:14-89, and

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

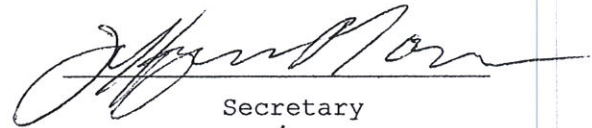
NOW, THEREFORE BE IT RESOLVED, that the governing body of the **WOODBIDGE TOWNSHIP FIRE DISTRICT #1**, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended DECEMBER 31, 2018, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON August 6, 2019.

Motion to accept made by Comm.  
Patrick Kenny, seconded by Comm.  
Todd Howell, all in favor.

Roll Call - John C. Kenny, Todd Howell,  
Jeffrey Moran, Robert Munkler Sr.,  
Patrick Kenny, All in favor -  
44



Secretary

8/6/19

Date