

Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, October 1, 2025 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 for our departed members.

PRESENT: Commissioner John C. Kenny, Commissioner Jay Barcellona, Commissioner Jeffrey Moran, Commissioner Patrick Kenny, Commissioner Robert Minkler, Sr. (arrived at 7:05 P.M.)

ALSO PRESENT: Maria Bucsanszky, District Clerk.
Deputy Chief Robert Minkler
Christopher Howell, Attorney
Nicole Grzeskowiak, Labor Counsel

Commissioner J.C.K.: Just so everyone knows too, before we get into everything, this month is Breast Cancer Awareness Month and as part of the Board of Commissioners on the Board we recognize the its Breast Cancer Awareness Month and the Woodbridge Board of Fire Commissioners stands united with the community in honoring the strength of those affected by breast cancer and all forms of cancer. This month is not only a time to raise awareness it’s also a time to call for action. Cancer is the leading cause of the lives of duty deaths among firefighters due to repeated exposures to toxin environments. Firefighters face significantly higher risks in developing various cancers including breast cancer. These risks affect both men and women in the fire service and impact the deeply affect across all the departments and families. We are committed to supporting our firefighters through education, prevention, and access to care. We encourage all of our members of our fire service family to take advantage of the following resources. We have the Firefighter’s Cancer Support Network. We also have the National Fire Registry. We also have the IFF Wellness and Behavioral Health Programs and the First Responder Center for Excellence. This October we wear pink not only to honor our breast cancer survivors and victims but also to advocate for the health and safety of our firefighters. We encourage everyone to prioritize early detection, cancer research and stand with those in the fire service who continue to fight this battle. I know that for tomorrow I think we should be getting our Breast Cancer Awareness Flag so we’re going to put that flag up in the front for the month and maybe I think it is a good idea if we can maybe get some more flags like we used to fly the American Flag in the back of the engine

we can put the Breast Cancer Awareness Flags on the back of the rigs and have them out there for the month. I know it is hard to do the wrapping because it is so involved and everything else but that could put something out there in the day so fortunately it is a big thing. I know that we now today right we are able to get screened for almost thirty some cancers so you know people should be taking advantage of that. There are a lot of tools out there like I read.

Commissioner J.M.: Screening works.

Commissioner J.C.K.: Yes.

Commissioner J.M.: Personal experience.

Commissioner J.C.K.: Okay, so there you go. Alright, so I need a motion to approve the minutes of the September 3, 2025 Regular Meeting.

Commissioner Jeffrey Moran made a motion to approve the minutes of the September 3, 2025 Regular Meeting which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Okay, move into Committee Reports. Please take note Commissioner Minkler is here. Personnel and Liaison to the Volunteer Fire Company – Commissioner Moran.

COMMITTEE REPORTS

PERSONNEL AND LIAISON TO THE VOLUNTEER FIRE COMPANY:

Commissioner J.M. Okay, just nothing outstanding. I'd just like the detailed report entered into the minutes.

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

BUILDING AND GROUNDS:

Commissioner J.B.: Nothing more at this time. I move my report to be entered into the minutes of the meeting.

Commissioner J.C.K.: Okay, so noted. Any questions for Commissioner Barcellona? Alright, we'll move on to Telecommunications and Hydrants – Commissioner P. Kenny.

TELECOMMUNICATIONS AND HYDRANTS:

Commissioner P.K.: Nothing under Technology. Under Hydrants the Fall 2025 Hydrant inspections were assigned to all four shifts. The completion date is set for November 24th. That's all I have.

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

APPARATUS AND VEHICLES:

Commissioner R.M.: The normal stuff is being taken care of under the Apparatus. I'd like to go into Executive Session to talk about a couple of things under Equipment.

Commissioner J.C.K.: Okay, so noted. Anything for Commissioner Minkler? Okay, we'll move on to Payroll and Bills.

The report of Payroll and Bills for September, 2025.

Maria Bucsanskzy: The bills for September, 2025.

Bills: \$329,526.78

Payroll: \$399,047.67

Commissioner Patrick Kenny made a motion to accept the Payroll and Bills which was seconded by Commissioner Jeff Moran and carried unanimously.

Commissioner P.K.: Plus the add-on bills of \$10,419.05.

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

TREASURER'S REPORT:

Maria Bucsanskzy: Treasurer's Report for October 1st, 2025.

Previous Balance – September 3 rd , 2025	\$ 5,824,997.93
Deposits	\$ 4,215,082.35
Payroll and Adjustments	\$ 372,714.41
Current Bills	\$ 329,526.78
Ending Balance as of October 1st, 2025 without the add-on bills	\$ 9,337,839.09

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

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

UNFINISHED BUSINESS:

Commissioner P.K.: I have nothing.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: None at this time.

Commissioner J.C.K.: Commissioner Barcellona.

Commissioner J.B.: None at this time.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No Unfinished Business.

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: I have no Unfinished Business.

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

Maria Bucsanszky, District Clerk: Nothing.

Commissioner J.C.K.: Chief

Deputy Chief Robert Minkler: Nothing at this time.

Commissioner J.C.K.: Nicole.

Nicole Grzeskowiak, Labor Counsel: Some things for Executive Session.

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

NEW BUSINESS:

Commissioner P.K.: Mr. President, I'd like to make a motion for Resolution 2025-10-1 so that can be passed and sent to the Clerk's Office by law.

Commissioner Patrick Kenny made a motion to approve Resolution 2025-10-1 which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner P.K.: That's all I have.

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

Commissioner R.M.: Nothing.

Commissioner J.C.K.: Commissioner Barcellona.

Commissioner J.B.: Nothing.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No New Business.

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: I have Resolution 2025-10-2. It involves Medicare Part B reimbursement. I think that's involving Personnel Legal Matters and we can discuss it in Executive Sessions. I gave the Board what was handed down to me and there is something we discussed at our last meeting we need to formalize. I think it would be best if we reviewed it in Executive Session and come out and decide whether or not we are going to vote on it.

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

Christopher Howell, Attorney: No nothing.

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

Maria Bucsanszky, District Clerk: Nothing.

Commissioner J.C.K.: Chief.

Deputy Chief Robert Minkler: Under New Business public relations our open house is set for next Wednesday, October 8th at 5:00 P.M. here at Station One and the district has also been invited and will be partaking in three Trunk or Treats throughout the community. And I have a few items for Executive Session.

Commissioner J.C.K.: Okay, are we going to be using some of the props that we have down there for the Open House?

Deputy Chief Robert Minkler: I will speak to Battalion Chief Fizer. I believe that is the plan. He does look like he has some vehicles in the back for MVX and then I'll see what his plan is but suggest it also.

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

Nicole Grzeskowiak, Labor Counsel: Nothing.

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

COMMUNICATIONS:

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

Commissioner J.C.K.: Alright, Remarks, Comments or Questions from the Audience.

REMARKS, COMMENTS OR QUESTIONS FROM THE AUDIENCE:

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

Commissioner Jay Barcellona made a motion to go into Executive Session for legal and personnel matters at 7:11 PM which was seconded by Commissioner Jeffrey Moran and carried unanimously.

Commissioner Robert Minkler, Sr. made a motion to return to the Regular Meeting at 10:00 PM which was seconded by Commissioner Jay Barcellona and carried unanimously.

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

Christopher Howell, Attorney: I will Mr. President. In our lengthy Executive Session tonight, we discussed the following items. We heard a proposal presentation from USA Architects on the 109 Green Street project. We reviewed the Medicare Part B reimbursement that's been moralized in a resolution we're going to vote on. We heard from Labor Counsel on an ongoing appeal of Employee No. 4700. We also heard from Labor Counsel on reviewing our new healthcare plans, those cost increases and the ongoing CVA note negotiations we discussed. We then moved on to the Chief and he presented the Board with just various personnel matters involving training and scheduling our First Responder program. We discussed Mutual Aid and Auto Aid with neighboring districts. We discussed possible sale of Engine No. Three and some warranties and pm service on our new ladder truck. We then talked about purchasing new fire equipment and we reviewed our Rescue Truck operations and that would conclude our Executive Session for tonight.

Commissioner J.C.K.: Okay, thank you., so I have Resolution 2025-10-2. I need a motion.

Commissioner Jeffrey Moran made a motion to approve Resolution 2025-10-2 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Okay, and just a motion for Deputy Chief Robert Minkler to speak to Local 290 in regards to the CVA.

Commissioner Robert Minkler, Sr. made a motion for Deputy Chief Robert Minkler to speak to Local 290 in regards to the CVA which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Motion to adjourn.

Commissioner Robert Minkler, Sr. made a motion to adjourn the Regular Meeting at 10:05 P.M. which was seconded by Commissioner Jeffrey Moran and carried unanimously.

Respectfully submitted,
Maria Bucsanszky
District Clerk

RESOLUTION 2025-10-1

Board approval of Elected Commissioner Compensation **2026 Salary Guide (January – December)**

WHEREAS the Fire Commissioners of Fire District No. #1 of the Township of Woodbridge establishes annual compensation for its fire district Commissioners pursuant to N.J.S.A. 40A:14-88; and

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. #1 of the Township of Woodbridge hereby approve the 2026 Commissioners compensation in compliance of the 2026 District budget requirements as follows:

President \$17,500;

1st Vice President \$15,250;

2nd Vice President \$13,750;

Secretary \$13,750;

Treasurer \$13,750;

BE IT FURTHER RESOLVED, that the above salaries shall take effect on January 1, 2026;
and

BE IT FURTHER RESOLVED, that the Board shall re-evaluate the salary structure adjusting as appropriate and approve of same annually as per N.J.S.A. 40A:14-88.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1

JOHN C. KENNY – President

ADOPTED: October 1, 2025

I, Maria Bucsanszky, the Clerk of the Board 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 October 1, 2025.

MARIA BUCSANSZKY – Clerk

RESOLUTION#: 2025-10-2

WHEREAS, the Woodbridge Township Board of Fire Commissioners District No. 1, deems it appropriate and necessary to counter the rising cost of medical benefits that have increased significantly over the past several years by capping the Medicare Part B reimbursements for its current employees and retirees;

WHEREAS, capping Medicare Part B reimbursement will offset the rising cost of medical benefits which have become a financial burden to the Fire District;

NOW, THEREFORE, BE IT RESOLVED by the Woodbridge Township Board of Fire Commissioners District No, 1 that it is in the best interest of the taxpayers of Fire District #1 to cap the Medicare Part B reimbursements pursuant to Medicare's second premium tier scheduled, which is based upon yearly income. (*i.e.*, 2023 yearly individual income above \$106,000 up to \$133,000 or joint income above \$212,000 up to \$266,000 with a monthly payment in 2025 of \$259). The Board will adjust said reimbursement for each subsequent year based upon Medicare's premium tier schedule for that given year.

BE IT FURTHER RESOLVED by the Woodbridge Township Board of Fire Commissioners District No, 1 that the cap on Medicare Part B reimbursement will be effective as of January 1, 2026 and will continue each year thereafter. The cap shall apply to all current District employees including all current and future retirees.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1

JOHN C. KENNY

ADOPTED: October 1, 2025

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 October 1, 2025.

MARIA BUCSANSZKY – Clerk

BOARD OF FIRE COMMISSIONERS DISTRICT 1

MONTHLY BILL LIST

09/25/25

September 4 through October 1, 2025

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
09/04/2025	25425	Greggs Auto Detai...	Detailing Ford escape 1-3-12	-250.00
09/04/2025	25426	Heavenly Bodywor...	2024 Ford F-150 police responder -Bumper	-792.40
09/04/2025	25427	Margaret Sulej	Cleaning 109 Green Street 08/27/2025	-180.00
09/04/2025	25428	Outpace Promotions	Plastic Tahiti Sunglasses	-737.50
09/04/2025	25429	Outpace Promotions	Flash Drive	-1,187.00
09/04/2025	25430	Standard Insuranc...	Life Insurance - Policy #136829 - September 2025	-5,145.76
09/04/2025	25431	PSEG	Acct# 735663250 - 109 Green st - 07/12/2025 - 08/...	-1,819.12
09/04/2025	25432	Spectrotel	Account #348180/cad/landline/fire alarm	-333.46
09/04/2025	25433	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage - Septembe...	-2,397.72
09/04/2025	25434	PSEG	Acct#1301369209	-33.13
09/04/2025	25435	Spectrotel	Account #348561 - clerk	-12.92
09/15/2025	25436	Access Self Stora...	Storage Rental Unit #16029 Rent & Insurance - 0...	-290.00
09/15/2025	25437	ATT	A/C# 0555384092001/ Landline 732-636-1725	-50.20
09/15/2025	25438	Comcast	Account #8499053400528238 - Computers and Inte...	-94.17
09/15/2025	25439	Elizabethtown Gas	Account #2164284700 - 07/25/2025 - 08/25/2025	-276.95
09/15/2025	25440	Life Insurance Co...	Policy #GL-5474 Volunteer Life Insurance October 2...	-175.15
09/15/2025	25441	MIDDLESEX WA...	Hydrant Service -September 2025	-51,295.60
09/15/2025	25442	UNITED HEALTH...	Member# 306131456-12 - Insurance Premium Octo...	-371.86
09/15/2025	25443	US Bank	Acct#4798531221546585/Supplies	-853.30
09/15/2025	25444	Woodbridge Twp ...	RENT - October 2025	-4,200.00
09/15/2025	25445	Cummins Sales & ...	2014 spartan replace water pump engine 1-2	-4,441.62
09/15/2025	25446	Elizabethtown Gas	Account #7194826935 - 07/25/2025 - 08/25/2025	-48.22
09/15/2025	25447	Santander Bank, ...	Contract# 002-0027398-000-2021 Ford Escape/Lea...	-7,910.68
09/15/2025	25448	UNITED HEALTH...	Member# 306131456-11 - Insurance Premium Octo...	-427.35
09/15/2025	25449	United Healthcare ...	Member #0216770561-Prescription T Howell Octob...	-93.10
09/15/2025	25451	Absolute Fire Prot...	2014 Spartan Pumper (Engine 1-2) Repairs	-821.98
09/15/2025	25452	Twin Rocks Water	Water Delivery-418 School Street / 109 Green St	-210.32
09/15/2025	25453	Delta Dental Plan ...	Group# 01063 - Dental Coverage 10/01/2025 -10/3...	-14,105.42
09/15/2025	25454	Verizon Wireless ...	Acct#982554463/Laptop Modem - 08/04/2025 - 09/...	-1,483.25
10/01/2025	25450	Catherine Crowe	Health Benefit Reimbursement -September 2025	-471.03
10/01/2025	TEPS	State of NJ- Healt...	Active Health Benefits - October 2025	-114,051.03
10/01/2025	TEPS	State of New Jers...	Health Benefits Retiree - 10/01/2025 - 10/31/2025	-65,837.53
10/01/2025	25455	A-B-D Electrical S...	LED Bulbs	-19.80
10/01/2025	25456	A K Equipment Co	Ford F550 - Car #1-3-11 Install Charge Guard for C...	-421.50
10/01/2025	25457	ABSOLUTE EYE...	Safety Glasses -Hines	-295.00
10/01/2025	25458	Access Self Stora...	Storage Rental Unit #16029 Rent & Insurance - 1...	-450.00
10/01/2025	25459	Amazon Capital S...	Clipboards	-328.80
10/01/2025	25460	Blue Line Uniforms	21 - Uniforms	-1,832.86
10/01/2025	25461	Bowco Laboratorie...	Regular Service-109 Green street	-281.34
10/01/2025	25462	Christopher Howell	Monthly fee October 2025	-4,700.00
10/01/2025	25463	FireDex GW LLC	Bunker coat repair and gloves - Hilliard and Kenny	-889.75
10/01/2025	25464	General Graphics	Patient Care Reports Design & 1000 Reports	-420.00
10/01/2025	25465	Glassons Auto Re...	Oil change - Car 1-3-10	-95.83
10/01/2025	25466	Hoagland Longo M...	Professional Services Rendered - September 2025	-4,228.00
10/01/2025	25467	Jim Signs Inc	unauthorized personal signs	-49.50
10/01/2025	25468	Lockbox Wurth U...	Vehicle wash	-145.00
10/01/2025	25469	Lowes	Account 82131319150376/Supplies	-550.19
10/01/2025	25470	MACS MAINTEN...	Weekly Lawn Service - August 2025	-1,300.00
10/01/2025	25471	Maria Bucsanszky...	Monthly fee - October 2025	-6,833.33
10/01/2025	25472	Marie Gould	Health Benefit Reimbursement -September 2025	-471.03
10/01/2025	25473	Mary Karnas	Health Benefit Reimbursement - September 2025	-471.03
10/01/2025	25474	New Jersey Emer...	Rescue 1- on board compressor , Rear scene light is...	-369.70
10/01/2025	25475	New Jersey Fire E...	Snap tite - yellow 1"x 100' Hose	-504.00
10/01/2025	25476	Occupational Heal...	Fit test Calibration repair	-1,010.00
10/01/2025	25477	Parker Web	Web hosting	-43.75
10/01/2025	25478	PSEG	Acct#7550582203 - 109 Green street - 08/2025 - 09...	-772.84
10/01/2025	25479	PYE Barker Fire S...	H2O charger, dry chem, air valve	-250.00
10/01/2025	25480	RWJBarnabas He...	Employee Assistance Program Service 11/01/2025-...	-4,500.00
10/01/2025	25481	Sophie Bader	Health Benefit Reimbursement - September 2025	-471.03
10/01/2025	25482	Standard Insuranc...	Life Insurance - Policy #136829 - October 2025	-5,145.76
10/01/2025	25483	Team Car Wash	August 2025 - car wash services	-125.00
10/01/2025	25484	The Home Depot ...	Account #1761315 -Supplies	-123.82
10/01/2025	25485	Treasurer State of ...	Weber # 160939 - Dues	-182.00
10/01/2025	25486	Turnout Fire and S...	uniforms	-1,350.30
10/01/2025	25487	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage - October 2...	-2,288.54
10/01/2025	25488	Absolute Fire Prot...	2014 Spartan Pumper (Engine 1-1) Repairs	-2,685.94
10/01/2025	25489	ADVANCE AUTO...	Account #1872535921 - Supplies	-82.62
10/01/2025	25490	Amazon Capital S...	Ink Cartridges	-56.96

Date	Num	Name	Memo	Amount
10/01/2025	25491	Bowco Laboratorie...	Regular Service-418 School street	-40.61
10/01/2025	25492	Glassons Auto Re...	2005 Excursion - Crank Sensor - Car 1-3-14	-465.40
10/01/2025	25493	New Jersey Fire E...	scott bolt for cylinder latch, retaining spring	-108.74
10/01/2025	25494	PSEG	Acct#7356632500 - 418 School St - 08/12/2025 - 09...	-1,440.52
10/01/2025	25495	Turnout Fire and S...	uniforms	-526.40
10/01/2025	25496	Absolute Fire Prot...	2014 Spartan Pumper (Engine 1-2) Repairs	-750.04
10/01/2025	25497	Amazon Capital S...	Record Book	-33.99
10/01/2025	25498	New Jersey Fire E...	Globe supreme boots	-1,794.00
10/01/2025	25499	PSEG	Acct#1301369209 - 418 School St	-33.01
10/01/2025	25500	Amazon Capital S...	Fire and Emergency Services Instructor Books	-175.28
10/01/2025	25501	Amazon Capital S...	Heat Shrink Tubing	-15.80
Total Northfield Bank - Voucher				-329,526.78
TOTAL				-329,526.78

To: Chief Balog

From: Battalion Chief McGrath/ Capt. Geiger

Date: September 27, 2025 (September 2025 Monthly Report)

Monthly Compliance Report for the October 2025 Fire Commissioner Meeting

Monthly Requirements

- Building generator test 9/6.
- Building extinguisher checks 9/14.
- SCBA inspections completed 9/12.
- Ground ladder inspections 9/16.

Quarterly Inspections

- T1 Job Performance
- T1 Safety Check Sheet (Building)

Bi-Annual Inspections

-

Annual Inspections

- Hose Testing 9/23,9/24
- Ground Ladders 9/23, 9/24.
- Appliances 9/23, 9/24.
- Fit Test Machine calibrated returned on 9/22.

Upcoming Events/Other:

- SCBA flow test date waiting on NJFE to give us a date.
- SCBA battery change waiting on NJFE to give us a date.
- Hydro Test on Cascade Bottles TBD.
- Tag Inventory
- RKI Meter calibration.

Respectfully Submitted,
Battalion Chief Keith McGrath
Captain Michael Geiger

Submit

Print Form

Fire Department Safety Checklist				
Municipality: <u>Woodbridge Fire District #1</u>			Inspection Date: <u>9/25/25</u>	
Name of Inspector: <u>Chad Carrick</u>			Title: <u>Battalion Chief</u>	
Location Surveyed: <u>Station One 418 School Street</u>				
#	Needs Work	OK	N/A	Item - Write line # & comments on back for each needs work item
Building Conditions				
1.	☒	☐	☐	Stairs clear & handrails? Exits identified? Emergency lights function, occupancy posted?
2.	☒	☐	☐	Warning signs posted for emergency vehicles exiting
3.	☐	☒	☐	Trucks arranged to allow free movement & adequate aisles for walking & working?
4.	☐	☒	☐	Fire doors kept closed, latches and automatic closures work
5.	☐	☒	☐	Floors & aisles clean; slip, trip & fall hazards eliminated
6.	☐	☒	☐	Interior lighting adequate
7.	☒	☐	☐	Grounds & walkways in good condition; Exterior lighting adequate
8.	☒	☐	☐	Radio towers grounded and bonded; protected from impact by barriers or location
Building, Housekeeping & Sanitary Conditions				
9.	☒	☐	☐	Offices clean, adequate walking area, smooth floor, no hazardous chemicals
10.	☐	☐	☒	Basement, clear access, adequate headroom, lighting
11.	☒	☐	☐	Electrical/heater room, pressure relief piped to floor? Cooking hazards protected?
12.	☒	☐	☐	Vehicle exhausts system installed and functional? Filters changes as needed?
13.	☐	☒	☐	Lockers secured? Shower facilities provided? Turn out gear clean, neat and orderly?
Power Sources				
14.	☐	☒	☐	Computers & radio equipment provided with surge protector, GFCI's where needed
15.	☐	☒	☐	Emergency lighting operational
16.	☐	☒	☐	36 inches clearance maintained in front of electrical panels
17.	☐	☒	☐	Cords used for charging batteries in a location that will not cause a tripping hazard
18.	☐	☒	☐	Emergency generator exercised weekly, tested under load and log maintained
Vehicle Fueling				
19.	☐	☒	☐	Fuel tanks are labeled with name, CAS# and NFPA Hazard codes
20.	☒	☐	☐	Minimum of a 20 BC rated extinguisher is within 50 feet of tank
21.	☐	☒	☐	NO SMOKING signs posted, emergency fuel shut-off identified
Breathing Air				
22.	☐	☒	☐	Air quality lab certification current and posted
23.	☐	☐	☒	All 1A compressed air cylinders supported and in the up right position
24.	☐	☒	☐	Personnel trained in the operation of the cascade or compressor system
Dispatch Area				
25.	☐	☒	☐	Access to room is restricted to authorized people? Workstation Ergonomic issues?
26.	☐	☒	☐	Power cords & cables properly secured
Fire Detection / Suppression				
27.	☐	☒	☐	Fire alarm and/or detection system, functional, inspected annually
28.	☐	☒	☐	Fire suppression system, functional, inspected annually
29.	☐	☒	☐	Fire extinguisher serviced annually & inspected monthly

Fire Department Safety Checklist

9/25/2025

1. The occupancy load sign in the downstairs dugout/kitchen is outdated (issued by FO. DellaPetro in 2006) and torn.
2. No signs posted
3. Good
4. Good
5. Good
6. Good
7. Large crack in concrete on step and landing leading to Brook Street entrance
8. Is radio tower still needed?
9. Radio Room carpet is worn and tripping hazard by apparatus floor door into radio room
10. N/A
11. Transformer in back hallway is humming loud
12. No exhaust system for 1-3-5
13. Good
14. Good
15. Good
16. Good
17. Good
18. Tested monthly
19. Good
20. No extinguisher present
21. Good
22. Good
23. N/A
24. Good
25. Good
26. Good
27. Good
28. Good
29. Good

Submit

Job Site Observation General Observation Report

Print Form

Observer

BC Carrick

Employee / Crew

Tour 1

Task Observed

Apprentice Checks

Date

9/25/25

Time

0800 hrs

Location of Observation

Station One

Some Considerations to Consider

- Supervisor on site
- Review scope of job and safety concerns
- Coordination with other agencies, departments
- Work zone precautions
- Exposed moving parts / guards in place
- Horseplay
- Authorized task; authorized to operate equipment
- Equipment free of defects
- Equipment operated, stored, transported correctly
- Equipment serviced while energized, or in motion
- Correct tools available and used
- Exposure to overhead objects
- Overloading materials or equipment
- Crowding materials, storage
- Manual material handling
- PPE, appropriate work clothes
- First aid kit available
- Unhealthy, unsanitary conditions
- Personal hygiene
- Exposure to moving vehicle
- Inclement weather conditions (snow, ice, electrical storm, etc.)
- Exposure to unstable structure or earth
- Lifting heavy, awkward objects, body mechanics
- Fire extinguisher, hot work hazard, permits
- Walking working surfaces
- Ladders, scaffolds, elevated platforms
- Exposure to confined space
- Rigging, jacks, inspection, storage, working under loads
- Cranes
- Housekeeping, orderliness of jobsite equipment and material
- Electrical hazards, cords, GFCI, power tools
- Hand tools
- Exposure to falling objects
- Exposure to chemicals
- MSDS available
- Exposure to threatening wildlife
- Exposure to dust, noise, radiation
- Exposure to explosives
- Exposure to compressed air or liquids
- Exposed to flammables or using fuels
- Lighting
- ROPS (Roll Over Protection)

Comments

Look at the way people are working: (Ex: Is personal protective equipment being worn? Is job orderly and is housekeeping good? Are people lifting properly?)

See attached sheet

What did you see that needs to be changed or improved? (Ex: equipment not locked out or workers without proper PPE, or unsafe lifting practices)

See attached sheet

What did you see that should be complimented? (Ex: cones in place, spotter used during backing, proper speed for conditions, good housekeeping on site)

See attached sheet

What did you see that should be complimented? (Ex: cones in place, spotter used during backing, proper speed for conditions, good housekeeping on site)

See attached sheet

Follow up action: (Ex: Who did you talk to? What changes were made?)

See attached sheet

Job Site Observation

Look at the way people are working:

All members and the job tasks performed were done in a safe and timely manner

What did you see that needs to be changed or improved?

When done checking an overhead compartment, close the compartment door so it does not become a contact hazard to a person's upper extremities.

What did you see that should be complimented?

Members of the shift showed the Recruits what were in the compartments and answered any questions that came up.

Follow up Action:

Keep checking the compartments every shift so you know where the Equipment is, and can locate it in a time of need or when called for.

Shift completed Pre Plan at Cricket Lane

October shift will complete Pikeview Lane

Met with WPD regarding IAP for St James Street Fair/ Trunk or Treat

Shift continued pump training

All Shift Pre Plans were canceled due to pump training

In the process to reschedule Pre Plans for 10 Green St

Ordered new prop for Marine 1

Met with American Trade Mark for a new command board

Completed 2026 Pre Plan Budget

Mobile Eyes and the CAD have been updated as information is received.

Respectfully Submitted,

Michael Barcellona

Battalion Chief/ Tour 3

Division of Pre-Incident Planning

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Monthly Hydrant Deficiencies

September 2025

Number of Hydrants:

None

Low Pressure Problems:

- None

Actions Taken:

- None
-

Note:

- Fall 2025 Hydrant Inspections were assigned to all 4 shifts Date of completion is set for November 24th Monday after Thanksgiving.

BC. McGrath

Monthly Equipment Report

September 2025

Engine 1

➤ Outstanding Issues

- Keeps tripping breaker at Queen Road Believed to be breaker issue at Queen Road
- New York Hook mounting brackets ordered- Tour 1 will install

➤ Resolved

- Vacuum Leak/ Remote Primer unclogged and repaired-Absolute 9/9/25
- Officer SCBA Bracket Repaired-Absolute 9/29/25
- Vacuum plug/set screw installed-Absolute 9/11/25
- Rear intake issue. Not enough water coming in from single water source-Absolute 9/12/25

Engine 2

➤ Outstanding Issues

- New York Hook mounting brackets ordered- Tour 1 will install

- Tripping Breaker at Queen Road 8/20

➤ Resolved

- Door Alarm Driver's side rear SCBA Spare bottle compartment-Absolute 9/16/25
- Overheated Generator/Absolute could not duplicate 9/16/25
- Antifreeze leak- Absolute tighten clamps 9/16/25
- Rear intake issue. Not enough water coming in from single water source-Absolute 9/12/25
- Sulfur smell (6) Batteries replaced-Absolute 9/17/25
-

Engine 3

- Outstanding
 - Water Leak found running frame rails-Fire & Safety will look at during PM
 - Fire & Safety has a punch list of items from the PM, waiting on quotes and approval on what to fix
 - Driver's side rear globe light cover broken-looking for replacement part
 - Discharge 1 leaking and O.O.S-6/9
 - Rattling in Front Bumper Discharge-Admin notified

- Resolved
 -

Truck 1

- Outstanding
 - Mount for parapet ladder needs to be installed- in equipment closet for Fire & Safety

- Mount for Officer's side hydrant wrench needs to be installed- in equipment closet for Fire & Safety
- Recall C7150 Emissions Software Update-Cummins scheduled for 10/3 at 9am

➤ Resolved

-

Rescue 1

➤ Outstanding

- Air cascade bottles need hydro-Continental 5/15
- Preventative Maintenance scheduled for 11/10/25 Fire & Safety

➤ Resolved

- Extrication Tools PM-MES 9/9/25
- Driver's side rear scene light fixed-NJEV 9/24?

Auxiliary Vehicles

➤ Outstanding



- 1-3-12 seatbelt buckle recall-Monitor unless light comes on dash
- 1-3-8 side trim for driver seat/part ordered- Heavenly 7/23
- 1-3-5 Multiple emergency lights on order-A&K Equipment 9/17/25

➤ Resolved

- 1-3-5 mirror fixed-Heavenly AutoBody
- 1-3-5 Starter and Battery replaced-Glasson's 9/17/25
- 1-3-14 Core Sensor replaced-Glasson's 9/16/25
- 1-3-11 Auto charger/Quick connect installed-A&K Equipment 9/4/25
- Old 1-3-2 & 1-3-7 were retired and auctioned off

Turnout Gear/Uniforms

➤ Outstanding

- FF Kenny Turnout Pants Condemned (working w/ Skylands for warranty/replacement- 7/27 Report sent to Angelo 8/24
- FF Gardner sized for Exterior Gear- Skylands 1/14/25
- Capt Snyder & Aquino given ok for uniforms-Turnout 8/28
- DC Weber, FF Robert Hilliard, FF Kenny, Chief Minkler, BC Carrick, BC McGrath, FF Eagan Replacement Uniforms ordered-Turnout
- Captain brass, Helmet shields, badges, Turnout tails ordered
- Recruit 2025-01 Helmet shields ordered-The Fire Store

➤ Resolved

- FF Wagner/R Hilliard Replacement Uniforms received-Turnout 9/19/25
- Recruit Class 25-01 got sized for new gear-Skylands 9/11/25 Angelo
-

Equipment Out of Service

- Outstanding
 - Scott X3 Packs and C5 Masks- Replaced with old packs and AV3000 masks pending further testing due to incident during Green Street Fire
 - Akron Gate valve A015 and Kocheck Gate valve A059 bad shutoff-NJFE notified for pickup 9/29/25
 - Various lengths of hose failed hose testing-9/24
 - (1) New 25ft 5 Inch Pony (hole)-Stateline waiting on failure report 9/25
- Resolved
 - Piston intake Valve A027 repaired-NJFE 9/25
 - SCBA Packs #68/91 repaired-NJFE 8/19
 - Bottle #106 repaired-NJFE 8/19

Orders & Deliveries

➤ Ordered

- New Paratech Gold Struts thru Shell
- 2" Hose for High Rise Packs ordered-NJFE 8/29

➤ Delivered

- 5 INCH Ponies (15ft&25ft)
- SCBA Bottle decals
- Road Flares
- Hydrant/Wrench Mount for Truck 1-2-1