

Minutes of the regular meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, March 1, 2017 at 7:00 P.M.

Commissioner John C. Kenny called the meeting to order.

Maria Bucsanszky: Mr. President – All the requirements of the “Open Public Meeting Act” have been complied with by advertising in the Home News Tribune and Star Ledger. Copies of the meeting notice have been sent to the Municipal Clerk’s Office and posted on the bulletin boards of the fire house and the post offices of Woodbridge and Sewaren. Mr. President, you may proceed.

Commissioner John C. Kenny led a pledge to the flag.

A moment of silence was observed for our men and women serving overseas and the loss of Joe Mitko, a longtime member of this department.

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

ALSO PRESENT: Attorney – Christopher Howell
Clerk – Maria Bucsanszky
Councilwoman Nancy Drumm
Middlesex County Freeholder Charles Kenny

Commissioner J.C.K.: At this time we will have the Fire Election Certification results.

Maria Bucsanszky: Whereas the Board of Fire Commissioners Woodbridge Township Fire District 1, Woodbridge held the annual election in accordance with NJSA 40A:17-72 on February 18th, 2017, and Whereas this election was held in a time and manner as prescribed by statute, Therefore Be It Resolved that the results of the election where as follows: For Fire Commissioner (Three year term) – John C. Kenny 192 votes – Patrick Kenny 184 votes. For Fire Commissioner (One year unexpired term) – Martin S. Genser – 68 votes – Michael W. Hapstak – 117 votes – Robert McPartland – 72 votes. Public Question No. 1 – Shall the sum of \$8,119,877.00 be appropriated for current expenses? - Yes with a 166 votes – No with 39 votes. Motion to certify.

Commissioner Todd Howell made a motion to certify the election results which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: At this time we will do the swearing of the Commissioners that have just been elected and we will start with Commissioner Michael Hapstak.

Councilwoman Nancy Drumm: Are you ready John?

Commissioner T.H.: Yes we are.

Commissioner J.C.K.: Any time you'd like Councilwoman.

Councilwoman Nancy Drumm: I, Michael Hapstak.

Commissioner M.H.: I, Michael Hapstak.

Councilwoman Nancy Drumm: Do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey. That I will bear true faith and allegiance to the same and to the governments established in the United States and in this state under the authority of the people and that I will faithfully, impartially and justly perform all the duties of the Office of Fire Commissioner, Fire District No. 1 according to the best of my ability, so help me God.

Commissioner M.H.: I do.

Commissioner T.H.: Jack, you raise your right hand and put your left hand on the bible.

Freeholder Charles Kenny: I, John C. Kenny.

Commissioner J.C.K.: I, John C. Kenny.

Freeholder Charles Kenny: Do solemnly swear.

Commissioner J.C.K.: Do solemnly swear.

Freeholder Charles Kenny: That I will support.

Commissioner J.C.K.: That I will support.

Freeholder Charles Kenny: The Constitution of the United States.

Commissioner J.C.K.: The Constitution of the United States.

Freeholder Charles Kenny: And the Constitution of the State of New Jersey.

Commissioner J.C.K.: And the Constitution of the State of New Jersey.

Freeholder Charles Kenny: That I will bear true faith.

Commissioner J.C.K.: That I will bear true faith.

Freeholder Charles Kenny: And allegiance to the same.

Commissioner J.C.K.: And allegiance to the same.

Freeholder Charles Kenny: And to the governments.

Commissioner J.C.K.: And to the governments.

Freeholder Charles Kenny: Established in the United States.

Commissioner J.C.K.: Established in the United States.

Freeholder Charles Kenny: And in this state.

Commissioner J.C.K.: And in this state.

Freeholder Charles Kenny: Under the authority of the people.

Commissioner J.C.K.: Under the authority of the people.

Freeholder Charles Kenny: And I will faithfully.

Commissioner J.C.K.: And I will faithfully.

Freeholder Charles Kenny: Impartially.

Commissioner J.C.K.: Impartially.

Freeholder Charles Kenny: And justly perform.

Commissioner J.C.K.: And justly perform.

Freeholder Charles Kenny: All the duties of the Office.

Commissioner J.C.K.: All the duties of the Office.

Freeholder Charles Kenny: Of Fire Commissioner.

Commissioner J.C.K.: Of Fire Commissioner.

Freeholder Charles Kenny: For Fire District No. 1.

Commissioner J.C.K.: For Fire District No. 1.

Freeholder Charles Kenny: According to the best of my ability.

Commissioner J.C.K.: According to the best of my ability.

Freeholder Charles Kenny: So help me God.

Commissioner J.C.K.: So help me God.

Commissioner T.H.: Congratulations.

Commissioner J.C.K.: That one is for him.

Commissioner T.H.: Raise your right hand and put the left hand on the bible.

Freeholder Charles Kenny: Alright, you ready?

Commissioner P.K.: Ready.

Freeholder Charles Kenny: I, Patrick Kenny.

Commissioner P.K.: I, Patrick Kenny.

Freeholder Charles Kenny: Do solemnly swear.

Commissioner P.K.: Do solemnly swear.

Freeholder Charles Kenny: That I will support the Constitution.

Commissioner P.K.: That I will support the Constitution.

Freeholder Charles Kenny: Of the United States.

Commissioner P.K.: Of the United States.

Freeholder Charles Kenny: And the Constitution.

Commissioner P.K.: And the Constitution.

Freeholder Charles Kenny: Of the State of New Jersey.

Commissioner P.K.: Of the State of New Jersey.

Freeholder Charles Kenny: That I will bear true faith.

Commissioner P.K.: That I will bear true faith.

Freeholder Charles Kenny: And allegiance to the same.

Commissioner P.K.: And allegiance to the same.

Freeholder Charles Kenny: And to the governments.

Commissioner P.K.: And to the governments.

Freeholder Charles Kenny: Established in the United States.

Commissioner P.K.: Established in the United States.

Freeholder Charles Kenny: And in this state.

Commissioner P.K.: And in this state.

Freeholder Charles Kenny: Under the authority of the people.

Commissioner P.K.: Under the authority of the people.

Freeholder Charles Kenny: And that I will faithfully.

Commissioner P.K.: And that I will faithfully.

Freeholder Charles Kenny: Impartially.

Commissioner P.K.: Impartially.

Freeholder Charles Kenny: And justly perform.

Commissioner P.K.: And justly perform.

Freeholder Charles Kenny: All the duties of the Office.

Commissioner P.K.: All the duties of the Office.

Freeholder Charles Kenny: Of Fire Commissioner.

Commissioner P.K.: Of Fire Commissioner.

Freeholder Charles Kenny: Fire District No. 1.

Commissioner P.K.: Fire District No. 1.

Freeholder Charles Kenny: According to the best of my ability.

Commissioner P.K.: According to the best of my ability.

Freeholder Charles Kenny: So help me God.

Commissioner P.K.: So help me God.

Commissioner J.C.K.: Okay, at this time do any of the elected Commissioners have anything they'd like to say? Patrick.

Commissioner P.K.: You can say something.

Commissioner J.C.K.: No, I'm not going to say nothing. Okay, we're going to continue with our reorganization. If you'd like you may stay. If you want to go downstairs I know there are some refreshments, you're more than welcome to do so. Okay then we're going to continue. Okay, looking to request a motion and second to vacate all offices and to appoint the clerk to conduct the election for president.

Commissioner Patrick Kenny made a motion to vacate all offices and to appoint the clerk to conduct the election for president which was seconded by Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John C. Kenny – Yes; Commissioner Robert Minkler, Sr.; Commissioner Patrick Kenny – Yes.

Maria Bucsanszky: At this time the nominations for President is declared open.

Commissioner T.H.: It would be my honor to nominate John C. Kenny for the position of president.

Commissioner R.M.: Second.

Commissioner Todd Howell made a motion to close the nominations for President which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously with a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler, Sr. – Yes.

Maria Bucsanszky: President may resume the chair.

Commissioner J.C.K.: Okay, thank you everyone. Thank you for your confidence. We'll move on to the nomination for Vice-President. I would like to nominate Robert Minkler for Vice-President.

Commissioner P.K.: I'll second that.

Commissioner John C. Kenny made a motion to close the nominations for Vice-President which was seconded by Commissioner Todd Howell and carried unanimously with a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes.

Commissioner J.C.K.: Okay, we'll move on now for nomination for Second Vice-President. I'd like to nominate Patrick Kenny.

Commissioner R.M.: Second.

Commissioner Todd Howell made a motion to close the nominations for Second Vice President which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Nomination for Treasurer. I'd like to nominate Commissioner Howell.

Commissioner P.K.: Second.

Commissioner J.C.K.: Okay, motion to close.

Commissioner Patrick Kenny made a motion to close the nominations for Second Vice President which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by a roll call vote. Commissioner Hapstak – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: We need a nomination for secretary.

Commissioner P.K.: I'd like to nominate Mike Hapstak for secretary.

Commissioner R.M.: Second.

Commissioner Patrick Kenny made a motion to close the nominations for Secretary which was seconded by Commissioner Todd Howell and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler, Sr.

Commissioner J.C.K.: Okay, before we go any further we have a Resolution that we need to bring forward.

Commissioner R.M.: Mr. President, I'd like to move Resolution 2017-3-1.

Commissioner J.C.K.: Which is?

Commissioner R.M.: The Board of Fire Commissioners Reorganization.

Commissioner J.C.K.: Okay.

Commissioner Robert Minkler, Sr. made a motion to move Resolution 2017-3-1 which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay we'll continue on... we need to appoint a District Clerk.

Commissioner T.H.: I nominate Maria Bucsanszky.

Commissioner P.K.: Second.

Commissioner Todd Howell made a motion to close the nominations for District Clerk which was seconded by Commissioner Patrick Kenny and carried unanimously by a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Okay, we need appointment of Attorneys. Christopher Howell for the General Counsel and Eric Bernstein for Labor Counsel.

Commissioner P.K.: I'll nominate Christopher Howell for General Counsel and Eric Bernstein for Labor.

Commissioner R.M.: Second.

Commissioner Patrick Kenny made a motion to close the nominations for Attorneys which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously by a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Appointment for an Auditor – Bart and Bart, CPA.

Commissioner P.K.: I'll make a motion to make Bart and Bart, CPA as the auditor.

Commissioner R.M.: Second.

Commissioner Patrick Kenny made a motion to close the nominations for an Auditor which was seconded by Commissioner Robert Minkler and carried unanimously by a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Appointment of a Physician – JFK.

Commissioner P.K.: I'll make a motion to make JFK.

Commissioner R.M.: Second.

Commissioner Patrick Kenny made a motion to close the nominations for an Appointment for a Physician which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously with a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Okay, Appointment of Computer Support – Best-tek.

Commissioner R.M.: I'll make that a motion.

Commissioner T.H.: Second.

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

Commissioner J.C.K.: Okay, the President appointments the following committees for the 2017/2018. Personnel and Liaison to the Volunteer Fire Company – will be Commissioner Hapstak. Apparatus and Vehicles – will be Commissioner Howell. Fire Prevention – will be Commissioner Patrick Kenny. Tele Communications and Hydrants – will be Commissioner Patrick Kenny. Building and Grounds – will be Commissioner Robert Minkler. The President will serve as the Assistant Chair to all committees. I need a roll call vote. Commissioner Hapstak – Yes; Commissioner Howell – Yes; Commissioner John Kenny – Yes; Commissioner Patrick Kenny – Yes; Commissioner Robert Minkler – Yes.

Commissioner J.C.K.: Okay, Designation for the Newspapers and the Banks. The newspaper being the Home News Tribune and the Star Ledger and the banks will be the Bank of Woodbridge and the Northfield Bank.

Commissioner Patrick Kenny made a motion to close the nominations for the Designation of the Newspapers and Banks which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner J.C.K.: Designation to authorize signatures on bank accounts for vouchers for Fire Prevention Bureau and special accounts. Two signatures have to be signed and countersigned by the President or Vice President and Second Vice President or Treasurer or Clerk.

Commissioner Todd Howell made a motion to designate the authorized signatures on the bank accounts for the vouchers which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Motion authorizing the President, Vice President, Second Vice President, Treasurer and Clerk to sign and countersign.

Commissioner Patrick Kenny made a motion to authorize the President, Vice President, Second Vice President, Treasurer and Clerk to sign and countersign the bank account for the vouchers which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

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

Commissioner Todd Howell made a motion to authorize one signature by the President, Vice President, Second Vice President, Treasurer or Clerk which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay, we'll go into Committee Reports. Commissioner Hapstak -- Personnel and Liaison to the Volunteer Fire Company.

COMMITTEE REPORTS:

PERSONNEL AND LIAISON TO THE VOLUNTEER FIRE COMPANY:

Commissioner M.H.: First item is we're working on a program to improve volunteer communication notifications. I'm going to be reaching out to a vendor so I'd like to go ahead and look into their service and if I feel it meets our needs to go ahead and make a contract with them.

Commissioner T.H.: I'll make that a motion.

Commissioner J.C.K.: Do you know about how much it is about?

Commissioner M.H.: It'll be \$130.00 a month and there's a \$200.00 setup fee and a thirty-day trial.

Commissioner J.C.K.: Okay.

Commissioner Todd Howell made a motion to make a contract with a vendor to improve volunteer communication notifications which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay Mike it's yours.

Commissioner M.H.: Thank you. The next item is LOSAP, the LOSAP list from the volunteers have been turned over to the Board and I will be looking into possibly

making some changes into the LOSAP program to make it more equitable across the volunteers, thank you.

Commissioner J.C.K.: That's fine, go right ahead.

Commissioner M.H.: Alright. The next is I will be working on an explorer program study. We're going to be checking into the feasibility of starting an explorer program to recruit some new volunteers.

Commissioner J.C.K.: Okay any questions on that; any issues? Okay Mike you're good.

Commissioner M.H.: Okay, next I'd like to make the announcement that Employee 1294 will be retiring as of April 1st, 2017.

Commissioner J.C.K.: Okay.

Commissioner M.H.: Next I'll need a motion to approve and promote to Fire Prevention Specialist Employee 1502.

Commissioner Patrick Kenny made a motion to approve and promote Fire Prevention Specialist Employee #1502 which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Commissioner M.H.: Okay, that's it for me sir.

Commissioner J.C.K.: Okay Mike could you add on to you...the Board had put in last year funds to allow us to be able to recruit volunteers by offering up to \$5,200.00 per college reimbursement. I know that Captain Golden, when he was on the Board of Education, actually worked to get a curriculum that allowed credits that seniors could go to Firefighter School and they would get credit for that. This will allow, when they came out of high school, to already be trained and maybe be available to us sooner. Maybe if you could reach out to the Board of Freeholders and find out where that stands with the county we can get the academy going and then if you could maybe meet with Dr. Zega and find out how we can introduce this into the schools to see if we can increase our volunteers.

Commissioner M.H.: Okay, will do.

Commissioner J.C.K.: Okay, anybody have any questions on that?

Commissioner T.H.: No.

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

Commissioner M.H.: That's it.

Commissioner J.C.K.: Okay, Apparatus and Vehicles – Commissioner Howell.

APPARATUS AND VEHICLES:

Commissioner T.H.: I would report that we had some minor repairs done to most of the equipment but also that our ladder truck, Truck Six, is well along the way to being returned to us and I believe that Patrick had shepherded this job and done a fine job. If you'd like to comment since you've done this mostly up to now I'd appreciate a comment from you.

Commissioner P.K.: The last I heard the ladder truck should be back if not this week early next week. The lettering guy, if everything goes right, will be here between next Wednesday and Friday to letter it so hopefully it will be back and lettered and ready to go for the parade on Sunday as well.

Commissioner T.H.: That's the end of my report, thank you very much Patrick for your help.

Commissioner P.K.: Thank you.

Commissioner J.C.K.: Okay, anybody got any questions? Okay Fire Prevention – Commissioner Patrick Kenny.

FIRE PREVENTION:

Commissioner P.K.: The report is on the Fire Prevention desk. I'm sorry I didn't get it yet but everything is moving along. There is some construction going on up at the mall that there's going to be some maybe possible fire watches that we might have to do. There are fire officials parked right now at the mall. Other than that, everything is moving along.

Commissioner J.C.K.: Okay, any questions for Fire Prevention?

Commissioner T.H.: No.

Commissioner J.C.K.: Okay, Telecommunications and Hydrants – Commissioner Kenny.

TELECOMMUNICATIONS AND HYDRANTS:

Commissioner P.K.: Progress.

Commissioners J.C.K.: Okay, Building and Grounds – Commissioner Minkler.

BUILDINGS AND GROUNDS:

Commissioner R.M.: All the projects are moving along. We're going to say progress on the rest of the stuff.

Commissioner J.C.K.: Okay, any questions for Building and Grounds? Okay, we will move into Report of Payroll and Bills.

The report of Payroll and Bills for February, 2017:

Maria Bucsanszky: The report of Payroll and Bills for the month of February, 2017.

Bills: \$240,950.55 Payroll: \$215,577.47

Commissioner T.H.: I'd like to make a motion that we approve the bills read by our clerk and along with the following add-on bills there are thirteen of them that total \$73,783.53.

Commissioner Todd Howell made a motion to accept the Payroll and Bills with the add-ons of \$73,783.53 which was seconded by Commissioner Patrick Kenny and carried unanimously except for Commissioner Robert Minkler abstaining on Vouchers 15990 and 15951.

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

TREASURER'S REPORT:

Maria Bucsanszky: The treasurer's report for March 1st, 2017

Previous Balance -- February 1 st , 2017	\$4,368,860.48
Deposits	\$1,781,902.68
Payroll and Adjustments	\$ 213,825.32
Current Bills	\$ 240,950.55
Ending Balance as of March 1 st , 2017 without the add-on bills	\$5,695,987.19

Commissioner Robert Minkler, Sr. made a motion to accept the Treasurer's report as read which was seconded by Commissioner Patrick Kenny 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.: None sir.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: None.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: None.

Commissioner J.C.K.: Commissioner Hapstak.

Commissioner M.H.: None.

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

Christopher Howell, Attorney: Nothing at this time sir.

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

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Okay under Unfinished Business here, a lot of papers today, it's one of those days, Mike I'll get this over to you for next month. This is the Training Report. For the month of February there was 367 hours for training. The department completed the following training in February. The whole department participated in CPR Refresher Training. The volunteer fire company and Tour Three went to 950 U.S. Highway 9 North and did a walk through arranged by Lieutenant Minkler with Preplanning. The career department is conducting a driver refresher training and a monthly tabletop and a setup by Lieutenant Minkler through Preplanning to walk through the Sears. Tour One and Two and Three took online training classes presented by DHS Response to Suspicious Behavior and Items. The training officer took a class through PEAKS. There also were some monthly safety tips that were given to the career department dealing with snow and winter safety tips preplanning and burn awareness. The career department has completed all of their yearly refresher training and the chief has been made aware of who has completed the requirements for the volunteers. In March the following training will be planned. We'll be conducting ICS 400 class here at the firehouse. This is a joint drill with the Woodbridge Police Department and this class is paid by the Board. The last class was paid actually by the township. We will be holding the following training on March 18th and 19th - Incident Safety Officer. This is both for career and volunteers. The other day will be April 1st and 2nd. The class is sixteen hours and you need to

make both the Saturday and Sunday class in order to complete the class. There is also going to be...we'll be sending two career members to Texas A&M for industrial fire school and then in the fall we'll be looking for two volunteers. We just recently sent two volunteers to Texas A&M for formal training. We will be sponsored by Motiva. The tours will be doing a monthly tabletops. The training will be held on March 14th at 7:00 P.M. for the volunteer department. The class will be on fire scene preservation and this will be put on by the Fire Prevention Bureau. We will also hold a class for each of the shifts letting them know what they need to be aware of. We continue to do online training with the three shifts. Tour One has completed the training already. Two, Three and Four have been assigned. This is a fire engineering size up class in command. I will also be making sure that the officers let the chief know when they plan on doing any type of training so if they wish they can participate in the training with the shifts. It's an honor. Last year we actually started a new safety initiative program and that has paid off very well. We have received \$2,500.00 back from the JIF Insurance for our efforts to ensure safety and we continue to...Lisa keeps working on putting all those certifications and getting the computer system up to date. That is the Training Report for the month. Anybody got any questions on the Training Report? A little lengthy, I know.

Commissioner T.H.: Well done.

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

NEW BUSINESS:

Commissioner P.K.: Nothing.

Commissioner J.C.K.: Commissioner Minkler.

Commissioner R.M.: Not at this time.

Commissioner J.C.K.: Commissioner Howell.

Commissioner T.H.: Nothing at this time sir.

Commissioner J.C.K.: Commissioner Hapstak.

Commissioner M.H.: Nothing.

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

Christopher Howell, Attorney: Nothing sir.

Commissioner J.C.K.: Madame Clerk.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Okay, we have a couple of resolutions that we need to do tonight. Okay, Resolution 2017-3-2 which is the 2017 Salary Guide. I need a motion.

Commissioner Robert Minkler, Sr. made a motion to authorize Resolution 2017-3-2 -- 2017 Salary Guide which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Resolution 2017-3-3 -- Retirement Reserved Funds held in the Bank of Woodbridge.

Commissioner Robert Minkler, Sr. made a motion to authorized Resolution 2017-3-3 -- Retirement Reserved Funds held in the Bank of Woodbridge which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: I guess 3-4 I got to read it.

Maria Bucsanszky: Read it.

Commissioner J.C.K.: Read it...got it boss. Resolution 2017-3-4 -- Whereas the Board of Fire Commissioners of Fire District No. 1 Township of Woodbridge are at all times desired to maintain the high level of fire prevention and suppression with the geographic boundaries of the Township of Woodbridge at Fire District No. 1 and in order to do so the Board of Fire Commissioners wishes to create the position of Fire Chief Administrator.

Now therefore be it resolved that the Board of Fire Commissioners of Fire District No. 1 in the Township of Woodbridge in the County of Middlesex in the State of New Jersey hereby authorizes the creation of one position, Fire Chief Administrator, to be filed by a captain currently employed within Fire District No. 1 subject to any and all applicable requirements of the New Jersey Civil Service Commission as to a permanent appointment. The position and terms and conditions of employment will be pursuant to an employment agreement between the district and the occupant of the position both on a provisional interim basis or permanent basis. This position shall be filled sometime after April 1st, 2017.

Commissioner Robert Minkler, Sr. made a motion to authorize Resolution 2017-3-4 which was seconded by Commissioner Todd Howell and carried unanimously with a roll call vote. Commissioner Hapstak -- Yes; Commissioner Howell -- Yes; Commissioner John Kenny -- Yes; Commissioner Robert Minkler -- Yes; Commissioner Patrick Kenny -- Yes.

Commissioner J.C.K.: Okay, the next one I have is a Public Notice for everyone. Woodbridge Fire District No. 1, Township of Woodbridge -- Please take notice that the Board of Fire Commissioners of Woodbridge Township Fire District No. 1 shall have a Special Meeting on March 16th, 2017 at 6:30 P.M. at Fire Headquarters at 418

School Street in the 2nd Floor meeting room for the purpose for holding a hearing on the Resolution of creating the position of Fire Chief Administrator. Any amendments to the same may occur at that meeting. All eligible fire district residents and those affected by the Resolution may be heard on the Resolution. One or more Executive Sessions may be conducted. Formal action may be taken.

Commissioner Todd Howell made a motion to authorize the Special Meeting on March 16th, 2017 for the purpose of holding a hearing on the Resolution of creating the position of Fire Chief Administrator which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

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

CHIEF'S REPORT:

Chief Horvath: First of all I congratulate the (inaudible) on your appointment for three years and one year. It's a pleasure to work with you. Interior tags -- we started handing out the interior tags to qualifying persons. For the parade, I'll need the usual equipment and permission for the back room on 3/12/17. Also on 3/8 we're going to start switching things around for our storage issues. I'll have that permission filled from the Board. Also, I need a Fire Prevention thing but I did put a copy down there. There were 38 calls in February and 2 drills. I did give a list to Captain Kenny on county coordinators. There was a meeting with the county coordinators. I gave that to Captain Kenny and run card which he both handed out.

Commissioner T.H.: Do you want a motion on his requests?

Commissioner J.C.K.: Yeah. Okay, I need a motion for the chief for the use of the back room on the 12th.

Commissioner Patrick Kenny made a motion for the chief to use the back room on the 12th which was seconded by Todd Howell and carried unanimously.

REMARKS, COMMENTS AND QUESTIONS FROM THE AUDIENCE:

Commissioner J.C.K.: Yes sir.

Keith Repace, President of Local 290: Thank you Mr. President, first of all I'd like to congratulate all the new commissioners and re-elected commissioners. I look forward to working with everybody again. Also, the union is looking to have another fundraiser for autism awareness. I do have a design for the firefighter logo and I'm looking for permission from the commissioners for the career guys to wear them in the month of April, later on I'll give you a copy of the design. Something like the breast cancer crest will be good.

Commissioner T.H.: Right.

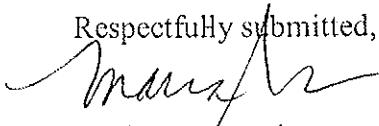
Commissioner Michael Hapstak made a motion for Local 290 to get permission for the career guys to wear the firefighter logo for autism awareness in the month of April which was seconded by Commissioner Patrick Kenny and carried unanimously.

Keith Repace: Thank you very much.

Commissioner J.C.K.: Okay, anyone else? Motion to adjourn.

Commissioner Robert Minkler, Sr. made a motion to adjourn the meeting which was seconded by Commissioner Todd Howell and carried unanimously at 7:32 P.M.

Respectfully submitted,



Maria Bucşanszky
District Clerk

WOODBIDGE TOWNSHIP BOARD OF FIRE COMMISSIONERS
DISTRICT 1
WOODBIDGE, NJ

RESOLUTION
Election Certification

WHEREAS, the Board of Fire Commissioners, Woodbridge Township District 1, Woodbridge held the annual election in accordance with NJSA 40A:17-72 on February 18, 2017, and

WHEREAS, this election was held in the time and manner as prescribed by statute,

THEREFORE BE IT RESOLVED that the results of the election were as follows:

For Fire Commissioner (3 Years):

John C. Kenny	192 votes
Patrick Kenny	184 votes

For Fire Commissioner (1 Year Unexpired Term)

Martin S. Genser	68 votes
Michael W. Hapstak	117 votes
Robert McPartland	72 votes

Public Question #1

Shall the sum \$8,119,877.00 be appropriated for current expenses?

Yes	166 votes
No	39 votes

Motion to certify election results made by Comm. Howell, seconded by Comm. Minkler Sr, all in favor.



Maria Bucsanszky
District Clerk

March 1, 2017

RESOLUTION 2017-3-1

BOARD OF FIRE COMMISSIONERS REORGANIZATION

WHEREAS, the Board of Fire Commissioners mission is to provide efficient and effective fire suppression and fire prevention services to the residents of the District and to the Township; and,

WHEREAS, the Board of Fire Commissioners are responsible for the proper fiscal management of the district and must set policy and procedures for the management of the district, and

WHEREAS, the Board of Fire Commissioners will have assigned committees to oversee, and

WHEREAS, it is necessary to re-align and re-organize the management structure of the Board of Fire Commissioners,

BE IT THEREFORE RESOLVED, that the new Board of Fire Commissioners organizational structure be implemented as

President

- Assistant to all committees
- Spokesperson for the Board
- Appoint all committees
- Can change Chairperson with 75% of the Board members agreeing
- Conduct all meetings
- Keep all board members informed

1st President

- Assume all duties of President in the absence of the President

Committees (Commissioners oversee the committees)

- Personnel and Liaison to the Volunteer Fire Company
- Apparatus/Vehicles
- Fire Prevention
- Telecommunications and Hydrants
- Building and Grounds

The following positions will be appointed by the Board of Fire Commissioners

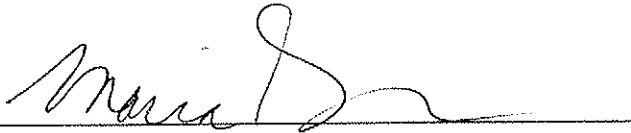
- Attorney General Law
- Attorney Labor
- Clerk
- Auditor
- Banking
- Computer Support
- Newspaper
- Physician – Workers Compensation
- Employee Assistance
- Fire Official

BE IT FURTHER RESOLVED, that the 2017 Fire Commissioners salary guide be as follows:

President \$13,500; 1st VP \$10,500; 2ndVP/Treasurer/Secretary \$8,500 each.

Motion to accept made by Commissioner Robert Minkler Sr

Second by Commissioner Patrick Kenny, All in favor

A handwritten signature in black ink, appearing to read "Maria Bucszanszky", written over a horizontal line.

Maria Bucszanszky – District Clerk

Dated: March 1, 2017

RESOLUTION 2017-3-2

2017 SALARY GUIDE – (JANUARY – DECEMBER)

ADMINISTRATIVE POSITIONS

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

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

ADMINISTRATIVE SECRETARY

<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
48,000	62,000

=====

COMMISSIONERS

2ND VICE PRESIDENT/TREASURER/SECRETARY

<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
7,500	10,500

1ST VICE PRESIDENT

<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
9,500	11,500

PRESIDENT

<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
11,500	14,000

=====

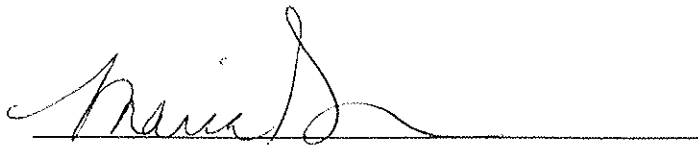
FIRE CHIEF

<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
155,000	180,000

BE IT THEREFORE RESOLVED, that the 2017 salary guide for administrative personnel take effect January 1, 2017, and

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

Motion to approve resolution made by Commissioner Robert Minkler Sr
Second by Commissioner Patrick Kenny, All in favor



Maria Bucsanszky
District Clerk

Dated: March 1, 2017

RESOLUTION 2017-3-3

RETIREMENT RESERVE FUNDS HELD IN BANK OF WOODBRIDGE

WHEREAS, the Board of Fire Commissioners Fire District #1 maintains a retirement reserve bank account in order to pay for retirement payouts, and

WHEREAS, the Retirement Reserve is held at the Bank of Woodbridge (BCB), and

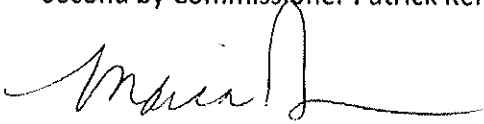
WHEREAS, the Board of Fire Commissioners would like to close the retirement reserve bank account held at BCB, and transfer the funds to the BCB voucher account; and,

WHEREAS, the Retirement reserve will continue to be managed as a reserve within the voucher account dedicated to the retirement payouts,

BE IT THEREFORE RESOLVED, that the retirement reserve held at BCB be closed and the funds transferred and held within the BCB voucher account.

Motion to approve resolution made by Commissioner Robert Minkler Sr

Second by Commissioner Patrick Kenny, All in favor



Maria Bucsanszky
District Clerk

Dated: March 1, 2017

WOODBIDGE FIRE DISTRICT NO 1 MONTHLY BILL LIST

02/26/17

March 1, 2017

Date	Num	Name	Memo	Amount
BCB Community - Voucher				
02/02/2017	15897	P.C. Richard & Son	2 Smart TVs; 2 TV Wall Mounts; 1 Game Console	-1,960.91
02/02/2017	15898	Canon U.S.A. Inc	ACCOUNT #1233060903 - Service Charge 112/01/16-12...	-115.07
02/02/2017	15899	Elizabethtown Gas	Account #7423328542 - Back Garage 12/22/17-01/24/17	-99.68
02/02/2017	15900	IAAI	Active Membership Renewal on 6 Members	-1,145.00
02/02/2017	15901	Knot Just Bagels	Invoices # 8388; 8389;8424 Refreshments for Meeting	-880.50
02/02/2017	15902	Madsen & Howell, Inc	Supplies	-333.85
02/02/2017	15903	Michael A Bilyak Electrical Contrac...	Repair/Restore Exterior Fixture Over Bay Door #5	-132.00
02/02/2017	15904	Postmaster-Woodbridge	1 Rolls of Stamps	-49.00
02/02/2017	15905	Spectrotel	Account #348180/Cad/Landline/Fire Alarm Soler	-104.68
02/02/2017	15906	TASC Fire Apparatus, Inc	12 Globe Shelby FDP Gloves	-958.77
02/02/2017	15907	I.A.A.I. NJ Chapter	2017 NJ IAAI Annual Seminar 3/8-10, 2017-R Fizer	-450.00
02/02/2017	15908	Spectrotel	Account #348561/Clerk	-44.56
02/13/2017	15910	P.C. Richard & Son	DVD & Controler	-124.96
02/18/2017	15911	Barbara Golden	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15912	Betty Sullivan	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15913	Cory Snyder	Custodian - Fire Election - February 18, 2017	-100.00
02/18/2017	15914	ELECTEC, INC	Absentee Ballots/Voting Machines/Technician - Fire Elec...	-2,927.50
02/18/2017	15915	Eric Seniakevgch	Custodian - Fire Election - February 18, 2017	-100.00
02/18/2017	15916	Helene Golden	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15917	Katherine Golden	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15918	Kathleen Simeone	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15919	Kathryn Howell	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15920	Kay McAuliffe	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15921	Maria Bucsanszky, E.A.	Fire Election - February 18, 2017 Preparation	-500.00
02/18/2017	15922	Monica Vitello	Poll Worker - Fire Election - February 18, 2017	-150.00
02/18/2017	15923	Sophie Bader	Poll Worker- Fire Election - February 18, 2017	-150.00
02/18/2017	15925	Free Public Library of Sewaren	Building Usage - Fire Election - February 18, 2017	-350.00
02/18/2017	15926	John Mitch	Fire Election Chairman - February 18, 2017	-570.29
02/18/2017	15927	Robert Foerch	Poll Worker - Fire Election - February 18, 2017	-150.00
03/01/2017	15928	Catherine Crowe	Health Benefits Reimbursement-February 2017	-564.44
03/01/2017	15929	JOHN TAKACS CONSTRUCTION ...	Rent - 400 School Street & Back Garage -March 2017	-1,975.00
03/01/2017	TEPS	State of New Jersey- Health Benefi...	Retiree Health Benefits -March 2017	-41,219.84
03/01/2017	TEPS	State of NJ- Health Benefits Fund (...	2017 Health & Prescription	-70,833.72
03/01/2017	15930	A-B-D Electrical Supply co Inc	40W LED Vandal Proof Canopy Light	-1,250.00
03/01/2017	15931	AT&T	732-636-1725 Landline A/C# 0555384092001	-40.80
03/01/2017	15932	Bowco Laboratories Inc	Regular Service - February 2017	-35.00
03/01/2017	15933	Christopher Howell	Monthly Fee - March 2017	-4,000.00
03/01/2017	15934	Comcast	Account#8499053400759387	-105.88
03/01/2017	15935	Dorothy Wilcox	Health Benefits Reimbursement-February 2017	-564.44
03/01/2017	15936	Elizabethtown Gas	Account #2164284700/Firehouse 12/22/16-01/24/17	-1,226.58
03/01/2017	15937	Eric M. Bernstein & Associates, L.L...	Professional Services Rendered - General Labor	-100.00
03/01/2017	15938	Fire and Safety Services LTD	Engine 1-3 -Greased All Spring Pins, Repaired Rear Wh...	-4,160.16
03/01/2017	15939	Gen-el Safety & Industrial Products...	Replacement Meter	-1,990.00
03/01/2017	15940	Image First	Acct# WOODB000-Laundry Service	-198.87
03/01/2017	15941	Independent Overhead Door Co. Inc	Service Call - Door #2 Replaced Cables & Springs	-1,210.50
03/01/2017	15942	Maria Bucsanszky, E.A.	Monthly Fee-March 2017	-5,575.00
03/01/2017	15943	Michael A Bilyak Electrical Contrac...	Library LED Downlighting - Remove/Rewired Dimmer	-1,463.00
03/01/2017	15944	MIDDLESEX WATER COMPANY	Hydrant Service - February 2017	-40,589.95
03/01/2017	15945	NFPA MANCHESTER NH	ID# 2717895 2-1620 Standard for Pre Incident	-95.45
03/01/2017	15946	NJ Emergency Preparedness Asso...	2017 NJ Conference Registration - Thomas McNamara ...	-90.00
03/01/2017	15947	Occupational Health Services- JFK...		-55.00
03/01/2017	15948	Owen S Dunigan & Co, Inc	Supply & Installed new Elkay Drinking Fountain w/ Bottle...	-1,945.00
03/01/2017	15949	Pinnacle Wireless	Ref# 3885955 Checked Radio Wiring	-125.00
03/01/2017	15950	Sophie Bader	Health Benefits Reimbursement-February 2017	-564.44
03/01/2017	15951	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-148.36
03/01/2017	15952	West Hudson Industries	Plaques -1 Medium Rosewood Scroll Plaque : Recogniti...	-125.00
03/01/2017	15953	Wilmer Public Safety Group	1 -Avon Hydrant Bucket	-128.17
03/01/2017	15954	Comcast	Account#8499053400759387	-100.06
03/01/2017	15955	Fire and Safety Services LTD	Engine 1-3 -Steering Assist Cylinder was Removed & Re...	-3,375.89
03/01/2017	15956	Michael A Bilyak Electrical Contrac...	Relocated Lawn Sprinkler Timer-Controller/Bay 1	-692.00
03/01/2017	15957	Middlesex County Fire Academy	01-1002-17 Firefighter II/ P. Rosato	-210.00
03/01/2017	15958	MIDDLESEX WATER COMPANY (...	Account #6550200000 - Water Charge 10/31/2016 - 02/0...	-570.08
03/01/2017	15959	Owen S Dunigan & Co, Inc	Cut Open Leader Drain & CLeaned. Repaired Leader Dr...	-590.00
03/01/2017	15960	Pinnacle Wireless	Ref# 3885954 Checked/Repaired Radio Keys	-175.00
03/01/2017	15961	PSE&G	Electric 6564138407/Back Garage & 6770788918/Schoo...	-89.91
03/01/2017	15962	TASC Fire Apparatus, Inc	1 - Chief's Coat	-1,226.57
03/01/2017	15963	Verizon - Pole Rental	Pole Rental- 2017 01/01/2017-12/31/2017	-100.00
03/01/2017	15964	Wilmer Public Safety Group	1 Morning Pride Ben 2 Low Rider Helmet	-908.96
03/01/2017	15965	Best Tek Support LLC	Annual Agreement: Server Backups	-1,200.00

Date	Num	Name	Memo	Amount
03/01/2017	15966	Charles Mangione	Harrah's Atlantic City Conference- 03/07/17	-96.00
03/01/2017	15967	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 03/01/2017-03/31/2017	-11,362.90
03/01/2017	15968	Eric M. Bernstein & Associates, L.L...	Professional Services Rendered - Personnel Matter	-3,910.78
03/01/2017	15969	Glasson's Auto Repair	2005 Ford excursion/Oil Change & Service & Added Leaf...	-649.65
03/01/2017	15970	Home News + Tribune	Account#ASB-32417 -2017 Budget Notice	-97.48
03/01/2017	15971	Knot Just Bagels	Refreshments - Fire Election on 2/18/17	-553.46
03/01/2017	15972	Life Insurance Company Of North ...	Policy #GL-5474 Volunteer Life Insurance - March 2017	-350.30
03/01/2017	15973	Lowe's	Account #82131319024076 - Supplies	-242.20
03/01/2017	15974	Mark Minkler	Texas A&M Training - Airfare	-686.74
03/01/2017	15975	Mary Ann Sofka	Transcription of February 1, 2017- Regular Meeting Minu...	-62.50
03/01/2017	15976	Michael A Bilyak Electrical Contrac...	Removed & Replace Exsiting HPS Flood Fixtures - Rewi...	-1,817.00
03/01/2017	15977	Owen S Dunigan & Co, Inc	Rear Bay 5-Cap off Two 1/2" Air Lines Above Ceiling Grid	-128.05
03/01/2017	15978	Performance Building Enterprises ...	Upstairs Kitchen Renovation	-5,782.00
03/01/2017	15979	Pollardwater	C/S#48214 PDLK W/Reset Combination	-818.89
03/01/2017	15980	PSE&G	Electric 6710272907/Firehouse & 6700830109/Parking Lot	-807.18
03/01/2017	15981	Raritan Bay Medical Center	59 AHA CPR Cards	-590.00
03/01/2017	15982	Standard Insurance Company	Life Insurance - Policy #136829 -March 2017	-3,557.56
03/01/2017	15983	Staples	6035 5178 20660784 Supplies	-1,001.01
03/01/2017	15984	Verizon	A/C# 982554463-00001/Laptop Modem	-646.21
03/01/2017	15985	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage -March 2017	-1,564.20
03/01/2017	15986	Best Tek Support LLC	Monthly Agreement - February 2017	-570.00
03/01/2017	15987	Eric M. Bernstein & Associates, L.L...	Professional Services Rendered - Personnel Matter	-100.00
03/01/2017	15988	Image First	Acct# WOODB000-Laundry Service	-229.27
03/01/2017	15989	Michael A Bilyak Electrical Contrac...	Replace 5 Exterior Soffit Fixtures and Installed Azack Tri...	-1,524.00
03/01/2017	15990	Middlesex County Fire Academy	01-1101-17 Engine Company Operations/Bullock	-210.00
03/01/2017	15991	Owen S Dunigan & Co, Inc	Cabinet & Sink Installation - Relocated Drain, Installed N...	-1,163.43
03/01/2017	15992	Pinnacle Wireless	Customer # 50593 Onsite Radio Repair	-215.00
03/01/2017	15993	Eric M. Bernstein & Associates, L.L...	Professional Services Rendered - Grievance	-150.00
Total BCB Community - Voucher				-240,950.65
TOTAL				-240,950.65