

Minutes of the regular meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, October 30, 2019 at 6:30 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 departed members and for our men and women serving overseas.

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
Chief Charles Kenny

Commissioner Robert Minkler, Sr. made a motion to approve the minutes of the October 2nd, 2019 Regular Meeting which was seconded by Commissioner Todd Howell and carried unanimously.

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

Commissioner Todd Howell made a motion to go into Executive Session for legal and personnel matters which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously at 6:32 P.M.

Commissioner Todd Howell made a motion to return to the Regular Meeting which was seconded by Commissioner Jeffrey Moran and carried unanimously at 9:25 P.M.

Commissioner J.C.K.: I need a motion to take all reports from all Committees and to make that part of the minutes of the meeting.

Commissioner Robert Minkler, Sr. made a motion to take all reports from all Committees and make that part of the minutes of the meeting which was seconded by Commissioner Patrick Kenny and carried unanimously.

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

The report of Payroll and Bills for October, 2019:

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

Bills: \$159,034.44 Payroll: \$333,959.92.

Commissioner T.H.: I'll make a motion that we approve the Bill List along with six add-on bills for a total of \$119,853.97.

Commissioner Todd Howell made a motion to accept the Payroll and Bills plus the six additional add-on bills for a total of \$119,853.97 which was seconded by Commissioner Jeffrey Moran and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining on Voucher 18727 and 18714 and voting yes on all the others and Commissioner Todd Howell abstaining on Voucher 18691 and voting in favor of all the others.

Commissioner J.C.K.: Treasurer's Report. I need a motion to take that as far as the minutes of the meeting.

Commissioner Robert Minkler, Sr. made a motion to take the Treasurer's Report as far as the minutes of the meeting which was seconded by Commissioner Todd Howell and carried unanimously.

Commissioner J.C.K.: Communications.

COMMUNICATIONS:

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

Commissioner J.C.K.: Okay, at this time Mr. Attorney do you want to give a summary of what took place in Executive Session, a very lengthy one?

Christopher Howell, Attorney: Thank you Mr. President. The Executive Session tonight consisted of the following: We first discussed purchasing of new gear and our ongoing potential purchase of 109 Green Street. We then moved on to LOSAP. We reviewed our current point system and qualifying events and we heard from Chief Fee and Chief Hapstak on some recommendations and maybe changing LOSAP or modifying it. We then moved on to scheduling our 2020 Budget Workshop dates for the upcoming budget. We then discussed the recently elected volunteer officers for 2020. We looked at their requirements and qualifications. We speak with President Jeff Golden and discussed those qualifications and the officers who were elected which involved personnel. We then heard from Chief Kenny on some personnel matters, one involving Employee 1285 and also about the Deputy Chief position. We then moved on to a lengthy discussion about the Chain of Command both in volunteers and paid department. We heard from two Battalion Chief Officers and we also heard from two Volunteer Chiefs and that would conclude our Executive Session tonight Mr. President.

Commissioner J.C.K.: Okay, thank you. I'd like to make a motion unless somebody has something on Old Business and New Business. Does anyone have anything under either one of them?

Commissioner R.M.: Not at this time Mr. President.

Christopher Howell, Attorney: No.

Commissioner J.M.: Just one point that two of our new hires, Miss Jane Oh and Gilbert Rivera, have completed Firefighter One training at the Fire Academy.

Commissioner J.C.K.: Good, I think they start Fire Two on Monday am I correct?

Commissioner J.M.: Yes.

Commissioner J.C.K.: Okay I need a motion to put a 21 day posting up for Deputy Chief.

Commissioner Robert Minkler, Sr. made a motion to put a 21 day posting up for Deputy Chief which was seconded by Commissioner Todd Howell and carried unanimously

Commissioner J.C.K.: The other one is Resolution 2019-10-2 which is for the Chain of Command and the change of the Chain of Command will be the Career Chief, the Deputy Chief, the Battalion Chief, the Paid Captain, the Volunteer Chief, the Volunteer Assistant Chief, the Volunteer Captain, the Volunteer Lieutenant and the Ex-Chief and Chief Charles Kenny will then put all the papers and all the i's and the t's and the z's into it and then we'll sit with each of the shifts and once he has completed that then Chief Kenny has the authorization to implement it into place.

Commissioner Robert Minkler, Sr. made a motion to authorize Resolution 2019-10-2 which was seconded by Commissioner Jeffrey Moran and carried unanimously by a roll call vote. Commissioner Howell – Yes; Commissioner – Moran; Commissioner John Kenny – Yes; Commissioner Minkler – Yes; Commissioner Patrick Kenny – Yes.

Commissioner J.C.K.: Then the meeting for December 4th will be at 6:00 P.M. and that will be for the Budget Workshop and then going into the regular business. Now I'll move over to the Remarks, Comments and Questions from the Audience. Does anyone have anything to say from the audience?

REMARKS, COMMENTS AND QUESTIONS FROM THE AUDIENCE:

Deputy Director of Police Joseph Nisky: I have two different things I want to speak about and I'll be brief. First, on behalf of the Woodbridge Police Department, I wanted to thank Local 290 for their presence at the Council meeting last night in support of our police department. Your presence there did not go unnoticed and was greatly appreciated by our entire police department so thank you for being there. The second thing I have I want to kind of say that I'll address Pat and the incredible job he did yesterday in another setting but this has to do with the career crew that showed up

at the plane crash yesterday. I was one of the first people there and had to make sure that the cops were evacuating the residents and setting up a perimeter and your career crew it seemed like they were there almost immediately and went right to work and did an incredible job. At one point I found myself towards the back of the three houses that were on fire and the four guys that were on the engine they had a line stretched and they were literally in the middle of the most intense part of the fire so I'm no firefighter but I have to tell you I made it a point to track down each one of those guys at the incident yesterday and told them, you know, how I felt about what I saw and I think they did an excellent job and I've told everybody that I know and there were a lot of people out there that did a great job but your four guys in particular they were there quickly, they had a line stretched and as far as I could see they were in the most intense area of the fire so I wanted to come here and let them know that.

Commissioner J.C.K.: Thank you, Chief.

Chief Charles Kenny: Just to follow up on that I know it's been a long night but Deputy Chief Golden was there and came back yesterday with the same report that the guys over there did a fantastic job and did not stop working until it was time to go back.


Commissioner J.C.K.: There was one little tiny email that Chief Golden did send out and I do want to recognize for that. We did a home inspection for an older gentlemen in the township and he actually wrote back about the professionalism that they gave and how they helped him and did the home inspection and got him the necessary safety equipment for his home to make sure that he was safe so he did send that out to Chief Golden and Chief Golden made me aware of that.

Commissioner J.M.: Battalion Chief Minkler, Captain Weber and his sort. That was Stu Brandow's house?

Commissioner J.C.K.: Yes, so anybody have anything else?

Commissioner Robert Minkler, Sr. made a motion to adjourn the meeting which was seconded by Commissioner Todd Howell and carried unanimously at 9:35 P.M.

Respectfully submitted,



Maria Bucsanszky
District Clerk

WOODBIDGE FIRE DISTRICT NO 1 MONTHLY BILL LIST

0/28/19

October 30, 2019

Date	Num	Name	Memo	Amount
Northfield Bank - Voucher				
10/03/2019	18677	Fail Safe Testing, LLC	Appliance, Fire Hose, Ladder, Nozzel Test & Heat Sen...	-9,415.30
10/03/2019	18678	RMS Commercial Group, LLC	Appraisal Report Fee - 109 Green Street	-2,850.00
10/03/2019	18679	Arnold H. Zudick, Esq.	Professional Service Rendered	-930.00
10/03/2019	18680	Online Stores, LLC	Satin Single Flag Pole	-1,737.00
10/03/2019	18681	John Golden	Reimbursement - Travel Expense for Public Purchase ...	-71.92
10/08/2019	18682	W.B. Mason Co., Inc	C/S# C1235200 -Down Payment for Furniture at 109 G...	-1,690.00
10/30/2019	18683	ADVANCE AUTO PARTS	Account #1872535921 Supplies	-5.24
10/30/2019	18684	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-44.91
10/30/2019	18685	Atlantic Tire and Supply	Repaired Tire - 2009 Chev Suburban (1-3-7)	-20.00
10/30/2019	18686	Bowco Laboratories Inc	Regular Service -October 2019	-38.00
10/30/2019	18687	Campbell Supply, Inc	2014 Spartan Pumper-Chassis PM Service Engine #2 ...	-2,949.97
10/30/2019	18688	Carpet Maven, L.L.C	Cleaned & Reinstalled Tiles Under Stove	-950.00
10/30/2019	18689	Catherine Crowe	Reimbursement Health Benefits - October 2019	-333.01
10/30/2019	18690	CertaPro Painters	Additional Amount Due for Painting Offices @ 109 Gre...	-353.04
10/30/2019	18691	Christopher Howell	Monthly Fee - November 2019	-4,150.00
10/30/2019	18692	Comcast	Account #8499053400759387/Internet	-371.68
10/30/2019	18693	Consolidated Environmental Inc.	Environmental Inspection @ 109 Green Street	-12,816.77
10/30/2019	18694	D'Aprile Family Caterers.	Refreshments - Open House	-250.00
10/30/2019	18695	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 11/01/19-11/30/19	-12,074.47
10/30/2019	18696	Dorothy Wilcox	Reimbursement Health Benefits October 2019	-333.01
10/30/2019	18697	Dunford Refrigeration Heating ...	Installed New Water Inlet Valve	-455.00
10/30/2019	18698	Edmunds & Associates Inc	2020 HR Software Maintenance 01/01/2020 - 12/31/20...	-2,275.00
10/30/2019	18699	Elizabethtown Gas	Account #2164284700/Firehouse 08/26/19 - 09/26/19	-155.50
10/30/2019	18700	General Graphics	2000 - Pencils, Sharpeners & Rulers	-4,880.00
10/30/2019	18701	Gregg's Auto Detailing LLC	Detail Fire Prevention Cars	-720.00
10/30/2019	18702	Home News + Tribune	Account#ASB-076094- Notice Regular Meeting Octobe...	-7.92
10/30/2019	18703	Image First	Acct#43-WOODB000-Laundry Service	-227.25
10/30/2019	18704	Keith L. Repace	Reimbursement - Popcorn Supplies for Open House	-146.90
10/30/2019	18705	Life Insurance Company Of No...	Policy #GL-5474 Volunteer Life Insurance -November ...	-248.60
10/30/2019	18706	LifeSavers, Inc	AED Hard Carring Case	-111.20
10/30/2019	18707	Madsen & Howell, Inc	Supplies	-337.02
10/30/2019	18708	Maglione's Italian Ices	FPB Open House - Italian Ices & Cart Rentals	-136.00
10/30/2019	18709	Major Productlons, Inc	Acct #801 Open House-/Balloon Artist	-400.00
10/30/2019	18710	Maria Bucsanszky, E.A.	Monthly Fee - November 2019	-5,575.00
10/30/2019	18711	Mary Ann Sofka	2 Hours Transcription for Regular Meeting - October 2,...	-50.00
10/30/2019	18712	Mary Karnas	Reimbursement Health Benefits - October 2019	-333.01
10/30/2019	18713	Michael A Bilyak	Upgrade Office Lighting @ 109 Green Street	-2,380.00
10/30/2019	18714	Middlesex County Fire Academy	Course-Firefighter1/Rivera/Jago	-472.00
10/30/2019	18715	MIDDLESEX WATER COMPA...	Hydrant Service -October 2019	-42,299.84
10/30/2019	18716	New Jersey Fire Equipment Co	Streamlight Stinger LED	-154.45
10/30/2019	18717	NJ Advance Media (Star Ledger)	Account #XWOOD2393022 -Notice - Regular Meeting ...	-24.80
10/30/2019	18718	S & D Holding	RENT - NOVEMBER 2019	-1,000.00
10/30/2019	18719	Sophie Bader	Reimbursement Health Benefits - October 2019	-333.01
10/30/2019	18720	Turnout Fire & Safety	Uniforms/ Aquino	-952.91
10/30/2019	18721	Verizon Wireless	Acct# 585555042-00001 - Cell Phones	-341.60
10/30/2019	18722	Water Works Inc	Winterized System	-75.00
10/30/2019	18723	Wizard's Festival of Fun, Inc	Fire Prevention Open House /Fire Safety Magic Show ...	-1,250.00
10/30/2019	18724	Campbell Supply, Inc	2014 Spartan Pumper-Chassis PM Service Engine #1 ...	-2,949.97
10/30/2019	18725	Comcast	Account #8499053400528238/TV	-81.53
10/30/2019	18726	Home News + Tribune	Account#ASB-076094- Notice Regular Meeting Novem...	-10.56
10/30/2019	18727	Middlesex County Fire Academy	Course-Drill Ground Instructor Refresher/Mastanduno	-52.00
10/30/2019	18728	New Jersey Fire Equipment Co	NJ State Contract #A80945 Turnout Gear	-10,936.55
10/30/2019	18729	Superior Office Systems, Inc	Acct#EDH608-001-Contract #F4216N-01-Billing Period...	-241.19
10/30/2019	18730	Turnout Fire & Safety	Uniforms/ Kenny Chris	-1,067.90
10/30/2019	18731	Verizon Connect	C/S #WOOD028 Monthly Service Septembert 2019	-88.12
10/30/2019	18732	Campbell Supply, Inc	1998 Pierce Lance-Chassis PM Service Engine #3 (1-3)	-2,949.97
10/30/2019	18733	Turnout Fire & Safety	Uniforms/Rivera G	-1,054.90
10/30/2019	18734	Verizon Wireless - Laptop Mod...	A/C# 982554463-00001/Laptop Modem	-646.23
10/30/2019	18735	Campbell Supply, Inc	2006 American LaFrance-Chassis PM Service Truce #...	-5,149.96
10/30/2019	18736	Hoagland, Longo, Moran, Dun...	Professional Services Rendered	-7,675.00
10/30/2019	18737	PSE&G	A/C#1301369209/Firehouse/Parking Lot	-459.12
10/30/2019	18738	ADVANCE AUTO PARTS	Account #1872535921 Supplies	-43.43
10/30/2019	18739	Image First	Acct#43-WOODB000-Laundry Service	-227.25
10/30/2019	18740	Perth Amboy Spring Works Inc	Engine 3 -Greased & Replaced Cloged Spring Pins (1-3)	-880.20
10/30/2019	18741	Standard Insurance Company	Life Insurance - Policy #136829 -November 2019	-3,821.40
10/30/2019	18742	Township of Woodbridge-Com...	Fuel - July 1, 2019 - September 30, 2019	-1,286.83
10/30/2019	18743	Michael A Bilyak	Network Cabling for 3 Workstations @ 109 Green Street	-2,686.00

Date	Num	Name	Memo	Amount
		Total Northfield Bank - Voucher		-159,034.44
TOTAL				<u>-159,034.44</u>

RESOLUTION

#2019-11-2

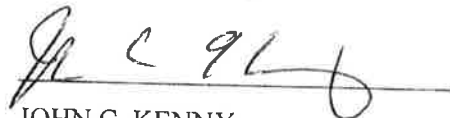
WHEREAS the Fire Commissioners of Fire District No. 1 of the Township of Woodbridge are at all times desirous of maintaining a high level of fire suppression and fire prevention within the Fire District No. 1 of the Township;

WHEREAS the Fire Department personnel has increased in size over the years to keep pace with growing demands of the District; and

WHEREAS the Board has heard and considered the comments and concerns involving the chain of command structure from representatives of the Woodbridge Volunteer Fire Department and Local 290; and

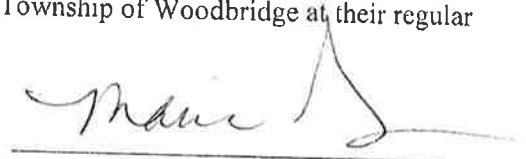
NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. 1 of the Township of Woodbridge that pursuant to N.J.S.A. 40A:14-7; 40A:14-81 and 40A:14-81.1 the Board has approved the reorganization to the chain of command of incidents both within and outside Fire District No. 1 as well as at fire scene as outlined in the Standard Operating Guidelines 5.2 Alarm Response- Chain of Command and 5.3 Alarm Response – Establishing Command at Fire Scene attached hereto as *Exhibit A*.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1


JOHN C. KENNY

ADOPTED: October 30, 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 October 30, 2019



MARIA BUCSANSZKY – Clerk

"EXHIBIT A"

5.2 Alarm Response - Chain of Command

All Alarms within Fire District 1:

The command of an incident within Fire District 1 is assumed in the following order:

- Fire Chief
 - Deputy Fire Chief
 - Battalion Chief
 - Career Captains
 - Volunteer Fire Chief
 - Assistant Volunteer Fire Chief
 - Volunteer Captain
 - Volunteer Lieutenant
 - Senior career personnel
 - Mutual Aid Company
- Command may be passed on in descending order consistent with the above chain of command.
 - The first on scene will establish Incident Command. As additional personnel arrive on scene, the Incident Commander will be determined by ranking outlined above and will assume command.

All Alarms Outside Fire District 1:

- The Career apparatus operator shall not assume incident command.

The command of an incident outside of District 1 is assumed in the following order:

- Volunteer Chief or Volunteer Assistant Chief
- Volunteer Captain
- Volunteer Lieutenant
- Ex-Chief
- Ex-volunteer officers
- Career Officer
- Senior career personnel
- Mutual Aid Company

5.3 Alarm Response - Establishing Command at Fire Scene

Upon arrival to any fire scene which does not have an Incident Command structure in place, the senior officer in charge will establish Incident Command.

The procedure of establishing Incident Command will give guidance and direction to all fire personnel and associated agencies, i.e. Dispatch, EMS, etc. on scene.

This guideline does not supersede the guideline presently in place for incident chain of command. The intent of this guideline is to fill any current void regarding incident command.