

**Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, July 5, 2023 at 7:05 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 was observed for our departed members and all the tragedies that have been going on throughout this holiday weekend.

**PRESENT:** Commissioner John C. Kenny, Commissioner Robert Minkler Sr., Commissioner Patrick Kenny, Commissioner Jeffrey Moran, Commissioner Jay Barcellona

**ALSO PRESENT:** Chief Michael Balog  
Labor Counsel – Nicole Grzeskowiak  
District Clerk - Maria Bucsanszky

Commissioner J.C.K.: I need a motion to approve the minutes of the Regular Meeting of June 7<sup>th</sup>, 2023.

Commissioner Jeffrey Moran. made a motion to accept the minutes of the Regular Meeting on July 7<sup>th</sup>, 2023 which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Okay, we will move onto Committee Reports – Personnel and Liaison to the Volunteer Fire Company – Commissioner Moran.

**COMMITTEE REPORTS**

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

Commissioner J.M.: The one item I’d like to report is the permanent status of Deputy Chief Robert Minkler, Jr. We’ll do a resolution for him under New Business and I’d like to have the rest of the detailed information in the report entered into the minutes in its entirety please.

Commissioner J.C.K.: So noted, any questions for Commissioner Moran? Alright, Apparatus and Vehicles – Commissioner Minkler.

**APPARATUS AND VEHICLES:**

Commissioner R.M.: Thank you, I have a very lengthy report. I'd like to add that into the minutes. I just want to say thank you to Lieutenant Chief Chad and Deputy Chief Weber on keeping up on the equipment. Things are breaking and they are right on top of it so I like to see that. Pieces aren't down as long as they used to be.

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

**TELECOMMUNICATIONS AND HYDRANTS:**

Commissioner P.K.: I have no report sir.

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

**BUILDING AND GROUNDS:**

Commissioner J.B.: I'd like to move my report into the minutes.

Commissioner J.C.K.: Okay, so noted, any questions for Commissioner Barcellona? Alright, we'll move on then to Payroll and Bills.

**The report of Payroll and Bills for June, 2023:**

Maria Bucsanszky: The bills for June, 2023.

Bills: \$412,349.48                      Payroll: \$408,157.12

Commissioner J.C.K.: Okay, I need a motion to accept the Payroll and Bills.

Commissioner Patrick Kenny made a motion to accept the Payroll and Bills with the add-on bills of \$23,359.64 which was seconded by Commissioner Jeffrey Moran and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining on Voucher 22691 and 22695.

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

**TREASURER'S REPORT:**

Maria Bucsanszky: Treasurer's Report for July 5<sup>th</sup>, 2023.

Previous Balance – June 7<sup>th</sup>, 2023                                              \$5,868,478.55

Deposits                                                                                              \$ 13,677.76

Payroll and Adjustments	\$ 271,065.95
Current Bills	\$ 412,349.48
Ending Balance as of July 5th, 2023 without the add-on bills	\$5,198,740.88

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

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

**COMMUNICATIONS:**

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

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

**UNFINISHED BUSINESS:**

Commissioner P.K.: I have none.

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.: Okay, Maria.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Chief Michael Balog: Just two quick things, Rescue One went into service on June 14<sup>th</sup> and it probably responds to about twenty or twenty-five calls. The Deputies are meeting with the shifts gaining feedback for our Response Matrix is working with that so that's finally up and running and just an update on the Lexi Poles since May 18<sup>th</sup> we've issued twenty-one policies and nine procedures most of them dealing with

Fire Ground Management and Operations. Also lithium ion battery incidents were included in them so that is rapidly moving along.

Commissioner J.C.K.: Okay, any questions for the Chief?

Commissioner R.M.: Real quick Mr. President, Chief it's nice to see the Rescue Truck going to calls. It's a long time coming. I know we had a lot of hurdles to overcome but I'm glad it's going to calls. I'm getting a lot of good feedback from a lot of people in town saying, hey we voted for it and now we see it coming out there.

Chief Michael Balog: Except for a lot of obstacles and hurdles but we're finally there.

Commissioner P.K.: I'm glad to see the ladder truck taking a rest. Save us some money.

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

Nicole Grzeskowiak, Labor Counsel: Nothing.

Commissioner J.C.K.: Okay, I have an update for 418 School Street. They did soil sampling. They got the results back on that and in the next couple of weeks they are going to be getting the architect out here to figure out the layout and everything like that. Once I get a draft of that I'll get that out to everybody, that's all I have. New Business – Commissioner P. Kenny.

### **NEW BUSINESS:**

Commissioner P.K.: On my other hat I just want to thank the Chief and everybody that was out there on Monday night for the fireworks. It was a hot night but it went off. It was probably the biggest crowd ever that we've ever had. There was a lot of congestion down there; a lot of towns cancelled so we were the only open game in town and coming out of it the way we did with no problems and no injuries and no fights. I guess nobody was partying that much. That's all I have.

Commissioner J.C.K.: Okay, 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.: I'd like to put forth the adoption of a resolution making

permanent the appointment of Robert Minkler, Jr. in the position of Deputy Chief as he's been certified as permanent by the Civil Service Commission. I believe that would be Resolution 23-07-01.

Commissioner Jeffrey Moran made a motion to approve Resolution 23-07-01 making permanent the appointment of Robert Minkler, Jr. in the position of Deputy Chief which was seconded by Commissioner Patrick Kenny and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining.

Commissioner J.M.: That's it; that's all I have for you.

Commissioner J.C.K.: Congratulations.

Commissioner J.B.: Congratulations

Maria Bucsanszky: Congratulations.

Deputy Chief Robert Minkler, Jr.: Thank you.

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

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Chief Michael Balog: Myself and the Deputies evaluated the half-year overtime budget and in consulting with Commissioner Moran we feel we have the ability to sustain going from four person minimums to five person minimums and the overtime budget is in a good spot so with the increased shift personnel it's just the same as we were, you know the same scenario when we have six people on the shift. The same number of people off just maintaining a higher minimum.

Commissioner J.C.K.: Okay.

Commissioner R.M.: We talked about this last year when Captain Fee brought it up and we were all in favor of it then.

Commissioner J.C.K.: How much will that help to be able to support Queen Road?

Chief Michael Balog: The minimum staffing not much unfortunately. Keeping it at five that's not going to help with the Queen Road situation but you know getting into the summer season when we're hitting a little more stretches were Queen Road is not staffed you know going to non-vacation seasons where we were staffed most days except Tour Four. They're a short shift right now so they are a little more difficult getting it staffed those days.

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

Nicole Grzeskowiak, Labor Counsel: I have something briefly to go over in Executive Session but nothing else.

Commissioner J.C.K.: Okay, so noted. Okay, Remarks, Comments or Questions From the Audience. Chief Fee.

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

**CHIEF'S REPORT:**

Chief Fee: The Fire Report for June, 2023.

	<u>2022</u>	<u>2023</u>
June calls	51	74
Year To Date	309	333

Chief Fee: And we are still waiting on the recruitment video, dribs and drabs. Mike is still working on it; nothing has been finalized yet but that's in the works. Everything went well and I thank everyone involved that it went well.

Commissioner J.C.K.: Alright, so we need to go into Executive Session for legal or personnel matters.

Commissioner R.M.: Both.

Commissioner P.K.: Both.

Nicole Grzeskowiak, Labor Counsel: Both.

Commissioner Robert Minkler, Sr. made a motion to go into Executive Session at 7:20 P.M. for personnel and legal matter which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner Robert Minkler, Sr. made a motion to return to the Regular Meeting at 7:25 P.M. which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Nicole, do you want to give a quick summary?

Nicole Grzeskowiak, Labor Counsel: Sure, legal advice was given to the Board and Administration with respect to general personnel matters and communications.

Commissioner J.C.K.: Okay, does anyone have anything else to come before the Board?

Commissioner P.K.: Motion to adjourn.

Commissioner Patrick Kenny made a motion to adjourn the Regular Meeting at 7:26 P.M. which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Respectfully submitted,  
Maria Bucsanszky  
District Clerk

## WOODBRIDGE FIRE DISTRICT NO 1

## MONTHLY BILL LIST

July 5, 2023

06/28/23

Date	Num	Name	Memo	Amount
<b>Northfield Bank - Voucher</b>				
06/08/2023	22614	Bowco Laboratories Inc	Regular Service/418 School Street	-50.00
06/08/2023	22615	Francis Campbell	Workstation/Server Support, Email Hosting& Office 365,Email...	-3,401.69
06/08/2023	22616	Margaret Sulej	Cleaning 109 Green Street 05/30/2023	-180.00
06/08/2023	22617	Stone Mountain Printing	Business Cards/Carrick	-78.20
06/08/2023	22618	Twin Rocks Water	5 Gallon Water - 418 School St	-73.52
06/08/2023	22619	W.B. Mason Co., Inc	C/S# C1235200 - Supplies	-180.60
06/08/2023	22620	Water Workz LLC	System Start Up /109 Green St	-80.00
06/08/2023	22621	Francis Campbell	Workstation/Server Support, Email Hosting& Office 365-May	-1,389.75
06/08/2023	22622	Water Workz LLC	Sprinkler Start Up /418 School St	-100.00
06/08/2023	22623	Floral Expressions	Wreath - Memorial Day	-300.00
06/08/2023	22624	ADVANCE AUTO PARTS	Account #1872535921/Supplies - Headlamp	-15.04
06/08/2023	22625	Matts Promotional & Ma...	Supplies - Drawstring Bag Sharpeners & Shipping Fee	-1,323.50
06/08/2023	22626	SSR Landscape Contra...	Monthly Maintenance April & May	-2,056.00
06/08/2023	22627	United Healthcare - RX	Member #0216770561-Prescription T Howell June 2023	-36.10
06/08/2023	22628	Hoagland, Longo, Mora...	Professional Services Rendered	-1,350.00
06/20/2023	22630	Antonio C. Neves	Reimbursement - Filters & Sweetner	-46.39
06/20/2023	22631	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-44.79
06/20/2023	22632	Comcast	Account #8499053400528238/Computer Internet	-83.39
06/20/2023	22633	East Point Engineering, ...	Professional Service/109 Green St - Deposit	-5,000.00
06/20/2023	22634	Elizabethtown Gas	Account #2164284700/418 School St 04/24/2023 - 05/12/2023	-332.00
06/20/2023	22635	MIDDLESEX WATER C...	Hydrant Service - June 2023	-44,597.51
06/20/2023	22636	Postmaster	2 Rolls of Stamps	-126.00
06/20/2023	22637	PSE&G	Acct#7550582203/109 Green St 05/10/2023 - 06/08/2023	-501.05
06/20/2023	22638	UNITED HEALTHCARE	Member# 306131456-1 - Insurance Premium July 2023	-597.16
06/20/2023	22639	Verizon Connect	C/S #WOOD028 Monthly Service May 2023	-80.95
06/20/2023	22640	Verizon Wireless	Acct#342401275-00001/Cell Phone	-123.51
06/20/2023	22641	Wellcare	Acct # 34694850 - K. Howell - July 2023	-9.30
06/20/2023	22642	Woodbridge Twp Ambul...	RENT -July 2023	-4,200.00
06/20/2023	22643	Verizon Wireless - Lapt...	A/C# 982554463-00001/Laptop Modem	-780.28
07/01/2023	22644	Catherine Crowe	Reimbursements - Health Benefits June 2023	-384.38
07/05/2023	22645	A&K Equipment Co	Whelen Dual Panel Flood Light	-1,525.00
07/05/2023	22646	Absolute Fire Protection...	2014 Spartan - Parts & Labor	-4,255.46
07/05/2023	22647	Access Self Storage of ...	Storage Rental Unit #16007 07/13/2023 - 10/12/2023	-1,257.00
07/05/2023	22648	ADVANCE AUTO PARTS	Account #1872535921/Supplies - Supplies	-59.07
07/05/2023	22649	Amazon Capital Services	Surface Car Charger	-19.98
07/05/2023	22650	Board of Fire Commissi...	Dispatch - 3rd Qtr 2023	-20,316.00
07/05/2023	22651	Central Municipal Joint I...	2nd Installment 2023 - Liability Insurance & Workers Compen...	-58,897.00
07/05/2023	22652	Christopher Howell	Monthly Fee - July 2023	-4,500.00
07/05/2023	22653	Comcast	Account #8499053401168158/Computer Internet	-239.78
07/05/2023	22654	Conway Shield	Shield-R Minkler	-191.03
07/05/2023	22655	CORE BTS	10G Base - Module	-3,184.16
07/05/2023	22656	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 07/1/2023 - 07/31/2023	-13,167.30
07/05/2023	22657	Easy Badges LLC	Evolis Card Printer	-1,284.90
07/05/2023	22658	FF1 Professional Safety...	5" Double Jacket	-6,384.40
07/05/2023	22659	Fire-Dex, GW LLC	Bunker Coats Cleaning, Inspection & Repair	-451.50
07/05/2023	22660	Fire and Safety Service...	1998 Pierce Lance - Parts & Labor 1-3	-562.99
07/05/2023	22661	General Graphics	Things to Do - Notepads	-350.00
07/05/2023	22662	Glasson's Auto Repair	2009 Chevrolet Suburban - Brakes, Radiator, Inspected Lights	-2,350.25
07/05/2023	22663	Gremar Contracting, LLC	Construction Project - 418 School St - Soil Borings	-1,350.80
07/05/2023	22664	Hackensack Meridian T...	Physicals	-1,050.00
07/05/2023	22665	Lexipol	ANNUAL FIRE POLICY MANUAL & TRAINING BULLETINS ...	-10,533.99
07/05/2023	22666	Life Insurance Compan...	Policy #GL-5474 Volunteer Life Insurance July 2023	-242.95
07/05/2023	22667	Lowe's	Account 82131319150376/Supplies	-1,649.00
07/05/2023	22668	Maria Bucsanszky, E.A.	Monthly Fee - July 2023	-6,000.00
07/05/2023	22669	Marie Gould	Reimbursement - Health Benefits June 2023	-384.38
07/05/2023	22670	Mary Ann Sofka	2 Hrs Transcription For Regular Meeting 06/07/2023	-60.00
07/05/2023	22671	Mary Karnas	Reimbursement - Health Benefits - June 2023	-384.38
07/05/2023	22672	New Jersey Emergency...	Rear Upper Marker Light, Gas Shock, Saw Blade Box & Chai...	-962.15
07/05/2023	22673	New Jersey Fire Equip...	Leather Structural Fire Boots/Kane	-437.80
07/05/2023	22674	NJIAAI	NJ Electric & Hybrid Vehicles Course (7)	-175.00
07/05/2023	22675	Parker Web	Web Hosting Renewal	-158.00
07/05/2023	22676	ProClip USA, LLC	Tablet Cup Holder & Device Holder	-206.57
07/05/2023	22677	Skylands Area Fire Equi...	(2) White Helmets	-644.00
07/05/2023	22678	Sophie Bader	Reimbursement - Health Benefits June 2023	-384.38
07/05/2023	22679	Standard Insurance Co...	Life Insurance - Policy #136829 - July 2023	-4,220.72
07/05/2023	22680	Staples	6035 5178 2066 2780 - Supplies	-79.98
07/05/2023	22681	Stone Mountain Printing	Certificates Jr Fire Academy	-89.20
07/05/2023	22682	Survivor Fire & Safety E...	Fire Extinguisher Service	-344.75
07/05/2023	22683	The Home Depot Pro	M18 Fuel 1/4" Impact Driver for Rescue Truck	-399.00



Date	Num	Name	Memo	Amount
07/05/2023	22684	V. E. Ralph & Son, Inc	Supplies	-96.96
07/05/2023	22685	Visual-E-Fex, LLC	Decals (175)	-263.75
07/05/2023	22686	W.B. Mason Co., Inc	Supplies	-362.30
07/05/2023	22687	West Hudson Industries	Vehicle ID Key Tags	-75.00
07/05/2023	22688	Woodbridge Fire Co No.1	2023 First Half Annual Stipend	-19,653.74
07/05/2023	22689	A&K Equipment Co	Easy Glo Kits Lock Out	-476.00
07/05/2023	22690	Catherine Crowe	Medicare Reimbursements - January 2023 - June 2023	-989.40
07/05/2023	22691	Catherine Minkler	Medicare Reimbursement - January 2023 - June 2023	-1,458.00
07/05/2023	22692	Daniel Vitello	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22693	Edward McGuinn	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22694	John Tomko	Medicare Reimbursement - January 2023 - June 2023	-1,308.00
07/05/2023	22695	Leonard Minkler Jr	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22696	Louis Bader	Medicare Reimbursement - January 2023 - June 2023	-654.00
07/05/2023	22697	Marie Gould	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22698	Martin Snyder	Medicare Reimbursement - January 2023 - June 2023	-1,978.80
07/05/2023	22699	Mary Karnas	Medicare Reimbursement - January 2023 - June 2023	-1,384.80
07/05/2023	22700	Michael Sefchek.	Medicare Reimbursement - January 2023 - June 2023	-1,978.80
07/05/2023	22701	Michael Van Tassel	Medicare Reimbursement - January 2023 - June 2023	-2,010.00
07/05/2023	22702	Peter Reilly	Medicare Reimbursement - January 2023 - June 2023	-1,978.80
07/05/2023	22703	Richard Fitzpatrick.	Medicare Reimbursement - January 2023 - June 2023	-1,978.80
07/05/2023	22704	Richard Foerch.	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22705	Robert Goodman.	Medicare Reimbursement - January 2023 - June 2023	-7,170.00
07/05/2023	22706	Sophie Bader	Medicare Reimbursement - January 2023 - June 2023	-989.40
07/05/2023	22707	Thomas Distelcamp.	Medicare Reimbursement - January 2023 - June 2023	-1,649.00
07/05/2023	22708	West Hudson Industries	Rosewood Plaques (5)	-432.50
07/05/2023	22709	William Frelish	Medicare Reimbursement - January 2023 - June 2023	-876.60
07/05/2023	22710	A&K Equipment Co	Engine 3-Flange & Light Bar Strobe & Rescue 1 Chrome Flan...	-372.00
07/05/2023	22711	Amazon Capital Services	Novatel MiFi Battery	-23.97
07/05/2023	22712	Conway Shield	(4) Captains Shields	-778.00
07/05/2023	22713	New Jersey Fire Equip...	Line Gauge Swivel Replace	-145.00
07/05/2023	22714	Amazon Capital Services	Standard Battery, Organizer Headlamps, Hard Hats, Ear Plugs	-414.34
07/05/2023	22715	Amazon Capital Services	Bedding Mattress Protector & Laptop Battery	-155.39
07/05/2023	22716	Amazon Capital Services	Microsoft Pro 7 Plus Case	-94.95
07/05/2023	22717	Amazon Capital Services	BIC Ballpoints & Pencils	-32.44
07/05/2023	22718	Amazon Capital Services	Canon Toner & Certificates	-256.05
07/05/2023	22719	Amazon Capital Services	Tablet UAG Case 1-3-3	-51.99
07/05/2023	TEPS	State of New Jersey- H...	Health Benefits Retiree - 07/01/2023 - 07/31/2023	-45,517.31
07/05/2023	TEPS	State of NJ- Health Ben...	Health & Benefits - Active - July 2023	-95,522.41
Total Northfield Bank - Voucher				-412,349.48
<b>TOTAL</b>				<b>-412,349.48</b>

# **WOODBIDGE FIRE PREVENTION BUREAU REPORT JUNE 2023**

**DATE: JULY 5, 2023**

**REPORT COVERING: JUNE**

**FIRE INVESTIGATIONS: 3**

**TOTAL INSPECTIONS COMPLETED IN JUNE: 243**

**COMPLAINTS & SPOT INSPECTIONS: 10**

**LIFE HAZARDS: 15**

**QUARTERLY:0**

**SEMI-ANNUAL:0**

**NON- LIFE HAZARD USES: 75**

**TOTAL REINSPECTIONS: 119**

**PERMITS ISSUED: 23**

**TOTAL AMOUNT BILLED IN JUNE: \$860.00**

**TOTAL AMOUNT COLLECTED JUNE: \$1,414.00**

**HOME INSPECTIONS: 0**

**FIRE SAFETY EDUCATION CLASSES: 0**

**REQUESTS: None**

**OTHER:**

**Robert Fizer  
Captain/Fire Official**

**To: Chief Balog**  
**From: Battalion Chief Hines**

**Date: June 27, 2023**

**Monthly Building Report for the July 2023 Fire Commissioner Meeting**

**Admin Office**

- Awaiting start of Construction

**418 School Street**

- The rear parking lot has had signs installed no cars towed as of yet
- MultiFlow still needs to remove old soda filled lines from back-room refreshment area.
- Gas service to the building was upgraded by E-town gas meter was moved to exterior of building. All work is completed
- Building extension project preparation work continues
- Bowco completed monthly service (extra treatment for ants)
- Painter was out to give quote on first floor painting 4/20/23 waiting on other painter quotes.
- Ladies room stall doors changed to allow better access. New toilet paper dispenser installed.
- BAC cleaned blockage from dorm/ dayroom backup in drain pan. 6/26
- Comairco compressor and piping replacement/upgrade still in review.
- Plumber was out to repair/replace leaking hose bib next to grill. They will return to complete repair first week of June. Awaiting parts. 6/27
- MultiFlow still needs to remove old soda filled lines from back-room refreshment area.

**House Two Queen Road**

- Toaster oven ordered for crews working.

Respectfully submitted,  
Battalion Chief, David Hines

**To: Chief Balog**

**From: Battalion Chief Mastanduno/Capt. McGrath**

**Date: June 29, 2023**

**Monthly Compliance Report for the July 2023 Fire Commissioner Meeting**

**Monthly Requirements**

- Building generator test 6/5
- Rae meter calibration 6/5
- Building extinguisher checks 6/13
- SCBA inspections 6/9
- Ground ladder inspections 6/20

**Quarterly Inspections**

- Appliances Inspection completed 6/9
- Job Site Performance Evaluation completed by Tour 4 6/26
- Air Quality Reports received from Port Reading Fire and MCFA 6/17 & 6/27

**Bi-Annual Inspections**

- Hydrant Inspections Spring 2023 completed by all shifts.
- Ice Machine Cleaned by Dunford 5/30

**Annual Inspections**

- None

**Upcoming Events/Other:**

- Annual Fire Extinguisher inspection for our fire apparatus

Respectfully Submitted,  
Battalion Chief Michael Mastanduno  
Captain Keith McGrath

Submit

Print Form

Fire Department Safety Checklist				
Municipality:		Woodbridge		Inspection Date: Jul 1, 2023
Name of Inspector:		Ryan Horvath		Title: Captain
Location Surveyed: Woodbridge Fire Headquarters 418 School Street				
#	Needs Work	OK	N/A	Item - Write line # & comments on back for each needs work item
<b>Building Conditions</b>				
1.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Stairs clear & handrails? Exits identified? Emergency lights function, occupancy posted?
2.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Warning signs posted for emergency vehicles exiting
3.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Trucks arranged to allow free movement & adequate aisles for walking & working?
4.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fire doors kept closed, latches and automatic closures work
5.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Floors & aisles clean; slip, trip & fall hazards eliminated
6.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Interior lighting adequate
7.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Grounds & walkways in good condition; Exterior lighting adequate
8.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Radio towers grounded and bonded; protected from impact by barriers or location
<b>Building, Housekeeping &amp; Sanitary Conditions</b>				
9.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Offices clean, adequate walking area, smooth floor, no hazardous chemicals
10.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Basement, clear access, adequate headroom, lighting
11.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Electrical/heater room, pressure relief piped to floor? Cooking hazards protected?
12.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Vehicle exhausts system installed and functional? Filters changes as needed?
13.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Lockers secured? Shower facilities provided? Turn out gear clean, neat and orderly?
<b>Power Sources</b>				
14.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Computers & radio equipment provided with surge protector, GFCI's where needed
15.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency lighting operational
16.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	36 inches clearance maintained in front of electrical panels
17.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Cords used for charging batteries in a location that will not cause a tripping hazard
18.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Emergency generator exercised weekly, tested under load and log maintained
<b>Vehicle Fueling</b>				
19.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fuel tanks are labeled with name, CAS# and NFPA Hazard codes
20.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Minimum of a 20 BC rated extinguisher is within 50 feet of tank
21.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	NO SMOKING signs posted, emergency fuel shut-off identified
<b>Breathing Air</b>				
22.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Air quality lab certification current and posted
23.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	All 1A compressed air cylinders supported and in the up right position
24.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Personnel trained in the operation of the cascade or compressor system
<b>Dispatch Area</b>				
25.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Access to room is restricted to authorized people? Workstation Ergonomic issues?
26.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Power cords & cables properly secured
<b>Fire Detection / Suppression</b>				
27.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fire alarm and/or detection system, functional, inspected annually
28.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fire suppression system, functional, inspected annually
29.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fire extinguisher serviced annually & inspected monthly

# Monthly Equipment Report

## June 2023

### Engine 1

#### ➤ Outstanding Issues

- Nuno Tire reported shocks need to be replaced soon
- Front intake not opening properly Absolute replaced broken pin but stated new motor and gear box needed (parts on order)
- Preventive Maintenance needs to be scheduled Absolute looking at calendar
- Driver's door Red 4" Pancake light (wiring issue) Absolute will look at during PM

#### ➤ Resolved

- Lockout Kit added
- New Water Jug added
- Water Rescue PFD & Helmets added

### Engine 2

#### ➤ Outstanding Issues

- Nuno Tire reported shocks need to be replaced soon
- AC Drain line broken parts on order Absolute

#### ➤ Resolved

- Driver side LED Scene/Flood light broken Tours 2 & 3 replaced
- Lockout Kit added
- Water Rescue PFD & Helmets added

### Engine 3

- Outstanding
  - Rear Intake drain valve spinning part on order Fire & Safety
  - Preventative Maintenance scheduled for July 17, 2023
  
- Resolved
  - Burning Electrical Odor/ Bad Alternator Fire & Safety replaced 6/28
  - Lockout Kit added
  - Water Rescue PFD & Helmets added

### Truck 6

- Outstanding
  - Truck is leaning to the right again – Monitoring
  
  - Hydraulic leak officer side rear outrigger – will need to be brought into the shop
  
  - No Smoke clogged- Absolute reattached exhaust pipe/Ward Diesel needs to service No Smoke
  
  - Discharge #3 leaking- rebuilt by Absolute/ reported 5/23 still leaking/ Absolute renotified 5/27
  
  - Oil Leak/4Quarts added- Absolute notified 6/27
  
- Resolved
  - Water Rescue PFD & Helmets added

### Rescue 1

- Outstanding
  - Coolant leak in cab officer side front- Fire & Safety tighten fittings leak reappeared parts on order 6/28
  
- Resolved

➤ Resolved

- Four lengths of 5" supply hose damaged at Buckeye incident 23025506 – Delivered 6/23
- TFT Nozzle N026 leaking swivel fixed- 6/16

**Miscellaneous**

➤ Outstanding

- Working on Rope Rescue Equipment getting quotes
- Quote for Gas Meter and Mount Rescue 1-Gen El
- Mass Area Search Bag ordered- All Hands

Resolved

- TNT Annual Maintenance scheduled (August)
- Hurst/ETools Annual Maintenance scheduled (August)
- SCBA Bottles 8, 11, 12, 13, 15, 16, hydro tested- NJFE

**Orders & Deliveries**

➤ Ordered

Orders for Training Division, Pre-Planning on back order

- Equipment for Rescue 1 waiting on a few items
- SCBA'S on order NJ Fire Equipment
- Radios ordered Motorola

➤ Delivered

- 300ft of 2inch blue rubber jacket hose- placed on foam trailer
- 200ft Red 5inch supply hose- Shell purchased

Uniforms - 90% picked up 10%back ordered