

**Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, October 4, 2023 at 7:00 P.M.**

Commissioner John C. Kenny called the meeting to order.

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

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

A moment of silence was observed for our departed members and please keep in mind it is Breast Cancer Awareness Month and it is also Fire Prevention Month. Make sure you check your smoke detectors.

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

**EXCUSED:** Commissioner Robert Minkler, Sr.

**ALSO PRESENT:** Chief Michael Balog  
Attorney - Christopher Howell  
Labor Counsel – Nicole Grzeskowiak  
District Clerk - Maria Bucsanszky  
Auditor - Michael Bart

Commissioner J.C.K.: I need a motion to accept the minutes of the Regular Meeting of September 6<sup>th</sup>, 2023.

Commissioner Jeffrey Moran made a motion to accept the minutes of the Regular Meeting on September 6<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 administrative (inaudible) are moving along and I would process and had three new members of the Volunteer Fire Company start the Firefighter training at the Middlesex Fire Academy. I would ask that the rest of the report be entered into the minutes in its entirety.

Commissioner J.C.K.: Okay, any questions for Commissioner Moran? Alright, we will move on to Apparatus and Vehicles.

**APPARATUS AND VEHICLES:**

Commissioner J.C.K.: Commissioner Minkler asked that his report be part of the record. Okay, we will move on to Telecommunications and Hydrants – Commissioner P. Kenny.

**TELECOMMUNICATIONS AND HYDRANTS:**

Commissioner P.K.: The only thing that I have in my report, I'm going to submit it in, I just want to touch base on the Route 35 project which is really what my report is on. You know for years we have been working on the Route 35 project. We moved it off the highway on to the grass to the Board of Ed which then we connected from that 20 we took a 12 ran it all behind the high school making it better going to the high school bringing it up behind the high school bringing the water supply back up there better, taking it down to the railroad tracks and now the final phase is actually in place now where they start to connect the other side over by McDonalds and bringing it up and take the six inch and turned it into a eight inch coming up the other side. I just wanted to thank Captain Fizer, retired Captain Repace and everybody in the Water Company and the town for the collaborated effort of everyone to make this all happen. We can get the pressures and the water when we need to get it off the road so that we are not shutting the road down when we plunge. That's all I have under that.

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

**BUILDING AND GROUNDS:**

Commissioner J.B.: I'll move for my report to be entered into the minutes.

Commissioner J.C.K.: Okay, any questions for Commissioner Barcellona? Alright, well move on to the report of Payroll and Bills.

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

Maria Bucsanszky: The bills for September, 2023.

Bills: \$415,126.19

Payroll: \$374,546.42

Commissioner Patrick Kenny made a motion to accept the Payroll and Bills including the add-ons for a total amount of \$48,061.97 which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Okay, we'll move on to the Treasurer's Report.

**TREASURER'S REPORT:**

Maria Bucsanszky: Treasurer's Report for October 4th, 2023.

Previous Balance – September 6 <sup>th</sup> , 2023	\$3,951,979.85
Deposits	\$5,457,787.79
Payroll and Adjustments	\$ 355,227.83
Current Bills	\$ 415,126.19
Ending Balance as of October 4 <sup>th</sup> , 2023 without the add-on bills	\$8,639,413.62

Commissioner Patrick Kenny made a motion to accept the Treasurer's Report which was seconded by Commissioner Jay Barcellona 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.: The only thing I have under Unfinished Business sir was the volunteer retention that we talked about last month that I was going to go back to the Joint Board. The Joint Board did make a motion to apply \$12,500.00 to us to go towards that \$28,000.00 whatever it was for the Volunteer Retention and that we would work in conjunction with the Joint Board for that next year so I have the report on that.

Commissioner J.C.K.: Okay, thank you. Alright, so I need a motion that we are going to accept the Joint Board and we're going to come up with the rest towards the Volunteer Retention.

Commissioner Patrick Kenny made a motion to go with the Volunteer Retention of the \$28,000.00 and then we will accept the \$12,500.00 through the Joint Board with their part of it and then we will work in collaboration with the Joint Board with all the districts to help the Volunteer Retention based on the stuff that we have done already which was seconded by Commissioner Jay Barcellona.

Commissioner J.C.K.: Just so you know too so that it is on the record that 1.5 employee is \$268,000.00 so the small investment of \$28,500.00 is not much to try to be able to recruit anyone and I talked to the Chief just before the meeting I think they actually have two more in the pipes on the way so it's a good process so potentially maybe five. Okay, anything else?

Commissioner P.K.: Under Old Business, not New Business, but under Old Business.

Commissioner J.C.K.: Commissioner Barcellona.

Commissioner J.B.: None at this time.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: None.

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: None.

Commissioner J.C.K.: Maria.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chief.

Chief Michael Balog: Nothing.

Commissioner J.C.K.: Chief Fee.

Chief Fee: Nothing.

Commissioner J.C.K.: Mike.

Michael Bart, Auditor: I'll get to you in a minute.

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

Nicole Grzeskowiak, Labor Counsel: None.

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

**NEW BUSINESS:**

Commissioner P.K.: The only other thing I have under New Business today is as everybody knows at the last Joint Board meeting the smoke trailer that the town owns is over twenty-two years old. At the last Joint Board meeting they approved to go out and buy a new smoke trailer so they're going to be in the process of buying the new smoke trailer which all the districts, all nine districts, agreed to it. Right now I think, with talking with the town today, they're going to go to Avenel on Saturday to look at it and service the one that exists now but I think the town is either going to be buying the whole entire thing out of PILOT money or giving partial and then the Joint Board will be kicking in the rest of it out of money that is in the reserve in the Joint Board so it might not cost any of the districts anything for it so if anything it was going to be very minuet and it would be added on to the next assessment for next year. But like I said it would be very minute of what it was going to be.

Commissioner J.C.K.: Okay.

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

Commissioner J.C.K.: Anything else for Commissioner Kenny? Okay, Commissioner Barcellona.

Commissioner J.B.: None at this time.

Commissioner J.C.K.: Commissioner Moran.

Commissioner J.M.: No New Business.

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

Christopher Howell, Attorney: No New Business.

Commissioner J.C.K.: Maria.

Maria Buscanszky: Nothing.

Commissioner J.C.K.: Chief.

Chief Michael Balog: No sir.

Commissioner J.C.K.: Nicole.

Nicole Grzeskowiak, Labor Counsel: None.

Commissioner J.C.K.: We did hear just before from the architect for 418 School Street. I think they just need some loading of the axels so they can get the floor right

and then they'll be finalized with the construction drawings for that project. Do we know what the status is on the zodiac?

Commissioner P.K.: I'll talk to them about it.

Commissioner J.C.K.: Okay, alright, so before we go to Remarks, Comments or Questions From the Audience Michael Bart is here, our auditor. He will present the 2022 Audit and we'll let him take the floor at this time.

Michael Bart, Auditor: Thanks Commissioner. Yes we have prepared the audit report, I think you all have copies of it, as of December 31, 2022. I'll walk you through it briefly. Pages 1 through 1A is our audit report, our opinion on the financial statements of the district. We gave you a clean unmodified unqualified opinion stating that the financial statements of the district are in accordance with General Accepted County Principles and General Accepted Governmental Accounting Standards so it was a clean opinion. Page 2 and 3 are another required opinion that we as auditors have to give the district and that is our report on Compliance and Internal Control over financial reporting based on the audit we performed as of December 31<sup>st</sup>, 2022 and we basically say again a clean unqualified opinion that we saw no instances of non-compliance or instances of material deficiencies in internal controls which would cause us to believe that your financial statements are anything other than in accordance with Generally Accepted Accounting Principles under Generally Accepted Auditing Standards that we have to perform so that is another clean unmodified opinion that the district received. Pages 4 through 6 are the section of the report referred to as a Management Discussion and Analysis. This is the section of the report that's required to be put into the report and it basically breaks down as simply as we can, the total assets, liabilities and fund balance of the district as of December 31<sup>st</sup>, 2022 along with comments on I have some revenues and expenses and you know having varied from year to year. Pages 7, 8 and 9 these are schedules that are required to be included in your financial statements and your audit report. They are basically a different way to measure or show how your net pension liability is calculated over the past ten years that we have been required to report on it as well as your other post-employment benefit liability here at the district and I'll get into it a little more clearly when I take you to Page 10 which is the balance sheet of the General Fund, the statement of the net position of the General Fund as of December 31<sup>st</sup>, 2022. It shows that the district, at the end of the year, had \$10,619,000.00 in total assets. It had total liabilities of \$22,791.00 and additional inflows of resources related to our pension and our other post-employment benefit liabilities which basically grow our total liability figure up to \$28,771,000.00 which leaves us in a net negative deficit unrestricted net position of slightly over \$18 million at the end of December 31<sup>st</sup>, 2022. I will tell you that if I brought you back to Page 5 of the audit report it takes that deficit net position which is primarily the result of the accruals or pension liabilities and our other post-employment benefit liabilities which in this district amounts to slightly over \$20 million so when you take in deficit your net position based on the Generally Accepted County Standards we're able to add back all our deferred inflows and outflows as well as the overall liability for these

pension benefits and these health benefits for current and retired employees we have to show our portion of the overall deficit of the State of New Jersey for their pension liability which is total liabilities for their liability for other post-employment benefits which is basically your health insurance for present and retired employees. That's another multi-billion-dollar liability that the state has. They require that each entity, fire districts, townships, school board, water authorities, sewer authorities carve out their individual portion of that liability and we have to show it on our financial statements and a lot of times the state doesn't give us these numbers until...last year I don't think we got these numbers until December. This year we got them like two and a half months earlier than normal. That's why we are here today as opposed to November or January going through this so we're able to incorporate those but I think the key that has to be focused on is the available fund balance of the district which is about \$3.6 million. That's the jumping point that you'll use when you go to start working on the 2024 Budget and it's available for us to you know maintain a level tax increase and try to keep us within the CAP calculation that the State requires us to do for increases in revenue so I just wanted to point that out to you. I'll take you now to Page 11 of the report which basically is the Statement of Activity Changes, activities and statement changes in net position of the district. It shows that we had total revenues of \$10.6 million which was slightly below our budget of \$10.7 million. It shows that we had total expenditures, expenses of the district, of \$8,435,000.00 which where we budgeted \$10,778,000.00. This figure is adjusted accordingly and materially by our adjustments to our pension liabilities and our health insurance liabilities. Overall it shows that the district had a surplus of \$2.2 million once we backed out our fund utilization that we did, transfers to General Fixed Assets and we did have to write off an Accountants Receivable this year that we were carrying in the books related to our CARES Program in the pandemic which the county, I guess, finally determined that we wouldn't be receiving any more funds for that so we wrote off the balance of the receivable we had and that represented about a \$383,000.00 charge. But again, with all of that, it still left you with a healthy financial position at the end of the year. Page 12 is a further breakdown of the district's expenditures and expenses, audited expenses, for the year line by line according to the budget that we filed and again it shows that our total appropriations for operating and administration and capital appropriations was \$8,435,000.00 verses the budgeted \$10,778,000.00 so that wound up in a positive area of \$2.3 million. Pages 13 and 14 basically showed the district's General Fixed Assets account. We had to maintain a separate set of financial statements within the district's financial reporting system. The book cost of all of the assets that have been reported here in the district, building and improvements, engines, vehicles, equipment, construction total assets totaling \$6,455,000.00. This statement also reflects depreciation on the following page of these assets. Depreciation is a non-cash charge which has to reflect the wear and tear on the assets here in the district, it's standard accounting practice. Our depreciation charge in 2022 was \$156,998,000.00 so it leaves us with a net position or net book value of all the assets here at the district of \$3,659,000.00 at the end of December 31<sup>st</sup>, 2022. The following pages, Pages 15 through I believe 30, are the footnotes to the financial statement. These notes basically, among other things they discuss, the accounting principles here at the district, what the funds are that we have to maintain,

fixed assets, a general fund, if we indeed incurred debts or lease obligations those would be reflected in a separate fund which is in your case you don't have any debt as of December 31<sup>st</sup>, 2022. So, it then goes on to explain the cash position here at the district and explains what we can invest our cash in and what we can't invest our cash in. Basically, you have to invest in certain vehicles provided by the i.e. the State or your financial institution but they all have to be recognized under the Government Unit Deposit Actions. Basically, you have to invest it in funds that are guaranteed municipally, not by the township per say but the institution who guarantee our funds above and beyond the \$250,000.00 limit because we are a municipal entity and the law requires us to have such accounts available. We then go on to discuss the fixed assets, in accounting for the fixed assets here at the district, another way to show that, and then pages 19 through the rest of the report footnotes discusses not only the pension liability, the methodology and the actuarial assumptions which are used to come up with this \$20 million liability which we don't have to cut a check for anytime soon but we do reflect this liability on the financial statements. These ten pages basically discuss the rationality, actuarial computations; again, all of this is what we received from the State of New Jersey. They give their report once a year. Their year end is June 30<sup>th</sup>, 2022. Our year end is December 31<sup>st</sup>, 2022 so we have to take their June 30<sup>th</sup>, 2022 numbers, actuarial data and liabilities for all of our entities and those are the latest numbers we have to incorporate into the report so that basically are the footnotes that explain the pension liability and the health insurance liability. On Pages 30 and 31 we discuss if there were any subsequent events material enough to affect the financial statements of which there was none and the final page of the report, Page 32, is basically any comments or recommendations we had here for the district's internal controls or accounting systems. We didn't have any comments or recommendations, it's a reflection on the staff and how well the administration of the district is, it's a reflection on Maria and her staff and how well the documentation here is at the district so again another year without any comments or recommendations which is a good thing. I say that because a part of your duties tonight is the commissioners have to sign an affidavit stating that you all reviewed the audit report, especially the comments and recommendations section because if there were comments and recommendations, we would have to send a whole bunch of reports and our recommendations to fix the problems if there were any down to the DCA. The commissioners have to acknowledge that and sign off on that plan. We didn't have that this year; we never had that here, so basically the commissioners should sign the affidavits stating that they reviewed the report, particularly the comments and recommendations section. There is also a resolution prepared for the commissioners to accept the audit report and its findings. That resolution and affidavit along with a copy of the report, some other document questionnaire that the auditor has to fill out, has to get sent down to the DCA through the FAST Program. Once it's accepted by the DCA that completes your audit requirement for this year and gives you a clear foot moving forward to start the budgeting process which will be coming very shortly, if you are not in it already, and that basically is my report. Again, it was a good successful audit, very clean financial statements and no comments or recommendations. I want to thank Maria and the staff for you know



their wonderful job in cooperating with this and I'll be happy to answer any questions the commissioners have.

Commissioner J.C.K.: Okay, can you just hang around?

Michael Bart, Auditor: Sure.

Commissioner J.C.K.: Okay, alright, so we need to move the resolution.

Commissioner Jeffrey Moran made a motion to move Resolution 2023-10-1 for the audit which was seconded by Commissioner Patrick Kenny and carried unanimously.

Commissioner J.C.K.: Okay, we'll move to Remarks, Comments or Questions From the Audience. Chief Fee you got anything?

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

	<u>2022</u>	<u>2023</u>
September Calls	64	91
Year to Date	505	574

Chief Fee: And everything was already taken care of, (inaudible). That's all I have.

Chief Michael Balog: Just real quickly, it is Fire Prevention month. Our Open House will be on Wednesday, October 11<sup>th</sup> from 5 PM to 8 PM. Captain Fizer has an action packed three hours planned for demonstrations and events so come out and enjoy.

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

Chief Michael Balog: No.

Commissioner J.C.K.: Anybody else? Okay, I need a motion to move into Executive Session for legal and personnel matters. Make a note on the record, before we go to Executive Session, Commissioner Minkler is present.

Commissioner Patrick Kenny made a motion to go into Executive Session for legal and personnel matters at 7:26 P.M. which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner Patrick Kenny made a motion to return to the Regular Meeting at 8:50 P.M. which was seconded by Commissioner Jay Barcellona and carried unanimously.

Commissioner J.C.K.: Chris, can you give a summary of the events of the closed door session?

Christopher Howell, Attorney: Sure, Mr. President the Executive Session involved

the following items tonight. We heard from our auditor, Michael Bart, on some future budgetary matters of the department. We had a lengthy discussion on legal matters involving the 109 Green Street project. We heard from Chief Balog on some purchasing and personnel matters and then the Board discussed future equipment and apparatus purchases and future personnel matters and that would conclude tonight's Executive Session.

Commissioner J.C.K.: Okay, anybody else have anything to come before us?

Commissioner Robert Minkler, Sr. made a motion to adjourn the Regular Meeting at 8:50 P.M. which was seconded by Commissioner Jay Barcellona and carried unanimously.

Respectfully submitted,  
Maria Bucsanszky  
District Clerk

# WOODBIDGE FIRE DISTRICT NO 1

## MONTHLY BILL LIST

October 4, 2023

09/27/23

Date	Num	Name	Memo	Amount
<b>Northfield Bank - Voucher</b>				
09/07/2023	22901	Amazon Capital Services	Surface Pro Cases (5)	-219.97
09/07/2023	22902	Brian Weber General C...	GYM Wall Project	-1,400.00
09/07/2023	22903	COMAIRCO Equipment...	Materials & Equipment	-7,316.00
09/07/2023	22904	Comcast	Account #8499053400759387/Computer Internet	-185.84
09/07/2023	22905	Glasson's Auto Repair	2005 Ford Excursion - Repaired Radiator and Replaced Spar...	-2,783.37
09/07/2023	22906	Michael A Bilyak	Compressor Wiring & Panel Replacement	-4,608.00
09/07/2023	22907	Owen S Dunigan & Co, ...	Dorm Toilet Canister Seal	-145.00
09/07/2023	22908	Plastix Plus LLC	Hurst RAM Mount	-122.53
09/07/2023	22909	PRx Performance, LLC	GYM Equipment	-2,651.60
09/07/2023	22910	Verizon Wireless	Acct#342401275-00001/Cell Phone	-226.12
09/07/2023	22911	Visual-E-Fex, LLC	Decals (4)	-48.00
09/07/2023	22912	W.B. Mason Co., Inc	C/S# C1235200 - Supplies	-40.91
09/07/2023	22913	Comcast	Account #88499053401168158/Computer Internet	-239.78
09/07/2023	22914	CDW Government	(2) Toughbook Keyboards	-1,211.42
09/07/2023	22915	GovConnection, Inc	(4) Surface Pro 7+	-6,805.80
09/14/2023	22916	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-44.93
09/14/2023	22917	Charles Mangione	Website Maintenance - August 2023	-75.00
09/14/2023	22918	Comcast	Account #8499053400528238/Computer Internet	-83.39
09/14/2023	22919	Elizabethtown Gas	Account #2164284700/418 School St 07/25/2023 - 08/25/2023	-241.08
09/14/2023	22920	Mall Chevrolet	New Purchase of 2023 Chevrolet Silverado	-52,006.85
09/14/2023	22921	MIDDLESEX WATER C...	Hydrant Service - Septembert 2023	-44,597.51
09/14/2023	22922	U.S. Bank	Acct#4798531221546585/Supplies	-537.81
09/14/2023	22923	UNITED HEALTHCARE	Member# 306131456-1 - Insurance Premium October 2023	-638.60
09/14/2023	22924	Verizon Wireless	Acct#342401275-00001/Cell Phone	-123.54
09/14/2023	22925	Wellcare	Acct # 34694850 - K. Howell - October 2023	-9.30
09/14/2023	22926	Woodbridge Twp Ambul...	RENT - October 2023	-4,200.00
09/14/2023	22927	United Healthcare - RX	Member #0216770561-Prescription T Howell October 2023	-36.10
10/01/2023	22928	Catherine Crowe	Health Benefit Reimbursement -September 2023	-384.38
10/04/2023	22929	A-B-D Electrical Supply ...	6V 4AH Ex Battery	-22.00
10/04/2023	22930	A&K Equipment Co	Supplies	-66.43
10/04/2023	22931	Absolute Fire Protection...	2014 Spartan - Parts & Labor (1-1)	-1,592.81
10/04/2023	22932	ADVANCE AUTO PARTS	Account #1872535921/Supplies	-39.80
10/04/2023	22933	Amazon Capital Services	Supplies	-818.97
10/04/2023	22934	Board of Fire Commissi...	Dispatch - 4th Qtr 2023	-20,316.00
10/04/2023	22935	Bowco Laboratories Inc	Regular Service-418 School Street	-38.00
10/04/2023	22936	Christopher Howell	Monthly Fee - October 2023	-4,500.00
10/04/2023	22937	COMAIRCO Equipment...	Mechanical & Installation	-13,938.00
10/04/2023	22938	Comcast	Account #8499053400528238/Computer Internet	-239.78
10/04/2023	22939	Continental Fire & Safet...	Rescue Ripper & Cribbing Bags	-4,136.00
10/04/2023	22940	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 10/1/2023 -10/31/2023	-12,857.78
10/04/2023	22941	East Point Engineering, ...	Professional Service/109 Green St	-537.50
10/04/2023	22942	Gen-el Safety & Industri...	Cal Gas	-456.36
10/04/2023	22943	Glasson's Auto Repair	2017 Ford-Expedition - Ignition Coil & Spark Plugs (1-3-5)	-743.80
10/04/2023	22944	Hoagland, Longo, Mora...	Professional Services Rendered	-1,900.00
10/04/2023	22945	Immediate Technical S...	Cables-418 School Street	-2,520.00
10/04/2023	22946	International Sports Sci...	CEU/Barcellona	-159.50
10/04/2023	22947	JCT Solutions	Corded Mountable Phones & Cable	-260.75
10/04/2023	22948	Jersey Uniform Industri...	(6) Carhartt Jackets	-734.94
10/04/2023	22949	Life Insurance Compan...	Policy #GL-5474 Volunteer Life Insurance October 2023	-237.30
10/04/2023	22950	Littoral, LLC	Annual Solar PV Operation & Maintenance 07/01/2023-07/01/...	-1,650.00
10/04/2023	22951	Madsen & Howell, Inc	Supplies- Oil Dry Bags	-219.60
10/04/2023	22952	Margaret Sulej	Cleaning 109 Green Street 09/14/2023	-180.00
10/04/2023	22953	María Bucsanszky, E.A.	Monthly Fee - October 2023	-6,000.00
10/04/2023	22954	Marie Gould	Health Benefit Reimbursement - September 2023	-384.38
10/04/2023	22955	Mary Ann Sofka	1 Hrs Transcription For Regular Meeting 09/06/2023	-30.00
10/04/2023	22956	Mary Karnas	Health Benefit Reimbursement - September 2023	-384.38
10/04/2023	22957	Middlesex County Fire ...	Firefighter 1-Rodriguez-Castro	-236.00
10/04/2023	22958	MUNICIPAL EMERGE...	Rescue Equipment	-5,627.50
10/04/2023	22959	New Jersey Fire Equip...	Men's Pull-On/Kane	-588.00
10/04/2023	22960	PSE&G	Electric Annex/Firehouse	-775.99
10/04/2023	22961	Rutgers School of Socia...	OSHA 7845 Recordkeeping Role/R. Minkler, Weber, Mastand...	-645.00
10/04/2023	22962	Skylands Area Fire Equi...	Recruit Gear (14)	-28,159.32
10/04/2023	22963	Sophie Bader	Health Benefit Reimbursement - September 2023	-384.38
10/04/2023	22964	Standard Insurance Co...	Life Insurance - Policy #136829 - October 2023	-4,175.56
10/04/2023	22965	Stone Mountain Printing	Employment Application Booklet	-393.10
10/04/2023	22966	Survivor Fire & Safety E...	Fire Extinguisher Service	-177.25
10/04/2023	22967	TargetSolutions Learnin...	TSSCH Vector Scheduling	-3,235.05
10/04/2023	22968	The Home Depot Pro	Account #1761315 - Ceiling Tiles	-138.37
10/04/2023	22969	Turnout Fire & Safety	Uniform/Lim	-292.00

Date	Num	Name	Memo	Amount
10/04/2023	22970	Verizon Wireless - Lapt...	Acct#342401275-00001/Lap top Modem	-760.38
10/04/2023	22971	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage -October 2023	-2,081.04
10/04/2023	22972	W.B. Mason Co., Inc	C/S# C1235200 - Supplies	-377.01
10/04/2023	22973	West Hudson Industries	Locker Tags, Name Plates & Desk Wedges	-505.50
10/04/2023	22974	A&K Equipment Co	Chains	-424.64
10/04/2023	22975	Absolute Fire Protection...	2014 Spartan - Labor (1-2)	-165.00
10/04/2023	22976	Bowco Laboratories Inc	Regular Service-723 Green Street	-50.00
10/04/2023	22977	Glasson's Auto Repair	2013 Chevrolet - Tahoe - Valve Stem-Replaced Stabilizer Links	-693.20
10/04/2023	22978	Immediate Technical S...	Cables-109 Green Street	-395.00
10/04/2023	22979	New Jersey Fire Equip...	Globe Leather Boots	-588.00
10/04/2023	22980	PSE&G	Acct#7356632500/Firehouse 08/11/2023 - 09/11/2023	-1,158.95
10/04/2023	22981	Rutgers School of Socia...	OSHA 2264 Permit-Required Confined Space & OSHA 7100 ...	-890.00
10/04/2023	22982	Survivor Fire & Safety E...	Fire Extinguisher Service	-282.50
10/04/2023	22983	TargetSolutions Learnin...	TSCAREER Vector LMS & Vector Check It	-6,998.26
10/04/2023	22984	The Home Depot Pro	Account #1761315 - Equipment	-471.22
10/04/2023	22985	Verizon Connect	C/S #WOOD028 Monthly Service August 2023	-80.95
10/04/2023	22986	W.B. Mason Co., Inc	C/S# C1235200 - Office Supplies	-113.34
10/04/2023	22987	A&K Equipment Co	Pintle & Hitch Mount & Tow Eye	-398.42
10/04/2023	22988	Absolute Fire Protection...	2006 ALF - Labor Truck 6	-302.50
10/04/2023	22989	ADVANCE AUTO PARTS	Account #1872535921/Supplies - Wipper Blades	-53.56
10/04/2023	22990	Glasson's Auto Repair	2014 Chevrolet - Tahoe - AC Serviced (1-3-6)	-181.91
10/04/2023	22991	Immediate Technical S...	Fiber Run-418 School Street	-1,860.00
10/04/2023	22992	International Code Cou...	IBC Loose Leaf & FlashCards	-918.95
10/04/2023	22993	New Jersey Fire Equip...	Strap Harness	-417.58
10/04/2023	22994	Rutgers School of Socia...	Labor & Employment Law	-1,620.00
10/04/2023	22995	The Home Depot Pro	Account #1761315 - Equipment	-123.65
10/04/2023	22996	A&K Equipment Co	2013 Chev Tahoe (1-3-2) Siren/Light Repair	-750.00
10/04/2023	22997	Absolute Fire Protection...	2006 ALF - Labor & Parts Truck 6	-673.96
10/04/2023	22998	Glasson's Auto Repair	2017 Ford Exp - Oil Change (1-3-5)	-185.28
10/04/2023	22999	International Code Cou...	NJ Fire Code, Loose Leaf & Shipping	-1,542.75
10/04/2023	TEPS	State of New Jersey- H...	Health Benefits Retiree - 10/01/2023 - 10/31/2023	-43,765.80
10/04/2023	TEPS	State of NJ- Health Ben...	Health & Prescription Benevits	-95,522.41
Total Northfield Bank - Voucher				-415,126.19
<b>TOTAL</b>				<b>-415,126.19</b>

**To: Chief Balog**

**From: Battalion Chief David Hines**

**Date: October 1, 2023**

**Monthly Building report for the October 2023 Fire Commissioner Meeting**

**Admin Office**

- Awaiting start of Construction

**418 School Street**

- Fire Programs have been down several times this month
- Building extension project preparation work continues
- Bowco completed monthly service (extra treatment for roaches)
- HVAC issue second floor-BAC has been out several times over this summer because the secondary drain activated for the 2nd floor dorm backup/dayroom AC
- Penyak roofing still working on roof vent cap issue over bay 5. 8/15
- Township IT department began work on Wireless access for building 8/24 awaiting completion
- Shower leak issue has reemerged awaiting report from plumber shower out of service
- Dorm light outside bathroom awaiting replacement from Bilyak. 8/30
- Gym equipment mounted to wall and all wall coverings replaced/reinstalled
- Attic fans installed by Penyak awaiting Bilyak to make connections
- Ceiling tiles replaced in dorm and meeting room
- BAC cleaned condensate pump rain line for lobby AC 9/13
- New regulator added to bay 5 air system

**House Two (Queen Road)**

- Progress on sleeping/living arrangements continues

Respectfully submitted,  
David Hines  
Battalion Chief

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

**Date: September 29, 2023**

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

**Monthly Requirements**

- Building generator test 9/2
- Rae meter calibration 9/4
- Building extinguisher checks 9/10
- SCBA inspections 9/8
- Ground ladder inspections 9/19

**Quarterly Inspections**

- Appliance visual inspection completed on 9/19
- Job performance evaluation completed by Tour 1 on 8/23
- Building check inspection completed by Tour 1 on 8/23
- Fall 2023 hydrant inspections were assigned to all shifts on 9/21

**Bi-Annual Inspections**

- None

**Annual Inspections**

- Hose testing for 1-1, 1-2, 1-3, and spare hose was completed on 9/28
- Ground ladders testing was complete for 1-1, 1-2, and 1-3 on 9/28
- Appliance testing was completed for 1-1, 1-2, and 1-3 on 9/28
- Respiratory Protection Plan was reviewed and updated on 9/21
- Emergency Evacuation Plan was reviewed on 9/21. No updates required.
- Fit test machine was picked up by UPS for calibration on 9/14

**Upcoming Events/Other:**

- Interior Tags Inventory
- Ice machine cleaning
- Hose testing for 1-2-6, foam trailer and hose trailer
- Appliance testing for 1-2-6
- Ground ladders testing for 1-2-6

Respectfully Submitted,  
Battalion Chief Michael Mastanduno  
Captain Keith McGrath

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

**DATE: OCTOBER 1, 2023**

**REPORT COVERING: SEPTEMBER**

**FIRE INVESTIGATIONS: 4**

**TOTAL INSPECTIONS COMPLETED IN SEPTEMBER: 160**

**COMPLAINTS & SPOT INSPECTIONS: 15**

**LIFE HAZARDS: 10**

**QUARTERLY: 0**

**SEMI-ANNUAL: 1**

**NON- LIFE HAZARD USES: 51**

**TOTAL REINSPECTIONS: 134**

**PERMITS ISSUED: 15**

**TOTAL AMOUNT BILLED IN SEPTEMBER: \$42,014.52**

**TOTAL AMOUNT COLLECTED SEPTEMBER: \$39,333.52**

**HOME INSPECTIONS: 0**

**FIRE SAFETY EDUCATION CLASSES: 1**

**REQUESTS: None**

**OTHER:**

**Robert Fizer  
Captain/Fire Official**

**To: Chief Balog**

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

**Date: September 25, 2023**

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

**Monthly Requirements**

- Building generator test 9/2
- Rae meter calibration 9/4
- Building extinguisher checks 9/10
- SCBA inspections 9/8
- Ground ladder inspections 9/19

**Quarterly Inspections**

- Appliance visual inspection completed on 9/19
- Job performance evaluation completed by Tour 1 on 8/23
- Building check inspection completed by Tour 1 on 8/23
- Fall 2023 hydrant inspections were assigned to all shifts on 9/21

**Bi-Annual Inspections**

- None

**Annual Inspections**

- Hose testing was started on 9/29 and completed on 9/30
- Ground ladders and aerial testing was started on 9/29 and completed on 9/30
- Appliance testing was started on 9/29 and completed on 9/30
- Respiratory Protection Plan was reviewed and updated on 9/21
- Emergency Evacuation Plan was reviewed on 9/21. No updates required.
- Fit test machine was picked up by UPS for calibration on 9/14

**Upcoming Events/Other:**

- Interior Tags Inventory
- Ice machine cleaning

Respectfully Submitted,  
Battalion Chief Michael Mastanduno  
Captain Keith McGrath



# Monthly Equipment Report

## September 2023

### Engine 1

- Outstanding Issues
  - Nuno Tire reported shocks need to be replaced soon
  - Short 100ft of 5 inch Hose
  
- Resolved
  - Battery Charger replaced- Absolute
  - Water/Fuel sensor- Absolute repaired wiring harness
  - Driver's side tall cab door alarm- Absolute fixed

### Engine 2

- Outstanding Issues
  - Nuno Tire reported shocks need to be replaced soon
  - Low voltage alarm- monitor can not duplicate
  
- Resolved
  - AC working normal- Absolute checked
  - No hydraulic oil leak on generator- Absolute checked
  - Pump cooler line replaced- Absolute

### Engine 3

- Outstanding
  - Rear Intake drain valve spinning part on order Fire & Safety
  - 3/4 water indicator bulb out/tailboard running lights out Fire & Safety notified 7/26 it was noted during PM but will look again
  - Annual Pump Test performed/pump failed for transfer valve issue Fire & Safety notified 8/15 Will retest when they are in our area Technical Fire Services
  - Short 200ft of 5 inch Hose
- Resolved
  - Fluid door painted and replaced- Fire & Safety

### 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
  - Scheduled for PM 2<sup>ND</sup> week of October
  - Aerial Test
- Resolved
  - Discharge #3 leaking- new ball valve installed Absolute
  - Air horn working properly-Absolute
  - Alternator belt replaced- Absolute

## Rescue 1

### ➤ Outstanding

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

Scene lights flickering- PL Customs gave quote to replace wiring

### ➤ Resolved

○

## Auxiliary Vehicles

### ➤ Outstanding

- 1-3-5 lightbar and arrow stick repairs - ordered
- 1-3-1 has a lighting issue being investigated and will need a replacement arrow stick – quoted
- 1-3-8 and 1-3-9 recall on power door lock switch covers- Deputies to monitor
- 1-3-3 recall on camera blue screen- Ford no fix/ try resetting software
- 1-3-12 recall on engine failure- Ford no fix/monitor warnings get to dealer if problem persists

### ➤ Resolved

- 1-3-2 got 2 new tires-Glasson's
- 1-3-1 had rear hatch fixed, bulbs replaced, turn signal-Glasson's

## Turnout Gear

### ➤ Outstanding

- Exterior Gear (B Horvath, R Foerch) on order Skylands Fire Equipment/ same as above reordered
- Second set of gear for FF Aquino- sizing was wrong

- FF Haggerty gear too big
  
- Resolved  
New hires received second set of gear- Skylands

### **Equipment Out of Service**

- Outstanding  
Meter #3 damaged at call- Gen El notified 7/18 Quote received 8/11
  
- Resolved

### **Miscellaneous**

- Outstanding
  - Working on Rope Rescue Equipment getting quotes
  - Quote for Gas Meter and Mount Rescue 1-Gen El

#### Resolved

- Hose, Ladder, and Appliance testing was complete on 1-1, 1-2, 1-3. They had to cancel second day due to inclement weather/ they will reschedule

### **Orders & Deliveries**

- Ordered
  - SCBA'S on order NJ Fire Equipment/Starting to come in 8/27
  - Radios ordered Motorola/starting to come in 8/27

➤ Delivered

Water Rescue Equipment. Boots and Gloves All Hands



## Woodbridge Fire Department, Fire Prevention Bureau

109 Green St. Woodbridge, New Jersey 07095  
Business: (732) 602-6040 • Fax: (732) 602-6043  
[www.woodbridgefirenj.com](http://www.woodbridgefirenj.com)

FIRE • POLICE • MEDICAL  
EMERGENCIES  
DIAL 9-1-1

## HYDRANT REPORT FOR OCTOBER 2023

Middlesex Water Company is in the process of replacing approximately 1,000 feet of the water main along Route 35 in the Van Buren St. / Alwat Ave area. During this project they will be replacing the 6" water main with an 8" water main, replacing service lines and older hydrants

**Respectfully Submitted,**

**Robert Fizer**  
**Captain/Fire Official**