

**Minutes of the Regular Meeting of the Board of Fire Commissioners, Fire District No. 1 was held on Wednesday, February 7, 2024 at 7:00 P.M.**

Commissioner John C. Kenny called the meeting to order.

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

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

A moment of silence for our departed members and a little special prayer tonight for Thomas Costello’s wife. The Costello family has been good to the fire department over years and helped us in many ways.

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

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

Commissioner J.C.K.: I need a motion to accept the minutes of the Regular Meeting of January 3rd, 2024 and the Special Meeting of January 24, 2024.

Commissioner Robert Minkler, Sr. made a motion to accept the minutes of the Regular Meeting of January 3<sup>rd</sup>, 2024 and Special Meeting of January 24<sup>th</sup>, 2024 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.: I’d like to take a moment to acknowledge the members who took the time and made the sacrifice to go up to Plainfield for the funeral (inaudible), Commissioner John Kenny, Danny Aquino, Chris Jago, Bob Hilliard. We were disappointed we didn’t have the proper showing of officers show up but we thank those who made the commitment and the time to go up there and represent this fire district. Other than that, the details of my in-depth report I’d like moved to the minutes of the meeting.

Commissioner J.C.K.: So noted, anyone have any questions for Commissioner Moran? We'll move onto Building and Grounds – Commissioner Barcellona.

**BUILDING AND GROUNDS:**

Commissioner J.B.: I move my report into the minutes.

Commissioner J.C.K.: Okay, any questions for Commissioner Barcellona? We'll move on to Apparatus and Vehicles – Commissioner Minkler.

**APPARATUS AND VEHICLES:**

Commissioner R.M.: I'd like to have my report moved into the minutes please.

Commissioner J.C.K.: Okay, questions for Commissioner Minkler? Okay, we'll move on the Telecommunications and Hydrants.

**TELECOMMUNICATIONS AND HYDRANTS:**

Commissioner P.K.: I make a motion to move whatever report I have into the minutes.

Commissioner Patrick Kenny made a motion to move whatever report he has into the minutes which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

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

**The report of Payroll and Bills for January, 2024:**

Maria Bucsanszky: The bills for January, 2024.

Bills: \$704,659.49

Payroll: \$301,694.50

Commissioner Patrick Kenny made a motion to accept the Payroll and Bills including the add-ons bills for a total of \$8,329.27 which was seconded by Commissioner Jay Barcellona and carried unanimously except for Commissioner Robert Minkler, Sr. abstaining on Voucher 23423 and voting yes on all the rest.

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

**TREASURER'S REPORT:**

Maria Bucsanszky: Treasurer's Report for February 7<sup>th</sup>, 2024.

Previous Balance – January 3 <sup>rd</sup> , 2024	\$7,730,897.18
Deposits	\$ 26,724.54
Payroll and Adjustments	\$ 494,743.63
Current Bills	\$ 704,659.49
Ending Balance as of February 7 <sup>th</sup> , 2024 without the add-on bills	\$6,558,218.60

Commissioner Robert Minkler, Sr. 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 pass through to the Commissioners.

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

**UNFINISHED BUSINESS:**

Commissioner P.K.: I have none right now.

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.: None.

Commissioner J.C.K.: Madame Clerk.

Maria Bucsanszky: Nothing.

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: Just business with 109 I believe we will discuss in Executive Session.

Commissioner J.C.K.: Yes, we will. Chief.

Chief Michael Balog: I just have the SCBAs. New SCBAs went to print service last week. The radios are in the process of getting programmed and should be put into service in the very near future.

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

Commissioner J.C.K.: Nicole.

Nicole Grzeskowiak, Labor Counsel: I have none.

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

**NEW 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.: None.

Commissioner J.C.K.: Maria.

Maria Bucsanszky: None

Commissioner J.C.K.: Chris.

Christopher Howell, Attorney: None.

Commissioner J.C.K.: Chief.

Chief Michael Balog: Just a prior update for Executive.

Commissioner J.C.K.: Okay Nicole.

Nicole Grzeskowiak, Labor Counsel: Just a brief update for Executive Session.

Commissioner J.C.K.: Okay. Chief, I saw the report for 2023. Can we possibly get a breakout for the new additional buildings that have been put in by Green Street and Main Street.

Chief Michael Balog: Actually I do have that number because I did look at that. In 2022 we responded to 10 Green, 10 Main, the Vermella buildings at 51 times and 2023 it was 31.

Commissioner J.C.K.: 55 times in 2022?

Chief Michael Balog: 51 times in 2022 and 31 times in 2023.

Commissioner J.C.K.: Could you possibly get a number for Bunns Lane too.

Chief Michael Balog: Bunns Lane also, sure.

Commissioner J.C.K.: Thank you. I think we need to get a motion to take the LOSAP meetings and being able to post them up on the board for thirty (30) days.

Commissioner Patrick Kenny made a motion to take the LOSAP meetings and post them on the board for thirty (30) days which was seconded by Commissioner Jay Barcellona and carried unanimously.

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

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

Chief Fee: Yes, Mike did send me some things.

	<u>2023</u>	<u>2024</u>
January Calls	43	81
Year to Date	43	81

Chief Fee: Also, after the St. Patrick's Day parade we are requesting the use of the back room and he's requesting possibly two pieces for the St. Patrick's Day parade.

Commissioner J.C.K.: Okay.

Chief Fee: That's it; that's all I have from him.

Commissioner J.C.K.: Can you just send us a letter for the backroom part?

Chief Fee: Okay.

Commissioner J.C.K.: Thank you.

Chief Fee: Who do you want us to send it to?

Commissioner J.C.K.: You can send that to the Chief.

Chief Fee: Okay.

Commissioner J.C.K.: Anybody else? Okay, I need a motion to go into Executive Session for Legal and Personnel matters.

Commissioner Robert Minkler, Sr. made a motion to go into Executive Session for Legal and Personnel matters at 7:06 P.M. which was seconded by Commissioner Jay Barcellona and carried unanimously.

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

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

Christopher Howell, Attorney: Sure. At Executive Session tonight we discussed the following items: We discussed in length the 109 Green Street project and the bids that we recently received on that. We heard from Labor Counsel on our new employee training. We heard from the Chief on Personnel promotions. We discussed the warrantee and PM costs for our new ladder truck and we discussed programming of our new radios that we had purchased. That would conclude our Executive Session for tonight.

Commissioner P.K.: I'd like to make a motion to authorize the Chief to certify the Civil Service list with everyone he needs when he's ready to.

Commissioner Patrick Kenny made a motion to authorize the Chief to certify the Civil Service list which was seconded by Commissioner Barcellona and carried unanimously.

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

Commissioner Patrick Kenny made a motion to adjourn the Regular Meeting at 8:51 P.M. which was seconded by Commissioner Robert Minkler, Sr. and carried unanimously.

Respectfully submitted,  
Maria Bucsanszky  
District Clerk

**BOARD OF FIRE COMMISSIONERS DISTRICT 1**

**MONTHLY BILL LIST**

February 7, 2024

02/01/24

Date	Num	Name	Memo	Amount
<b>Northfield Bank - Voucher</b>				
01/04/2024	23322	Access Self Storage of ...	Storage Rental Unit #16007 Rent & Insurance 01/13/2024-02/1...	-439.00
01/04/2024	23323	Bart & Bart, Certified Pu...	Preparation of 2024 Budget	-2,000.00
01/04/2024	23324	Glasson's Auto Repair	2013 Chev Tahoe - Water Leak (1-3-2)	-607.00
01/04/2024	23325	Owen S Dunigan & Co, Inc	Right Side Toilet Wax Seal	-195.00
01/04/2024	23326	Richard Foerch.	Medicare Reimbursement - July 2023 - December 2023	-989.40
01/04/2024	23327	Access Self Storage of ...	Storage Rental Unit #16029 Rent & Insurance 01/18/2024-02/1...	-269.00
01/04/2024	23328	Bowco Laboratories Inc	Regular Service - 109 Green Street	-51.25
01/04/2024	23329	Charles Mangione	Website Maintenance - December 2023	-75.00
01/04/2024	23330	Comcast	Account #8499053400759387/Computer Internet	-185.84
01/04/2024	23331	Hoagland, Longo, Moran,...	Professional Services Rendered	-1,925.00
01/04/2024	23332	US Bank	Acct#4798531221546585/Supplies	-342.52
01/17/2024	23334	Comcast	Account #8499053400759387/Computer Internet	-83.39
01/17/2024	23335	ELECTEC, INC	Voting Machines/Technician - Fire Election - February 17,2024 5...	-3,083.13
01/17/2024	23336	Elizabethtown Gas	Account #2164284700 418 School St 11/28/2023 - 12/27/2023	-1,725.59
01/17/2024	23337	MIDDLESEX WATER C...	Hydrant Service - January 2024	-44,597.51
01/17/2024	23338	Penyak Roofing Co	Roof Repair 109 Green St	-575.00
01/17/2024	23339	Snap-on	30T HYD/MANU Bottle Jack	-1,060.00
01/17/2024	23340	UNITED HEALTHCARE	Member# 306131456-1 - Insurance Premium February 2024	-638.60
01/17/2024	23341	Verizon Connect	C/S #WOOD028 Monthly Service December 2023	-80.95
01/17/2024	23342	Woodbridge Twp Ambul...	RENT - February 2024	-4,200.00
01/17/2024	23343	Elizabethtown Gas	Account #7194826935 109 Green St & 418 School St 11/28/23-...	-195.45
01/17/2024	23344	United Healthcare - RX	Member #0216770561-Prescription T Howell February 2024	-36.10
01/24/2024	23346	Age Contracting Corp	Reissued Check #23094 Dated 11/01/2023/Roof Repair	-10,000.00
02/01/2024	23345	Catherine Crowe	Medicare Reimbursement - January 2024	-416.97
02/07/2024	TEPS	State of New Jersey- He...	Health Benefits Retiree - 02/01/2024 - 02/29/2024	-49,753.57
02/07/2024	TEPS	State of NJ- Health Bene...	Prescription & Health Benefits - Feb 2024	-100,307.70
02/07/2024	23347	Agin Signs and Designs	Striping for Pick Up	-2,900.00
02/07/2024	23348	Amazon Capital Services	Microsoft Surface Dock	-89.99
02/07/2024	23349	AT&T	A/C# 0555384092001/ Landline 732-636-1725	-46.70
02/07/2024	23350	Brighton Air Corp	Repair Heating System	-1,651.00
02/07/2024	23351	Christopher Howell	Monthly Fee -February 2024	-4,500.00
02/07/2024	23352	Comcast	Account #8499053401168158/Computer Internet/109 Green St	-247.98
02/07/2024	23353	Cummins Sales & Service	C/S#195874 - Service	-1,468.14
02/07/2024	23354	Delta Dental Plan of NJ	Group# 01063 - Dental Coverage 02/01/2024 -02/29/2024	-12,811.10
02/07/2024	23355	Gannett NY/NJ LocalIQ (...)	ACC# 1121846 Advertisement For Bids	-63.96
02/07/2024	23356	Gremar Contracting, LLC	Attended On Site Pre Bid Meeting/109 Green Street/01/17/2024	-237.10
02/07/2024	23357	Hackensack Meridian Te...	OSHA Questionnaire & Employee Physicals	-4,555.00
02/07/2024	23358	Hoagland, Longo, Moran,...	Professional Services Rendered	-1,775.00
02/07/2024	23359	IAAI	Chapter Dues - Minkler, Carrick, Weber, Fizer, York, Jago	-600.00
02/07/2024	23360	Independent Overhead D...	Bay #5 -Service Call Labor Charge	-470.00
02/07/2024	23361	Institute for Forensic Psy...	Psychological Evaluations - (5) Firefighter Candidates	-2,750.00
02/07/2024	23362	Life Insurance Company ...	Policy #GL-5474 Volunteer Life Insurance February 2024	-237.30
02/07/2024	23363	Lowe's	Account 82131319150376/Supplies	-470.57
02/07/2024	23364	Margaret Sulej	Cleaning 109 Green Street 01/10/24	-180.00
02/07/2024	23365	Maria Bucsanszky, E.A.	Monthly Fee - February 2024	-6,000.00
02/07/2024	23366	Marie Gould	Medicare Reimbursement - January 2024	-416.97
02/07/2024	23367	Mary Ann Sofka	1 Hr Transcription For RegularMeeting 01/03/2024	-30.00
02/07/2024	23368	Mary Karnas	Health Care Reimbursement - January 2024	-416.97
02/07/2024	23369	Michael A Bilyak	Dorm LED Light	-280.00
02/07/2024	23370	New Jersey Fire Equipm...	Outfitted (2) Fast Attack Rit Bags	-883.56
02/07/2024	23371	NJ Advance Media (Star ...)	Account #XWOOD2393021 -Notice - Advertisement for Bids	-184.23
02/07/2024	23372	NJ IAAI	2024 Annual General Meeting & Training Conference/Jago & Fizer	-1,250.00
02/07/2024	23373	Settembrino Architects	109 Green Street Garage MEP Drawings	-2,039.01
02/07/2024	23374	Sophie Bader	Medicare Reimbursement - January 2024	-416.97
02/07/2024	23375	Stone Mountain Printing	Promotional Ceremony Program	-151.40
02/07/2024	23376	The Home Depot Pro	Account #1761315 - Supplies	-217.94
02/07/2024	23377	Township of Woodbridge...	Fuel October 1, 2023 - December 31, 2023	-2,321.83
02/07/2024	23378	Twin Rocks Water	Water Delivery-418 School Street	-73.52
02/07/2024	23379	ADVANCE AUTO PARTS	Account #1872535921/Supplies	-11.88
02/07/2024	23380	ASC Enterprises LLC	Sweatshirts/Shirts	-892.00
02/07/2024	23381	Atlantic Tire and Supply	Repairs Ford F-450	-2,595.60
02/07/2024	23382	PSE&G	Acct#7550582203- 12/08/2023-01/09/2024	-392.18
02/07/2024	23383	Standard Insurance Com...	Life Insurance - Policy #136829 - February 2024	-4,125.00
02/07/2024	23384	Superior Office Systems,...	Account #EDH608-001- Copier Contract 109 Green St	-146.80
02/07/2024	23385	TOWNSHIP OF WOOD...	Account# 21773 Block 548 Lot 6 1St & 2ND Qtr 2024 Taxes	-1,572.80
02/07/2024	23386	Verizon Wireless - Lapto...	Acct#982554463/Laptop Modem	-760.20
02/07/2024	23387	Aquila Landscape Contra...	Salted Parking Lot & Walkways - 01/07/2024 -109 Green Street	-300.00
02/07/2024	23388	Madsen & Howell, Inc	Oil Dry Absorbent Pallet	-282.75

Date	Num	Name	Memo	Amount
02/07/2024	23389	Maria Bucsanszky, E.A.	Reimbursement 2 Rolls of Stamps	-136.00
02/07/2024	23390	Motorola Solutions Inc.	Acct# 1035457185 -All Band MP Mobile	-14,046.38
02/07/2024	23391	New Jersey Fire Equipm...	Repair to SCBA Scott PAK	-99.10
02/07/2024	23392	PYE-Barker Fire & Safet...	Kitchen System Inspection	-280.00
02/07/2024	23393	Turnout Fire & Safety	Uniform/ Carrick	-370.00
02/07/2024	23394	W.B. Mason Co., Inc	Customer # C1235200 - Janitorial Supplies School St	-62.33
02/07/2024	23395	Aquila Landscape Contra...	Salted Parking Lot & Walkways - 01/15,0116, & 01/17/2024-10...	-1,175.00
02/07/2024	23396	Madsen & Howell, Inc	Peladow calcium Chloride	-936.25
02/07/2024	23397	Motorola Solutions Inc.	Acct# 1035457185 -Enhanced UHF R2 Mobile	-20,982.00
02/07/2024	23398	Turnout Fire & Safety	Uniform/ Walsh	-528.49
02/07/2024	23399	W.B. Mason Co., Inc	Customer # C1235200 - Janitorial Supplies School St	-100.82
02/07/2024	23400	Aquila Landscape Contra...	Salted Parking Lot & Walkways - 01/19/2024/109 Green St	-300.00
02/07/2024	23401	Motorola Solutions Inc.	Acct# 1035457185 -Enhanced UHF R2 Mobile	-26,472.84
02/07/2024	23402	PYE-Barker Fire & Safet...	Annual Fire Ext Inspection / 418 School Street	-406.00
02/07/2024	23403	Turnout Fire & Safety	Uniform/Geiger	-524.49
02/07/2024	23404	W.B. Mason Co., Inc	Customer # C1235200 - Janitorial Supplies School St	-494.26
02/07/2024	23405	Motorola Solutions Inc.	Acct# 1035457185 -UHF R2 2.5 Portable	-316,544.08
02/07/2024	23406	PYE-Barker Fire & Safet...	Annual Fire Ext Inspection / 109 Green Street	-175.00
02/07/2024	23407	Motorola Solutions Inc.	Acct# 1035457185 -Audio Accessory- Remote Speaker Microph...	-29,917.28
02/07/2024	23408	Motorola Solutions Inc.	Acct# 1035457185 -APX UCMUpgrade CD	-43.13
02/07/2024	23409	All American Ford	2020 Ford F450/Repaired Power Mirror Control (1-3-11)	-523.72
02/07/2024	23410	American Irish Association	Ad in Book for Irish Assoc.	-200.00
02/07/2024	23411	Glasson's Auto Repair	2009 Chevrolet Sub/Serpentine Belt (1-3-7)	-134.28
02/07/2024	23412	PSE&G	Acct#1301369209/Parking Lot	-36.59
02/07/2024	23413	Spectrotel	Account #348180/ Cad/Landline/Fire Alarm/Solar	-171.84
02/07/2024	23414	Vision Service Plan	Acct# 12 078480 0001 Vision Coverage - February 2024	-2,081.04
02/07/2024	23415	W.B. Mason Co., Inc	Customer # C1235200 - Duster	-50.38
02/07/2024	23416	PSE&G	Acct#7356632500/Firehouse	-783.57
02/07/2024	23417	Spectrotel	Account #348561/Clerk	-4.09
02/07/2024	23418	Access Self Storage of ...	Storage Rental Unit #16029 Rent & Insurance 02/18/2024-3/17/...	-269.00
02/07/2024	23419	PYE-Barker Fire & Safet...	Fire Ext Inspection Repair /418 School St	-303.50
02/07/2024	23420	Absolute Fire Protection ...	2014 Spatan Pumper-(E-1) Labor	-300.00
02/07/2024	23421	Access Self Storage of ...	Storage Rental Unit #16007 Rent & Insurance 02/13/2024-3/12/...	-439.00
02/07/2024	23422	Charles Mangione	Website Maintenance - January 2024	-75.00
02/07/2024	23423	Mary Ann Sofka	1 Hr Transcription For RegularMeeting 01/24/2024	-30.00
02/07/2024	23424	Owen S Dunigan & Co, Inc	Drains Backing Up	-175.00
02/07/2024	23425	Verizon Wireless	Acct#342401275-00001/Cell Phone 12/20/24-1/19/24	-365.62
02/07/2024	23426	Absolute Fire Protection ...	2014 Spatan Pumper-(E-2) Labor	-474.99
Total Northfield Bank - Voucher				-704,659.49
<b>TOTAL</b>				<b>-704,659.49</b>



# **WOODBIDGE FIRE PREVENTION BUREAU REPORT JANUARY 2024**

**DATE: FEBRUARY 1, 2024**

**REPORT COVERING: JANUARY**

**FIRE INVESTIGATIONS: 1**

**TOTAL INSPECTIONS COMPLETED IN JANUARY: 159**

**COMPLAINTS & SPOT INSPECTIONS: 21**

**LIFE HAZARDS: 11**

**QUARTERLY: 9**

**SEMI-ANNUAL: 5**

**NON- LIFE HAZARD USES: 24**

**TOTAL REINSPECTIONS: 83**

**PERMITS ISSUED: 6**

**TOTAL AMOUNT BILLED IN JANUARY: \$9,590.00**

**TOTAL AMOUNT COLLECTED JANUARY: \$4,017.00**

**HOME INSPECTIONS: 0**

**FIRE SAFETY EDUCATION CLASSES: 0**

**REQUESTS: None**

**OTHER:**

**Robert Fizer  
Captain/Fire Official**

**To: Chief Balog**

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

**Date: January 31, 2024**

**Monthly Compliance Report for the February 2024 Fire Commissioner Meeting**

**Monthly Requirements**

- Building generator test 1/6.
- Rae meter calibration 1/1.
- Building extinguisher checks 1/14.
- SCBA inspections 1/12.
- Ground ladder inspections 1/16.

**Quarterly Inspections**

- None

**Bi-Annual Inspections**

- Kitchen hood suppression system was inspected by Survivor on 1/4.

**Annual Inspections**

- Building fire extinguishers were inspected and serviced by Survivor on 1/15.
- Apparatus fire extinguishers were inspected and serviced by Survivor on 1/15.
- Fit testing completed 1/23.

**Upcoming Events/Other:**

- PPE inspection

Respectfully Submitted,  
Battalion Chief Michael Mastanduno  
Captain Keith McGrath

**To: Chief Balog**

**From: Battalion Chief David Hines**

**Date: February 2,2024**

## **Monthly Building report for the February 2024 Fire Commissioner Meeting**

### **Admin Office**

- Water leak remediation underway
- Awaiting remodel

### **418 School Street**

- Edison Door completed milittance on bay 5 door 1/2
- Bowco completed monthly service 1/4
- Shower pan/plumbing replacement starting early February
- Survivor serviced hood suppression system 1/4
- Dunnigan called to replace thermostat in bay 1 awaiting his return 1/9
- Dunnigan Bay 4 box heater repaired 1/26
- Filters cleaned in dorm split systems 1/10
- County Haz-Mat picked up expired covid supplies 1/11
- Bilyak replaced recessed light outside dorm bathroom 1/12
- Bilyak checked heat tape due to tripped breaker 1/12
- Dunnigan snaked drain from under bar sink to slop sink due to back up 1/12
- Survivor checked fire extinguishers 1/15
- 3 more lockers added to the second floor for new hires.
- BAC said they would send a carpenter to look into a solution for the attic stairs. They repaired as much of the ceiling grid as they could. BAC stopped responding ceiling was fixed by Jeff Van Dyk
- XL twin mattress placed in door room old matters disposed of.
- Attic work to add walkway to reduce possibility of someone falling should start the week of 2/5
- Ordering the security package for the pre-existing rolling cart so all gear can be secured if needed
- Computer server changeover coming to an end the town is still working on a few items

### **House Two (Queen Road)**

- Removed 1 bed and chair from sleeping area
- Kitchen hood work still in progress
- Electrical issue with plug for apparatus still being resurched