

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4 KEASBEY

Minutes of the Fire District No.4, Regular Meeting of July 25th, 2017

The July 25th, 2017 board meeting was opened at 7:00 P.M. by President Dwayne Jensen, commissioners in attendance were, Klose, Pawol, Roman, and Hughes. The two accountants and attorney were not present or required to attend this meeting. The pledge of allegiance was said followed by a moment of silence.

Minutes of the Previous Meeting:

The minutes of the previous meeting were read by Mr. Pawol, a motion was made by Mr. Hughes, to accept the report as read, seconded by Mr. Roman, all were in favor.

Treasures Report:

The treasures report was read by Mr. Hughes, a motion was made by Mr. Roman, to accept the report as read, and to pay all bills, with one add on bill for the purchase of a mobile computer , mounting hardware, and installation. All were in favor.

Buildings & Grounds:

Mr. Hughes, reported that the A.C. unit that handles both offices was down and not working, he called the Inside Air Company, to have the rooftop unit repaired, the mother board has a short and melted, a service person from the manufacture will be coming down on Thursday July 27th, 2017 to find the problem with the unit.

Insurance:

Progress on the Workers Comp policy.

Human Resources:

Nothing to report on this meeting.

Finance & Budget:

Nothing to report on this meeting.

Communications:

None were received.

Trucks & Equipment:

Mr. Jensen, reported on the following: Engine 4-1, 4-2, truck 424, Rescue 4, all ok. 431, 435, 436, All ok. Marine 4, ok.

Five hundred feet of 5" LDH failed inspection and need to be replaced, a motion was made by Mr. Hughes, to purchase the hose, seconded by Mr. Klose, all were in favor. The portable generator on 4-1 has a dead battery, and needs to be replaced, it will only operate with the pull cord.

Old Business:

_____ None.

New Business:

_____ Mr. Pawol, read a resolution for the Board of Fire Commissioners to hold a special meeting on August 22, 2017 at 7:00 P.M. to seek voter approval to purchase Extrication Equipment not to exceed \$ 50,000 and seeking voter approval to purchase a new Rescue/Pumper not to exceed \$700,000, a motion was made by Mr.Klose to hold the election , seconded by Mr. Roman, all commissioners were in favor.

Fire Prevention:

_____ See attached report.

Fire Chief:


_____ 223 calls year to date.

Fire Company: Nothing to report on this meeting.

Public: None were in attendance.

Adjournment: Motion, Jensen, seconded by Klose, all were in favor, meeting adjourned at 7:35 P.M.

Respectfully Submitted,



Robert J. Pawol, Secretary
Fire District No.4, Keasbey

BOARD of FIRE COMMISSIONERS
FIRE DISTRICT NO.4, KEASBEY

RESOLUTION # 2017- 08

WHEREAS, the Fire District wishes to consolidate it's fleet of fire apparatus, and to sell at a future date a, rescue truck and a fire engine, which would save money on our insurance policy & maintenance costs.

(1) new Rescue/Pumper would be purchased to the take place of both vehicles in 2018.

WHEREAS, the Fire District must secure voter approval to acquire a new fire apparatus, and a referendum would be placed on the ballot at a special meeting to be held on August 22nd, 2017 at 7:00 P.M.

WHEREAS, the Fire District wishes to purchase a fire apparatus, to be funded by either a lease purchase agreement or by other authorized methods, to be appropriated in future budgets.

WHEREAS, the Board of Fire Commissioners District No.4, in the Township of Woodbridge, County of Middlesex, would purchase (1) new Rescue/Pumper for a sum not to exceed \$ 700,000 with a down payment of \$ 75,000 from existing funds.

Also there will be a public question No.1 on the ballot for the purchase of new extrication tools & equipment not to exceed \$50,000 this acquisition would be purchased by using fund balance with no increase in taxation.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.4, in the Township of Woodbridge, County of Middlesex as follows:

The Fire District is hereby authorized to place a referendum on the ballot on August 22, 2017, for the acquisition of a new Rescue/Pumper and extrication tools & equipment.

The following Resolution # 2017-08 was introduced by Klose and it was seconded by Roman, all were in favor.

Commissioners Roll Call AYE NAY

Dated: July 25th, 2017

Robert J. Paul

Keasbey Bureau of Fire Prevention

Woodbridge Fire District No. 4
420 Smith Street, Keasbey, NJ 08832
Phone 732-738-3780 Fax 732-738-3752

Monthly Report

6/27/2017 - 07/25/17

Activities:

- Continued on-going review of all inspection and permit files from District 8
- Continued extensive oversight and performing reinspections/testing for Fire Sprinkler System failures/violations at 19 Crows Mill Road. As of 7/19/17, 10 fire sprinkler systems have been completely repaired and tested. Two sprinkler systems have been partially repaired/partially tested, and three systems have yet to be repaired and tested. The 4 other fire sprinkler systems at this location are being repaired and tested at approximate rate of 1 system every two to 3 weeks. Systems are being extensively documented as to testing and system configuration. As of 07/19/2017, 128 of the 166 violations pertaining to the fire sprinkler system have been corrected.
- Continued to update occupancy and inspection information in Mobile-Eyes software.
- Issued permit for loading fireworks on barge @ Bayshore Recycling
- Performed one arson investigation
- Issued one "Notice of Imminent Hazard and Order to Correct" – Fire Alarm System issue @ Pilgrim village – 333 Crows Mill Road
- Local Business Registration – continuing to make contact visits with area businesses to obtain business registration information
- Court Appearance for Summons – RE: 1200 Florida Grove Manor -open burning
- Issue Fire Safety Permit Renewals
- Conducted Life Hazard, Non-life Hazard, and Permit Inspections
- Updating Life Hazard Use information in RIMS
- Monitoring Fire Lanes and issuing summonses when violations are noted.

Inspections:

- Annual Inspections
 - Russell Reid/Mr. John – 200 Smith Street – Annual LHU - 7/7/2017
 - J&L Pallet – 20 Crows Mill Road – Annual LHU – 7/17/17
 - Republic Services of NJ – 440 Smith Street - Annual LHU – 7/17/2017
 - P&J Auto Service – 361 New Brunswick Ave – Annual LHU – 7/20/17
- Permit Inspections:
 - Garden State Fireworks (Bayshore Recyc) – Storage of Fire Works – Type III – **FI17-035** – 6/30/17
 - Garden State Fireworks (Bayshore Recyc) – Storage of Fire Works – Type III – **FI17-036** – 7/03/17
 - Russell Reid/Mr John – Welding/Cutting – Type I - **FI17-037** – 7/11/17
 - Russell Reid/Mr John – Combustible Liquids – Type IV - **FI17-037** – 7/11/17

- Complaint Inspections:
 - Pilgrim Village Bldg #2 – Fire Alarm System – **FI17-043** – 7/20/17

- Reinspections:
 - Selective Transportation -19 Crows Mill Road **FI17-007**– 7/05/17
 - Selective Transportation -19 Crows Mill Road **FI17-005**– 7/05/17
 - Parlux/Perfumania – 1000 Riverside Drive – **FI17-027** – 7/10/17
 - Racz’s Towing-Garage –130 Smith St– **FI17-032** – 7/10/17
 - The Gilbert Company – 1000 Riverside Drive – **FI17-028** – 7/10/17
 - Selective Transportation -19 Crows Mill Road **FI17-007**– 7/12/17
 - Selective Transportation -19 Crows Mill Road **FI17-005**– 7/12/17
 - Selective Transportation- 19 Crows Mill Road **FI17-007**– 7/19/17
 - Selective Transportation -19 Crows Mill Road **FI17-005**– 7/19/17
 - Pilgrim Village Bldg #2 – 333 Crows Mill Road – **FI17-043** – 7/21/2017
 - Sandwich Time Deli – 427 Smith St – **FI17-031** -07/21/17

Fire-related Activity

- Vehicle Fire (Arson) – 10000 Riverside Drive – 7/5/17
- Fire Sprinkler System Activation – 19 Crows Mill Road - 7/08/17
- Pilgrim Village Bldg #2 – 333 Crows Mill Road – 7/20/17

Financial activity:

- Permit # 17-06 – Garden State Fireworks - \$331.00
- Permit # 17-07 – Russell Reid/Mr John - \$42.00
- Permit # 17-08 – Russell Reid/Mr John - \$497.00
- LHU Rebate (received in June 2017) - \$5,098

Total Received July 2017 - \$870

Total Received YTD - \$7,677.95

On-going Projects - Status

- Fire Inspection/Pre-plan Software
 - Software installed on desktop computer and tablet computer
 - Data is being collected and input into system.
 - Laptop mounts for chiefs’ vehicle and Engine 4-1 installed on 7/13/17
 - Laptop set-up was complete – turned over to chief on 7/13/17 and in use in chief’s vehicle

- 19 Crows Mill Road – Major Fire Protection System issues
 - 12 reinspections performed on NOV issued 3/3/2017

- System upgrades, repairs, testing and inspection completed on 11 of 15 systems, partial repairs on 2 other systems.
- 128 of 166 violations abated as of 7/19/17
- Upgrades, repairs and testing estimated to be completed by 9/30/17.

- KNOX Key retention system
 - Received all 4 boxes to install in apparatus
 - Accounted for 3 of 4 KNOX keys ordered in 1992
 - Received programming software, KNOX Tech key, programming cable
 - One box installed on Engine 4-1 by Pierce.
 - Laptop and software have been set-up for KNOX system.
 - Per the installation contractor, we need to order mounting brackets for vehicle mounts. I am in the process of obtaining cost information for the mounting brackets.

- Life Hazard Use inspections - Annual
 - Four (4) Life Hazard Use inspections performed during this period;
 - Year-to-date: Ten (10) Life hazard Use inspections conducted

- Non-Life Hazard Use Inspections – Annual
 - Two (2) Non-life hazard use annual inspections completed during this period
 - Year-to-date: Two (4) Non-life Hazard Use inspections conducted

Fire Safety Permits

- Permits are being renewed as they expire;
- Individual properties will be reviewed for proper permits as needed at time of annual inspection;
- Three (3) permits (2 Annual and 1 Event) issued during this time period
- Eight (8) permits issued this year

- Office Files
 - Files are being reviewed and transferred to new filing system as needed


- Fire Hydrants/Water mains
 - Crows Mill Road - water main issue
 - 4 flow tests were conducted on 4/20/17. Four (4) hydrants on Crows Mill Road and 1 on Bayview Ave were tested.
 - Calculations are being done by Middlesex Water and will be forwarded to the Fire Official on/about 5/5/17.
 - Significant water flow deficiencies noted on several during some of the testing.
 - Setting up a meeting with Middlesex Water Company – meetings have been cancelled – need to be rescheduled.

 - Public Hydrant @ Trap Rock

- Waiting to meet with water company regarding this hydrant and removing it from “public” since it is on private property
- Building Fire Alarm System
 - Obtained a quote from SimplexGrinnell Company for annual inspection
 - Waiting for approval of testing by Simplex Grinnell
- Fire Lanes
 - Issued two (2) fire-lane summonses during this period
 - Issued 18 fire-lane summonses issued this year
- Open Burning
 - Issued (0) summonses during this period
 - Issued two (2) summonses year-to-date
- Grants
 - Created login for Systems for Award Management (SAM.gov)
 - Required prior to applying for any Federal Grants
 - Began process of “Entity” registration (Board of Fire Commissioners)
 - Two weeks to resolve issue with DUNS number (Fire Commissioners versus Fire Company)
 - Received system & IRS confirmation of Taxpayer Identification Number (TIN) (Board of Fire Commissioners)
 - Registration is completed- awaiting for grant application period to be announced
 - To date, approximately 10 hours have been used to get to this point, due to DUNS number issues.



William S. Drake, Fire Official



Date

07/20/17

Keasbey Fire District # 4
JULY 2017 - BILL LIST
 June 28 through July 25, 2017

Date	Num	Name	Memo	Amount
Bank Of Woodbridge				
06/28/2017	13355	BART & BART, CPA	Preparation & Filing of 2016 Audit	-7,000.00
07/11/2017	13358	WEX BANK	Account #0496-00-227423-1 Fuel - June 2017	-270.62
07/25/2017	13360	BOARD OF FIRE COMMISSIONE...	Dispatch -July 2017	-3,192.13
07/25/2017	13361	COMCAST	Acct #8499053400889416-Phone & Internet	-355.87
07/25/2017	13362	DWAYNE JENSEN	Replenish Petty Cash	-523.63
07/25/2017	13363	ELIZABETHTOWN GAS	Acct# 0488199640/Gas 05/19/17-06/20/17	-78.90
07/25/2017	13364	Fail Safe Testing Inc	Annual Fire Hose & Ladder Test	-2,710.00
07/25/2017	13365	FIRST PRIORITY EMERGENCY ...	Acct#766 -1971 Mack Aerialcope-Repairs to Ladder	-948.42
07/25/2017	13366	Frank DellaPietro III	Fire Prevention Services 2016 Oct/10hrs, Nov/12hrs & Dec/1...	-950.00
07/25/2017	13367	GARY BATISTA	Asst with Hose & Ladder Testing	-125.00
07/25/2017	13368	JOHN NOVAKOWSKI	Assist with Hose & Ladder Testing	-125.00
07/25/2017	13369	MARIA BUCSANSZKY, E.A.	Monthly Fee-July 2017	-1,133.33
07/25/2017	13370	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill -July 2017	-4,199.15
07/25/2017	13371	NEW JERSEY CASUALTY INSUR...	#M98460916 WC Policy Renewal Premium 1st Installment 0...	-7,442.00
07/25/2017	13372	NJ ADVANCE MEDIA(HOME NE...	Acct# ASB-099467 -2016 Audit Synopsis Notice	-91.32
07/25/2017	13373	NJ Boating Safety Classes	Boating Safety Course - April 22, 2017 - 6-Attended	-450.00
07/25/2017	13374	PSE&G	Acct# 67 041 530 04 - Electric	-969.97
07/25/2017	13375	READY REFRESH	Acct #0427418157- 5 Gal Spring Water	-74.50
07/25/2017	13376	Safelite Fulfillment, Inc	Account #493067 - 2017 Ford Explorer - Replaced Windshield	-507.90
07/25/2017	13377	STATE OF NEW JERSEY	0-272-752-663/000-00 YEAR END 12/2016	-30.91
07/25/2017	13378	THE BARGE RESTAURANT	Catering 75 People - June 25, 2017	-1,241.25
07/25/2017	13379	Toms River Security Systems	Annual Fire Alarm Inspection	-275.00
07/25/2017	13380	VESOLIFE	Policy #G-2276-278 Volunteer Life Insurance Policy - August...	-133.88
Total Bank Of Woodbridge				-32,828.78
TOTAL				-32,828.78

07/20/17

Keasbey Fire District # 4
TREASURER'S REPORT
As of July 25, 2017

	<u>Jul 25, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank Of Woodbridge	505,027.33
Petty Cash	600.00
Total Checking/Savings	<u>505,627.33</u>
Total Current Assets	<u>505,627.33</u>
TOTAL ASSETS	<u><u>505,627.33</u></u>
LIABILITIES & EQUITY	0.00