

Robert J. Pawol, Secretary



**The Commissioners of Woodbridge Fire District No. 4
P.O. Box 84, 420 Smith Street
Keasbey, NJ 08832**

Minutes of the Fire District No.4, regular Meeting of June 27th, 2017

The June 27th, 2017 board meeting was opened by President Dwayne Jensen, commissioners in attendance were, Klose, Pawol, Roman, and Hughes. The accountant and auditor were present at this meeting, the attorney was not required to attend. The pledge of allegiance was said followed by a moment of silence.

2016 Fire District Audit:

Mr. Michael Bart, went over the complete audit for the year 2016, all five Fire Commissioners were in favor of the Fire District's audit and approved a resolution to send the document to the State of New Jersey, DCA.

Minutes of the Previous Meeting:

The minutes of the previous meeting were read by Mr. Pawol, a motion was made by Mr. Klose, 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, seconded by Mr. Klose, all were in favor.

Buildings & Grounds:

Mr. Hughes, reported that the Board of Fire Commissioners are getting price quotes for the repair of the concrete apron which is 83' x 6.5' x 8" thick, the slab is cracking and sinking and needs to be repaired.

Insurance:

Progress on getting a lower cost insurance policy.

Human Resources:

One junior member resigned, just turned 18 years old and going into the military .

Finance & Budget: Our Auditor went over last years budget and everything was in order.

Communications:

_____ None.

Trucks & Equipment:

_____ Mr. Jensen, reported on the following apparatus:

Ladder Truck 424 has a air leak, and the PTO is jumping in & out.

Rescue 4 has a scene light burned out on the rear of the apparatus.

431 had 4 new tires installed, and new brakes.

New 435 is waiting for the radio, and console to be installed.

The Fail Safe Company, will be doing Hose, Ladder, Pump, and Aerial testing between Aug 9th- Sept 8th, 2017.

Old Business:

_____ New laptop computer came in after a very long wait, Bill Drake, will be installing the software.

New Business:

_____ Mr. Pawol, read a new resolution to have a special election on August 22nd, 2017 at 7:00 P.M. for voter approval to purchase \$ 50,000 of new extrication tools & equipment, with funds coming from fund balance. All five commissioners were in favor to hold the special meeting.

Fire Prevention :

_____ See attached report.

Fire Company:

_____ The Thomas Kolarick, street naming ceremony was held on Sunday June 25th, with a very good turnout of fire company members, and the public.

Fire Chief:

190 calls year to date.

Public: None

Adjournment: Motion, Jensen, seconded by Pawol, all were in favor, meeting adjourned at 8:35 P.M.

Respectfully Submitted,



Robert J. Pawol, Secretary

Fire District No.4, Keasbey



The Commissioners of Woodbridge Fire District No. 4
P.O. Box 84, 420 Smith Street
Keasbey, NJ 08832

RESOLUTION 2017 - 07

WHEREAS, the Commissioners of Fire District No.4, Keasbey, Township of Woodbridge, New Jersey are in need to replace there vehicle extrication equipment " Jaws of Life " at a cost not to exceed \$ 50,000.00 and purchased through NJ State Contract #A80968.

WHEREAS, the Commissioners of Fire District No.4.wish to hold a special meeting on August 22, 2017 at 7:00 P.M. to secure voter approval for this capital project, which will be funded by existing fund balance and appropriated in the 2018 operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD of Commissioners of Fire District No.4, Keasbey, in the Township of Woodbridge, be authorized to hold a special meeting for the purpose of securing voter approval to fund the purchase of extrication equipment not to exceed \$ 50,000.00 and existing capital funds be appropriated in the 2018 budget.

Motion made by Hughes seconded by Roman all were in favor.

Commissioners Vote: YES NO ABSTAIN ABSENT
Jensen
Roman
Hughes
Klose
Pawol

Adopted: June 27th, 2017

Robert J. Pawol

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

5/24/2017 - 06/26/17

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. Eight fire sprinkler systems have been repaired, inspected and tested as of 6/22/17. Three additional fire sprinkler systems have been partially completed/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 06/22/2017, 111 of the 166 violations pertaining to the fire sprinkler system have been corrected.
- Continued to update occupancy and inspection information in Mobile-Eyes software.
- Local Business Registration – continuing to make contact visits with area businesses to obtain business registration information
- Court Appearance for Summons – RE: 65 E. William Street
- Issue Fire Safety Permit Renewals
- Repairs to new 435 Vehicle (windshield)
- Plates/Titles for new 435 Vehicle (DMV)
- Attended PEOSH Update class

Inspections:

- Annual Inspections
 - Raczy's Towing – Garage – 130 Smith Street
 - Raczy's Towing – Offices - 120 Smith Street
 - Sandwich Time Deli – 427 Smith Street
- Reinspections:
 - Parlux/Perfumania – 1000 Riverside Drive – **FI17-027** – 6/01/17
 - Alex Brands – 1000 Riverside Drive – **FI17-026** – 6/7/17
 - Alex Brands – 1000 Riverside Drive – **FI17-026** – 6/09/17
 - Selective Transportation 19 Crows Mill Road **FI17-007**– 6/13/17
 - Selective Transportation 19 Crows Mill Road **FI17-005**– 6/13/17
 - Selective Transportation 19 Crows Mill Road **FI17-007**– 6/26/17
 - Selective Transportation 19 Crows Mill Road **FI17-005**– 6/26/17
- Permit Inspections:
 - Raczy's Towing-Garage – Welding/Cutting – **FI17-032** – 6/20/17
 - Sandwich Time Deli – Kitchen Suppression System – **FI17-031** -06/20/17

Fire-related Activity

- 05/31/17 - 65 E. William Street – Improper Use of a Fire Pit
- 06/26/17 - 1200 Florida Grove Manor – Improper open burning – summons issued

Financial activity:

- Permit # 17-04 – Racz's Towing – Garage - \$42.00
- Permit # 17-05 – Sandwich Time Deli - \$42.00

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 received – scheduling install with the vendor.
 - Chief's Laptop delivered on 6/23/17 – in process of setting up the laptop.
- 19 Crows Mill Road – Major Fire Protection System issues
 - 9 reinspections performed on NOV issued 3/3/2017
 - System upgrades, repairs, testing and inspection completed on 8 of 15 systems, partial repairs on 3 other systems.
 - 111 of 166 violations abated as of 6/26/17
 - 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.
 - Remaining boxes will be installed and programmed once the laptop setup is complete and the KNOX software installed
- Life Hazard Use inspections - Annual
 - One (1) Life Hazard Use inspections performed during this period;
 - Year-to-date: Five (6) 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;
 - Two (2) annual permits issued during this time period
 - Five (5) 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

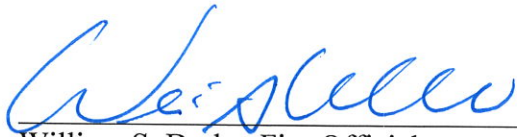
- Building Fire Alarm System
 - Obtained a quote from SimplexGrinnell Company for annual inspection
 - Waiting for quote for monitoring + monitoring options

- Fire Lanes
 - Issued seven (7) fire-lane summonses during this period
 - Issued sixteen (16) fire-lane summonses this year

- Open Burning
 - Issued two (2) 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)
 - Contact information input is required to complete the registration.

- To date, approximately 7 hours have been used to get to this point, due to DUNS number issues.
- Misc.
 - Created “egress plans” for Firehouse as required by NJ UFC – need to be framed/mounted
 - Calculated occupancy load for multipurpose room and lounge – need to be framed/mounted
 - Created line drawing to document fire alarm system devices/types/locations



William S. Drake, Fire Official



Date

06/22/17

Keasbey Fire District # 4
JUNE 2017 - BILL LIST
 May 24 through June 27, 2017

Date	Num	Name	Memo	Amount
Bank Of Woodbridge				
05/24/2017	13325	R.W. JACKOW PAINTING CO	Payment for Completion of Exterior Paiting 4 Red Garage Do...	-1,685.00
06/09/2017	13327	DUST BUSTERS	Cleaning Service - Meeting Room/Dispatch/Hallway/Kitchen/...	-1,500.00
06/09/2017	13328	William Drake	Reimbursement for Safety Shoes	-140.00
06/12/2017	13329	WEX BANK	Account #0496-00-227423-1 Fuel - May 2017	-207.19
06/21/2017	13332	Protection Fire Co #1	Reimbursement for Food & Refreshments for Street Naming...	-3,000.00
06/27/2017	13341	ACE WALCO PEST CONTROL	A/C 1000818-Monthly Pest Control Service	-77.65
06/27/2017	13342	BOARD OF FIRE COMMISSIONE...	Dispatch -June 2017	-3,192.13
06/27/2017	13343	C & C TOWING & AUTO REPAIRS	Chev Tahoe-Lube, Oil, Filter & Brakes	-977.47
06/27/2017	13344	COMCAST	Acct #8499053400889416-Phone & Internet	-366.72
06/27/2017	13345	ELIZABETHTOWN GAS	Acct# 0488199640/Gas 04/20/17-05/19/17	-79.88
06/27/2017	13346	Fit-Rite Uniform Company, Inc	5-Company Shirts & Fire Official Badge	-344.95
06/27/2017	13347	JOHN NOVAKOWSKI	Primary Election/Janitor	-150.00
06/27/2017	13348	MARIA BUCSANSZKY, E.A.	Monthly Fee-June 2017	-1,133.33
06/27/2017	13349	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill -June 2017	-4,199.15
06/27/2017	13350	NJ PRESS MEDIA	Acct# ASB-32817 -Sale of Surplus Property Notice	-21.80
06/27/2017	13351	POSTMASTER	PO Box Service Fee-12 Months PO Box 84	-112.00
06/27/2017	13352	PSE&G	Acct# 67 041 530 04 - Electric	-792.15
06/27/2017	13353	READY REFRESH	Acct #0427418157- 5 Gal Spring Water & Professional Clea...	-129.27
06/27/2017	13354	VESOLIFE	Policy #G-2276-278 Volunteer Life Insurance Policy - July 20...	-133.88
Total Bank Of Woodbridge				-18,242.57
TOTAL				-18,242.57

06/22/17

Keasbey Fire District # 4
TREASURER'S REPORT
As of June 27, 2017

	<u>Jun 27, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank Of Woodbridge	544,107.43
Petty Cash	600.00
Total Checking/Savings	<u>544,707.43</u>
Total Current Assets	<u>544,707.43</u>
TOTAL ASSETS	<u>544,707.43</u>
LIABILITIES & EQUITY	0.00