

Minutes of the Fire District No. 4, Regular Meeting of January 28th, 2025 Woodbridge Township Fire District No. 4, Keasbey

The meeting was opened by President Krejci, commissioners in attendance were, D. Polidura, R. Polidura, Reyes, and R. Pawol. The two accountants were not in attendance for this meeting. The attorney was not present or required to attend this board meeting, the pledge of allegiance was said followed by a moment of silence.

Minutes of the Previous Meeting:

Mr. Pawol, read the minutes of the previous meeting, Mr.E. Reyes, made a motion to accept the report as read, seconded by Mr. R. Polidura, all were in favor.

Treasures report:

Mr. Polidura, read the treasures report, Mr. Pawol, made a motion to accept the report as read and to pay all bills, seconded by E. Reyes, all were in favor. Pawol, abstained on check numbers 15562.

Buildings & Grounds:

Mr. Pawol, reported that there is nothing new on the future new firehouse from the developer.
We have had major issues with the HVAC system which is over 40 years old and we can not order replacement parts.
We are waiting for better weather conditions to have unit installed on the roof covered with ice at this time.

Insurance:

_____ Progress.

Fire Hydrants:

_____ Mr. Reyes, all hydrants are ok in the fire district at this time. He was asking if Middlesex Water can mark 6 hydrants with numbers in our fire district.

Trucks & Equipment:

Tower Ladder 424 is back from being repaired and is currently in service.
Command 431 needs a battery tender installed to keep the vehicle fully charged when not being used for a period of time.

Finance & Budget:

Mr. Pawol, reported that the 2025 budget election will be held on Saturday Feb 15th, from 2PM-9PM.

Old Business: None.

New Business:

Seven new Resolutions were approved # 2025-01 to #2025-07 which are attached to this report'

Also a Resolution authorizing the execution of shared service agreement with Woodbridge Fire District No.1 for an automatic mutual aid response, was signed by President W. Krejci.

Fire Prevention:

_____ No report this month.

Fire Captain:

_____ 34 calls year to date, William Krejci, asked the fire company to address members with very low percentages, on if they plan on staying on, or leaving the department.

Fire Chief: Sent his report to the commissioners by email, he was not able to attend this meeting.

Fire Company:

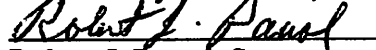
_____ The fire company had nothing to report on this meeting.

Public:

_____ No members of the public attended this meeting.

Adjournment: Motion to adjourn, Pawol, seconded by Reyes, all were in favor, meeting adjourned at 7:32 P.M.

Respectfully Submitted,



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

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2025-01

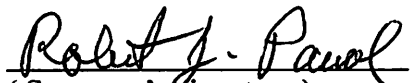
Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1 (a) provides that the governing body shall by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

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

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash Management plan, which shall allow for official depositories of the Commissioners to be The Northfield Bank.


(Secretary's signature)

1/28/2025

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
KREJCI	✓			
POLIDURA	✓			
ORTIZ-POLIDURA	✓			
PAWOL	✓			
REYES	✓			

**THE COMMISSIONERS OF FIRE DISTRICT NO.4
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

RESOLUTION # 2025-02

Authorizing Appointment of Auditor
Authorizing Appointment of Accountant
Authorizing Appointment of Attorney

WHEREAS, there exists a continuing need for professional services to be provided to the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

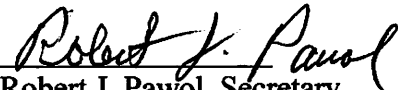
WHEREAS, the Commissioners are desirous of making appointments to the positions as referenced above for the year 2025; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service.

NOW THEREFORE, be it RESOLVED by the Commissioners of FIRE DISTRICT NO.4 in the TOWNSHIP of WOODBRIDGE, COUNTY of MIDDLESEX, as follows:

- (1) Bart & Bart, CPA's is hereby appointed to provide auditing services to the Board of Fire Commissioners.
- (2) Maria Bucsanszky, E.A. Tax & Bookkeeping Services, LLC, is hereby appointed to provide accounting services to the Board of Fire Commissioners.
- (3) Richard A. Fazzari, Esq, is hereby appointed to provide legal services to the Board of Fire Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.
- (4) This resolution and the notice of award of contract shall be available for public inspection.

Motion made by commissioner K. Ricci seconded by D. Polio all in favor.


Robert J. Pawol, Secretary

1/28/2025

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

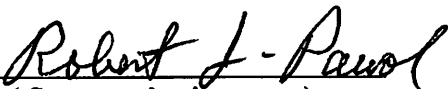
Resolution # 2025-03

Designation of Official Newspaper for Publications

WHEREAS, the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, must by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designation various newspapers as official newspaper in which the Commissioners may publish its various items during 2025.

(1) The official newspaper in which the Commissioners will publish all required notices or other items during 2025 pursuant to New Jersey statutes shall be The Home News Tribune, unless said New Jersey statutory law otherwise mandates that a newspaper other than the one as referenced herein be used for said publications.


(Secretary's signature)

Dated: 1/28/2025

ROLL CALL

AYE

NAY

ABSTAIN

ABSENT

KREJCI

✓

POLIDURA

✓

ORTIZE-POLIDURA

✓

PAWOL

✓

REYES

✓

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2025-04

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1 (e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

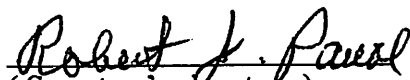
WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1 (f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages, or other compensation for services shall be paid.

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

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer, and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid in accordance with individual contracts. The Commissioners salaries shall be paid as determined by the Commissioners.


(Secretary's signature)

Dated: 1/28/2025

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
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KREJCI	✓			
POLIDURA	✓			
ORTIZE-POLIDURA	✓			
PAWOL	✓			
REYES	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2025-05

Designating Surety Bonding for Treasurer, President, & Vice President

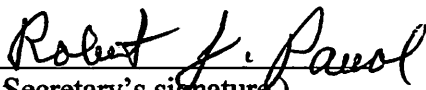
WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, deem it necessary to provide bonding for the President, Vice President, and Treasurer of the Fire District.

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

- (1) All Commissioners shall be bonded in the amount of \$ 200,000.


(Secretary's signature)

Dated: 1/28/2025

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
KREJCI	✓			
POLIDURA	✓			
ORTIZE-POLIDURA	✓			
PAWOL	✓			
REYES	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2025- 06
LOSAP

WHEREAS, the Board of Fire Commissioners of Fire District No.4, of the Township of Woodbridge, County of Middlesex, by the way of resolution accepts Lincoln Financial Company as the LOSAP investment company for the year 2025. The Board of Fire Commissioners authorizes its Secretary to fully execute the resolution with a vote in tonight's meeting:

Board of Commissioners Recorded Vote:

AYE

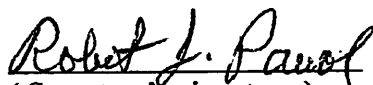
NAY

ABSTAIN

ABSENT

KREJCI
POLIDURA
ORTIZ-POLIDURA
PAWOL
REYES

✓
✓
y
✓


(Secretary's signature)

DATED: 1/28/2025

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO. 4, KEASBEY

Resolution # 2025-07

Authorizing Payment of Payroll Deductions
As Employers For Payroll Taxes and PERS/DCRP/PFRS Payments

WHEREAS, The Fire Commissioners of Fire District No.4 are eligible to join the Public Employee's Retirement System (PERS) the Defined Contribution Retirement Plan (DCRP) and the Police and Firemen's Retirement System (PFRS) and certain payroll taxes and PERS/DCRP/PFRS payments are required to be paid by the employer.

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

The Board of Fire Commissioners of Fire District No.4 will pay all payroll taxes and PERS/DCRP/PFRS payments as required as the employer.


(Secretary's signature)

DATED: 1/28/2025

ROLL CALL: AYE NAY ABSTAIN ABSENT

KREJCI ✓
POLIDURA ✓
ORTIZE-POLIDURA ✓
PAWOL
REYES ✓
 ✓

Monthly Chief's Report

Date & Time:

January 13, 2025 @ 1900 hours

Calls to Date:

Nature of Calls:

District 4 was dispatched & responded to: a dumpster fire, gas odor, gas leak, smoke conditions, down wires, motor vehicle accidents, fire alarms, a HAZMAT incident, and a carbon monoxide alarm.

Departmental Training:

December 19th Drill was cancelled.

January 2nd @ 1900 hours: was Annual Refresher Training (Right to Know, Bloodborne Pathogens, Sexual Harassment Policy Review, Fit Tests, Cell Phone Policies, and Emergency Contact Forms updating).

January 16th @ 1900 hours: will be PPE Donning, Doffing, and Inspections & SCBA/ Respiratory Protection Program.

February 6th @ 1900 hours: will be the first February Drill, topic TBD.

Fire Service Events:

December 14th was our 2024 Santa Run.

January 1st @ 1100 hours: was our swearing in ceremony for the Line Officers.

SOG's:

SOG binder in the Dispatch Room has been updated. The pre plan books will be updated accordingly. A few are still in need of updating or development, but as they come, everyone will be notified. They are guidelines for a reason, and discretion may be used, but keep in mind the difference between the words: "shall" & "should". SOG 3, Apparatus Response for District 4 & 8 is posted on the white board in the truck bay, please continue to refer to it and abide by it when responding to calls for service.

SOG's to be Updated:

12 – Structural Fire Attack (Residential, Commercial & Apartments)
23 – Hazardous Materials
25 Personnel Accountability System
29 TIC
32 SCBA Fill Station
33 LODD's

SOG's Under Development:

10a – District 1 Response & Command in District 4

Elevator Emergencies
Electric/Hybrid Vehicles
Boat Operations
EV Plug

Apparatus:

4-2-4 came back in service on December 24, 2024.

Equipment:

-Three multi-meters have been ordered by the BOFC along with a canister for calibration.

-Small Boat Motor still out of service.

-4-1's Stihl Saw was placed back in service this month.

Injury/ Sick Leave:

Nothing to report.

Morale/Recognition/Accomplishments:

Call #1: Probationary Firefighter Andrew Polidura was able to have some nozzle time during a dumpster fire caused by discarded fireworks.

Call #3: 424 responded with a full crew and a line officer thanks to Lieutenant Polidura being in house at the time of the call. 4-1 also responded with a crew to the scene to assist. This was a great collective response between our career staff and volunteers with the appropriate apparatus and in a timely manner. Keep coming out and working together.

Call #5: Firefighter Devin Schelmety arrived first on scene to a utility pole down along with multiple wires which required for the road to be shut down. Devin had great radio etiquette by making informative and accurate transmissions.

Call #15: Captain Salgado, Lieutenant Polidura, and Ex-Chief Luis Montalvo responded to 1000 Riverside Drive for a reported gas leak. The structure had to be evacuated, gas company notified, and readings were taken. The leak was later to be determined to be a blow off valve, however, the crew took the call as seriously as they should have and did any excellent job.

-Thank you to all for attending our first Drill of 2025, many more fun training sessions to follow with plenty of hands on. Continue to show up on time, ask questions, and maintain a positive attitude.

-Respectfully Submitted,

Chief Jack Croft

05/16/25

Keasbey Fire District # 4
JANUARY 2025 - BILL LIST
 December 24, 2024 through January 28, 2025

Date	Num	Name	Memo	Amount
Northfield Bank				
12/31/2024	15642	BART & BART	Meetings with staff discussions with DCA review of 2025 budge...	-2,000.00
12/31/2024	15643	ELIZABETHTOWN GAS	Gas - Acct# 0488199640 - 11/19/2024- 12/18/2024	-447.92
12/31/2024	15644	INSIDE AIR HEATING & COOLING	Service call / no heat in meeting room	-1,489.00
12/31/2024	15645	Middlesex Water - Building	Acct#4350200000-Water Usage - 09/24/2024- 12/20/2024	-914.65
12/31/2024	15646	PRIDE LANDSCAPE SUPPLY	Acct#00010114 - Repair on cutters edge	-987.44
12/31/2024	15647	READY REFRESH	Acct #0427418157- Rent / 5 Gal Water / Cups / Delivery fee / ...	-453.68
12/31/2024	15648	ROYAL BATTERY	Battery Ford SUV #435	-180.00
01/02/2025	15649	PNC Equipment Finance LLC	Lease #211154000 - 12/26/2024 - 01/25/2025	-73,478.00
01/09/2025	15651	BOARD OF FIRE COMMISSIONE...	Dispatch - January 2025	-3,702.83
01/09/2025	15652	CONFIRE FIRE PROTECTION	Customer ID C-20981-Kitchen system/ 4.6 gallon hydro cylinder	-381.50
01/09/2025	15653	INSIDE AIR HEATING & COOLING	Install new mitsubishi 3 ton ductless heat pump system	-17,200.00
01/09/2025	15654	MARIA BUCSANSZKY, E.A.	Monthly Fee - January 2025	-2,166.67
01/09/2025	15655	Parker Web Services	Annual Fee Domain Name Registration & Web Maintenance-20...	-1,573.00
01/09/2025	15656	Richard A Fazzari	File #7157 Annual Retainer 2025	-10,000.00
01/09/2025	15657	ROYAL BATTERY	Battery Pick up truck 436	-180.00
01/09/2025	15658	WEX BANK	Account #0496-00-227423-1 Fuel -December 2024	-454.23
01/09/2025	15659	FIRE & SAFETY SERVICES, LTD.	Pierce Arrow - Repair Diesel fuel in DEF tank	-19,330.00
01/10/2025	TEPS	DIVISION OF PENSIONS & BENE...	Health Benefits -January 2025	-3,927.39
01/10/2025	15660	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill - January 2025	-5,266.79
01/10/2025	15661	PSE&G	Acct# 67 041 530 04 - Electric 11/27/24-12/30/2024	-826.90
01/10/2025	15662	ROBERT PAWOL	Reimbursement -(10) Bags of ice melt 40lbs	-138.29
01/16/2025	15663	New Jersey State Volunteer Fireme...	Yearly Department membership 1/1/25 - 12/31/25	-40.00
01/16/2025	15664	W. S. Darley & Co.	C/S # 400295963 - 58 liter alum co	-255.00
01/22/2025	15665	COMCAST	Acct #8499053400889416-Phone & Internet -01/14/25 - 02/03/25	-627.10
01/23/2025	15667	Craig's Plumbing & Heating	Service Call -leaky stop sink faucet and broken toilet seat	-904.23
01/23/2025	15668	Uline	C/S#14597629 - Supplies	-1,125.17
01/27/2025	15669	READY REFRESH	Acct #0427418157- Rent / 5 Gal Water / Cups / Delivery fee / ...	-151.75
01/27/2025	15670	Turnout Fire & Safety	Uniforms/	-947.74
Total Northfield Bank				-149,149.28
TOTAL				-149,149.28

05/16/25

Keasbey Fire District # 4
TREASURER'S REPORT
As of January 28, 2025

	<u>Jan 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Northfield Bank	1,961,847.65
Petty Cash	600.00
Total Checking/Savings	<u>1,962,447.65</u>
Total Current Assets	<u>1,962,447.65</u>
TOTAL ASSETS	<u><u>1,962,447.65</u></u>
LIABILITIES & EQUITY	0.00