

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
April 8, 2013**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of April 8, 2013 was called to order by Commissioner Galvach at 7:30 pm. Four Commissioners were present: Comm. Galvach, Comm. Huber, Comm Nardiello and Comm. Santorelli. Board Accountants John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Commissioner Zullo was absent due to vacation.

Reviewed minutes from the March 4, 2013 monthly meeting.

Comm. Nardiello added under "Unfinished Business" that in respect to giving away the equipment that has been deemed condemned could open us up to a lawsuit if given to any organization whether it be firefighting or any individual.

MOTION to accept the March 4th minutes made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

Dan McKenzie, a representative from Airtech explained the issues with the heating system repairs, due to the fact that the two Airtech bills were held from the previous meeting until the issue could be investigated. Mr. McKenzie advised on ways to adapt to the new system and stated that he would work up a quote for the budget numbers.

Comm. Santorelli requested that the Captain go over the AC and heating policy with the staff.

MOTION to pay Airtech Bill # 27371 for \$237.50 and Bill # 27357 for \$590.00, made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 4-0.

BILLS TO BE PAID: \$207,487.19

Comm. Nardiello requested that Board Attorney Buck send out a letter to the Division of Pensions and Benefits requesting the option of making pension payments bi-annually or quarterly to avoid the need to transfer funds from the truck reserve. Comm. Nardiello added that making the full payment has an adverse affect on many fire districts and municipalities. Board Accountant Bucsanszky stated that the full payment is required or late fees and penalties up to 10% will occur and that \$151,033.00 had to be wired on April 1, 2013.

Comm. Galvach inquired about what services are included in the contract for Welstead Landscaping. Comm. Galvach requested to have a contracted list of services to have on record for this year from Welstead Landscaping.

Comm. Nardiello requested an itemized bill from Fords Mill Supply, which were for supplies and read by Comm. Huber.

Comm. Huber inquired about the high gas bill for the period of January 22-February 22.

MOTION to pay March bills, made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

MOTION to enter into Executive Session to discuss a personnel issue at 7:54pm, made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

MOTION out of Executive Session at 8:55pm.

EXECUTIVE SESSION:

Matters discussed at Executive Session were personnel matter within fire prevention.

MOTION to hire Lisa Lanza as a Secretary to the Fire Official, to be paid out of the Fire Prevention Budget, made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

Comm. Galvach stated that no additional monies will be added to the Fire Prevention Bureau for Lisa Lanza's salary.

TREASURER'S REPORT:

Balance	\$ 729,138.77
Deposits	\$ 6,796.00
Interest	\$ 46.17
Payroll	\$(73,986.24)
Payroll Tax/Adjustments	\$ 657.97
Disbursements for the Month	<u>\$(207,487.19)</u>
Ending Balance	\$ 453,849.54

MOTION to accept Treasurer's Report was made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

CHIEF'S REPORT:

Assistant Chief Norelli reported calls for the month of March a total of 18 calls and 61 for the year.

FIRE OFFICIAL'S REPORT:

Reviewed the Fire Official's report.

MOTION to accept the Fire Official's report made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

CAPTAIN'S REPORT:

Comm. Galvach stated that the March 26 entry under Buildings and Grounds was unclear.

Comm. Galvach reported that the Commissioners were given the list of equipment that is deemed of no value and would like to dispose of it. Comm. Huber requested that the list be held until the next meeting so that Comm. Zullo can be included in the decision to dispose the equipment and to add more items if needed. Attorney Buck stated that the equipment cannot go to another firehouse in New Jersey, but perhaps to South America. Comm. Nardiello stated that if the equipment is sent to South America, we must be clear and upfront that these items were condemned. Board Attorney Buck stated that a Resolution will be required for the disposable list.

MOTION that the disposable equipment list in the Captains Report be postponed in the event additional items are added made by Comm. Huber, seconded by Comm. Santorelli. All in favor 4-0.

Comm. Huber inquired about the two saws that the Captain is requesting to be purchased. Comm. Galvach will follow up with the Captain.

MOTION to replace the hose that we lost and need immediately made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

Comm. Galvach commented on the Captain's suggestion that the hall rental fee should be used towards the apparatus diesel exhaust system and stated that this should not be included in the Captain's Report and will speak to the Captain about it.

MOTION to accept the Captain's report made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

Comm. Galvach did not approve the item in the Captain's Report that the hall rental money should be used towards the apparatus diesel exhaust system.

Comm. Nardiello stated for the record that the problem with the exhaust system has been resolved.

TAXPAYER COMMENTS:

Keith Repace, Local 290 President, reported that he conducted the fire investigation on the structure fire and wanted to compliment the Port Reading Fire Department on the extinguishment. Mr. Repace stated that Tour 4 did a great job in extinguishing the fire, which made his job much easier. Mr. Repace complimented the volunteers as well who assisted him and stated that they were eager to learn and helped make it a smooth fire investigation.

Comm. Galvach thanked Mr. Repace and District 2 for their assistance.

Mr. Repace inquired about the Memorandum of Agreement. Comm. Santorelli stated that the Board of Commissioners has received it, but the MOA still needs to be reviewed by Comm. Galvach.

Firefighter Anthony Terebetsky commented that Dave Matyi, a member of the First Aid Squad has been a tremendous asset to the First Aid Squad, as well as the Fire District. Firefighter Terebetsky stated for the record that Mr. Matyi was instrumental in the recent brush fire by shuttling equipment and providing refreshments, as well as volunteering afterwards to wash the engines and clean out the trucks and that his efforts were most appreciated.

Comm. Galvach stated that he admires the positive comments that are coming in about the fire company and commends them for all that they do.

UNFINISHED BUSINESS

Comm. Nardiello reported that he spoke to Firefighter Renaldi and all volunteers have been issued new gear at a cost of \$2,105. This includes the helmet, jacket, pant, leather boots and the names on the back of the jacket, which was done at a substantial savings. Comm. Nardiello reported that all career firefighters, except for the Captain have been measured up and the order has been placed. The cost is \$2,300 per uniform, which also includes the leather boots and the names on the back of the jacket.

Comm. Nardiello stated that he is working with Attorney Tom Buck on the mission statement for the website.

Comm. Nardiello reported that he was advised by Firefighter Renaldi that all FEMA paperwork has been completed and submitted and they are waiting for a response. Comm. Nardiello stated that nothing has been refused or declined at this time.

Comm. Nardiello reported that the career equipment has been sent out and will be tested. Comm. Nardiello stated that if the turnout gear is useable it will be cleaned and if it is deemed unusable it will be returned as such.

Comm. Santorelli reported that he received a call from Firefighter Renaldi when the gear was being distributed, stating that they did not order the names on the back and that some of the firefighters did not want the names included. Comm. Santorelli stated that the names can be taken off, but there should be a consensus. The Board recommended that the names stay on for easier identification purposes.

Assistant Chief Norelli stated that new helmets were not issued and a vote was taken regarding the names by closed ballot and the names on the back won. Comm. Nardiello stated that he would follow up with Firefighter Renaldi regarding the helmets.

NEW BUSINESS:

Comm. Huber reported that the plans and paperwork for the First Aid Squad room has been submitted to town hall and should be approved this week.

Comm. Nardiello reported that during the field fire at Prologis, one of the AV3000 Scot Air masks were damaged and needs to be replaced and three spare SCBA AV 2000 masks are needed. Comm. Nardiello stated that he would contact Firefighter Renaldi to get a price from the vendor on these items. Comm. Nardiello reported that we may or may not receive a towing bill charge after the truck got stuck when coming back from being refilled during the field fire.

Comm. Nardiello stated that a directive needs to go out regarding turnpike calls, which Comm. Santorelli reported was approved. Comm. Nardiello will follow up to get something in writing.

Comm. Nardiello reported that he will get a price from the vendor for two hot sticks to detect electrical currents, which was requested by the Safety Committee.

Comm. Santorelli stated that he had several questions regarding the hall rental use, but will wait for Comm. Zullo to be present.

Comm. Santorelli reported that he has the Memorandum of Agreement for the contract and will give it to Firefighter Terebetsky after the meeting to bring to the negotiation committee.

Comm. Galvach reported that he spoke to Patrick Kenny and was informed that the towing bill will be taken care of from the field fire. Comm. Galvach thanked District 1 since they called firefighters in for overtime to help with the fire and would like a letter of appreciation sent out.

Comm. Galvach stated that District 1 voted unanimously to offer their Fire Prevention vehicle to Port Reading for \$2,800.00. Board Accountant Bucsanszky reported that the Fire Prevention vehicle is a 2003 Durango with only one driver and an excellent maintenance record.

MOTION to purchase the Fire Prevention vehicle from District 1 for \$2,800.00 was made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

Comm. Galvach stated that the Chief's vehicle will need to go on the disposable list and items need to be removed from the vehicle. The vehicle will then be scrapped or will go up for auction.

MOTION to enter into Executive Session to discuss a personnel issue that was on the Captain's Report, made by Comm. Santorelli, seconded by Comm. Nardiello.

MOTION out of Executive Session at 8:55pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were questions on the Captain's Report, a personnel matter and the Memorandum of Agreement.

MOTION to pay add on bills for reimbursement of \$100.00 for the deposit and \$991.95 for the balance for the appreciation dinner after Hurricane Sandy, made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

MOTION to adjourn meeting at 8:57 pm made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 4-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

BOARD OF FIRE COMMISSIONERS
DISTRICT NO. 2
P.O. BOX 207
PORT READING, NEW JERSEY 07064

April 8, 2013

Treasurer's Report

BEGINNING BALANCE	\$ 729,138.77
Deposits	6,796.00
Interest	46.17
Payroll	(73,986.24)
Payroll Tax/Adjustments/Transfers	(657.97)
Disbursements for the Month	(<u>207,487.19</u>)
ENDING BALANCE	\$ 453,849.54

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

04/05/13

BILL LIST

Accrual Basis

March 5 through April 8, 2013

Date	Num	Name	Memo	Amount
Columbia - Voucher				
03/05/2013	27371	AIRTEC SERVICE INC	Heating System Repair on February 19, 2013	-237.50
03/05/2013	27372	Confires Fire Protection Service LLC	Extinguishers tested	-109.75
03/05/2013	27373	Home Depot Credit Services	Supplies	-302.38
03/05/2013	27374	Welstead Landscaping	2013 Property Maintenance	-2,800.00
04/01/2013	TEPS	DIVISION OF PENSIONS AND BENE...	PERS - 2013 ANNUAL EMPLOYER APPROPRIATION	-4,092.00
04/01/2013	TEPS	DIVISION OF PENSIONS AND BENE...	PFRS - 2013 ANNUAL EMPLOYER APPROPRIATION	-151,033.00
04/08/2013	27375	Casazza & Ur, Public Accountants, LLC	Monthly Fee - April 2013	-2,208.33
04/08/2013	27376	ABSOLUTE FIRE PROTECTION CO...	Maintenance 2008 E-One Pumper 2-2	-2,028.00
04/08/2013	27377	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-57.67
04/08/2013	27378	FIREFIGHTER ONE LLC	Structural Rubber Firefighting Boots (1)	-193.02
04/08/2013	27379	Staples Business Advantage	Acct#1054611 Supplies	-110.82
04/08/2013	27380	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-374.86
04/08/2013	27381	MAX L. BROWN HARDWARE CO., I...	Supplies	-27.00
04/08/2013	27382	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 11/26/12 - 02/26/13	-400.69
04/08/2013	27383	New Jersey State Association of Fire ...	2013 Dues	-300.00
04/08/2013	27384	Racestar	Fuel - February 2013	-114.00
04/08/2013	27385	AT&T	Account # 011-293-3370-001 732-636-0894	-51.29
04/08/2013	27386	Elizabethtown Gas	Account # 2202559020 - Firehouse 1/22/13-2/21/13	-969.68
04/08/2013	27387	Fords Fire District #7	Dispatch Service - April 2013	-5,412.00
04/08/2013	27388	Jessica Rizitis	Website Maintenance - March 2013	-125.00
04/08/2013	27389	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 4/15/13 - 5/14/13 GL 009906	-1,228.15
04/08/2013	27390	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - April 2013	-1,670.41
04/08/2013	27391	FORDS MILL SUPPLY	Supplies	-1,343.59
04/08/2013	27392	Dave Matyi	Strip Hall Floors and Hallway Floor and Waxed	-50.00
04/08/2013	27393	Tyler J. Glagola	March 10, 2013 - Hall Rental - Cleaned & Monitored Baby Sho...	-50.00
04/08/2013	27394	MIDDLESEX WATER COMPANY	Hydrant Service for March 2013	-11,390.42
04/08/2013	27395	VFIS	Accident & Sickness Policy Add't Premium - More Members p...	-58.00
04/08/2013	27396	Silent Companion Corp	Account #F-2012 Install One Smoke Detector, Horn/Strobe, C...	-230.00
04/08/2013	27397	Surge Electric Inc	Electrical Work - Fixed 2 Lights in Meeting Room	-281.00
04/08/2013	27398	Home Depot Credit Services	Supplies	-183.98
04/08/2013	27399	Home News Tribune	Professional Services & 2013-2014 Meeting Schedule Notices	-56.16
04/08/2013	TEPS	New Jersey State Health Benefits Pro...	Health Benefits April 2013 ID#146900	-17,354.12
04/08/2013	27400	TOWNSHIP OF WOODBRIDGE SE...	Sewer User Fee 2013	-1,396.94
04/08/2013	27401	PSE&G	ELECTRIC BILL	-1,247.43
Total Columbia - Voucher				-207,487.19
TOTAL				-207,487.19

April 2013

Period

03-05-12 thru 04-08-13

Annual Hose Testing

03-11-13 Fail Safe Fire Hose Testing Inc. performed Hose Testing and failed the following:

Engine 2-1

- One 2 ½" X 50 FT.
- One 3" X 50 FT.
- One 5" X 100 FT.

Engine 2-2

- One 5" X 100 FT.

Engine 2-3-3

- Two 1 ¾" X 50 FT.
- Two 2 ½" X 50 FT.

Equipment Request

- Three 100 FT. 5" Supply Hoses (Hose Testing Replacements)
- Four 2 ½" X 50 FT. Hoses (Hose Testing Replacements)
- One 3" X 50 FT. w/ 2½" NST (Hose Testing Replacements)
- One Partner FD-760 FD-Rescue 14" Saw w/ 30-Tip Carbide Blade \$996.04
- One Tempest Tech. Ventmaster Husqvarna Pro 575XT Fire Rescue Chain Saw w/ Depth Gauge 16" \$2,249.99

or

One VentMaster Fire Rescue Chain Saw 576HD-16-DG .404 w/ 16" Bar \$2, 099.94

Apparatus Diesel Exhaust System

- The Hall Rental fees of \$300.00 should now be used towards extending the Bay Exhaust System to serve the middle position of the end (First Aid Side) bay. 2-3-4 needs to be housed inside.

Manpower Problem

- Due to the serious fire attendance problems, I am requesting that at least 2-4 off duty career members be called in immediately upon dispatching of a reported fire. This is very dangerous to our first arriving personnel and the community. This issue needs to be addressed immediately.

Engine 2-1

- 03-28-13 Added approx. one qt. 50/50 antifreeze water solution into cooling system.
- 04-01-13 The following items need to be repaired as per Absolute's "Annual Preventative Maintenance" Pump, Chassis, & Engine Report:
- Pump will not pass vacuum test w/ these valves uncapped
Large diameter Hale Valve without ball replacement \$625.00
If Ball needs to be replaced \$1,989.00
 - #3, #4, & Right Rear Discharge \$375.00 ea.
 - Relief Valve "Open" Light stays "On" all the time
Piston w/ magnet needs to be replaced \$625.00
 - Tail pipe hanger is broken and needs replacement \$89.00
 - Left side crew cab window regulator is loose
Remove door panel to gain access to mounting hardware & repair as needed
\$133.50

Engine 2-2

- 03-05-13 Absolute picked up apparatus at approx. 8:00 AM to perform the needed repairs reported on the "Annual Preventative Maintenance" Pump, Chassis, & Engine Report.
Apparatus placed "Out of Service" during above. Notified Station 7.
- 03-12-13 Absolute returned apparatus back from repairs. On-duty placed "Back in Service".
- 04-07-13 Scott Air Pak Mask Reg. SN: ND0013091EZVS on Pak SN: 00301882 was run over by 2-3-4 (Pickup Truck) during 04-07-13 brush fire. Incident Report Filed. Will have Pak "Back in Service" this week w/ another reg.

Buildings & Grounds

- 03-00-13 On-duty personnel arranged Metal Counter Top (90"L x 24"W x 30"H) from Watchroom into a workbench within bay
- 03-08-13 Snow removal.
- 03-14-13 Ordered two Log Books from Staples Online.
- 03-15-03 Received Staples Order.
- 03-16-13 Kohler Power Systems (Generator) Engine Oil and Coolant checked O.K.
Note: 438.9 hours recorded on meter
- 03-18-13 Snow removal.
- 03-20-13 Airpower International Inc. performed Air Test on Breathing Air System. Invoice No. 31199
- 03-20-13 Replaced Batteries within Hallway Thermostat w/ new.
- 03-23-13 Kohler Power Systems (Generator) Engine Oil and Coolant checked O.K.
Note: 439.5 hours recorded on meter
- 03-23-13 Lawn Doctor applied application
- 03-26-13 Possible faulty Flush Valve within left side urinal in Men's Room. Shut off supply and tagged "Out of Service"
- 03-26-13 On-duty personnel mounted one recoil electrical drop cord assy. for ambulance within West Ave. Bay for Pickup Truck (2-3-4)
- 03-30-13 Kohler Power Systems (Generator) Engine Oil and Coolant checked O.K.
Note: 440.1 hours recorded on meter

Unresolved since the November 2012 Meeting

The question has been brought to my attention as to the obligation/requirements the career members have to respond to EMS/First Responder calls when either a commissioner, First Aider, or just the general public calls the building in time of need. The apparatus has responded to a few occasions because of who called, but on the other hand just advises others to call 9-1-1 only. This puts us in a bad position attending to only certain requests. Although there is a section in the contract that pertains to this subject, the question is "do we respond when called"? Another problem that exists within the fire district is the Sewaren (Woodbridge First Aid) section of Fire Dist. #2 which is not served by PRFAS or any First Responder Program. This section of our fire dist. pays fire tax the same as the rest, but is not benefitting from the service.

Disposal List

- ECHO Power Blower Model No. PB-200 SN:
- ECHO Weed Trimmer Model No. GT-200R SN: 05001001-05999999
- Solar ES5000 Booster Pak
- (5) 25 FT 5" HOSES
- Nextel Cell Phones & Chargers
- Desk
- Desk
- Desk

Damaged Minitor II's(9)

- 92-10
- 34
- 91-2,
- 48,
- 92-1,
- 38
- 92-3
- 1 unknown
- 2 Damaged Minitor II outer shells.

Good Minitor II's (ID & Serial #)All with Base Stations(7)

- 62 MD5XVE2937
- 56 R46BNQ4319
- 34 MD5BRS246J
- 92-4 MD5BSA2FW4
- 42 R46BPJ3627
- 63 MD5XVE2938
- Unknown MD5BQJ2CP9

Refurbished Minitor II's (3)

- 37 MD5BQJCPD
- 47 R46BPJ3628
- Unknown R46BPJ3629

Minitor III's w/ Base Stations(3)

- 66 MD5BSA2FW2
- 69 MR5BCJ294T
- 67 MR5BCJ294R

Minitor V's w/ Base Stations(4)

- 136WL55344
- 136WL55342
- 136WL27742
- 136WLZ7773

9 damaged Base Stations for Min II

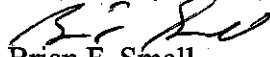
23 Leather cases for Min II

Port Reading Board of Fire Commissioners
Fire Prevention Bureau Report
Month of :March 2013
Submitted:April 2013

1. Site plans for Month: 0
2. Certifications of Inspections: Bed Bath & Beyond,R & S Marble,Carmens Pizza,M. P. Built , Busanka Reataurant.
3. Inspections issued for the month:
4. Fire Permits Issued: 4a.
5. Fire Investigation/follow-up for month: 5a. Man Hours
6. Fire Code Violation fines :
7. Complaints Reports: 0
8. Telephone Conversations w/ 8a. Government/State:

Comment:.

Respectfully,



Brian F. Small

Fire Official