

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
April 3, 2017**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of April 3rd was called to order by Commissioner Galvach at 7:00 pm. All Five Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo, Comm. Santorelli and Comm. Galvach. Board Accountant Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was absent

The meeting minutes from the April 3, 2017 meeting were inadvertently not recorded.

TREASURER'S REPORT:

Balance	\$ 1,099,152.10
Deposits	\$ 336.00
Interest	\$ 39.28
Payroll	\$(71,984.49)
Payroll Tax/Adjustments	\$ 6,795.48
Disbursements for the Month	<u>\$(257,073.50)</u>
Ending Balance	\$ 777,264.50

BILLS TO BE PAID: \$257,073.50

See attached Add On Bills

CAPTAIN'S REPORT:

See attached Captain's Report

FIRE OFFICIALS REPORT:

The Fire Official's Report was not available and tabled until the June meeting.

TAXPAYER COMMENTS:

There were no taxpayer comments.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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

April 3, 2017

Treasurer's Report

BEGINNING BALANCE	\$ 1,099,152.10
Deposits	336.00
Interest	39.28
Payroll	(71,984.49)
Payroll Tax/Adjustments/Transfers	6,795.48
Disbursements for the Month	(<u>257,073.50</u>)
ENDING BALANCE	\$ 777,264.87

Chief's vehicle 2-3-1

3-28-17 Advised Commissioner Galvach and Santorelli that unit would be needed for Turnpike response on 3-29-17 in order to facilitate Medical recheck.

3-29-17 Chief dropped off at fire house in the absence of a support vehicle for Volunteer Turnpike Response.

Fire Prevention vehicle 2-3-6

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailers

3-30-17 0900 Hose testing

Buildings and Grounds

3-2-17 1015 ODP received call on 0894 from a Monsy from Raritan Bay Medical center requesting payment from district for an individual who was treated there on February 25th 2017 stemming from a fall at a party in the firehouse. File # 2777319 was given as a reference. Commissioner Santorelli notified.

1135 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

3-3-17 0650 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

0800 ODP continued work on kitchen remodel.

1045 Sign Changed as per Comm. Zullo

3-4-17 0720 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

1040 ODP Checked Kohler building generator. Fluids okay 565.7 hours to date.

1320 Received two Certified letters in mail. Signatures provided for acceptance.

3-6-17 0830 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

1900-2045 Commissioner Meeting in hall.

0655 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

3-7-17 0720 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

3-9-17 0900 ODP removed old cabinetry in kitchen and retained for possible First Aid use.

1230 Delivery received from Iselin lumber of new cabinets for kitchen.

ODP Changed sign as per Commissioner Request.

3-11-17 0930 ODP found thermostats changed in bays. Reset to proper settings.

1150 ODP checked Kohler building generator. Fluids in Generator are okay. 566.3 hours to date.

1800 ODP found heater in on east side of bay not working. C6 contacted Commissioner Zullo and advised to contact technician for repair. Airtech will be here Monday 3-13-17.

3-12-17 1245 Engine 2-2 attended Woodbridge Parade with CFF#2411

3-13-17 0915 Ehrlich Pest Control here provides service.

0915 Airtech was here repairing inoperative heating unit as aforementioned.

1300 Iselin Lumber delivered remaining cabinets.

1830 Relief Meeting in hall

3-14-17 Supplemental staffing called in for Blizzard "Stella"

0400-1500 repeated snow removal and ice control measures by ODP, Volunteer Fire Company standby crew and Per Diem First Aid Squad employees.

3-15-17 0845 ODP continued renovations in kitchen.

0845 ODP found panic bar and locking mechanism detached and inoperative on side door of station. Commissioner Zullo notified and NJ Doorworks contacted for repair.

0853 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

1900 JIF required quarterly facilities safety meeting in hall.

3-16-17 Resident Bob Fischer came in to Fire house to request promotion of High School Play to be placed on sign. Commissioner Zullo was unavailable at the time. Contacted Co-chair of sign committee Commissioner Nardiello via email, voice and text for approval. Standing by.

1030 ODP picked up ice control granules and shovels from Fords Mill.

1230 Approved Fire Protection delivered 2 lengths of replacement 5" hose previously damaged a Buckeye drill that was purchased by Buckeye.

1415 R & S Marble and Granite here making template for future donated granite install.

1430 NJ Doorworks repaired side door locking mechanism.

1530 Avenel Fire picked up replacement hose.

3-17-17 1025 Confires was here and provided oxygen service for First Aid squad.

0825 C6 Attempted to notify Commissioner Nardiello again for approval of sign change request; unsuccessful.

Delivery of CAD upgrade wiring for kitchen received from Staples.

3-18-17 1022 C6 received approval from Commissioner Nardiello for sign to be changed

1025 ODP Changed outside sign as per request.

1430 Commissioner Zullo called from Florida to check on Kitchen progress and to send his regards. He also expressed his appreciation for the work that the Career Fire Staff does and requested that it be passed on to the staff.

Building generator checked. The fluids are okay. 566.9 hours to date.

3-19-17 All apparatus washed.

Found TV in Watchroom inoperative. C6 contacted Comcast and resolved billing error.

3-21-17 0715 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

0930 ODP Found two pictures on floor in Hall damaged.

3-22-17 1315 Building Generator running weekly self-check.

1400 UPS delivery received for EMS manager.

1800-2030 EMS class in hall.

3-23-17 0650 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

3-24-17 1300 R & S Marble and Granite installed brand new donated granite counter tops in kitchen.

1430 ODP filled 4 SCBA cylinders for Woodbridge Fire District #1.

3-25-17 ODP Washed all apparatus and bay floors.

Building generator checked. Fluids are okay. 567.5 hours to date.

3-26-17 1200-1330 Brunch with the Mayor in hall.

1400 ODP filled 2 SCBA cylinders for Woodbridge Fire District #1

3-27-17 0708 ODP made all proper notifications to Middlesex County Fire Marshall for received Confined Space entry work in the district.

1235 ODP picked up anti-freeze for stock from NAPA.

1420 Kraese repairs picked up rotary saw for repair.

1520 JIF insurance adjuster, Pam Goodyear, here taking pictures of ladies' room threshold involved in pending lawsuit against the district.

3-28-17 ODP Changed signed as per Commissioner authorization.

0758 C6 contacted WT DPW Sewer dept. about flood on Port Reading Ave due to blocked storm drains. They inspected the drains and advised that they will be scheduling the proper equipment to rectify the problem.

3-29-17 0900 C6 and CFF #248 received follow up evaluation at JFK Occupational Health and cleared for duty as per Departmental respiratory protection policy. Report to follow.

******Request allotment for purchase of seating in kitchen not to exceed \$1000.00***

******Request resolution to secure official email system for department and elected officials administrative needs.***

Training

3-14-17 ODP pre-plan training

3-16-17 ODP pump refresher training

3-23-17 1900-2100 Fire Company Drill in apparatus bays. HAZMAT operational and decontamination unit assembly and procedure training held.

Fuel

3-3-17 Engine 2-1 added 23.2 gallons of fuel

3-12-17 Engine 2-2 added 24.6 gallons of fuel

3-22-17 Engine 2-1 added 24.3 gallons of fuel

Engine 2-3 added 15 gallons of fuel

3-27-17 Support unit 2-3-4 added – 15 gallons of fuel

Equipment

3-2-17 1030 New Jersey Fire Equipment picked up 1 SCBA for repair.

3-6-17 ODP switched out battery for 202's Minitor Fire Pager

3-7-17 1420 Commissioners cleared the purchase of new AED and Turnout Gear for CFF #2411

3-9-17 0800 ESI equipment here performing annual service.

3-15-17 ordered new Defibtec AED through First Aid Squad under State bid price.

3-18-17 Remaining HP Heartstart AED fell to battery failure. C6 contacted Commissioner Nardiello, who approved replacement of this AED as well. C6 contacted First Aid Squad to place supplemental order.

3-27-17 0900 Rotary saw off of 2-1 pull chord broke during test run. Kraese repairs contacted and picked up for repair.

0900 Found batteries dead on Bullard Brick TIC. All charged.

3-30-17 0900 Failsafe Testing doing annual hose and ladder testing for all department equipment.

1200 Snow plow and blower secured in shed.

1250 Air Power Intl. here performing air quality test on Station Breathing air system.

Volunteer Recruitment

3-22-17 0930 Port Reading resident called about joining Fire Company. Recruitment committee called back and left message. No reply to date.

3-28-17 1733 received message from VFF#123 of possible new recruit interest. C6 forwarded contact information to recruitment committee.

1828 Recruitment committee left message for interested party. No reply to date.

Officially,

Captain Paul DeLeo

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

March 7 through April 3, 2017

03/30/17

Date	Num	Name	Memo	Amount
Columbia - Voucher				
03/07/2017	29011	Dave Matyi	Painted/Basement, Upstairs Ladies & Men's Room	-300.00
03/07/2017	29012	MIDDLESEX COUNTY FIRE ACA...	#01-1654-17 Incident Management System I-400/R. Fritzs	-100.00
03/07/2017	29013	CARPET MAVEN LLC	Commissioners Podium Flooring	-787.32
03/07/2017	29014	Stone Mountain Printing	50-Digital Color Contracts for Hall Rentals	-70.30
03/08/2017	29015	Isellin Home Improvement Center	Kitchen Improvements-New Cabinets	-3,011.40
03/31/2017	TEPS	DIVISION OF PENSIONS AND BE...	PFRS - 2017 ANNUAL EMPLOYER APPROPRIATION	-172,155.00
03/31/2017	TEPS	DIVISION OF PENSIONS AND BE...	PERS - 2017 ANNUAL EMPLOYER APPROPRIATION	-4,700.00
04/03/2017	TEPS	New Jersey State Health Benefits ...	Health Benefits Coverage -April 2017 ID#146900	-23,685.68
04/03/2017	TEPS	New Jersey State Health Benefits ...	Retired Health Benefits Coverage -April 2017 ID#146900	-1,394.46
04/03/2017	29016	AT&T	Account # 011-293-3370-001 732-636-0894	-57.23
04/03/2017	29017	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-466.34
04/03/2017	29018	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-61.00
04/03/2017	29019	ESI Equipment Inc	Service Agreement 3/01/17-02-28/18	-182.85
04/03/2017	29020	Fords Fire District #7	Dispatch Service -March 2017	-5,520.25
04/03/2017	29021	FORDS INDUSTRIAL SUPPLY	Supplies	-125.94
04/03/2017	29022	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-192.89
04/03/2017	29023	Jan. Rasimowicz	Uniform Boots	-99.99
04/03/2017	29024	Jessica Rizitis	Website Maintenance -April 2017	-175.00
04/03/2017	29025	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 04/15/17-05/14/17 GL 009906	-861.30
04/03/2017	29026	Maria Bucsanszky, E.A	Monthly Fee - April 2017	-2,332.97
04/03/2017	29027	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for March 2017	-12,336.45
04/03/2017	29028	Port Reading First Aid Squad	Reimbursement for Xfinity Invoice A/C#8499053400614111	-30.63
04/03/2017	29029	PSE&G	ELECTRIC BILL	-900.66
04/03/2017	29030	Racestar	Fuel -February 2017	-131.00
04/03/2017	29031	Stephen Weber	Reimbursement for Power Strips to Connect to Bay	-72.58
04/03/2017	29032	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pol#734229 04/1/17-04/30/...	-234.60
04/03/2017	29033	TOWNSHIP OF WOODBRIDGE S...	Acct#62282900-0 Sewer User Fee 2017	-2,616.42
04/03/2017	29034	FORDS INDUSTRIAL SUPPLY	Supplies	-101.99
04/03/2017	29035	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 11/22/16-2/22/17	-493.02
04/03/2017	29036	TOWNSHIP OF WOODBRIDGE.	2017 Radio Maintenance	-20,000.00
04/03/2017	29037	Woodbridge Fire District #1	Reimbursement - Health Benefits/Vision & Dental April 2017	-1,919.50
04/03/2017	29038	A-B-D Electrical Supply	Kitchen Electrical Supplies	-285.00
04/03/2017	29039	ATLANTIC TIRE & SERVICE	Repair Flat 06 Ford E250	-25.00
04/03/2017	29040	D'APRILE CATERING	Refreshments - Meet the Mayor 03/26/17	-250.00
04/03/2017	29041	Elizabethtown Gas	Account # 2202559020 - Firehouse 02/21/17-03/22/17	-480.03
04/03/2017	29042	NAPA Auto Parts of Colonia	6 Batteries	-818.94
04/03/2017	29043	RICHARD FRITZSCH	Reimbursement - Shoes	-69.99
04/03/2017	29044	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-15.78
04/03/2017	29045	NAPA Auto Parts of Colonia	Supplies	-11.99
Total Columbia - Voucher				-257,073.50
TOTAL				-257,073.50

12:19 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

04/03/17

April 4, 2017

Accrual Basis

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Columbia - Voucher				
04/04/2017	29046	MIDDLESEX COUNTY FIR...	#01-1654-17 Incident Management System ...	-200.00
04/04/2017	29047	VFIS	Accident & Sickness Policy #VFP 4231-066...	-1,658.00
04/04/2017	29048	Silent Companion Corp	Account #F-2012 Annual Test & Report to C...	-150.00
Total Columbia - Voucher				-2,008.00
TOTAL				-2,008.00
