

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
December 4, 2017**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of December 4, 2017 was called to order by Commissioner Nardiello at 7:30 pm. All five Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo and Comm. Galvach and Comm. Santorelli. Operations Manager Nisky was present. Board Accountant Bucsanszky was present. Board Attorney Tom Buck was present. Captain DeLeo was present. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the November 6, 2017 meeting.

Correction was made to the Budget Resolution Roll Call Vote. Comm. Santorelli voted yes and Comm. Galvach was absent.

Comm. Galvach inquired about the quote for the career staff masks on the Captain's Wish List, which was \$1600 per mask and ten masks will be needed to outfit the career staff, totaling \$16,000.

Comm. Nardiello clarified that his reasoning for the additional staffing was because mutual aid is not as dependable as it used to be and it is dangerous to send two guys in especially during the day, as well as being dangerous for the residents.

MOTION to accept the November 6, 2017 meeting minutes made by Comm. Zullo and seconded by Comm. Huber. All in favor 5-0.

BILLS TO BE PAID: \$57,394.60

Comm. Zullo will not be voting on Bill #29295 for "Jessica Rizitis".

MOTION to pay the November bills made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

TREASURER'S REPORT

Balance	\$ 773,382.69
Deposits	\$ 513,976.15
Interest	\$ 130.60
Payroll	\$(78,818.21)
Payroll Tax/Adjustments	\$ (231.64)
Disbursements for the Month	<u>\$(57,394.60)</u>
Ending Balance	\$ 1,151,044.99

MOTION to accept Treasurer's Report made by Comm. Santorelli, seconded by Comm. Huber. All in favor 5-0.

Reviewed the minutes from the November 20 Special Budget Meeting. Comm. Nardiello was not present at the meeting since he had to take his mother to the hospital, but was updated by Board Accountant Bucsanszky. Comm. Nardiello will not be voting on the November 20 minutes.

MOTION to accept the November 20 Special Budget Meeting minutes, made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

The Board Clerk read the Resolution for the 2018 Fire District Budget, with total appropriations of \$2,124,171 and will consider the Annual Budget for adoption on January 2, 2018.

ROLL CALL VOTE:

Comm. Nardiello – Yes
Comm. Galvach – Yes
Comm. Huber – Yes
Comm. Zullo – Yes
Comm. Santorelli – Yes

Comm. Nardiello stated that any changes or addition can be made prior to the next meeting and to contact Board Account Bucsanszky in order to do so.

MOTION made by Comm. Huber to continue renewal of the fire service protection agreement, seconded by Comm. Santorelli. All in favor 5-0.

The Board Clerk read the Resolution to approve the Temporary 2018 Budget in the amount of \$282,596.

ROLL CALL VOTE:

Comm. Nardiello – Yes
Comm. Galvach – Yes
Comm. Huber – Yes
Comm. Zullo – Yes
Comm. Santorelli – Yes

CAPTAIN'S REPORT:

Captain DeLeo reported on the 10/31 structure fire and stated that it was joint and excellent effort between all departments, including the police department and thanked all that was involved.

Captain DeLeo thanked Chief Kotusky for his years of professionalism and dedication and stated that he did wonders in breaking down the wall between the career and volunteer staff. Captain DeLeo wished Harry Triantafillidis the best of luck taking over as Chief.

Captain DeLeo reported that the "Commissioner Only" signs were installed.

Captain DeLeo gave an update on the building construction, stating that there is an issue with the floor in the basement and lighting issues. Captain DeLeo recommended 15 LED lights at \$53.95 per light and a 2X2 and he would buy the materials and bring in an electrician.

MOTION made by Comm. Huber to purchase the lighting materials consisting of 15- 2x4 and 1 - 2X2, seconded by Comm. Galvach. All in favor 5-0.

Captain DeLeo reported that he met with the Joint Insurance Fund for the annual sight visit on 12/1 and reported that all training was verified and we should get a \$2500 incentive check like last year.

Captain DeLeo thanked the Board for the SBCA cylinders which have been put in service and will be good until 2028.

Captain DeLeo reported on the recent Buckeye Pipeline Drill and stated that they were gracious hosts.

Captain DeLeo reported that Buckeye Pipeline would like to have a Man Overboard Drill and plan in place, however they do not want to staff it. Captain DeLeo stated that Buckeye would provide a rescue boat and finance it at their expense, but we would need to staff it, provide training and handle the maintenance. Operations Manager Nisky recommended a shared service agreement with the police department and stated that he will look into it.

Captain DeLeo stated that he attended the Woodbridge Township Fire Officer Meeting on 11/27 and they will be offering IMS 200, 300 and 400 training and looking to get the fire department working together with the police department during an active shooter situation, which is in the infancy stage.

Captain DeLeo stated that in the past the gear had been sent out monthly to be washed for a fee, however, Fire District 5 and 12 have been washing our gear at no cost when we ask

them. Captain DeLeo purchased four gallons of turn out gear detergent as a gesture to thank them for their kindness.

Captain DeLeo pointed out that with the building of the new Red Oak Building Complex on Old Road near the Knights of Columbus, it would be beneficial to us to purchase new apparatus in 2021, specifically a pump with a ladder.

MOTION made by Comm. Santorelli to accept Captain's report, seconded by Comm. Zullo. All in favor 5-0.

CHIEF'S REPORT:

The Chief's report was unavailable.

Comm. Nardiello stated that Harry Triantafillidis will be taking over as Chief, effective 1/1/18.

Captain DeLeo reported 250 calls for the year.

Captain DeLeo reported that the Santa ride will take place on 12/14 at 5:30pm and that there was a good showing at the parade.

FIRE OFFICIALS REPORT:

The Fire Official report was unavailable. Comm. Nardiello stated that he had a conversation with Fire Official Small that if he was unavailable to have his Asst. Harry Triantafillidis be present in his absence.

UNFINISHED BUSINESS:

Comm. Galvach stated that they rectified the Buckeye bill regarding the repairs on the foam truck.

Comm. Zullo stated that there was an issue with the pilot light in the bey, which has been rectified.

MOTION made by Comm. Santorelli to purchase 400 feet of attack hose, seconded by Comm. Huber. All in favor 5-0.

MOTION made by Comm. Zullo to purchase \$799.00 desktop computer for the Captain, seconded by Comm. Huber. All in favor 5-0.

Discussions regarding purchasing 10 inside masks for \$16,000.00 and submitting a purchase order for half this year and half next year.

Comm. Nardiello wished everyone a very Merry Christmas and thanked everyone for a job well done this past year.

NEW BUSINESS:

Comm. Galvach is looking to plan a Christmas Dinner for January 13 at 6:00 pm at the firehouse.

Comm. Zullo thanked Dave Mayti for installing the Commissioner signs.

MOTION made by Comm. Santorelli to enter Executive Session at 8:17 pm, seconded by Comm Zullo. All in favor 5-0.

MOTION out of Executive Session at 8:25 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel and legal matter.

TAXPAYER COMMENTS:

Fire Official Small reported 2 site plans for D'Orsi Bakery and the new senior citizen center by the Knights of Columbus.

Comm. Nardielli stated that since Harry Triantafillidis will be both the Chief and Assistant Fire Official, he can give report next meeting.

MOTION made by Comm. Zullo to accept Fire Officials Report, seconded by Comm. Galvach. All in favor 5-0.

Operations Manager Nisky stated that he is pleased with the building construction and thinks it looks fabulous.

MOTION made by Comm. Zullo to adjourn meeting at 8:28 pm, seconded by Comm. Santorelli. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

November 7 through December 4, 2017

12/01/17

Date	Num	Name	Memo	Amount
Columbia - Voucher				
11/07/2017	29284	MIDDLESEX COUNTY FIRE ACA...	Motor Vehicle Extrication - Cruz	-210.00
11/07/2017	29285	Valic	2015 LOSAP CONTRIBUTION - SEGUINE	-500.00
11/07/2017	29286	Valic	2016 LOSAP CONTRIBUTION - GALVACH & SEGUINE	-1,000.00
12/04/2017	29287	AIM UNIFORMS	Bates Boots - Brian Small	-99.00
12/04/2017	29288	AT&T	Account # 011-293-3370-001 732-636-0894	-58.73
12/04/2017	29289	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-467.42
12/04/2017	29290	Dalmatian Fire Equipment	10-Carbon Fiber Cylinder & Valve	-5,369.20
12/04/2017	29291	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-63.00
12/04/2017	29292	Fords Fire District #7	Dispatch Service -November 2017	-5,520.25
12/04/2017	29293	FORDS INDUSTRIAL SUPPLY	Supplies	-97.47
12/04/2017	29294	Home News Tribune	Account #ASB-099468 Notice- Special Meeting November 20, 2...	-14.08
12/04/2017	29295	Jessica Rizitis	Website Maintenance - December 2017 & Adjustment of \$200.00	-375.00
12/04/2017	29296	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 12/15/2017-01/16/2018 GL 009906	-861.30
12/04/2017	29297	Maria Bucsanszky, E.A	Monthly Fee - December 2017	-2,333.37
12/04/2017	29298	MIDDLESEX COUNTY FIRE ACA...	Fire Department Drill-Residential/October 26, 2017	-236.00
12/04/2017	29299	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for November 2017	-12,330.09
12/04/2017	29300	NAPA Auto Parts of Colonia	Supplies	-67.92
12/04/2017	29301	New Jersey Door Works, LLC	Repaired Door #6	-1,008.25
12/04/2017	29302	Peter Fizer	Reimbursement - Work Shoes	-100.00
12/04/2017	29303	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-266.39
12/04/2017	29304	ROYAL IRRIGATION	Customer ID# 2762 Pre Paid Lawn Sprinkler System Maintenanc...	-470.00
12/04/2017	29305	Silent Companion Corp	Account #F-2012 - Installed 1 Smoke & C/O Detector	-375.00
12/04/2017	29306	Staples Business Advantage	Supplies #NYC1054611 Inv#3356911920 & 3359478105	-87.08
12/04/2017	29307	Home News Tribune	Account #ASB-099468 Notice- 2015-2016 Synopsis of Audit	-152.48
12/04/2017	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription-12/01/2017-12/31/2017 ID#146900	-23,685.68
12/04/2017	TEPS	New Jersey State Health Benefits ...	Retirees Benefits -12/01/2017-12/31/2017 ID#146900	-1,394.46
12/04/2017	29308	Dave Matyi	Installed 2 Polls & 3 Signs at Firehouse	-100.00
12/04/2017	29309	PORT READING LADIES AUXILIA...	Fire Drill	-137.51
12/04/2017	29310	PORT READING LADIES AUXILIA...	Fire Drill of 10/26/17	-14.92
Total Columbia - Voucher				-57,394.60
TOTAL				-57,394.60

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

December 4, 2017

Treasurer's Report

BEGINNING BALANCE	\$ 773,382.69
Deposits	513,976.15
Interest	130.60
Payroll	(78,818.21)
Payroll Tax/Adjustments/Transfers	(231.64)
Disbursements for the Month	(<u>57,394.60</u>)
ENDING BALANCE	\$ 1,151,044.99

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2017 budget appropriations have insufficient balances to meet the 2017 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

From		To	
H-05-01/Insurance	\$ <u>700.00</u>	H-26-03/Building Maint	\$ 500.00
		H-26-09/Fire Monitoring	<u>200.00</u>
 TOTAL	 \$ <u>700.00</u>	 TOTAL	 \$ <u>700.00</u>

MOTION to accept resolution made by Comm. LA, seconded by Comm. RS, all in favor.

Louis V. Nardiello, President	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lewis Huber, Vice Pres	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Joseph Zullo, 2 nd V.P.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Kenneth Galvach, Treasurer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Robert Santorelli, Secretary	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Adopted, December 4, 2017

Date

Kenneth Galvach, Treasurer _____

RESOLUTION

BOARD OF FIRE COMMISSIONERS

FIRE DISTRICT NO. 2

WHEREAS, NJS 40A: 14-78.17 provides that where any contract, commitment or payments are to be made prior to the adoption of the budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is prior to January 15, 2018; and

WHEREAS, the total appropriations on the 2017 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$2,018,540; and

WHEREAS, fourteen percent of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2017 budget is the sum of \$ 282,596;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Township of Woodbridge, Fire District No. 2, that the temporary 2018 budget be approved in the amount of \$ 282,596.

ROLL CALL VOTE:	YES	NO	ABSENT
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Louis V. Nardiello, President	✗		
Lewis Huber, Vice President	✗		
Joseph Zullo, 2 nd Vice-Pres	✗		
Kenneth Galvach, Treasurer	✗		
Robert Santorelli, Secretary	✗		

Dated: December 4, 2017

Robert Santorelli, Secretary

2018 FIRE DISTRICT BUDGET RESOLUTION

Woodbridge Township Fire District No. 2

FISCAL YEAR: January 1, 2018 to December 31, 2018

WHEREAS, the Annual Budget for the Woodbridge Township Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2018 and ending December 31, 2018 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 4, 2017; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,124,171, which includes an amount to be raised by taxation of \$2,024,952, and Total Appropriations of \$2,124,171; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 4, 2017 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 2, 2018.

(Secretary's Signature)

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Louis V. Nardiello	X			
Kenneth Galvach	X			
Lewis Huber	X			
Joseph Zullo	X			
Robert Santorelli	X			

Port Reading Fire Department



Captain's Report- November 3rd, 2017- November 30th, 2017

Engine 2-1

Relief light stuck on when in pump. Relief Valve working okay.

Remaining Issues: Mirror heat/motion harness needs repair.
Pump packing was able to be adjusted again but still needs to be replaced.

Engine 2-2

Engine 2-3

Support Pick-up 2-3-4

Chief's vehicle 2-3-1

Fire Prevention vehicle 2-3-6

11-13-17 Fuel Fob System not working. Notified Commissioner Santorelli. Commissioner Santorelli repaired.

11-27-17 FI picked up fuel fob.

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailers

Buildings and Grounds

11-3-17 0715 Construction continuing on offices and spaces.

11-4-17 0830 ODP made all proper confined space notifications to county officials.

1000 ODP participated in local business charity fundraiser and community outreach

1400 All apparatus washed

11-6-17 ODP filled 2 SCBA cylinders for WFD district #1

1930 Commissioner's Meeting in hall

11-7-17 0730 Construction continuing on office and spaces.

1500 UPS delivery received.

1900 -2138 EMS class using Hall. Also, had to use basement area for CPR station.
Attendees to the class used main parking lot; not Lee Street parking lot.

11-8-17 0730 Bay door #6 has broken spring. Contacted Comm's Huber and Zullo to authorize repair. Contacted NJ Doorworks.

0800 Township Contractors here removing tools from construction work.

0800 ODP cleaned out small shed and reorganized.

0930 8 Bags of oil dry absorbent received from NAPA auto parts.

1100 Commissioner Nardiello requested that ODP lower the flag to half-staff and note on the station sign for the Texas Church Shooting that happened on November 5th.

1300 NJ Doorworks here repairing spring on bay door #6.

1330 ODP Installed new TFT intake received and donated by Buckeye Pipeline.

1830 EMS CEU class in hall. Attendees used main station parking lot and not Lee Street lot.

11-9-17 0930 ODP installed intake valve on 2-3

11-10-17 0924 ODP made all proper confined space notifications to county officials.

1000 ODP moved lumber from old shelving to small shed

1100 Delivery received from Fords Mill Supply

Confires here providing service for First Aid Squad

11-13-17 Ehrlich Pest control here providing service.

ODP picked up approved storage shelves for gear room.

1930 Fire Company meeting in hall.

11-14-17 0745 Gurney Electric working on construction project.

0940 Johnston Communications here working on Phone system as part of Construction project.

1400 Commissioner Huber here checking on construction project progress.

11-14-17(cont.) 1830 EMS CEU class in hall. Class extended into apparatus bays and hallway area. C6 instructed ODP to advise class that they could not be in the hallway due to the fire code. Both lots full due to bus trip and ems class.

1900 Relief and Exempts Association meeting in basement due to training class scheduling conflict.

11-17-17 1120 Confires here providing service for First Aid squad.

11-18-17 1300 Private party being held in meeting hall.

11-20-17 1245 UPS delivery received

*Received request from Commissioner Zullo to attain a "headcount for upcoming December 9th Fire District Holiday party"

1330 Brian Burke here evaluating construction project and scheduling completion

1900 Commissioner Budget workshop meeting in hall.

11-21-17 0730 ODP made all proper confined space notifications to county officials.

*1306 Received call from Commissioner Zullo that the aforementioned Fire District Holiday party has been cancelled until after the New Year.

11-22-17 Building Generator conducting weekly self-test.

1240 Delivery of 10 new SCBA cylinders received from Dalmatian Fire equipment

1300 Building generator running weekly self-test.

1330 Airpower international here performing air quality test on cascade system.

1930 ODP Changed sign and restored flag as per Commissioner Nardiello.

11-27-17 1230 Delivery received for First Aid Squad from Mattress Firm.

11-28-17 C6 reviewed site plans with 537 and 237 for Red Oak living facility to be constructed on Old Road. Complex is going to be three and a half (3.5) stories in height.

*****Due to the coming of this type of high occupancy/and height of construction and the high volume of taller structures now in the fire district, it is recommended to start planning for the next apparatus purchase to be that of a Ladder or Quint type.***

11-29-17 0930 ODP made all proper confined space notifications to county officials.

11-29-17 (cont.) 1830 EMS Training class in hall

*Commissioner Nardiello came to Station #2 for a Ladies Auxiliary meeting. ODP checked the hall use calendar and confirmed that the meeting was scheduled for December 6th.

1900 Ladies Auxiliary showed up for meeting. CALENDAR IS INACCURATE thus creating a scheduling conflict. ODP called Commissioner Nardiello by phone to notify him of the error and left message. Ladies Auxiliary was forced to meet in the basement.

Training

(11-6-17 to 11-30-17) 0730-1500 CFF# 2411 Firefighter 1002 @MCFA

11-30-17 1830 Drill @ Buckeye Pipeline

Fuel

11-9-17 Engine 2-1 added 27.01 gallons

11-14-17 Support Unit 2-3-4 added 7.002 gallons

11-25-17 Engine 2-2 added 28.593 gallons

Equipment

11-2-17 CFF#245 & CFF#246 used spare gear and sent regular sets for cleaning.

11-3-17 CFF#242 issued spare gear to CFF#247. Other sets sent to AFD for cleaning.

11-22-17 10 SCBA cylinders received from Dalmatian Fire Equipment.

1330 Airpower international conducted air quality test on Cascade System

11-27-17 0844 ESI equipment returned repaired low-pressure air bag control unit. Air bags back in service.

Officially,

Captain Paul DeLeo