

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
February 1, 2016**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of February 1, 2016 was called to order by Commissioner Santorelli at 7:30 pm. All Commissioners were present: Comm. Santorelli, Comm. Galvach, Comm. Nardiello, Comm. Zullo and Comm. Huber. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Operations Manager Nisky was absent. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the January 4, 2016 Meeting.

MOTION to accept the January 4 meeting minutes made by Comm. Nardiello, seconded by Comm. Huber. All in favor 5-0.

BILLS TO BE PAID: \$57,507.87

Comm. Zullo will not be voting on Bill #28547 for "Jessica Rizitis".

Comm. Galvach inquired about the PSEG bill.

MOTION to pay January bills made by Comm. Huber seconded by Comm. Nardiello. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 754,195.31
Deposits	\$ 1,293.00
Interest	\$ 372.28
Payroll	\$(78,047.29)
Payroll Tax/Adjustments/Transfers	\$ 7,146.95
Disbursements for the Month	<u>\$(57,507.87)</u>
Ending Balance	\$ 627,452.38

MOTION to accept Treasurer's Report was made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

CHIEF'S REPORT:

Chief reported 21 calls for the month of January.

Chief reported that all have completed the annual training with the exception of one.

Chief reported that the photos were taken for the new ID cards and that there is a CPR Class scheduled for February 11.

Chief reported that the volunteer coverage during the snow storm was 32 hours.

Chief reported that they will run the new cards with some minor changes.

Chief reported that all will be attending the Fire Officers Meeting at the Academy on Wednesday, 2/3.

Chief stated that they are responding to many more calls with the use of the phone.

Chief reported that Firefighter Cruz passed the State test and Firefighter 1.

Comm. Zullo congratulated the Chief on becoming a grandfather.

MOTION to accept the Chief's Report made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

FIRE OFFICIALS REPORT:

The Fire Officials report was unavailable and tabled until the March meeting.

CAPTAINS REPORT:

Captain DeLeo reported that the firehouse was cleared out effectively and efficiently during the snow storm and thanked Comm. Santorelli for the township's assistance.

Captain DeLeo reported that the CPR and sexual harassment class will take place on February 11.

Captain DeLeo reported that he met with the County Marshall regarding an agreement from District 2 to send the foam pumper with personnel if needed and we would replace our guy with an overtime guy. Operations Manager Nisky needs to be consulted regarding this issue.

Captain DeLeo thanked the fire company and volunteers for digging out the hydrants on drill night.

Captain DeLeo spoke to the ladies auxiliary regarding a magnetic system for the memorial sign.

Captain DeLeo purchased three buntings to hang over the each bay to be used after the improvements are complete.

Captain asked to keep Firefighter Fizer family in their prayers with the loss of his step-father.

Captain DeLeo reminded the Board that once the audit in March is complete and money is freed up we can consider the efficient energy use program since there are concerns with the electric bill. Captain stated that he replaced two LED units which will save money in the long run.

Captain DeLeo requested approval to put on an overtime guy for the St. Patrick's Day Parade on March 13 to help build moral for the volunteers. The Chief agreed with the Captain that his would build moral since the volunteers do their best to participate and have a lot of pride in the organization.

Comm. Galvach requested that Captain DeLeo look into the notice from the water company regarding the two hydrants.

MOTION to accept the Captain's Report made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

Board Accountant Bucsanszky read the corrected 2016 Adopted Budget Resolution.

ROLL CALL VOTE:

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

TAXPAYER COMMENTS:

Stephen Cianci, owner of D'Orsi's Bakery approached the Board, seeking to lease six (6) parking spaces across the street for his expansion project. Mr. Cianci suggested a rate of \$50.00 per month, per parking spot.

UNFINISHED BUSINESS:

Comm. Zullo reported that he received a call from the Captain regarding the issue with the door downstairs.

Comm. Zullo thanked the Captain for replacing the lights in the hall, which are now nice and bright.

Comm. Nardiello thanked the career and volunteer staff for digging out the fire hydrants during the storm.

Comm. Huber suggested having the sign company give a demonstration at the March meeting for the new LED three color sign out front and will ask Operations Manager Nisky why the township chose one company over the other.

NEW BUSINESS:

Comm. Nardiello reported that there were no matters of urgency when he met with the Safety Committee.

Comm. Hubert reported that the new drain downstairs was clogged.

Comm. Santorelli reported that as per Operations Manager Nisky, the township will be accepting the bids tomorrow for the improvements.

Comm. Nardiello stated to get the word out to vote "yes" for the Budget on February 20.

Comm. Santorelli requested authorization to hire the poll clerks and order food for the February 20 Election for Comm. Huber and Nardiello.

MOTION made by Comm. Zullo to hire poll clerks and order food for the February 20 election, seconded by Comm. Nardiello. All in favor 5-0.

MOTION to enter Executive Session at 8:08 pm, made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

MOTION out of Executive Session at 8:20 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a potential contract with D'Orsi's Bakery to lease six (6) parking spaces with price to follow and the hiring of one (1) career firefighter.

MOTION made by Comm. Zullo to proceed to hire one (1) Firefighter provisionally, seconded by Comm. Nardiello. All in favor 5-0.

MOTION to adjourn meeting at 8:25 pm made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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

February 1, 2016

Treasurer's Report

BEGINNING BALANCE	\$ 754,195.31
Deposits	1,293.00
Interest	372.28
Payroll	(78,047.29)
Payroll Tax/Adjustments/Transfers	7,146.95
Disbursements for the Month	<u>(57,507.87)</u>
ENDING BALANCE	\$ 627,452.38

**BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2
BILL LIST**

29/16

January 5 through February 1, 2016

Date	Num	Name	Memo	Amount
Columbia - Voucher				
01/05/2016	28532	JOSEPH ZULLO	Reimbursement - Gift Card for Chief Jeff Kotuski	-100.00
02/01/2016	28533	AGT Battery Supply	2 - Photo 6V/1520mah Lithium 2CR5	-17.63
02/01/2016	28534	AT&T	Account # 011-293-3370-001 732-636-0894	-56.21
02/01/2016	28535	Fizer Plumbing & Heating, LLC	Drain in Outside Basement Stairwell Blocked- Cleared Drain	-560.00
02/01/2016	28536	NAPA Auto Parts of Colonia	LED MC KIT	-18.29
02/01/2016	28537	New Pig	Account #4954625 - Supplies	-126.40
02/01/2016	28538	Racestar	Fuel - December 2015	-171.00
02/01/2016	28539	Stone Mountain Printing	20 Digital Black Sets of Coples PEOSH PROGRAM	-24.10
02/01/2016	28540	Witmer Public Safety Group	3 - Leather Radlo Straps & Cases	-75.97
02/01/2016	28541	Elizabethtown Gas	Account # 2202559020 - Firehouse 11/23/15-12/21/15	-289.29
02/01/2016	28542	FLORAL EXPRESSIONS, INC.	Customer #480 - Sympathy Basket - Trotto	-57.95
02/01/2016	28543	Fords Fire District #7	Dispatch Service - February 2016	-5,520.25
02/01/2016	28544	POSTMASTER - PORT READING	2 Rolls of Stamps	-98.00
02/01/2016	28545	PSE&G	ELECTRIC BILL	-1,097.88
02/01/2016	28546	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-410.53
02/01/2016	28547	Jessica Rizitis	Website Maintenance - February 2016	-175.00
02/01/2016	28548	LAWN DOCTOR	Customer#795791 - Lawn Maintainer Program - 6 Services	-336.30
02/01/2016	28549	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 02/15/2016-03/14/2016 GL 009906	-893.20
02/01/2016	28550	Maria Bucsanszky, E.A	Monthly Fee - February 2016	-2,333.33
02/01/2016	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits & Prescription Coverage - February 201...	-1,283.63
02/01/2016	28551	Raritan Flag and Banner	3 - Full Pleated Mourning Fan Item # E070318	-144.00
02/01/2016	28552	Staples Business Advantage	Acct# NYC 1054611 Micro SDH Card 8 GB	-16.58
02/01/2016	28553	Welstead Landscaping	2016 Spring & Fall Clean Up	-3,200.00
02/01/2016	28554	Woodbridge Fire District #1	Reimbursement - February 2016 Health Benefits Vision & Dental	-1,896.13
02/01/2016	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription Coverage - February 2016 ID#14...	-22,757.82
02/01/2016	28555	Staples Business Advantage	Acct# NYC 1054611 Slim 16MP Digital Camera Red	-67.19
02/01/2016	28556	Anthony Terebetsky	Reimbursement - 15 H1 LED Bulbs	-224.85
02/01/2016	28557	Cooper Electric Supply Co	Performed Tune Up and Replaced Battery	-165.00
02/01/2016	28558	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-61.00
02/01/2016	28559	Harry Triantafillidis	Reimbursement for Business Cards - B. Small & H. Triantafillidis	-50.00
02/01/2016	28560	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-224.85
02/01/2016	28561	Staples Business Advantage	Acct# NYC 1054611 HP950XL HY Black Ink Cart	-61.44
02/01/2016	28562	Stone Mountain Printing	150 Digital Copies of Incident Report Forms & 150 Narrative Co...	-127.00
02/01/2016	28563	Staples Business Advantage	Acct# NYC 1054611 HP 951 Tri Color Ink Cart 3PK	-47.89
02/01/2016	28564	MIDDLESEX WATER COMPANY	Hydrant Service for February 2016	-12,323.73
02/01/2016	28565	PORT READING FIRE CO #1	Annual Stipend Funds	-1,495.43
02/01/2016	28566	Valic	2014 LOSAP Contribution - Matyi	-500.00
02/01/2016	28567	Valic	2014 LOSAP Contribution - Triantafillidis	-500.00
Total Columbia - Voucher				-57,507.87
TOTAL				-57,507.87

2016 ADOPTED BUDGET RESOLUTION

Woodbridge Township Fire District No. 2

FISCAL YEAR: January 1, 2016 to December 31, 2016

WHEREAS, the Annual Budget for the Woodbridge Township Fire District No.2 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 4, 2016; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$1,988,834.00, which includes amount to be raised by taxation of \$1,891,655.00, and Total Appropriations of \$1,988,834.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 4, 2016 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,988,834.00, which includes amount to be raised by taxation of \$1,891,655.00, and Total Appropriations of \$1,988,834.00.

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

(Secretary's Signature)

February 1, 2016
January 4, 2016
(Date)

Board of Commissioners Recorded Vote

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

Port Reading Fire Department



Captain's Report- January 1st - January 28th 2016

Engine 2-1

****Request front tire replacement as advised by service technician.***

Engine 2-2

1030 ODP Adjusted LDH intake to clear discharge hose.

0930 ODP Changed light bar bulbs from Halogen to LED.

Engine 2-3

1-8-16 1430 ODP replaced broken airline.

ODP reported intermittent problem with marker lights.

Support Pick-up 2-3-4

1-11-16 1100 ODP put plow on as per C-6.

1-14-16 1620 Commissioner Zullo called to advise that FF Matyi will be using to pick a donation for FA Squad and Fire Dept. from his residence.

1-15-16 FI Triantafillidis using for Inspections.

Chief's vehicle 2-3-1

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

Buildings and Grounds

1-2-16 0800-1100 Police Test Prep Company using hall.

0930 Family of deceased Ex-Chief of Fire Company here to make preparations for repast. Used downstairs Kitchen for food preparation.

1100 Commissioner Nardiello here. ODP Pulled out Engines 2-1 and 2-2 for funeral procession for former Fire Company member.

Family to hold repast returned @ 1230. ODP assisted in setting meeting room after Class in hall was completed. Commissioner Zullo notified of the conflict.

1630 Engines 2-1, 2-2 and 2-3-1 went to Chubenko's funeral home for Ex-Chief funeral services.

1700-2000 Family using hall for repast.

1-3-16 Letter sized envelope dropped off for D. Zullo.

1-4-16 ODP Raised flag and cleared main sign as per protocol.

1830 ODP changed two bulbs over FA Bays #BR30

1845 Commissioner meeting in hall.

1-5-16 1000 Received delivery from Fords Mill supply

1-6-16 FO Spillar here conducting annual fire inspection of Station 2

Captain DeLeo called for all annual protection system reports.

1-7-16 ODP 0915 Picked up order at Stone Mountain Printing.

1000 ODP filled 6 SCBA cylinders for District #1

1-8-16 1425 ODP Brought mail to Accountant's office.

1-10-16 ODP Marked watchroom calendar for April 2, 2016

1-11-16 0820-1051 Cooper Power here for Building Generator test/service/report.

0830-1230 Fizer plumbing here. Cleared clogged in basement outside stair drain.

0925 FedEx delivered five (5) boxes for S. Weber/ PRFAS. ODP placed by FA office door.

1100 UPS delivered absorbent pads and leak stop.

1228 FedEx delivered one (1) package for S. Weber/PRFAS, placed by FA office door.

1450 UPS delivered two tubes for Fire Chief, placed by office door

1715 ODP filled one SCBA cylinder for Fire District #1.

1930-2050 Fire Company meeting in hall.

1-12-16 0900 First Aid SMR roll out training in hall.

1025 ODP Marked calendar for Commissioner Zullo, March 5th and 6th of 2016.

1900 First Aid class being held in basement.

1900 Relief and Exempts meeting in hall.

1-13-16 0800 Silent companion here doing system test/report.

1-14-16 0830 Confires here for FA squad service.

1750 Commissioner Nardiello contacted ODP to advised of Port Reading Ladies Auxiliary Member passing.

1-15-16 0900 Sign changed and flag lowered for PRLA member.

0900 Police Test Prep Company using hall.

1-16-16 ODP washed all apparatus

1-17-16 0745 Thomas Rodgers form Proctor and Gamble came in requesting a fire engine and fire-watch at the facility at 100 E. Essex Avenue for system shut down and maintenance. Mr. Rodgers was advised and was familiar with district cost recovery for this.

0800 Captain DeLeo contacted FO Small and Notified, via voice mail, Commissioner Santorelli to advise them of this Extra Firefighter Duty. Two firefighters recalled for detail.

0900 Police Test Prep Company using hall.

1-18-16 ODP added name to LA memorial sign and changed outside sign as per Comm. Zullo.

ODP replaced two (2) inoperable fixtures in meeting hall with LED type fixtures from Home Depot. Commissioner Zullo advised.

1400 Ehrlich Pest control here for routine inspection.

1-20-16 0900 First Aid class held in hall.

1000 Project Manager and Architect holding Pre-Bid meeting for pending building improvements.

1245 Building Generator running self-test.

1830 Police Test Prep Company using hall.

1-21-16 1400-1600 First Aid class held in hall.

1-22-16 0930 FedEx delivery for First Aid Squad.

0930 Captain verified discrepancies on hall use calendar in watch room with Commissioner Zullo. Police Test Prep Company was supposed to be using hall.

1800-1900 First Aid training in hall.

1-23-16 ODP, recalled firefighter and Volunteer FFs provided ongoing snow removal during winter storm Jonas under proclaimed State of Emergency.

1-25-16 ODP place ice control down on all walkways for station.

1400 ODP gave invoice to Thomas Rodgers for Fire District provided fire-watch services on 1-17-16.

1-26-16 1230 Delivery from Fords Mill Supply

Training

1-04-16 1845 Cadet Volunteer FF took SCBA and Spare for Firefighter 1 training.

1-7-16 1330 2-4-4 and 2-4-9 Went to Station #1 for Annual Fit test.

1-8-16 1330 2-4-5, 2-4-6 and two (2) Volunteer FFs Went to Station #1 for Annual Fit test.

1-16-16 0800-1200 Annual refresher training for Volunteer and Career Firefighters.

1-22-16 1800-1945 FF/Instructor Holloway gave make-up refresher training to three Volunteer FFs who could not make original date.

Fuel

1-04-16 Engine 2-1 added 22.3 Gallons

1-07-16 Engine 2-2 added 24.1 Gallons

1-23-16 Pick-up 2-3-4 added \$31.00 worth of fuel.

1-27-16 Engine 2-2 added 26.3 Gallons

Equipment

1-16-16 ODP Found bank four (4) on station cascade system leaked out. Current reading 0 psi.

1-18-16 ODP replaced 9V batteries in SCBA on Engine 2-2.

1-23-16 ODP reported snow blower malfunctioning.

1-26-16 Kraese small engine repair picked up snow blower for repair.

1-27-16 Contacted Air-Power International for repair of cascade system.

Volunteer Recruitment

1-7-16 1210 Resident from town came in to Firehouse to inquire about volunteering. Individual had a California DL. Potential Cadet will return to process when documents are updated.

1-27-16 1800 Prospective candidate came in to inquire about membership. Candidate advised to return with proper documentation to complete process.

Faithfully Submitted,

Captain Paul DeLeo