

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
February 5, 2018**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of February 5, 2018 was called to order by Commissioner Nardiello at 7:30 pm. Four Commissioners were present: Comm. Nardiello, Comm. Zullo and Comm. Galvach and Comm. Santorelli. Operations Manager Nisky was present. Board Accountant Bucsanszky was present. Board Attorney Andrew Chambarry were present. Captain DeLeo was present. Board Clerk Marianne DeSantis was present.

Comm. Huber was absent due to flu.

MOTION made by Comm. Zullo to suspend the meeting for the Swearing-In Ceremony of Captain Fritzsich, seconded by Comm. Galvach. All is favor 4-0.

MOTION made by Comm. Zullo that the personnel committee has recommended Firefighter Rich Fritzsich as Captain, seconded by Comm. Galvach. All in favor 4-0.

Meeting resumed at 7:38pm after a short recess.

Reviewed minutes of the January 2<sup>nd</sup> Meeting.

Comm. Nardiello stated for the record that he would have discussed the staffing matter at the budget workshop, but he had to rush his mother to the hospital. Comm. Santorelli stated that he could have attended other workshops. Comm. Nardiello stated that they need to look into staffing next year before or at the workshop meetings.

MOTION to accept the January 2, 2018 meeting minutes made by Comm. Santorelli and seconded by Comm. Zullo. All in favor 4-0.

**TREASURER'S REPORT**

Balance	\$ 1,029,749.55
Deposits	\$ 629.60
Interest	\$ 144.42
Payroll	\$( 89,898.20)
Payroll Tax/Adjustments	\$ 6,807.65
Disbursements for the Month	<u>\$( 67,631.36)</u>
Ending Balance	\$ 879,801.66

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

**BILLS TO BE PAID:** \$67,631.36

Comm. Galvach inquired about the door repair bill for \$1,061, which was a previous repair, not something new.

Comm. Zullo will not be voting on Bill #29361 for "Jessica Rizitis".

MOTION to pay the January bills made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 4-0.

**CAPTAIN'S REPORT:**

Captain DeLeo congratulated Captain Fritsch and thanked the Board for the kind gifts after the passing of his father-in-law.

Captain DeLeo reported that the hose and ladder testing will be March 20.

Captain DeLeo reported that refresher training and fit testing went well on January 20 and thanked Comm. Zullo for the food and for the empanada donation from one of the members.

Captain DeLeo reported that Captain Fritsch conducted the monthly refresher drill on ropes and knots on January 25.

Captain DeLeo stated that he was approached by PSEG regarding 317 foot stack and plan for a drill on March 3.

Captain DeLeo stated that they are looking into more online training as per Comm. Nardiello through a free website and JIF.

Captain DeLeo reported that he has been investigating and speaking with Comm. Santorelli and Operations Manager Nisky regarding coordinating a boat rescue class.

Captain DeLeo reported that the ¾ attack hose has been ordered and he is coordinating with Comm. Galvach regarding tires for 2-3-1.

Captain DeLeo gave an update on the building construction, indicating that the Commissioner Office is complete, as well as the basement. Captain DeLeo indicated that he will be coordinating with the township guys to move the light switch in the Commissioner office and installing a lock for the shower in the basement.

Comm. Santorelli reported that he is working with Operations Manager Nisky with the boat training and will advise the Captain when it is set up.

Comm. Galvach complimented Captain DeLeo, staff, Steve Weber, the First Aid Squad and all involved with Super Saturday and stated it was very informational and professional.

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

**CHIEF'S REPORT:**

Chief reported 35 calls for January.

Chief reported the fire company meeting will be on February 12.

Chief reported there will be a warehouse training with District 8 on February 24 and reported that OEM is looking to organize township wide Live Burn.

Chief reported that the St. Patrick's Day Parade will take place March 11.

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

**FIRE OFFICIALS REPORT:**

Fire Official Small read the resignation letter from Fire Prevention Assistant Lisa Lanza.

MOTION made by Comm. Galvach to appoint Harry Triantafillidis as the new Fire Prevention Assistant, seconded by Comm. Santorelli. All in favor 4-0.

MOTION to accept Fire Officials Report made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 4-0.

**UNFINISHED BUSINESS:**

Comm. Santorelli reported that two (2) candidates will be running for one (1) seat on February 17 and is requesting permission to hire poll clerks and order food.

MOTION made by Comm. Zullo to follow standard election day procedures and hire poll clerks and order food for the 2/17 election, seconded by Comm. Galvach. All in favor 4-0.

MOTION made by Comm. Zullo to hire one (1) police officer for election day, seconded by Comm. Zullo. All in favor 4-0.

Comm. Zullo requested that Fire Official Small go through the proper channels to hire a police officer.

Comm. Zullo reported that there has been major progress with the renovations downstairs.

Comm. Nardiello thanked Comm. Zullo, Dan Nimetz and Fire Official Small for the great job they did downstairs.

Comm. Nardiello stated that Ex-Chief Small and John Obolsky did not receive ex-chief badges.

MOTION made by Comm. Zullo to purchase two (2) Ex-Chief Badges for Brian Small and John Obolsky, seconded by Comm. Santorelli. Comm. Galvach added an addendum to the motion that the Chief coordinate the purchase of the badges, seconded by Comm. Santorelli. All in favor 4-0.

Comm. Nardiello congratulated Firefighters Pereira and Terebetsky on their awards for extracting the driver from the truck cab and apologized for not being in attendance at the ceremony. He was unable to attend due to bronchitis.

MOTION made by Comm. Galvach to pass the D'Orsi's Bakery contract, pending all requirements, seconded by Comm. Zullo. All in favor 4-0.

#### **NEW BUSINESS:**

Comm. Santorelli reported that there was a fire call to his residence and the response was extremely incredible.

Comm. Galvach congratulated Firefighters Pereira and Terebetsky on their awards and apologized for not being in attendance. Comm. Zullo reported that it was a proud moment for the Port Reading Fire and Police Department.

Comm. Zullo expressed his deep appreciation for the support and backing of the people of Port Reading in the upcoming election and stated he has been proud to be a Commissioner and Chief and if re-elected will continue to serve the community proudly.

Comm. Nardiello reported that there were no new items brought to the Safety Committee Meeting, only ongoing items.

Comm. Nardiello reported that the election will take place on Saturday, 2/17 from 2:00 – 9:00pm and encouraged all to get out and vote for the Budget.

Comm. Nardiello suggested looking into name plates for the Commissioners to look more professional. Comm. Zullo will look into.

Fire Official Small and Firefighter Rasimowicz requested to speak to the Board during Executive Session.

MOTION made by Comm. Santorelli to enter Executive Session at 8:06 pm, seconded by Comm. Zullo. All in favor 4-0.

MOTION out of Executive Session at 8:29 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel and contractual matters and an anonymous donation.

**TAXPAYER COMMENTS:**

Steve Weber, Port Reading First Aid Squad, congratulated Captain Fritsch and thanked the Board for moving forward with this.

Mr. Weber requested the First Aid Squad use the hall on 2/27 from 7-9pm.

Mr. Weber requested permission to install a washer/dryer adjacent to the slop sink. Mr. Weber indicated the First Aid Squad will take care of the expenses and Comm. Zullo will be present for the installation.

MOTION made by Comm. Zullo for the First Aid Squad to install washer/dryer, seconded by Comm. Santorelli. All in favor 4-0.

Mr. Weber requested a change in the writing policy to re-introduce the settings of the thermostat to meet the needs of the EMT sleeping quarters since it gets very cold. Comm. Zullo requested an addendum letter stating that the First Aid Squad has the authority to raise the thermostat, not to exceed 72 degrees and put it in the books.

Comm. Zullo stated that everyone did a great job downstairs.

Mr. Weber thanked the Board, Comm. Zullo and Buildings and Grounds for the accommodations that have been made for the First Aid Squad.

Mr. Kreusch, VP of First Aid Squad inquired about the policy regarding Commissioner parking spaces, First Responder parking and drop off procedures. Comm. Zullo will address the Captain regarding the temporary thermostat policy, First Responder and drop off parking procedures. Chief added that First Responders have been told they cannot park in the First Responder parking space when coming to the building to hang out, however they would be parking there if they got a call.

Dan Nimetz , Ex-Chief 1989 and new treasurer for the fire company, reported that everything has been corrected and the accounts are ready to go. Comm. Nardiello stated Board Accountant Bucsanszky will assist in getting some set-up money.

Mr. Nimetz stated that he loves this fire company and that he and Comm. Zullo put many hours in working on the basement and suggested everyone take a tour and see the archived materials.

Comm. Nardiello suggested giving the Fire Company \$500 to add to the \$100 that was donated for the first quarter and to give us vouchers if needed.

MOTION made by Comm. Santorelli to give the Fire Company \$500 to start, seconded by Comm. Zullo. All in favor 4-0.

MOTION made by Comm. Zullo to adjourn meeting at 8:49 pm, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

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

**BILL LIST**

January 3 through February 5, 2018

02/02/18

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
01/03/2018	29341	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pol#734229 January 2018	-258.00
01/12/2018	29343	Knot Just Bagels	Refreshments for Super Saturday January 20, 2018	-165.00
01/25/2018	29344	WEST HUDSON INDUSTRIES	Plaque	-248.50
02/05/2018	29345	AGT Battery Supply	2 7.5V/2000mAH IMPRES Battery	-196.30
02/05/2018	29346	Amanda's Affordable Events Inc	1 - 48" Decorated Wreath	-149.00
02/05/2018	29347	Approved Fire Protection Co	Gas Meter Calibration	-118.50
02/05/2018	29348	AT&T	Account # 011-293-3370-001 732-636-0894	-58.73
02/05/2018	29349	BAUMGARTNERS'	Supplies	-28.69
02/05/2018	29350	Carmen Dellamanna	Removal of Old Light Fixtures in Basement & Meeting Room	-460.00
02/05/2018	29351	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-460.16
02/05/2018	29352	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-63.00
02/05/2018	29353	Elizabethtown Gas	Account # 2202559020 - Firehouse 11/22/17-12/22/17 & 12/22/1...	-1,641.40
02/05/2018	29354	ESI Equipment Inc	Service Agreement 03/01/18-02/28/19	-928.00
02/05/2018	29355	FIREFIGHTER ONE LLC	Navy Blue Nametapes	-190.00
02/05/2018	29356	Fizer Plumbing & Heating, LLC	Installed 2 Faucets for Men's Room	-535.00
02/05/2018	29357	Fords Fire District #7	Dispatch Service -January 2018	-5,520.25
02/05/2018	29358	FORDS INDUSTRIAL SUPPLY	Supplies	-213.92
02/05/2018	29359	Harry Trianatafillidis	Reimbursement - Refreshments for Saturday Training	-56.05
02/05/2018	29360	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-198.06
02/05/2018	29361	Jessica Rizitis	Website Maintenance - February 2018	-196.00
02/05/2018	29362	JOE ROMER TROPHY SHOP	6 Plaques	-90.00
02/05/2018	29363	LAWN DOCTOR	Customer#795791 - Lawn Maintainer Program - 6 Services	-336.30
02/05/2018	29364	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 02/17/2018-03/16/2018 GL 009906	-861.30
02/05/2018	29365	Maria Bucsanszky, E.A	Replenish Petty Cash - 04/30/15-01/10/18	-176.97
02/05/2018	29366	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for January 2018	-12,323.73
02/05/2018	29367	NAPA Auto Parts of Colonia	Supplies-Rubber C M Lamp	-24.57
02/05/2018	29368	New Jersey Door Works, LLC	Repaired Door #4	-1,061.09
02/05/2018	29369	New Jersey State Association of Fir...	2018 Dues	-300.00
02/05/2018	29370	POSTMASTER	2 Rolls of Stamps	-98.00
02/05/2018	29371	Staples Business Advantage	Acct# NYC 1054611 Supplies	-45.58
02/05/2018	29372	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pol#734229 February 2018	-258.00
02/05/2018	29373	The Star Ledger (NJ ADVANCE M...	Acct# 1128795 - 2018 Meeting Dates Notice	-48.05
02/05/2018	29374	TOWNSHIP OF WOODBRIDGE.	Fuel for 1st Aid Squad October 1, 2017 - December 31, 2017.	-1,270.39
02/05/2018	29375	William Dellamanna	Installed New Led Fixtures in Basement & Meeting Room	-500.00
02/05/2018	29376	Witmer Public Safety Group	A/C# WOOTWP1 - 5 Boston Leather Reflective Radio Straps	-59.57
02/05/2018	29377	Maria Bucsanszky, E.A	Monthly Fee-February 2018	-2,500.00
02/05/2018	29378	NAPA Auto Parts of Colonia	Supplies	-83.32
02/05/2018	29379	NEW JERSEY FIRE EQUIPMENT ...	5 In-Mask Thermal Imaging Cameras	-8,437.50
02/05/2018	29380	Witmer Public Safety Group	A/C# WOOTWP1 - 1 Fiberglass Helmet & 4 Leather Fronts	-42.99
02/05/2018	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits - 02/01/2018 - 02/28/2018 ID#146900	-1,363.26
02/05/2018	TEPS	New Jersey State Health Benefits ...	Health & Prescription Benefits - 02/01/2018 - 02/28/2018 ID#14...	-23,685.68
02/05/2018	29381	MP Built Inc	2003 Dodge Durango 2-3-1 - Balljoint Replacement/Alignment	-450.00
02/05/2018	29382	Woodbridge Fire District #1	Reimbursement -Health Benefits-Dental/Vision-February 2018	-1,930.50
Total Columbia - Voucher				-67,631.36
<b>TOTAL</b>				<b>-67,631.36</b>

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

February 5, 2018

Treasurer's Report

BEGINNING BALANCE	\$ 1,029,749.55
Deposits	629.60
Interest	144.42
Payroll	( 89,898.20)
Payroll Tax/Adjustments/Transfers	6,807.65
Disbursements for the Month	( <u>67,631.36</u> )
ENDING BALANCE	\$ 879,801.66



# Port Reading Fire Department



## *Captains Report- December 31<sup>st</sup>, 2017-February 1<sup>st</sup>, 2018*

### Engine 2-1

Remaining Issues: Mirror heat/motion harness needs repair.

Pump packing was able to be adjusted again but still needs to be replaced.

1-9-18 Middle roof marker light replaced. Part #26771Y

1-23-18 ODP went to Woodbridge Town hall for Career firefighter's Mayor's proclamation issuance.

**\*\*\*Recommend the Board of Fire Commissioners establish a new apparatus committee in 2018 to begin the process of planning for the purchase of an engine to replace the service use of Engine 2-1. As of 2021 this engine will lose its ISO rating and may affect district property owner's insurance rates. \*\*\*\*\***

### Engine 2-2

1-9-18 2 under cab door ground lights on the passenger side replaced. Part #40203

1-16-18 Removed inoperative pigtail and replace.

1-22-18 Parking Air brake sticking

### Engine 2-3

#### Support Pick-up 2-3-4

1-10-18 Plowed removed appropriate to weather conditions.

1-13-18 Replaced left brake/signal light #4157

1-16-18 Installed plow for possible snow weather event.

### Chief's vehicle 2-3-1

1-16-18 Battery dead. Used jump pack to start.

1-22-18 ODP dropped off at Olsen's for evaluation of front end issue and alignment issue.

1-29-18 Olsen's advised completely worn ball joints. \$700.00 for repair. Commissioner Galvach advised and requested second estimate for MP Built Repair of Port Reading.

1-30-18 VFF#125 picked up and returned to Station #2

1-31-18 Needed to be Jump Started.

1147 Brought to MP Built auto repair.

1730 received authorization to have repairs completed by MP Built auto repair.

**Fire Prevention vehicle 2-3-6**

**Fire Prevention vehicle 2-3-7**

**Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer**

**LDH Box Trailers**

**Buildings and Grounds**

12-31-18 ODP salted parking lot and cleared snow from sidewalks.

1-2-18 2-4-11 picked up ice melt from Home Depot

Fords mill delivered 10 bags of ice melt

1030 Contractors here to continue work on basement offices

1830 Collective Bargaining Agreement meeting with Local #290 and PRBOFC in meeting hall.

\*Received donation from resident 123 Camelot Drive. ODP put in Accountant's interoffice mail.

1-3-18 0730 Contractors from the township here working on projects

1030 Commissioner Santorelli called to notify that the certification of the civil service promotional list has been completed.

1130 Commissioner Zullo came to check on construction progress.

1300 UPS delivery received for EMS manager.

1-4-18 ODP applied salt and performed snow removal.

0730 Township construction crew were here working on projects.

The Learning Junction Daycare adjacent to firehouse requested to borrow a shovel for their snow removal. Commissioner Zullo approved after receiving a call from requesting party. Shovel returned after use.

UPS delivery received for C6. One small box placed in Captains office.

1400 Township Construction crew complete for the day.

ODP continued snow removal.

ODP made all proper notifications made to county officials for confined space work.

1-5-18 0715 Township construction crew here is working on projects.

0915 ODP replaced 9-volt batteries on Engine 2-3's AED.

1-6-18 0900-1345 Electricians working on lighting in basement.

1-7-18 2-3-1 was taken to Home depot for supplies.

1-8-18 0715 Township construction crew were here working on projects.

0745 All proper notifications made to County official for Confined space entry work.

0915 Commissioner Zullo came to take accountant's inter office mail.

0915 2-4-11 went to Home depot for supplies.

1030 Pest control company here providing service.

1100 Bob Cowan from Campbell supply delivered complimentary 2018 calendars

1245 Members taking down holiday tree in hallway.

\*ODP changed inside hallway sign as per Commissioner Zullo.

\*ODP salted sidewalks and cleared snow

As per Commissioner Zullo, ODP gave donation received to 2-0-1.

1930 Fire Company Meeting in hall.

1-9-18 0715 Township construction crew were here working on projects.

ODP changed outside sign as per Commissioner Zullo.

0920 Ferguson supply delivered material for construction project.

1215 Received fax from Task Force security for Fire Official. Delivered.

1310 Advised by Construction crews that Chief's office is now complete. Chief advised.

1900 Relief and Exempts meeting in hall.

\*C8 was requested by Commissioner Zullo to look around the firehouse for leftover floor tiles for basement. A box was found in the basement closet.

Commissioner Zullo instructed construction crews to retain door removed from Fire Officials room.

Parking lot re-salted as per Commissioner Zullo.

1-10-18 0715 Township construction crew were here working on projects.

C8 attained Certificate of Insurance for MCFA and sent proper documentation to MCFA.

Temporary storage of furniture in meeting room moved into Commissioners office.

ODP cleaned debris from property and organized work bench area.

1-11-18 0715-1430 Township construction crew were here working on projects.

0815 Board accountant delivered employee W-2's and Fleet insurance cards.

0900 ODP put insurance cards in apparatus and vehicles.

1000 ODP made all proper notifications for confined space work.

1230 ODP assisted citizen with proper child car seat installation.

1300 FedEx delivery received for EMS manager; placed in EMS quarters.

1300 Proctor and Gamble delivered report for Fire Prevention.

1-12-18 0715 Township construction crew were here working on projects.

\* ODP made all proper notifications for confined space work.

1100 hall being set up for repast.

1930-2200 Repast taking place in hall.

1-13-18 ODP washed all apparatus, vehicles and bay floors.

1230 VFF's moved office items from bay down into Chief's office.

1-14-18 VFC Treasurer, VFF#125 and Commissioner Zullo came and cleaned bar area. Found 6 inches of stagnant water and heavily soiled and expired refreshments in one cooler.

Fire official came and attained insurance card for 2-3-7

1-15-18 ODP made all proper notifications for confined space work.

0715 Township construction crew were here working on projects.

Commissioner Zullo here working on cleaning bar area in basement.

0910 Dunnigan plumbing installing shower in basement.

C8 was advised by EMS per diem member that he found toaster oven on in basement kitchen and set at 400 degrees.

On duty EMS crew discarded blue sectional couch from basement as per Comm. Zullo.

Commissioner Zullo advised ODP to leave basement coolers on.

ODP cleared clog in basement toilet.

C8 received memos from EMS manager for kitchen and thermostat use.

ODP directed to retrieve items temporarily stored in shed.

EMS Executive board meeting in hall.

1-16-18 0715 Township construction crew were here working on projects.

C8 ordered supplies from Fords Mill

ODP Notified county officials of Confined Space work in fire district.

C8 notified Middlesex Water Company of hydrant W02-0013 out of service.

Representative from Sycamore senior center came in inquiring about their C of O. Information forwarded to Fire Official.

Commissioner Zullo was here working in the basement.

Commissioner Zullo requested that C8 print up and post notices.

Commissioner Zullo requested ODP move Ladies Auxiliary Supplies be moved to downstairs closet.

1-17-18 0715 Township construction crew were here working on projects.

0950 ODP filled one SCBA cylinder for WFD.

1000 Delivery received from Fords Mill

1500 HPT Property maintenance here working in basement.

1-18-18 0715 Township construction crew were here working on projects.

1-19-18 0715 Township construction crew were here working on projects.

1215 UPS Delivery received and placed in Captain's office.

1-20-18 ODP Notified county officials of Confined Space work in fire district.

ODP washed all apparatus and vehicles.

1-21-18 2-4-5 went to home depot for water filtration system for upstairs sink.

ODP notified county officials of confined space entry work in the district.

ODP filled one SCBA cylinder for WFD.

Exit light bulb replaced in basement exit sign.

1-22-18 Township construction workers came and picked up their tools from apparatus bay.

0845 Dunnigan Plumbing here working on shower in the basement.

Staples delivery received of paper and new wire for speakers in meeting room.

Brian Burke from Woodbridge Twsp. Here going over construction project.

C8 posted election budget notice as per board accountant's instructions.

1-23-18 UPS delivery of spray paint for basement bar stools received as per Commissioner Zullo.

1-24-18 Fizer plumbing was here fixing urinal in men's room and replaced faucets in the same.

1200 Johnston Communications was and installed phone and data lines in new Commissioners office.

1900 EMS class being held in meeting room.

1-25-18 0715 Township crews were working in basement.

0913 ODP made all proper notifications to county officials for confined space work in our fire district.

1115 Delivery received from UPS of HP desktop all in one computer for Captain's office.

1600 ODP installed new router in ceiling in EMS quarters and connected new data line for Commissioners office.

2045 HPT Property Maintenance was here working on flooring in basement.

1-26-18 0715 Township crews were working in basement.

Confires was here to check on First Aid Squad Oxygen supplies.

Scrap company came to offer to take washer and dryer, they were turned away by ODP as we will be handling it.

C8 met with EMS manager about removal of old washer/dryer and placement of replacements.

Silent companion came and reattached loose fire alarm box in EMS quarters.

C8 was requested by Commissioner Zullo to:

- throw out old love seat
- Hang message board in office
- Advise C8 to purchase plastic for map in commissioner's office
- Find a place for paper cutters.  
(Placed in supply closet)
- Order a new office chair and guest room chair for Commissioner's office. (ordered 1-29-18)

C8 issued a key to the new fire commissioner's office to Commissioner Zullo.

1-27-18 ODP made all proper notifications to county officials for confined space work in our fire district.

C8 and 2-4-8 hung message board in commissioner's office as requested.

Commissioner Zullo, PRFC Treasurer and VFF#125 in basement doing work.

ODP found floor tile coming loose in hallway near men's room.

ODP found package near mail box and placed in bunk room.

ODP washed all vehicles and apparatus.

1-28-18 ODP changed sign as per Commissioner Zullo

1-29-18 Fizer plumbing was here and removed triple sink behind bar in basement for repairs.

1-30-18 0729 ODP made all proper notifications to county officials for confined space work in our fire district.

0930 ODP and VFF#125 scrapped debris behind shed.

1410 Commissioner Zullo and PRFC Treasurer working in basement. C6 assisted them in opening a locked PRFC file cabinet. They found the Fire Company seal/stamp.

1-31-18 ODP Hung pictures in hallway as per commissioner Zullo

1100 Staples delivery received of two office chairs as per Commissioner Zullo.

1130 Commissioner Zullo assembled office chairs for Commissioner's office.

1145 WFD dropped off 7 SCBA Cylinders to be filled

1700 Commissioner Zullo, PRFC Treasurer and VFF#125 working on improvements to basement.

### **Training**

1-14-18 C8 received and place FFII certificate into file for 2-4-11

1-20-18 0800-1400 Annual Refresher training and fit testing for all department and company members.

C8 received IMS 200 certification for 2-4-11.

1-21-18 C8 provided make up annual refresher training for VFF#115. VFF# 115 also went to station #1 for fit test.

1-22-18 C6, C8, FO Small and Chris Borinski from HMS engineering met at 10S Thomas Edison Service area to preplan modifications to service area.

1-25-18 1900-2100 C8 conducted monthly Fire Department refresher drill on Ropes and Knots.

### **Fuel**

1-1-18 Engine 2-2 added 26.9 gallons

1-4-18 Support Unit 2-3-4 added 13.65 gallons

1-13-18 Engine 2-2 added 27.729 gallons

1-21-18 Engine 2-1 added 23.32 gallons



Equipment

1-1-18 ODP issued Captains Helmet, radio and charger to 2018- 2-C-1.

1-5-17 ODP moved all gear and equipment into new Gear closet in basement. Condemned gear moved to shed for review by District OSHA coordinator.

1-12-18 Approved fire protection here calibrating 4-way meters.

1845 advised by EMS that the washer in basement is not working.

1-24-18 Accountability tags issued to 2-C-1 and 2-4-11.

1-26-18 C8 spoke to OSHA coordinator about gear inspections. Inspections will be conducted in February.

Officially,

Captains

Paul DeLeo & Rich Fritzsich

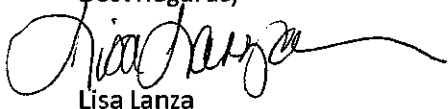
January 15, 2018

Mr. Brian Small  
Fire Official  
Port Reading Fire District #2  
916 West Avenue  
Port Reading, NJ 07064

Dear Fire Official Small,

Please accept this letter of resignation as the Fire Prevention Assistant at Port Reading Fire Prevention Bureau effective January 31, 2018. I am grateful for having had the opportunity to serve as the Fire Prevention Assistant. It was a pleasure working with you.

Best Regards,



Lisa Lanza

c: Maria Bucsanszky, Clerk – Port Reading Fire District #2

**Port Reading Board of Fire Commissioners**  
**Fire Prevention Bureau Report**  
**Months of : January 2018**

1. Site plans for Month: 0

2. Certifications of Inspections: Port Reading Krauszers, US Post Office, MP Built, Racestar, Frank's Automotive, Haris Groceries.

3. Inspections issued for the month: 7

4. Fire Permits Issued: 4a. 5

5. Fire Investigation/follow-up for month: 5a. Man Hours

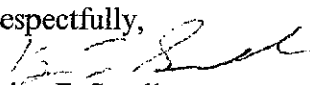
6. Fire Code Violation fines :

7. Complaints Reports:

8. Telephone Conversations w/                      8a. Government/State: 1

Comment:

Respectfully,

  
Brian F. Small  
Fire Official