

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
February 3, 2015**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of February 3, 2015 was called to order by Commissioner Santorelli at 7:30 pm. Three Commissioners were present: Comm. Santorelli, Comm. Zullo and Comm. Galvach. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Comm. Nardiello was absent.

Comm. Huber was on vacation.

Reviewed minutes from the January 5th Meeting

MOTION to accept the January 5th meeting minutes made by Comm. Zullo, seconded by Comm. Galvach. All in favor 3-0.

TREASURER'S REPORT:

Balance	\$ 708,318.82
Deposits	\$ 240.00
Interest	\$ 350.87
Payroll	\$(62,986.37)
Payroll Tax/Adjustments	\$ 3,567.57
Disbursements for the Month	<u>\$(55,997.25)</u>
Ending Balance	\$ 593,493.64

MOTION to accept Treasurer's Report was made by Comm. Zullo, seconded by Comm. Galvach. All in favor 3-0.

BILLS TO BE PAID: \$ 55,997.25

Comm. Galvach inquired about the Air Deb bill. Comm. Zullo noted that the bill should have been more detailed but reported that the connection for the third ambulance is up and running beautifully.

MOTION to pay January bills and add on bills, made by Comm. Galvach, seconded by Comm. Zullo. All in favor 3-0.

Comm. Zullo did not vote on Bill 28141 for "Jessica Rizitis".

CHIEF'S REPORT:

Chief reported calls for the month of January for a total of 35 calls.

Chief thanked Captain Deleo for organizing the refresher drills and reported that all worked together towards a common goal.

Chief requested permission to use an Engine for the St. Patrick's Day Parade on March 8.

Chief reported that it is our turn to host the Township Fire Officer Association Meeting and requested the use of the hall the third Tuesday of May. Comm. Zullo stated that he would put it in the book.

MOTION to accept the Chief's report made by Comm. Galvach, seconded by Comm. Zullo. All in favor 3-0.

FIRE OFFICIAL'S REPORT:

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

CAPTAIN'S REPORT:

Captain DeLeo thanked Chief Kotuski and the volunteers for their cooperation with the requalification drills and training and stated that the second portion was cancelled due to weather and will be rescheduled.

Captain DeLeo thanked Comm. Santorelli for taking care of the ice in the parking lot.

Captain DeLeo reported that he is setting up a cart for the electronics in the hall and is getting materials to hang the projector so it is more professional.

Captain DeLeo reported that Colonial Pipeline wants to pay for two firefighters to attend tank fire training classes in Texas and that Michael Mattson from Buckeye will match Colonial Pipeline. Captain DeLeo asked if the Board would allow time for training, which would be no more than a week, but would get additional information. Comm. Santorelli agreed that this would be excellent training, especially in this area.

Captain DeLeo thanked Comm. Zullo for getting the IT person to replace the computer in the watch room.

Captain DeLeo reported that he would consult with Comm. Galvach regarding the estimates for PM from MK Truck Repair and that he has estimates for the Pumper, which Buckeye is paying for.

MOTION to approve the Captain's Report made by Comm. Galvach, seconded by Comm. Zullo. All in favor 3-0.

UNFINISHED BUSINESS:

Comm. Zullo requested that the floors be waxed two days prior to the election, for a cost not to exceed \$150.00

Comm. Zullo reported that he received a call from the Captain regarding two new problems over the bay. Comm. Zullo asked that the roofer who always works on the roof give a briefing on the roof situation.

Comm. Zullo requested that any bills from Spinello Plumbing not be paid since they only fixed two of the three problems and did not get back to him after three phone calls.

Comm. Santorelli inquired about the status of the money from the township to repair the roof, which would be a question for Comm. Huber. Comm. Santorelli also inquired about the status of the quotes from the architect.

Robert Weber from Webbs Home Improvement gave an overview of what needs to be done regarding different sections of the roof. Mr. Weber gave the options to repair what is leaking now for \$1800 or repair/reseal the roof for \$2800 with a 5 year warranty. Comm. Santorelli inquired about a way to pitch the roof so that the drains are on the outer portions of the building. Comm. Zullo will hold on to the estimates until the roof can be further discussed with Comm. Huber.

NEW BUSINESS:

Comm. Santorelli stated that the petitions are filed and Comm. Zullo is the only candidate running for re-election and requested authorization to hire poll clerks and order food for the day. Comm. Huber will run the election.

TAXPAYER COMMENTS:

Jessica Rizitis requested permission for the Ladies Auxiliary to run a Spring Fun Day. Fliers will be posted in the local schools once a date is decided. Also, the Ladies Auxiliary would like to serve corned beef and cabbage after the St. Patrick's Day Parade on March 8 after 3:00pm.

Comm. Santorelli reported that the Operations Manager could not make it this evening due to a scheduling conflict. Comm. Santorelli stated for the record that he, Comm. Galvach and Mr. Nisky will be conducting a grievance hearing next Tuesday and they will report back to the Board with the outcome.

MOTION to adjourn meeting at 8:10pm made by Comm. Galvach, seconded by Comm. Zullo. All in favor 3-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

4:13 PM

02/02/15

Accrual Basis

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

ADD-ON BILLS

February 3, 2015

Date	Num	Name	Memo	Amount
Columbia - Voucher				
02/03/2015	28146	Aire-Deb Corp	1 - Flex Track 50'	-5,800.00
02/03/2015	28147	AT&T	Account # 011-293-3370-001 732-636-0894	-55.73
02/03/2015	28148	EHRlich	Commercial Pest General Maintenance Servic...	-61.08
02/03/2015	28149	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/19/14- ...	-1,139.98
02/03/2015	28150	PORT READING FIRE CO #1	Annual Stipend Funds	-1,156.43
Total Columbia - Voucher				<u>-8,213.22</u>
TOTAL				<u><u>-8,213.22</u></u>

12:42 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

BILL LIST

January 6 through February 2, 2015

01/28/15

Accrual Basis

Date	Num	Name	Memo	Amount
Columbia - Voucher				
01/06/2015	28122	Woodbridge Fire District #1	Reimbursement - Fuel - 9/10/14 to 12/24/14	-1,153.24
02/02/2015	28123	Airpower International Inc	4 - 6000 PSI Storage Cylinder Hydrotests & Valves	-1,255.00
02/02/2015	28124	Comcast of New Jersey	Account #8499 05 340 0759643 TV/Internet/Phone	-384.92
02/02/2015	28125	ESI Equipment Inc	Service Agreement 3/1/15 - 2/28/16	-884.00
02/02/2015	28126	Racestar	Fuel - December 2014	-146.00
02/02/2015	28127	Stone Mountain Printing	150 - Incident Reports & 50 - Narrative Continuance Page	-95.80
02/02/2015	28128	TOWNSHIP OF WOODBRIDGE.	Fuel for First Aid Squad October 1, 2014 to Decemer 31, 2014	-876.90
02/02/2015	28129	AT&T	Account # 011-293-3370-001 732-636-0894	-55.39
02/02/2015	28130	MAX L. BROWN HARDWARE CO., ...	Supplies	-7.60
02/02/2015	28131	NAPA Auto Parts of Colonia	Supplies	-55.98
02/02/2015	28132	Stone Mountain Printing	25 - PEOSH Program	-25.40
02/02/2015	28133	The Home Depot	Supplies	-67.85
02/02/2015	28134	Welstead Landscaping	2015 Property Maintenance	-3,200.00
02/02/2015	28135	AVENEL LOCKSMITH	New Keys for Fire Prevention	-10.00
02/02/2015	28136	Casazza & Ur, Public Accountants, L...	Monthly Fee - February 2015	-2,333.33
02/02/2015	28137	Fords Fire District #7	Dispatch Service - February 2015	-5,520.25
02/02/2015	28138	POSTMASTER	2 rolls of .49 stamps	-98.00
02/02/2015	28139	RUDY'S & VITOR'S V.A.S.CO INC	3 - LED LIGHTS	-65.85
02/02/2015	28140	SKYLANDS AREA FIRE EQUIPME...	Balance Due Invoice #6301 - Uniform	-15.00
02/02/2015	28141	Jessica Rizitis	Website Maintenance - February 2015	-150.00
02/02/2015	28142	MIDDLESEX WATER COMPANY	Hydrant Service for January 2015	-11,817.29
02/02/2015	28143	Woodbridge Fire District #1	Dental & Vision Coverage - February 2015	-1,887.53
02/02/2015	28144	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 02/15/15 - 03/14/15 GL 009906	-972.95
02/02/2015	TEPS	New Jersey State Health Benefits Pr...	Retiree Health Benefits & Prescription Coverage - February 2...	-1,218.09
02/02/2015	TEPS	New Jersey State Health Benefits Pr...	Health Benefits & Prescription Coverage - February 2015 ID...	-22,149.12
02/02/2015	28145	PSE&G	ELECTRIC BILL	-1,551.76
Total Columbia - Voucher				-55,997.25
TOTAL				-55,997.25

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

February 2, 2015

Treasurer's Report

BEGINNING BALANCE	\$ 708,318.82
Deposits	240.00
Interest	350.87
Payroll	(62,986.37)
Payroll Tax/Adjustments/Transfers	3,567.57
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Port Reading Fire Department

Captain's Report- January 1st -January 29th

Engine 2-1

1-1-15 New Insurance Card placed in vehicle

1-8-15 First due engine as of 1500 except for MVA Extrication

Engine 2-2

1-1-15 New Insurance Card placed in vehicle

1-8-15 Notified by MK truck repair of displaced mounting bolt on front passenger leaf spring. Recommending reduced use. 1500 Place into second due status except for MVA Extrication.

Engine 2-3 (New Foam Pumper)

1-1-15 New Insurance Card placed in vehicle

1-5-15 Changed marker light bulb and spot.

1-19-15 Requested to respond to the NJ Turnpike. System malfunctioned. Personnel stayed on scene and assisted Mutual Aid Companies. (During this request no overtime was expended. Volunteers responded sufficient to maintain staffing levels)

1-20-15 Consulted with Former Hess fire Chief on Troubleshooting System Malfunction. Flushed system with Hot water.

1100 Replaced pump panel lights with LED type

1-22-15 Took Engine to MCFA to run extensive flush and system operational check

Support Pick-up 2-3-4

1-1-15 New Insurance Card placed in vehicle

Chief's vehicle 2-3-1

1-1-15 New Insurance Card placed in vehicle

Buildings and Grounds

1-1-15 Removed Name from Memorial plaque and Bunting.

Adjusted hallway board sign to reflect new Officers.

1-2-15 Mitch from MK Truck Repair here checking apparatus for repairs. 1100-1400

1-5-15 Ordered and received replacement spot-lamps for apparatus from NAPA auto

parts.

1930-2130 Commissioner's Regular Monthly Meeting in hall.

Advised Commissioner Zullo of leaking refill valve over Engine 2-2. ODP isolated water supply to stop leak temporarily.

1-6-15 Delivery from Fords Mill Roll towels and Calcium Chloride.

1400 Spinello Plumbing here fixing valve over Engine 2-2. As per Comm Zullo, Directed Spinello plumbing to hook up third sink in kitchen and address problem with hallway water fountain. Instructed them to include an upgrade of water filter to fountain. 1600 Clear.

1-7-15 1030 PSEG here reading meter.

1-7-15 Building generator running self-check.

CABS took 6000 psi Cylinder banks from Cascade refill station to be hydrostatically tested.

1-8-15 Accountant delivered employee W-2 forms and PRFAS LOSAP list. Posted as per instructed.

1700 Hall being used by Promotional class company. Clear @ 2200

1445 Matt Rizitis from Woodbridge Township IT Dept. here to evaluate problem with watch room computer.

1-9-15 ODP Plowed and cleared walkways.

1400 Advised by Comm Zullo of Air Deb company coming to install additional connection for Third ambulance on January 16th 2015.

1-10-15 ODP Set up tables for hall use in evening

1800-2300 Hall used for party.

1-11-15 1600 First Aid Squad Party in Hall

1-12-15 1900-2030 Fire Company Regular Monthly Meeting in Hall

1-13-15 1230 Received UPS delivery for Magnegrip.

First Aid Squad training in hall 1230-1600

1-14-15 Received delivery from NJ Fire Equipment – Steck Lock-Out Kit.

1-15-15 Station #7 called @ 0430 stating that our alarm system has activated and phone lines are down. Comm. Zullo called and advised Station #7 condition normal. 0630 Comm Zullo notified that our phone lines are working again and the Alarm problem has been corrected.

1-15-15 0800 Air Deb here and installing supplemental connection to exhaust system.

1000 First Aid Squad training in hall

1045 Confires here for Oxygen bottle service for First Aid Squad

1800 Police promotional Company training in hall. First Aid squad training in basement.

1815 AirDeb complete with installation. Ambulances repositioned and 2-3-4 brought inside. Representative from AirDeb advised that sensors will need replacement batteries #2032 flat type.

1-17-15 0700 ODP requested by Comm Huber to set up tables and chairs for class and meeting in hall. Completed.

1-18-15 0715 Teamsters using hall for HAZCOM class. Complete 1530.

*ODP needed to recall one Firefighter to staff multiple calls between 0748-0839 due to severe weather.

1-20-15 *ODP Responded to a silent alarm for a lock-out in proximity to Station #2. Successfully deployed new lock out kit.

1-21-15 Building generator running weekly self-test.

1900 Little League meeting in Hall

1-23-15 1530 Air Power returned hydrostatically tested bank cylinders and re-installed.

1-24-15 ODP filled 5 SCBA cylinders for District #1

1-25-15 ODP Changed outside sign

1-26-15 ODP Plowed and cleared walks

*Two additional career firefighters recalled due to blizzard conditions and State of Emergency Declaration. 1900-0700. Volunteer Fire Company Stand-by with a staffing of three (3) members.

1-27-15 *Volunteer Staffing reduced to two (2) @ 0800. Career Staffing level maintained at four (4). One recalled FF + three regular shift 0845-1500.

1-28-15 Received call from Commissioner Zullo that employees from his daycare business could not access lot across Port Reading Avenue due to blocked driveways. Commissioner Zullo was informed that it will be addressed as soon as time permits.

1-29-15 NJ Fire Equipment delivered new helmet shields for Assistant Chief and Captain for Volunteer fire Company.

Delivery from Fords Mill Supply – Calcium chloride, urinal mints, toilet and roll towels.

Training and OSHA Compliance

1-6-15 FF's Fizer and Renaldi went to Station #1 for Annual Fit Testing

1-7-15 FF's Pereira and Holloway went to Station #1 for Annual Fit Testing

Coordinated FF Holloway and Captain Triantifillidis in to Woodbridge Fire Departments
IMS-300 class scheduled for 1-10, 11 & 17.

1-8-15 FF's Fritzsich and Rasimowicz went to Station #1 for Annual Fit Testing

1056 Advised Volunteer Chief to notify all Volunteer firefighters to schedule fit test with
Captain and the need for Annual medical evaluation forms to be submitted.

1400 FF Matyi went to station #1 for Annual Fit Testing

1-9-15 FF's Terebetsky and Douglas went to Station #1 for Annual Fit Testing

1-24-15 0800-1100 Annual OSHA refresher training for Department in hall.

The Following Flammable Liquids Drill at the Middlesex County Fire Academy will be
re-scheduled due to Inclement Weather:

Flammable Liquids Drill At the Middlesex County Fire Academy

Date: January 24th 2015

Time: 1300

Purpose: The purpose of this Drill and training evolution is to simulate
extinguishment of multiple flammable liquid type fires.

Tactical: The Port Reading Fire Department will deploy both fresh
water and foam applications utilizing all appropriate
equipment in its' arsenal.

Certified Fire Instructors:

Capt. Paul DeLeo-114701- Level II

F/F Patrick Renaldi- 115501- Level II

F/F Richard Fritzsich-105481- Level II

F/F Peter Fizer – 136219- Level I

F/F Justin Holloway-172121- Level II

Department EMTs:

F/F Patrick Renaldi

F/F Anthony Terebetsky

F/F Vincent Pereira Jr.

DRILL OUTLINE

1. Pre-requisites

A. All participating firefighters will be at a minimum Firefighter 1 NFPA 1001 and certified through the NJ DCA/DFS.

B. All participating firefighters will wear approved FULL turnout gear including SCBA for all Evolutions.

C. A Fire Department EMT will be available and outfitted for every evolution.

2. Evolutions

A. Fire service personnel will first fight fires on the south end of the flammable liquid pad. Each prop will be extinguished with freshwater only.

B. Fire service personnel will engage foam firefighting techniques on the tank prop at the West End of the flammable liquids pad with the deployment of Engine 2-3's Hot Shot balanced automatic phone system.

C. For the purpose of this evolution, and to deploy all the resources from Engine 2-3's system, multiple hand lines and devices will be pulled and put into operation.

3. Tactics (freshwater evolution)

A. All freshwater evolutions will incorporate 2- 1¾" attack lines that will flank an officer in the center.

B. It will be the responsibility of the officer to direct hose streams and patterns to optimize firefighter safety and fire control during each evolution. The officer shall direct both hose teams to the simulated valve and signal fire Academy staff when the valve has been blocked.

C. All evolutions will require the teams to back out safely under the protection of a full-fog pattern.

4. Tactics (foam OTR tank fire evolution)

A. All foam evolutions will incorporate multiple attack lines and maximize distance from the seat of the fire.

B. An officer will direct all lines to incorporate the three methods of foam application and direct streams in order to extinguish all fire.

5. Wrap up

A. At the completion of all evolutions, there will be a brief critique and rehab.

B. All personnel will assist fully flushing Engine 2-3 and returning it to full-service.

Faithfully Submitted,

Capt. Paul DeLeo

Fuel

1-3-15 Engine 2-2 - 28.5 gallons added

1-6-15 Engine 2-3 - 9.8 gallons added

1-24-15 Engine 2-1 – 24.2 gallons added

1-25-15 Support Unit 2-3-4 + 5 gallon gas can – 15.5 gallons added (\$29.00)

Equipment

1-1-15 Issued Captains Helmet to H. Triantifillidis. Returned Lieutenant Helmet

1-1-15 Portable radios for Volunteer Officers reassigned as appropriate.

1-23-15 Issued one set of Large gloves to FF Matyi. His current was pair torn in the thumb area.

Port Reading Fire District

Equipment Disposal List

Item(s)	Disposal Date
Two (2) KME Quint doors from pump panel (from shed)	10-31-14 as per Comm Zullo
Donated barbeque grill	10-31-14 as per Comm Zullo
Assorted 5 inch hose coupling parts from condemned hose	10-31-14 as per Comm Zullo
One damaged aluminum dolly	10-31-14 as per Comm Zullo
Four steel posts from a table storage cart	10-31-14 as per Comm Zullo
Two (2) old .75 inch booster hoses	10-31-14 as per Comm Zullo
Two (2) condemned 2.5 gallon water extinguishers	10-31-14 as per Comm Zullo
Metal parts from Two (2) Vector type Light bars	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Booster Hose Reel Assembly and hose (taken off of the former 2-2 1978 TASC)	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Hale Model 30FB-B42 s/n 98280 PRFD #335 Inoperable portable pump	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
11 Condemned 1.75 inch/ 50 foot lengths of attack hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
2 Condemned 2.5 inch/ 50 foot lengths of attack/supply hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14

Old Monument Bell mount assembly.	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Four (4) 2.5 inch 50 foot lengths of attack/supply hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Thirteen (13) 60" round wood tables in varying states of condition	1-15-15 Approved by BOFC Regular Meeting 1-5-15
Two (2) Hale Fyre-float floating type 95 gpm water pumps	Approved by BOFC Regular Meeting 1-5-15
All old VHF Portable radios and chargers With old minitor pagers and plectrons	Approved by BOFC Regular Meeting 1-5-15
Dell Desktop Computer from watchroom (Replaced with new All in one 1-22-15)	

Volunteer Recruitment

No inquiries this month

Faithfully Submitted,

Captain Paul DeLeo