

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

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 2, 2015 was called to order by Commissioner Huber at 7:30 pm. All five Commissioners were present: Comm. Huber, Comm. Santorelli, Comm. Nardiello, Comm. Zullo and Comm. Galvach. Board Accountant John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

The Board Clerk read the Resolution certifying the February 21, 2015 Fire Election results. Comm. Zullo was re-elected (65 votes /0 write in votes). The Budget was approved 60-8.

MOTION to pass the Resolution as read by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Nomination for President:

Comm. Galvach nominated Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Nomination for Vice President:

Comm. Zullo nominated Comm. Galvach, seconded by Comm. Nardiello. All in favor 5-0.

Nomination for Second Vice President:

Comm. Zullo nominated Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Nomination for Secretary:

Comm. Nardiello nominated Comm. Zullo, seconded by Comm. Huber. All in favor 5-0.

Nomination for Treasurer:

Comm. Galvach nominated Comm. Huber, seconded by Comm. Nardiello. All in favor 5-0.

Reviewed minutes from the February 3rd Meeting

Comm. Nardiello abstained from voting on the February 3rd Meeting minutes since he was absent due to medical matters with his mom.

Comm. Galvach corrected that in the Captains Report, it was Comm. Santorelli, not Comm. Deleo for taking care of the ice in the parking lot.

MOTION to accept the February 3rd meeting minutes made by Comm. Huber, seconded by Comm. Zullo. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 593,493.64
Deposits	\$ 92.00
Interest	\$ 250.11
Payroll	\$(62,419.74)
Payroll Tax/Adjustments	\$ 7,853.21
Disbursements for the Month	\$(58,899.01)
Ending Balance	\$ 464,663.79

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

BILLS TO BE PAID: \$ 58,899.01

MOTION to pay March bills and add on bills, made by Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Board Clerk noted the following committee appointment:

Radios & Alarms: Comms. Nardiello & Zullo

Personnel & Negotiations: Comms. Santorelli & Galvach

Buildings & Grounds: Comms. Huber & Zullo

Truck Maintenance: Comms. Galvach & Nardiello

Gear & Equipment: Comm. Nardiello

Health & Safety: Comms. Nardiello & Huber

Fire Prevention Bureau: Comm. Santorelli

Hall Rental: Comms. Zullo & Huber

Liason to First Aid Squad: Comm. Santorelli

Board Clerk noted the following appointment:

Website Coordinator: Jessica Rizitis

Fire Official: Brian Small

Banks: Columbia, Santander

Accountant: Casazza & Ur, Public Accountants LLC

Attorney: Thomas Buck, General Counsel

Auditor: Hodulik & Morrison, CPA

Newspapers: Home News Tribune & Star Ledger

LOSAP Coordinator: John Ur

Comm. Santorelli requested that everyone work within their committee and that the Captain and Chief gets a copy of the committee appointments.

FIRE OFFICIAL'S REPORT:

Reviewed the Fire Officials Report.

MOTION to accept the Fire Official's report, made by Comm. Galvach, seconded by Comm. Zullo. All in favor 5-0.

CHIEF'S REPORT:

Chief reported calls for the month of February for a total of 16 calls and 51 for the year.

Chief offered his sympathy to Comm. Galvach on the loss of his sister.

Chief requested an engine for the St. Patrick's Day Parade this Sunday.

Chief requested that the sign be changed when there is no message to read "Volunteers needed, inquire within." Comm. Zullo will discuss with Captain DeLeo.

Chief stated that in the past, they have attended Palm Sunday Mass together and have a bite to eat afterwards.

Chief reported that they participated and passed the LPG and Crude Oil drill in Carteret.

Chief reported that one or two members are interested in attending the Texas class.

Chief reported that there are two people interested in the Explorer Program. Chief explained that other townships have had success with this program and asked that the Board consider the program. Chief indicated that we may need funding and Comm. Santorelli inquired about insurance. This issue will be discussed at the next meeting.

Chief inquired about funding for bringing in new members and stated that LOSAP is all that is offered for now. Chief stated that fliers were made available at Community Day and the Santa Event.

Comm. Nardiello welcomed back the Chief to where he belongs.

Comm. Zullo stated that he would research the Explorer Program and insurance.

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

CAPTAIN'S REPORT:

Captain DeLeo congratulated all of the Board members on their new positions.

Captain DeLeo offered his thoughts and prayers to Comm. Galvach on the loss of his sister.

Captain discussed the options of sending one career and one volunteer in May to the tank storage fire class and is hopeful that Colonial Pipeline will send one and Buckeye will match the other. The cost would include the class, lodging and food, but they are on the fence regarding airfare. Comm. Santorelli requested an estimate and suggested that we consider the training budget.

Captain DeLeo reported that the drill was postponed due to the weather.

Captain DeLeo reported that PM was done on Engine 2-3 and the hotshot foam system is being looked at. Captain DeLeo reported that no PM was done on the other engines.

Captain DeLeo thanked the personnel who helped with the projector that was donated by Hess.

Captain DeLeo reported that the gear inspection was completed by OSHA.

Captain DeLeo is working with Comm. Zullo on the pipe situation, since it is imperative to get heat in that room. Comm. Zullo wanted to make sure that the system is deemed 'no good" first.

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

UNFINISHED BUSINESS:

Comm. Huber reported that the architect has a ballpark figure on the roof, however, he wants to make sure all fees are included before it is presented to the Mayor.

The Chief reported that there was not a lot of interest in the corned beef and cabbage dinner that the Ladies Auxiliary suggested for after the St. Patrick's Day Parade.

Comm. Zullo inquired about the doors.

Comm. Zullo reported that Air Deb completed the First Aid bay and that they did a great job on all three and the equipment inside.

NEW BUSINESS:

Comm. Zullo thanked the public, the Board members, volunteers, career staff and all those that helped him get re-elected.

Comm. Zullo offered his condolences to Comm. Galvach on the loss of his sister.

Comm. Zullo wished everyone "Good Luck" with their new positions.

Comm. Nardiello thanked Captain DeLeo and the firefighters that assisted in helping him with getting his mom out of the house and the ladies auxiliary for sending a card.

MOTION by Comm. Zullo to replace the water fountain for \$1,175.00, seconded by Comm. Galvach.

Comm. Nardiello noted that Comm. Santorelli had sent a thank you note to the Board for when he had his procedure.

Comm. Huber requested that the Captain check the drain downstairs outside the door.

Comm. Galvach congratulated Comm. Zullo on his re-election.

Comm. Galvach thanked his fellow Board members and career and volunteer staff for their support during a very difficult time for him.

Comm. Santorelli stated that he is deeply sorry for Comm. Galvach's loss.

Comm. Galvach stated that Comm. Huber did a fine job as President

Comm. Santorelli reported that Comm. Huber made a big accomplishment with following through with the roof.

TAXPAYER COMMENTS:

There were no taxpayer comments at this time.

MOTION to enter Executive Session at 8:12 pm to discuss an ongoing grievance and the contract, made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

MOTION out of Executive Session at 8:41 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was an ongoing grievance, where a meeting with the grievant took place and contract negotiations, which has been settled, authorized signatures applied and the union will print the contract.

Comm. Nardiello offered his condolences on the loss of Firefighter Triantafilidis' grandmother.

MOTION to adjourn meeting at 8:43pm made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

MARCH 2, 2015 – RE-ORGANIZATION MEETING

Fire Commissioners

President – Robert Santorelli

1st V.P. - Kenneth Galvach

2nd V. P. - Louis Nardiello

Treasurer – Lewis Huber

Secretary – Joseph Zullo

Committees

Radios & Alarms – Nardiello & Zullo

Personnel & Negotiations – Santorelli & Galvach

Building & Grounds – Huber & Zullo

Truck Maintenance – Galvach & Nardiello

Gear & Equipment – Nardiello

Health & Safety – Nardiello & Huber

Fire Prevention Bureau – Santorelli

Hall Rental – Zullo & Nardiello *Huber*

Liaison to First Aid Squad – Santorelli

Appointments

Website Coordinator – Jessica Rizitis

Fire Official - Brian Small

Banks – Columbia, Santander

Accountant – Casazza & Ur, Public Accountants LLC

Attorney – Thomas Buck – General Counsel

Auditor – Hodulik & Morrison, CPA

Newspapers – Home News & Star Ledger

LOSAP Coordinator – John Ur

WOODBIDGE TOWNSHIP BOARD OF FIRE COMMISSIONERS
DISTRICT 2
PORT READING, NJ

RESOLUTION
Election Certification

WHEREAS, the Board of Fire Commissioners, Woodbridge Township District 2, Port Reading held the annual election in accordance with NJSA 40A:17-72 on February 21, 2015, and

WHEREAS, this election was held in the time and manner as prescribed by statute and there were no protests or challenges,

THEREFORE BE IT RESOLVED that the results of the election were as follows:

For Fire Commissioner:

Joseph Zullo	65 votes
Write-in	0 votes

The budget question providing for appropriations of 1,946,314. and an amount to be raised by taxation of \$1,818,308.

Yes	60 votes
No	8 votes

Moved...
Seconded...
Roll Call Vote:

RS, KN

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Kenneth Galvach	×			
Lewis Huber	×			
Louis V. Nardiello	×			
Robert Santorelli	×			
Joseph Zullo	×			

March 2, 2015

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

March 2, 2015

Treasurer's Report

BEGINNING BALANCE	\$ 593,493.64
Deposits	92.00
Interest	250.11
Payroll	(62,419.74)
Payroll Tax/Adjustments/Transfers	(7,853.21)
Disbursements for the Month	(<u>58,899.01</u>)
ENDING BALANCE	\$ 464,663.79

2:51 PM

03/02/15

Accrual Basis

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

ADD-ON BILLS

March 3, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Columbia - Voucher				
03/03/2015	28188	Maureen Comito	To Replenish Petty Cash	-104.00
03/03/2015	28189	VFIS	Accident & Sickness Policy Renewal 3/20/15 - ...	-2,246.00
Total Columbia - Voucher				<u>-2,350.00</u>
TOTAL				<u><u>-2,350.00</u></u>

9:44 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

02/27/15

BILL LIST

Accrual Basis

February 3 through March 2, 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 Service - Cust# 238998	-61.08
02/03/2015	28149	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/19/14- 01/22/15	-1,139.98
02/03/2015	28150	PORT READING FIRE CO #1	Annual Stipend Funds	-1,156.43
02/21/2015	28153	D'APRILE CATERING	Refreshments - Fire Election - February 21, 2015	-350.00
02/21/2015	28155	MARIE WARD	Poll Worker - February 21, 2015	-125.00
02/21/2015	28156	Mary Ward	Poll Worker - February 21, 2015	-125.00
02/21/2015	28157	ROSE GALLO	Poll Worker - February 21, 2015	-125.00
02/21/2015	28158	TERRI HEIL	Poll Worker - February 21, 2015	-125.00
02/21/2015	28159	Zoila Anemone	Poll Worker - Fire Election - February 21, 2015	-125.00
02/21/2015	28160	Electec, Inc	Authority to Vote Cards/Official Voting Ballots/Absentee Ballots	-720.00
02/21/2015	28161	Stephanie Prencipe	Poll Worker - February 21, 2015	-125.00
02/21/2015	28162	LIANA URUIOLI	Poll Worker - February 21, 2015	-125.00
02/27/2015	28185	MATTHEW RIZITIS	Reimbursement - HP ProOne 600 PC	-1,048.95
03/02/2015	28163	Casazza & Ur, Public Accountants, L...	Monthly Fee - March 2015	-2,333.33
03/02/2015	28164	Comcast of New Jersey	Account #8499 05 340 0759643 TV/Internet/Phone	-380.06
03/02/2015	28165	Fords Fire District #7	Dispatch Service - March 2015	-5,520.25
03/02/2015	28166	Jessica Rizitis	Website Maintenance - March 2015	-150.00
03/02/2015	28167	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 03/15/15 - 04/14/15 GL 009906	-972.95
03/02/2015	28168	NEW JERSEY FIRE EQUIPMENT CO	1 - Bench Test SCOTT 4.5 Air Pak	-58.25
03/02/2015	28169	Racestar	Fuel - January 2015	-125.42
03/02/2015	28170	Confires Fire Protection Service LLC	3 - Recharge D Oxygen Cylinder	-47.85
03/02/2015	28171	Home News Tribune	Account #ASB-099468 - 2015 Budget Summary	-103.64
03/02/2015	28172	NEW JERSEY FIRE EQUIPMENT CO	1 - GLO Lockout Tool Kit w/Easy Wedge & Carrying Case	-73.80
03/02/2015	28173	Staples Business Advantage	Acct#1054611 TV VGA Cable	-21.89
03/02/2015	28174	NEW JERSEY FIRE EQUIPMENT CO	Helmet front - Asst Chief & Captain & 2 Hat Badges	-135.90
03/02/2015	28175	Staples Business Advantage	Acct#1054611 Telescopic Projector Mount	-61.29
03/02/2015	28176	Staples Business Advantage	Acct#1054611 Electronic Sharpener & Roller Pen	-23.02
03/02/2015	28177	Staples Business Advantage	Acct#1054611 Flash Drive	-28.29
03/02/2015	28178	Staples Business Advantage	Acct#1054611 Desk Lamp	-8.91
03/02/2015	TEPS	New Jersey State Health Benefits Pr...	Retiree Health Benefits & Prescription Coverage - March 2015 ...	-1,218.09
03/02/2015	TEPS	New Jersey State Health Benefits Pr...	Health Benefits & Prescription Coverage - March 2015 ID#146...	-22,149.12
03/02/2015	28179	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-61.00
03/02/2015	28180	FORDS MILL SUPPLY	Supplies	-404.91
03/02/2015	28181	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-109.11
03/02/2015	28182	Silent Companion Corp	Account #F-2012 Annual Fire Monitoring Fee & Control & Radi...	-270.00
03/02/2015	28183	Staples Business Advantage	Acct#1054611 VGA Cable	-27.30
03/02/2015	28184	Witmer Public Safety Group	4 - Protective Gloves	-286.83
03/02/2015	28186	PSE&G	ELECTRIC BILL	-1,303.34
03/02/2015	28187	MIDDLESEX WATER COMPANY	Hydrant Service for February 2015	-11,817.29
Total Columbia - Voucher				-58,899.01
TOTAL				-58,899.01

Port Reading Fire Department

Captain's Report- January 30th -February 25th

Engine 2-1

2-22-15 Replaced bulb on pump panel #1156

Engine 2-2

2-3-15 Battery charger giving off burning smell. Checked wired connection. Found wire insulation and jacket deteriorated. Recoated and secured.

2-24-15 1100-1645 Mitch from MK Truck Repair here working on front end issues with leaf spring mount and steering assist tie rod.

2-25-15 1330-2200 Mitch from MK Truck Repair here working on front end issues with leaf spring mount and steering assist tie rod.

Engine 2-3

2-6-15 0945 ODP Installed nozzle plate for rear minuteman hoselay.

2-9-15 Added to two quarts of 15W-40

2-10-15 Brought to Absolute for PM and Repairs to Foam system (Cost Paid by Buckeye)

2-24-15 Received new registration from Buckeye Personnel

Support Pick-up 2-3-4

2-22-15 ODP Washed

Chief's vehicle 2-3-1

Buildings and Grounds

1-31-15 Building generator checked – fluids okay 498.7 hours to date

2-1-15 1030 ODP filled 3 SCBA bottles for WFD district #1

0400 ODP snow removal from walks and driveways

2-2-15 0815 Found roof leaking over center West Avenue garage bay. Notified Comm. Zullo.

0830 Woodbridge Police Dept. here using hall.

1400 Found second leak in garage bay roof. Notified Comm. Zullo.

2-3-15 1900-2030 Commissioner Meeting in hall.

2-4-15 1000 ODP installed projector in meeting room ceiling.

1300 Building generator running self-test

1400 ODP Cleared snow in front of dumpster as per Comm. Zullo.

2-5-15 1800-2030 Woodbridge Police Dept. class in hall.

2-6-15 1000 Delivery of Fire Exit sign bulbs from Fords Mill Supply.

1045 Delivery of office supplies from Staples

1100 Fire Official Spillar here doing firehouse inspection.

- Violations noted and abated.

- Needed annual Fire Alarm and Hood inspection report

- Contacted Commissioner Zullo

2-8-15 Heat in Meeting room was not working. FF Holloway checked unit. Switch reset.

2-9-15 0800-1500 WPD Training in hall.

1900 Fire Company Meeting in hall

2-11-15 0900 Silent Companion here conducting fire alarm test.

2-12-15 0830 Ehrlich Pest control here providing service.

ODP found leak in air shoreline for 2-1. Replaced hose.

1100 Confires here for Oxygen cylinder service.

2-15-15 0615 ODP performed snow removal from walks and driveways.

2-16-15 1245 ODP filled 7 SCBA cylinders for NJ Dept. of Corrections.

2-17-15 0800 ODP performed snow removal from walks and driveways.

0900 WPD using meeting hall.

2-18-15 0900 ODP filled 5 SCBA cylinders for WFD District #1

1305 Building generator running self-check.

1900-1940 Woodbridge Little League Meeting in Hall

2-19-15 ODP filled 7 SCBA cylinders for NJ Dept. of Corrections.

Brindlee Mountain Fire Apparatus called for past due invoice (Sale of KME 2-3-3)

- Contacted Commissioner Zullo to handle

Received delivery of gloves for Stock

1800-2100 Police Promotional class using Hall.

2-20-15 1245-1430 Repast in hall for family of H. Triantifillidis.

1100 Gave FF Matyi Home Depot Credit Card and Tax Exempt form to Rent floor maintenance equipment and supplies.

1300 Confires here for Oxygen cylinder service.

1600 FF Matyi working on floors

2-21-15 0800 John Ur delivered Election Boxes.

1315 Poll workers arrived

1400-2100 Fire District Election

Generator checked fluids okay 500.5 hours to date.

1600 ODP performed snow removal from walks and driveways.

2130 Post Election *ODP Re-cleaned bathrooms and hall. Removed food left out and paper products left on stove burners.

2-22-15 0800 Found Commissioners Office door left open.

1415 ODP Washed Bay floors.

2-23-15 ODP Changed Sign as per Commissioner Zullo

ODP set up three tables and chairs in meeting room for Democratic Committee Meeting per Comm. Zullo.

NJ Fire Equipment delivered five (5) SCBA frames from testing.

1900-2100 Democratic Committee meeting in hall.

2-24-15 Exhaust system not activating. Sensors need battery replacement. Ordered CR-2032 batteries from Staples.

2-25-15 1430 Found separated 2" copper pipe frozen and separated in boiler room. Valve is now leaking. Notified Commissioner Zullo.

1445 Comm Zullo here. Tightened valve and stopped leak.

Commissioner Zullo Authorized FF Matyi with Home Depot Credit Card to get insulation to try and retain heat in boiler room to stop freezing pipes.

*Recommending that heat wall electric baseboard heat be installed in boiler room and Exercise room to eliminate this condition.

Training and OSHA Compliance

2-7-15 Gear Inspection Completed by PRFD OSHA representative.

- Issued new nomex hood to FF Eagan

- Issued new nomex hood and gloves to FF Galvach

- Issued Asst. Chief Shield to DJ Norelli

2-25-15 0800-1000 One Firefighter to JFK for Medical evaluation for Respiratory Protection Compliance

Fuel

2-9-15 2-3-4 added fuel \$26.00

2-14-15 2-1 added 27.4 gallons

2-21-15 2-3-4 added fuel \$24.00

Equipment

2-2-15 1740 NJ Fire equipment picked up 6 SCBA frames and 3 SCBA cylinders for repairs/ testing.

2-10-15 1055 NJ Fire Equipment Returned one SCBA frame and three Buckeye cylinders.

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)	Approved by BOFC Regular Meeting 2-3-15

Volunteer Recruitment

No inquiries this month

Faithfully Submitted,

Captain Paul DeLeo