

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
March 6, 2017**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 6th was called to order by Commissioner Galvach at 7:00 pm. All Five Commissioners were present: Comm. Galvach, Comm. Huber, Comm. Nardiello, Comm. Santorelli and Comm. Zullo. Board Accountant Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

The Board Accountant read the Resolution certifying the February 18, 2017 Fire Election Results. Comm. Galvach was re-elected (106 votes) and Comm. Santorelli was re-elected (99 votes). There was one write in vote. The Budget was approved 85-32.

Motion to pass the Resolution as read made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

There was a brief recess for the swearing-in ceremony and to take pictures.

Nomination for President:

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

Nomination for First Vice President:

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

Nomination for Second Vice President:

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

Nomination for Secretary:

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

Nomination for Treasurer:

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

Comm. Nardiello thanked Comm. Galvach, Comm. Santorelli and Operations Manager Nisky on all that was accomplished this past year.

Reviewed minutes from the February 6th monthly meeting.

MOTION to accept the February 6th minutes made by Comm. Santorelli, seconded by Comm. Huber. All in favor 5.

Comm. Nardiello noted the following committee appointments:

Radios & Alarms – Comms. Nardiello & Galvach
Personnel & Negotiations – Comms. Santorelli & Galvach
Building & 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

Comm. Nardiello noted the following appointments:

Website Coordinator – Jessica Rizitis
Fire Official – Brian Small
Banks – Columbia, Santander
Accountant – Maria Bucsanszky, EA
Attorney – Thomas Buck – General Counsel
Auditor – Hodulik & Morrison, CPA
Newspapers – Home News & Star Ledger
LOSAP Coordinator – Maria Bucsanszky
Clerk – Marianne DeSantis

TREASURER'S REPORT:

Balance	\$ 740,688.24
Deposits	\$ 476,498.75
Interest	\$ 87.10
Payroll	\$(65,786.96)
Payroll Tax/Adjustments	\$ 5,743.52
Disbursements for the Month	<u>\$(58,078.55)</u>
Ending Balance	\$ 1,099,152.10

BILLS TO BE PAID: \$58,078.55

Comm. Galvach inquired about Bill 28994 for the repair to Door #2. Captain DeLeo reported that it was a new bill since there was a problem with the sensor on the center door on the West Avenue side.

Comm. Zullo did not vote on Bill 28987 for "Jessica Rizitis".

MOTION to pay add on bills to "Carpet Maven" in the amount of \$787.32 for under the dias and "Stone Mountain Printing" in the amount of \$70.30 for the hall rental contracts, made by Comm. Santorelli, seconded by Comm. Huber. All in favor 5-0.

CAPTAIN'S REPORT:

Captain DeLeo congratulated Comm. Santorelli and Comm. Galvach on the re-election and to the Board for passing the Budget.

Captain DeLeo reported that the siren on Unit 2-1 went bad.

Captain requested that the Board revisit his previous request for an official secured email system to send confidential emails to the Commissioners.

Captain stated that he would like to set up the PM and pump testing on the apparatus, starting April 1 and then one in August.

Captain reported that they switched out the old stoves and donated them to the township and that the pews went back to the church.

Captain reported that he coordinated and updated the Ezpass file with online access with Board Accountant Buczanszky.

Captain stated that he has a proposal for the kitchen cabinets and recommended a plaque for R&S Granite after completion for their donation.

Captain reported that all passed the Career Online Training class that came from JIF allowance.

Captain reported that we definitely need at least one AED and requested approval from the Board to purchase one with the JIF allowance. The cost of an AED is \$1000.00.

MOTION made by Comm. Santorelli to purchase one AED, seconded by Comm. Zullo. All in favor 5-0.

Captain reported that Fail Safe Company will be conducting the hose testing (10,000 feet and ladders) on March 30 at Prologis and that Buckeye and Colonial Pipeline will pay for their own.

Captain DeLeo reported that the new recruit passed the Firefighter I Exam.

Captain DeLeo stated that he is working on a drill at Colonial Pipeline.

Comm. Galvach commended Captain DeLeo on his work in helping obtain the allowance from JIF. Captain DeLeo reported that the check came and that as per Operations Manager Nisky it had to be deposited within 48 hours, therefore it is in the General Fund.

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

FIRE OFFICIALS REPORT:

The Fire Official's Report was not available and tabled until the April meeting.

CHIEF'S REPORT:

Chief reported calls for the month of February for a total of 23 calls.

Chief congratulated Comm. Galvach and Comm. Santorelli on their re-election, as well as the rest of the Board on their new posts.

Chief reported that Candidate Dan Karinsky passed the Firefighter I Exam and explained that a lot of effort was put into the study groups.

Chief reported positive feedback on the Air Management drill.

Chief requested an engine, driver, the pickup truck and six pin for the upcoming St. Patrick's Day Parade.

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

UNFINISHED BUSINESS:

Comm. Galvach thanked the Board members for the opportunity to serve as President and for the professional camaraderie.

Comm. Huber thanked Comm. Galvach on as outstanding year as President.

Comm. Huber inquired about the outdoor sign, which Operations Manager stated that the township has put it on hold, but it still looks good.

Comm. Santorelli congratulated Comm. Galvach on a successful year as President and wished Comm. Nardiello good luck. Comm. Santorelli also thanked the residents for another term as Commissioner.

Comm. Zullo thanked Comm. Galvach for holding it together this year and wished Comm. Nardiello good luck and a smooth year.

Comm. Zullo reported that at a recent hall rental party, a Port Reading resident and ex-member's wife fell and broke her arm in two spots and that the paid crew took the necessary actions.

Comm. Zullo reported that the gutter that came down on the West Avenue side has been fixed.

Comm. Zullo thanked Carpet Maven and the Mayor for their contributions to the building which looks great.

Comm. Zullo thanked Captain Deleo and the staff for their tireless efforts and talents in getting the kitchen renovated, as well as their training. Comm. Zullo stated that he looks forward to maintaining the good relationship and to keep up the good work,

Comm. Huber congratulated Comm. Galvach on a great year and Comm. Santorelli on 30 years of dedication to the Board.

Captain DeLeo stated that the career staff did a phenomenal job with the kitchen renovations and that he looks forward to working with the Board again this year.

NEW BUSINESS:

Comm. Galvach wished Comm. Nardiello great success this year and offered his support.

Comm. Huber congratulated Comm. Nardiello.

Comm. Huber reported that there was a short Health and Safety committee meeting and that the issue of the shorts was brought up again. Comm. Huber stated that it was best to let it go this time and to put in the contract negotiations as per the attorney.

Comm. Huber reported that the mirrors are flapping on Engine 2-1 and Engine 2-2, which has been ongoing issue and they would like them fixed.

Comm. Zullo reported that Captain DeLeo got three quotes for the kitchen cabinets and that Iselin Lumber and Home Improvement had the best bid with wood for \$3,011.40.

MOTION to accept bid by Iselin Lumber and Home Improvement and to have installation done by career staff made by Comm. Zullo, seconded by Comm. Huber. All in favor 5-0.

Comm. Zullo reported that there were issues downstairs regarding additional electrical outlets for the First Aid Squad and received a quote from "Just Electric LLC" of \$1,275 to correct the three issues. Operations Manager Nisky suggested holding off on this project due to a proposed change in ordinance, whereas the First Aid Squad may become a 24 hour/7 day operation and we won't need to spend money to accommodate the First Aid Squad. The issue was tabled until the next meeting.

Comm. Zullo reported that shingles were replaced when fixing the water leak.

Comm. Nardiello suggested putting together recurring training courses on the computer.

Comm. Nardiello inquired about the shorts issue, which Comm. Santorelli stated was a contractual item.

TAXPAYER COMMENTS:

Captain DeLeo appreciated Comm. Zullo's comments and stated that Comm. Zullo has been present, engaged and always follows through with the building.

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

MOTION out of Executive Session at 8:26 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel matter.

MOTION to adjourn meeting at 8:27pm made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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 18, 2017, 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 (3 Year Term):

Kenneth A. Galvach	106 votes
Robert J. Santorelli	99 votes
Write-Ins:	
Daniel Egan	1 vote

The budget question providing for appropriations of \$2,058,540. and an amount to be raised by taxation of \$1,965,165.

Yes	85 votes
No	32 votes

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

JZLN

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

March 6, 2017

MARCH 6, 2017 – RE-ORGANIZATION MEETING

Fire Commissioners

President – Nardicello
1st V.P. – Lewis Huber
2nd V. P. – Joseph Zullo
Treasurer – Kenneth Galvach
Secretary – Robert Santorelli

Committees

Radios & Alarms – _____
Personnel & Negotiations – _____
Building & Grounds – _____
Truck Maintenance – _____
Gear & Equipment – _____
Health & Safety – _____
Fire Prevention Bureau – _____
Hall Rental – _____
Liaison to First Aid Squad – _____

Appointments

Website Coordinator – Jessica Rizitis
Fire Official - Brian Small
Banks – Columbia, Santander
Accountant – Maria Bucsanszky, EA
Attorney – Thomas Buck – General Counsel
Auditor – Hodulik & Morrison, CPA
Newspapers – Home News & Star Ledger
LOSAP Coordinator – Maria Bucsanszky
Clerk – Marianne Desantis

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

February 7 through March 6, 2017

03/02/17

Date	Num	Name	Memo	Amount
Columbia - Voucher				
02/18/2017	28965	D'APRILE CATERING	Refreshments -Fire Election February 18, 2017	-350.00
02/18/2017	28966	Electec, Inc	Authority to Vote Cards/Official Voting Ballots/Absentee Ballots ...	-720.00
02/18/2017	28967	MARIE WARD	Poll Worker -Fire Election February 18, 2017	-125.00
02/18/2017	28968	Mary Ward	Poll Worker - Fire Election February 18, 2017	-125.00
02/18/2017	28969	ROSE GALLO	Poll Worker -Fire Election February 18, 2017	-125.00
02/18/2017	28970	Rosemary Colucci	Poll Worker- Fire Election February 18, 2017	-125.00
02/18/2017	28971	Stacey Huber	Poll Worker - Fire Election February 18, 2017	-125.00
02/18/2017	28972	Stephanie Prencipe	Poll Worker - Fire Election February 18, 2017	-125.00
02/18/2017	28973	TERRI HEIL	Poll Worker - Fire Election February 18, 2017	-125.00
02/18/2017	28974	Zoila Anemone	Poll Worker - Fire Election - February 18, 2017	-125.00
02/28/2017	29009	Elizabethtown Gas	Account # 2202559020 - Firehouse 01/23/17-02/21/17	-664.22
02/28/2017	29010	NAPA Auto Parts of Colonia	Supplies	-61.99
03/06/2017	TEPS	New Jersey State Health Benefits ...	Retired Health Benefits Coverage -March 2017 ID#146900	-1,394.46
03/06/2017	TEPS	New Jersey State Health Benefits ...	Health Benefits Coverage -March 2017 ID#146900	-23,685.68
03/06/2017	28975	AIRTEC SERVICE INC	Replaced the Exjstng Exhaust Fan for Kitchen	-950.00
03/06/2017	28976	Approved Fire Protection Co	Gas Meter Calibration	-115.00
03/06/2017	28977	AT&T	Account # 011-293-3370-001 732-636-0894	-57.10
03/06/2017	28978	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-466.34
03/06/2017	28979	Commercial Klitchen Cleaning Inc	2/7/17 Maintenance Service & Equipment Cleaning	-750.00
03/06/2017	28980	COOPER POWER SYSTEMS	Cont# 25575 Generator - PM Agreement	-720.00
03/06/2017	28981	DL Printing Company Inc	1500 #10 Regular Envelopes	-92.98
03/06/2017	28982	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-61.00
03/06/2017	28983	Fords Fire District #7	Dispatch Service -February 2017	-5,520.25
03/06/2017	28984	FORDS INDUSTRIAL SUPPLY	Supplies	-73.97
03/06/2017	28985	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-475.78
03/06/2017	28986	Home News Tribune	Account #ASB-099468 Fire Election Notice - February 18, 2017	-68.44
03/06/2017	28987	Jessica Rizitis	Website Maintenance - March 2017	-175.00
03/06/2017	28988	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 03/15/17-04/14/17 GL 009906	-861.30
03/06/2017	28989	Maria Bucsanszky, E.A	Monthly Fee-March 2017	-2,333.45
03/06/2017	28990	MIDDLESEX COUNTY FIRE ACA...	Drill Ground Instructor Refresher DeLeo/Holloway	-104.00
03/06/2017	28991	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for February 2017	-12,330.09
03/06/2017	28992	Mobile Tech Inc	1 Motorola OEM Battery	-184.50
03/06/2017	28993	NAPA Auto Parts of Colonia	Supplies	-67.92
03/06/2017	28994	New Jersey Door Works, LLC	Repaired Door 2	-465.90
03/06/2017	28995	PAUL DELEO	Reimbursement - Paint for Kitchen	-30.74
03/06/2017	28996	POSTMASTER	2 rolls of stamps	-98.00
03/06/2017	28997	PSE&G	ELECTRIC BILL	-1,118.81
03/06/2017	28998	Racestar	Fuel -January 2017	-222.00
03/06/2017	28999	Silent Companion Corp	Account #F-2012 Annual Fire Monitoring Fee & Control & Radio ...	-175.00
03/06/2017	29000	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-54.85
03/06/2017	29001	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pot#734229 02/01/2017-02/...	-234.60
03/06/2017	29002	Maria Bucsanszky, E.A	Replenish Petty Cash-Paint & Stamps /Uniforms (Fire Captain)	-199.57
03/06/2017	29003	MIDDLESEX COUNTY FIRE ACA...	#01-1654-17 Incident Management System 1-400- P Deleo/J Ho...	-200.00
03/06/2017	29004	NAPA Auto Parts of Colonia	Supplies	-11.90
03/06/2017	29005	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-8.49
03/06/2017	29006	Woodbridge Fire District #1	Reimbursement - Health Benefits/Vision & Dental March 2017	-1,919.50
03/06/2017	29007	NAPA Auto Parts of Colonia	Supplies	-19.80
03/06/2017	29008	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-35.92
Total Columbia - Voucher				-58,078.55
TOTAL				-58,078.55

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

March 6, 2017

Treasurer's Report

BEGINNING BALANCE	\$ 740,688.24
Deposits	476,498.75
Interest	87.10
Payroll	(65,786.96)
Payroll Tax/Adjustments/Transfers	5,743.52
Disbursements for the Month	(<u>58,078.55</u>)
ENDING BALANCE	\$ 1,099,152.10

Fire Prevention vehicle 2-3-6

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailer

Buildings and Grounds

2-3-17 0930 ODP received and forwarded permit for Proctor and Gamble to Fire Prevention Bureau.

1430 ODP filled one SCBA cylinder for Fire District #1

2-4-17 ODP facilitated reconnection of Ice machine in apparatus bays and stove connection in kitchen

2-5-17 ODP Removed old stoves from Kitchen and place in apparatus bays for future pickup by Woodbridge Township PW.

2-6-17 1100-1145 Frank Marino from Cannella roofing here for roof repairs.

1127 ODP received envelope from Hopelawn Fire Co. for VC placed in Chief's mail slot.

ODP received one package for First Aid Squad placed by her door.

1930 Commissioners meeting in hall.

2-7-17 0800 ODP Moved flat top unit into kitchen and began removing items from the kitchen for upcoming renovations.

0855 Commercial Kitchen cleaning here cleaning donated appliances and hood.

1100 Johnston Communications here working on data rack in utility room.

2-8-17 ODP continued work in Kitchen.

EMS given one shovel to use for ambulance in light of incoming snow storm.

ODP Place plow on 2-3-4

2-9-17 0715 ODP doing snow removal

1300 2-3-4 began snow removal from district hydrants

2-10-17 1350 Delivery received from NAPA auto parts

2-11-17 1100 All apparatus and Bay floors washed.

1200 Kohler Building generator checked fluids okay 564.0 hours to date.

2-12-17 ODP continued work on kitchen.

2-13-17 0930 Erlich pest control here providing service.

1100 ODP delivered old pews back to St. Anthony's Church as per Commissioner Zullo.

1900 Fire Company Meeting in hall.

2-14-17 ODP removed plow from 2-3-4 as per weather conditions.

ODP made all proper notifications to MC fire marshal about confined space work.

2-15-17 1205 Building generator running weekly self-test.

1930-2015 Commissioners and Operations Manager meeting with VFF #125.

2-16-17 Maria delivered voting machines for upcoming commissioner elections.

2-17-17 1000 Confires here providing service for First Aid Squad

1030 Commissioner Zullo here preparing for Commissioner elections.

VFF #125 here completing painting of upstairs men's bathroom.

2-18-17 1100 Telephones, CATV and CAD inoperable. OPX line to Station #7 still working.

1130 All communications and CATV restored.

1140 Commissioner Zullo instructed ODP to have all engines washed and lot free of puddling in existing potholes by the start of the election.

1300 Election preparation in hall

Building generator checked. Fluids okay. 564.6 hours to date.

2-19-17 0830 hall being setup for EMS class.

0900-1200 EMS CEU refresher class in hall.

2-20-17 ODP changed outside sign as per Commissioner Zullo.

2-23-17 Commissioner Zullo, C6 and Lou Quiroz, from Drill Construction, here meeting about gutter deficiencies stemming from recent roof remodeling.

2-25-17 1400 Pre-arranged party in meeting hall.

1645 Party Attendant reported to ODP that they had fallen into ladies' room. Individual complained of right shoulder pain and reported to have hit the left side of their head. Patient was treated by the PRFAS and signed an RMA (Refusal of Medical Attention) but later changed mind and was ultimately transported to Robert Wood Johnson Hospital of

New Brunswick. Captain, District Safety/OSHA coordinator and Commissioner Zullo were all notified.

1745 Party Clear of hall

2-27-17 0800 Roofers back here correcting construction issues.

0830 ODP discovered crayon marks on floor in meeting room and food splashed on wall. Notified Commissioner Zullo who responded to Station #2 and cleaned excessive soiling of areas.

1118 ODP filled one SCBA cylinder for Woodbridge Fire District #1

1530 ODP filled three SCBA cylinders for Woodbridge Fire District #1

1900 Democratic Club meeting in hall.

2-28-17 0900 Fords Mill delivered supplies.

0930 Captain received logon information for EZPass from Maria and updated Fire district fleet tag and vehicle information. One additional tag requested.

1100 Cannella Roofing here replacing shingle.

1230 Delivery received from UPS – new water filter for hallway water fountain.

1300 Captain provided three estimates for kitchen cabinets for firehouse remodel to Commissioner Zullo.

Training

2-14-17 All on duty personnel participated and successfully complete JIF Emergency Vehicle Operations online safety training. Intersection negotiations.

2-15-17 1000 All on duty personnel participated and successfully complete JIF Emergency Vehicle Operations online safety training. Intersection negotiations.

2-17-17 0900-1200 CFF#248 Attended pre-arranged foam training seminar.

2-21-17 0900 Safety meeting with all ODP, WPD and Colonial Pipeline.

1300 C6 Preplanning meeting with 1005 Prologis Way Tenant.

2-23-17 1900-2100 Fire Company Drill in apparatus bays. Air Management Evolution.

Fuel

2-6-17 Engine 2-2 added 26.3 gallons of fuel

2-10-17 Engine 2-1 added 22.5 gallons of fuel

2-15-17 Support unit 2-3-4 added - \$51.00 worth of fuel

Equipment

2-3-17 0900 Mobile Tech radio repair returned Chief's Portable radio 2-0-1 noted faulty battery. Contacted VC to pick up radio at earliest convenience.

2-23-17 1410 Found HP Heartstart Forerunner AED dead. Contacted Commissioner Nardiello to explore AED replacement since parts are no longer available for this model.

2-27-17 Captain contacted JIF to verify that award allowance funding from 2016 safety initiative pilot program CAN be used for purchases of AED's.

Volunteer Recruitment

Recruit #127 has passed the Written NJ State firefighter 1001 test.

Faithfully Submitted,

Captain Paul DeLeo