

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
May 1, 2017**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of May 1, 2017 was called to order by Commissioner Nardiello at 7:30 pm. All Five Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo, Comm. Santorelli and Comm. Galvach. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Comm. Nardiello stated that Comm. Galvach was running late.

Comm. Nardiello reported that due to technical difficulty with the recorder, the April minutes were unable to be recorded.

The Captain presented R&S Marble and Granite with a plaque in appreciation of their generous donation for the kitchen.

TREASURER'S REPORT:

Balance	\$ 777,264.87
Deposits	\$ 2,868.60
Interest	\$ 168.86
Payroll	\$(67,842.52)
Payroll Tax/Adjustments	\$ 220.53
Disbursements for the Month	\$(94,143.54)
Ending Balance	\$ 618,536.80

BILLS TO BE PAID: \$94,143.54

Comm. Nardiello inquired about the two bills for the Joint Board Mutual Assessment, which Board Accountant Bucsanszky stated that one was the arrears payment and the other a 2017 payment.

Comm. Zullo did not vote on Bill 29065 for "Jessica Rizitis".

CAPTAIN'S REPORT:

Captain DeLeo thanked the Board for recognizing R&S Marble and Granite.

Captain DeLeo reported that they received the two AED's for the First Aid Squad at \$740 a piece and will submit the invoice.

Captain DeLeo reported that they received signage and protocol from Safe Haven and will submit a policy regarding caring for newborns left at the fire house. Comm.

Nardiello inquired for the record if the fire company would be relieved of any liabilities to provide this service, which was confirmed by Board Attorney Buck. Operations Manager Nisky stated that he would forward the police department policy.

Captain DeLeo thanked the Woodbridge Police traffic department for the lines outside and parking space.

Captain DeLeo reported that the kitchen is fully functional.

Captain DeLeo reported that the career staff completed a distracted driver class online and a pumper training refresher.

Captain DeLeo reported that he received three quotes for the tool box for the pickup truck and requested that the Board make a decision in form of a motion.

Captain DeLeo stated the township does not want the old stoves now, so he is looking to sell them on Ebay.

Captain DeLeo reported that there will be an Active Shooter training class at the Middlesex County Fire Academy.

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

Captain DeLeo requested that the Board re-visit the email setup. Operations Manager Nisky stated that he would have a quote for the next meeting.

Captain DeLeo reported that Engine 2-2 was sent out for Preventive Maintenance.

Comm. Nardiello stated that Comm. Galvach arrived at 7:43 pm

MOTION made by Comm. Galvach to sell the stove and griddle on Ebay and put the other items on the disposal list, seconded by Comm. Zullo. All in favor 5-0.

Andy Mazzeella from the NJ State Fireman Association spoke to the Board regarding establishing a policy for relief benefits and burial fund. Mr. Mazzeella indicated that one career firefighter and one volunteer are not members and a policy needs to be put in place to give members the option to join or sign a waiver.

Comm. Nardiello had a family emergency and needed to leave the meeting at 7:55 pm.

FIRE OFFICIALS REPORT:

The Fire Official's Report was reviewed.

MOTION made by Comm. Zullo to approve the Fire Official's Report, seconded by Comm. Santorelli. All in favor 4-0.

CHIEF'S REPORT:

Chief reported calls for the month of April for a total of 25 calls and 87 calls for the year.

Chief thanked everyone for their attendance Palm Sunday and apologized for the late notice.

Chief reported that he and Comm. Nardiello attended a meeting at Royal Albert's, who would like to start a fund to purchase things for fire service and asked for some ideas.

Comm. Galvach stated that he received a call from St. Anthony's Church regarding Memorial Day Service at 9:00 am.

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

UNFINISHED BUSINESS:

Comm. Zullo stated that the newly elected Commissioner pictures are in the Commissioner room.

Comm. Zullo stated that he had an item for executive session regarding the kitchen and hall rental.

Comm. Galvach reported that the Captain did an excellent job coordinating the work on Engine 2-1 and the pump test and that the bill is extensive. Captain reported that Engine 2-3 is out for service, but Buckeye will take care of the bill since it is a shared commodity.

Comm. Huber inquired about the status of a shed.

NEW BUSINESS:

MOTION made by Comm. Santorelli to enforce policy of Emergency Response "No Parking" designated parking space, seconded by Comm. Zullo. All in favor 4-0.

MOTION made by Comm. Santorelli on policy for TSA Screening Activation Response, seconded by Com. Zullo. All in favor 4-0.

Firefighter Rasimowicz reported that there was a Health and Safety meeting.

The Chief submitted a bill from Leisure Sports for shirts.

MOTION made by Comm. Huber to enter Executive Session at 8:20 pm., seconded by Comm, Santorelli. All in favor 4-0.

MOTION out of Executive Session at 8:30 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was personnel/grievance issue, kitchen and hall rental.

MOTION made by Comm. Galvach to change the order of Board positions, so not to go in succession for future terms, seconded by Comm. Santorelli. All in favor 4-0.

Board Attorney Buck stated that he would look to make sure there is not a previous resolution regarding Board positions.

Comm. Zullo stated that future hall renters are allowed to use the kitchen to get water, wash items and store cake/milk in refrigerator, however they cannot use the stove. A policy will be put in place and the individual working the party must be observant of this policy.

MOTION made by Comm. Zullo to purchase truck cap for pickup truck, not to exceed \$2500, seconded by Comm. Santorelli. All in favor 4-0.

MOTION made by Comm. Santorelli to adjourn meeting at 8:35pm, seconded by Comm. Galvach. All in favor 4-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

April 4 through May 1, 2017

04/27/17

Date	Num	Name	Memo	Amount
Columbia - Voucher				
04/04/2017	29047	VFIS	Accident & Sickness Policy #VFP 4231-0669E-01 Renewal 3/20/...	-1,658.00
04/04/2017	29048	Silent Companion Corp	Account #F-2012 Annual Test & Report to Comply with Fire Code	-150.00
04/05/2017	29049	Raymour & Flanigan	New Bar Stools for Kitchen	-612.00
04/28/2017	29051	BOB'S UNIFORM SHOP, INC.	Uniforms - Fire Company	-1,054.30
05/01/2017	TEPS	New Jersey State Health Benefits ...	Retired Health Benefits Coverage -May 2017 ID#146900	-1,394.46
05/01/2017	TEPS	New Jersey State Health Benefits ...	Health Benefits Coverage -May 2017 ID#146900	-23,685.68
05/01/2017	29052	ABSOLUTE FIRE PROTECTION C...	2001 E-One PumperTruck 2-1 Prev Maint/Pump Test	-1,741.00
05/01/2017	29053	AIRTEC SERVICE INC	1 Thermocouple	-235.00
05/01/2017	29054	Approved Fire Protection Co	Gas Meter Calibration	-115.00
05/01/2017	29055	AT&T	Account # 011-293-3370-001 732-636-0894	-57.10
05/01/2017	29056	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-466.96
05/01/2017	29057	Confires Fire Protection Service LLC	Extinguisher Inspections	-109.75
05/01/2017	29058	Cooper Electric Supply Co	Acct#239515 Kitchen Griddle	-253.93
05/01/2017	29059	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-63.00
05/01/2017	29060	Fail Safe Testing, Inc	Annual Fire Hose Testing & Annual Ground Ladder Testing	-2,432.90
05/01/2017	29061	FF1 PROFESSIONAL SAFETY SE...	Uniforms	-3,367.34
05/01/2017	29062	Fords Fire District #7	Dispatch Service -April 2017	-5,520.25
05/01/2017	29063	FORDS INDUSTRIAL SUPPLY	Supplies	-287.94
05/01/2017	29064	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-948.08
05/01/2017	29065	Jessica Rizitis	Website Maintenance -May 2017	-175.00
05/01/2017	29066	JOINT BOARD OF FIRE COMMIS...	Mutual Service Agreement Pmt #3 of 7 Installments	-12,000.00
05/01/2017	29067	Kraese Repairs LLC	K12 Saw Repair	-63.00
05/01/2017	29068	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 05/15/17-06/14/17 GL 009906	-861.30
05/01/2017	29069	Maria Bucsanszky, E.A	Montly Fee - May 2017	-2,332.97
05/01/2017	29070	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for April 2017	-12,336.45
05/01/2017	29071	NAPA Auto Parts of Colonia	Supplies	-15.78
05/01/2017	29072	New Jersey Door Works, LLC	Repaired Side Hollow Metal Door	-285.00
05/01/2017	29073	Occupational Health - JFK	Account #005263-00 OSHA Respirator Questionnaire A & B Rev.	-475.00
05/01/2017	29074	PSE&G	ELECTRIC BILL	-999.81
05/01/2017	29075	Racestar	Fuel -March 2017	-200.50
05/01/2017	29076	SKYLANDS AREA FIRE EQUIPM...	Pants/Tails	-2,289.74
05/01/2017	29077	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-35.39
05/01/2017	29078	Staten Arts Photography	Photo Coverage of Commissioner Swearing In Ceremony	-340.00
05/01/2017	29079	Stone Mountain Printing	100 Incident Report Forms	-55.30
05/01/2017	29080	WEST HUDSON INDUSTRIES	Plaque	-150.00
05/01/2017	29081	Woodbridge Fire District #1	Reimbursement - Health Benefits/Vision & Dental May 2017	-1,919.50
05/01/2017	29082	ABSOLUTE FIRE PROTECTION C...	2001 E-One Pumper Truck 2-1 Parts/Labor	-6,399.50
05/01/2017	29083	Fail Safe Testing, Inc	Annual Fire Hose Testing (Buckeye Trailer)	-345.00
05/01/2017	29084	FORDS INDUSTRIAL SUPPLY	Supplies	-75.73
05/01/2017	29085	JOINT BOARD OF FIRE COMMIS...	2017 Mutual Service Assessment	-6,500.00
05/01/2017	29086	Occupational Health - JFK	Account #005263-00 Physical Exam-Basic/Deleo	-55.00
05/01/2017	29087	Staples Business Advantage	Acct# NYC 1054611 Office Supplies	-10.79
05/01/2017	29088	Fail Safe Testing, Inc	Annual Fire Hose Testing (Colonial Pipeline)	-230.00
05/01/2017	29089	Occupational Health - JFK	Account #005263-00 Physical Exam-Basic/Pereira	-55.00
05/01/2017	29090	Staples Business Advantage	Acct# NYC 1054611 Vinyl Letters	-41.98
05/01/2017	29091	Occupational Health - JFK	Account #005263-00 LHI Respirator Questionnaire Review	-50.00
05/01/2017	29092	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pol#734229 May 2017 & Ba...	-281.40
05/01/2017	29093	PORT READING LADIES AUXILIA...	2016 STIPEND	-1,135.57
05/01/2017	29094	PORT READING LADIES AUXILIA...	2015 Expenses - Non-reimbursed - Drills/Memorial Day/Palm Su...	-276.14
Total Columbia - Voucher				-94,143.54
TOTAL				-94,143.54

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

May 1, 2017

Treasurer's Report

BEGINNING BALANCE	\$	777,264.87
Deposits		2,868.60
Interest		168.86
Payroll	(67,843.24)
Payroll Tax/Adjustments/Transfers		220.53
Disbursements for the Month	(<u>94,143.54</u>)
ENDING BALANCE	\$	618,536.08

Port Reading Fire Department



Captain's Report- March 31st, 2017- April 27th, 2017

Engine 2-1

4-10-17 Engine brought to Absolute for PM, pump test and repairs.

4-24-17 0930 Returned to service. 9 waterway valves needed to be replaced, A/C repaired, passed vacuum test and full PM Performed.

Remaining Issues: Quartz light unable to be repaired needs to be replaced.

 Mirror heat wiring harness needs repair.

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

Engine 2-2

9-18-16 2.5-inch discharge valve OOS. ****Request Repair of this valve.***

11-1-16 *Ground light wiring problem (existing)

4-24-17 Received valid registration from Woodbridge Township EM-1.

Engine 2-3

4-24-17 0750 OOS ODP brought to Absolute for annual preventative maintenance and pump testing. Buckeye Pipeline shared commodity engine.

Support Pick-up 2-3-4

3-31-17 C6 Received three quotes as requested by the board to outfit vehicle with bed utility cap. The quotes are listed below.

4-7-17 ODP replaced wiper blades.

******Request allotment for purchase of truck bed tool box not to exceed \$400.00 or purchase of a truck bed cap as proposed by the BOFC.***



400 HWY 100 S. CHESAPEAKE, N.J. 08027
708-251-1100

Name: Port Reading FDC
 Contact Name: Captain Paul DeLo
 Street:
 City:
 State: Zip:
 Phone Number: 232 636 0894
 Alt. Number: portreadingdc@aol.com

TRUCK: TRUCK TRAILER TRUCK & TRAILER
 Year of Truck: 2006
 Truck/Model: F350 LB X-Body of Rear Crew
 Cap Man: ARE Metal: Steel 26"
 Color Code: Color Desc: Paint

Description:	Price
Paint	2700
Paint - Both sides	400
Paint - interior	210
1/2 door beveled up	60
1/2 door	100
Sub Total	3270
Tax	
Total	3270
Deposit	
Balance	

Hi Here is Your quote From AL-RON'S TRUCK CAPS ARE DCU Tool boxes both sides Rear 1/2 door with glass Front pic window Rope light Rear door Clamps Install Coupon included, custom paint \$2,230.00 609-965-4527 Allow 3-4 weeks For install when ordering MAKE SURE IT'S APPLES TO APPLES WHEN GETTING QUOTES THANKS

Hello Port Readingfire,

My name is Rick Stuart from South Jersey Enterprises and I received your inquiry regarding A.R.E. Thanks for your interest in our premier line of caps and tonneau covers!

WE HAVE BEEN THE LOCAL A.R.E. DEALER HERE IN THE DELAWARE VALLEY FOR MORE THAN 25YRS. THE "D.C.U." ALUMINIUM UTILITY CAPS IS WHERE WE GOT OUR START IN THE PICKUP TRUCK CAP BUSINESS. THE LIST THAT HAVE SUBMITTED IS COMPREHENSIVE TO SAY THE LEAST. WE WOULD BE GLAD TO GO OVER YOUR SPECIFICATIONS AND ANSWER ANY/ALL YOUR QUESTIONS. PLEASE GIVE US A CALL! WE ALSO CARRY & INSTALL A COMPLETE LINE OF HIGH QUALITY ACCESSORIES AND EQUIPMENT, INCLUDING TOWING, MATERIAL HANDELING, AND CUSTOM LIGHTING. THE COST ESTIMATE OF THE CAP INCLUDING INSTALATION \$3200.00 THE UNIT WOULD BE BUILT AND DELEVERED HERE IN 2 TO 4 WEEKS.

" OUR TRUCKS WORK HARD TO LOOK GOOD "

Sincerely,
 Rick Stuart
 South Jersey Enterprises - Authorized A.R.E. Dealer

Chief's vehicle 2-3-1

Fire Prevention vehicle 2-3-6

4-5-17 Reported to be dead. ODP Jump started and brought to fire station for evaluation. Commissioner Galvach notified. Comm. Galvach requested ODP to start regularly to determine battery capability.

4-6-17 Commissioner Galvach notified that vehicle is starting okay but seems to have low oil pressure.

4-7-17 Started and ran. Seems to be starting okay

4-10-17 ODP returned to FI residence.

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailers

Buildings and Grounds

******Request resolution to secure official email system for department and elected officials administrative needs.***

3-31-17 1520 ODP Changed out malfunctioning cable box in basement and activated.

4-1-17 ODP washed all apparatus

4-2-17 0800 First Aid Squad used hall for Bus Trip Fund Raiser.

4-3-17 0730 ODP made all proper notifications and documentations for Confined space work within the fire district.

ODP received delivery from FedEx for FA squad.

Representative from Prologis came and picked up a knox box application.

1900 Commissioners Meeting in hall.

4-4-17 0700 ODP made all proper notifications and documentations for Confined space work within the fire district.

1120 ODP Received documents for Fire Prevention Bureau; placed in office.

1230 Received delivery of sign and guidelines from New Jersey Department of Children and Families for Safe Haven Infant Protection Act.

1700 ODP completed painting in kitchen.

4-5-17 0634 ODP made all proper notifications and documentations for Confined space work within the fire district.

0900 Woodbridge Police Traffic Safety painting lines in PRA lot.

Delivery of Copy Paper received from Staples.

1930-2115 Ladies Auxiliary meeting in hall.

2000-2100 Street Hockey league meeting in basement.

4-6-17 0730 ODP made all proper notifications and documentations for Confined space work within the fire district.

1852 County Sewer department here trying to clear basin on PRA, IFO fire station.

4-7-17 0800 County Sewer department here trying to clear basin on PRA, IFO fire station.

ODP received package for EMS

1015 Notified by resident of open hydrant on Langford and Blair. C6 confirmed with Middlesex Water Company that it was due to work in the area.

4-8-17 ODP checked building generator. Fluids okay. 568.8 hours to date.

All apparatus and bay floors washed.

ODP received certified letter from business in town and forwarded as appropriate.

ODP made all proper notifications and documentations for Confined space work within the fire district.

4-9-17 0745 ODP took Engine 2-1 to St. Anthony's church for Palm Sunday breakfast as per Commissioner Nardiello's request.

0900 Palm Sunday event being held in meeting room.

4-10-17 1040 Middlesex Water Company working on hydrant on corner of West and PRA

Secretary of the PRFC ladies auxiliary returned key to building.

Commissioner Nardiello called to advise that VFF Firefighters may use FA unit 14-1 to access NJ Turnpike until 2-1 returns to service.

1510 Received delivery from Staples

1930 Fire Company meeting in hall.

4-11-17 0730 ODP made all proper notifications and documentations for Confined space work within the fire district.

0900 Delivery of electrical materials received from Cooper electric for flat top griddle to be hooked up in kitchen.

0930 ODP used old "No Parking Fire Zone" signs and vinyl lettering to mark off two Emergency Responder Parking spots as per the Board policy reinstated at March '17 meeting.

0958 0730 ODP made all proper notifications and documentations for Confined space work within the fire district.

1900 Relief and Exempt meeting in hall.

ODP refilled 4 SCBA cylinders for WFD District #1

4-12-17 0830 ODP cut and maintained all district property lawns.

1305 Kohler Building generator conducting weekly self-test.

4-13-17 0740 Cooper Power Systems here performing generator maintenance and providing test report in compliance with Fire Inspection violation abatements. Report forwarded to FI Spillar.

4-14-17 ODP continued work on kitchen and made flat top griddle operational.

Former Secretary of PRFC Ladies Auxiliary dropped off Ledger for the same

Party setting up in hall for 4-15-17

1430 Welstead Landscaping here doing clean up.

4-15-17 0800 ODP washed all apparatus.

0930 ODP was advised by Commissioner Zullo to allow the party using the hall to use the refrigerator in the upstairs kitchen for a gluten allergy dish.

1230-1700 Hall being used for party.

Building generator checked fluids okay. 570.0 hours to date

1445 Commissioner Zullo here checking in on party and hall use.

4-17-17 0800 C6 advised Commissioner Zullo of Cake Icing spilled on commissioner's desk in meeting room from party on 4-15-17.

ODP discarded all food left at firehouse from party on 4-15-17

Lawn Doctor here treating lawn.

4-18-17 0800 ODP made all proper notifications and documentations for Confined space work within the fire district.

4-19-17 0715 ODP made all proper notifications and documentations for Confined space work within the fire district.

0800 ODP cut and maintained all lawns for District

4-21-17 1400 Board Accountant dropped off check for Commissioner Nardiello who will be picking up later.

1530 Commissioner Nardiello picked up check.

4-22-17 0730 ODP made all proper notifications and documentations for Confined space work within the fire district.

ODP checked building generator. Fluids okay. 570.5 hours to date.

ODP installed VGA power booster for shared CAD source.

4-24-17 17 0715 ODP made all proper notifications and documentations for Confined space work within the fire district.

4-26-17 ODP picked up Fire Incident reports from Stone Mountain Printing.

1930 Operations Manager, Board Attorney and Commissioner Santorelli here and meeting in hall.

Training

4-7-17 ODP pre-plan training for TSA events at 1005 Prologis.

4-10-17 ODP pump refresher training

4-11-17 ODP pump refresher training

4-12-17 ODP pump refresher training

4-13-17 ODP pump refresher training

4-26-17 Online Computer Based Training. JIF sponsored Distracted Driving Simulator.

4-27-17 1900-2100 Fire Company Drill @ Key Court. Attack line deployment and water supply establishment.

Fuel

4-15-17 Support Unit 2-3-4 added \$54.00 worth of fuel

4-24-17 Engine 2-2 added 30.2 gallons of fuel

Engine 2-1 added 39.3 gallons of fuel

Equipment

3-31-17 1000 ODP removed couplings from failed hose.

4-2-17 0720 Kraese repairs returned repaired rotary saw.

4-5-17 0900 Approved Fire Protection here for scheduled meter calibration.

4-7-17 ODP replaced broken wheel on Engine 2-2's Hurricane PPV fan.

4-24-17 Received new Defibtech AED purchased through First Aid Squad. Placed in 2-3-4.

Port Reading Fire District Equipment Disposal List

Item(s)	Disposal Date
One Garland Flattop griddle/oven Combo	5-1-17
One Garland 10 Burner stove/oven Combo	5-1-17
Two Lengths of Failed hose 5" and 1.75"	5-1-17
Stainless steel table from kitchen	5-1-17

Volunteer Recruitment

No further contact received from former interested candidates to date.

Officially,

Captain Paul DeLeo