

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
November 7, 2016**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of November 7, 2016 was called to order by Commissioner Nardiello at 7:30 pm. Four Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo and Comm. Santorelli. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Operations Manager Nisky was present. Board Clerk Marianne DeSantis was present.

Comm. Nardiello stated that Comm. Galvach was on vacation.

Reviewed minutes from the October 3, 2016 Meeting.

MOTION to accept the October 3 meeting minutes made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

**TREASURER'S REPORT:**

Balance	\$ 801,569.17
Deposits	\$ 490.00
Interest	\$ 169.11
Payroll	\$ (78,713.13)
Payroll Tax/Adjustments/Transfers	\$ ( 5,646.42)
Disbursements for the Month	\$ <u>(64,882.24)</u>
Ending Balance	\$ 801,569.17

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

**BILLS TO BE PAID:** \$64,882.24

MOTION to pay add on bills, totaling \$4,223.32 made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

Comm. Zullo stated that he would not be voting on Bill #28831 for "Jessica Rizitis".

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

**CAPTAIN'S REPORT:**

Captain DeLeo reported that Port Reading Day was a great success and complimented the Board, Career and Volunteer Staff on their participation. Captain DeLeo

### **CHIEF'S REPORT:**

Chief reported 35 calls for the month of September and 199 for the year.

Chief reported that they attended a 9/11 ceremony at Town Hall and all went well.

Chief reported that the house fire on 9/15 was a mutual aid call, received as our District, but it was not, however all hands working was the only solution.

Chief reported that Captain DeLeo took command of the 9/19 house fire and all went well.

Chief reported that the drill extrication went well. Chief expressed that it is important for all to understand how to use the tools. Chief suggested that a policy on the knowledge of the tools should be discussed at a later date.

Chief reported that Bob Sheridan turned in all of the fire company equipment and Board property.

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

### **CAPTAINS REPORT:**

Captain DeLeo reported that Colonia Fire Department borrowed the ventilation prop and purchased four jacks to be mounted.

Captain DeLeo complimented everyone on working well together at the Carteret and Port Reading structure fires. Captain DeLeo stated that he was proud of their professionalism and indicated that thankfully no one got hurt.

Captain DeLeo stated that he has the list of those certified to use the tools as per the Board's policy regarding the motor vehicle extrication. Captain DeLeo thanked Dave Mayti for getting the vehicles.

Captain DeLeo reported that Fire Prevention Safety will take place at School #28 and School #9 on October 14.

Captain DeLeo stated that they will be promoting the fire company at Port Reading Day on October 15 and there will be a dedication of the building at 1:00pm. Captain DeLeo stated that there will also be a Live Burn at Port Reading Day.

Captain DeLeo reported that at the Woodbridge Township Fire Officers Meeting, it was discussed that the fire academy would like to run a township drill. Captain DeLeo is coordinating the drill with both Buckeye and the officers, with a tentative date of Sunday, 11/13 at 9:00am. Captain DeLeo requested approval for overtime from the Board, which Comm. Santorelli stated that he would need to get back to him.

Captain DeLeo stated that he would like to have the annual Live Burn the first two weeks of December to get recertified for the year.

MOTION made by Comm. Nardiello to accept the Captain's report, seconded by Comm. Santorelli. All in favor 3-0.

**UNFINISHED BUSINESS:**

There was no unfinished business.

**NEW BUSINESS:**

Comm. Nardiello reported that there were no new matters with the Safety Committee.

Comm. Nardiello stated that we lost John Rotili this month, a model and good firefighter and that he will be missed.

Comm. Santorelli stated that he had one item regarding a personnel issue for Executive Session.

Operations Manager Nisky reported that the final bill for the renovations will be on the bill list at the Council Meeting on Tuesday and that the sign will be done by October 14. Operations Manager Nisky stated that there will be an Open House, prior to Port Reading Day and that all Commissioners, Career and Volunteer Firefighters and First Aid Squad members should be present. Captain Deleo requested that "Class A" uniforms be worn and stated that he will get the information out to everyone once finalized.

MOTION to enter Executive Session at 8:07 pm to discuss a personnel issue, made by Comm. Santorelli.

MOTION out of Executive Session at 8:31 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session was a personnel issue.

**TAXPAYERS COMMENTS:**

Captain DeLeo reported that there was a problem with one of the lawn mowers and it was sent out for repair. Comm. Santorelli stated that if the lawn mower was not back by Wednesday, Captain DeLeo has permission to call Welstead Landscaping.

**FIRE OFFICIALS REPORT:**

The Fire Officials Report was unavailable and tabled until the November Meeting

MOTION to adjourn meeting at 8:34 pm made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 3-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

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

November 7, 2016

Treasurer's Report

BEGINNING BALANCE	\$ 801,569.17
Deposits	490.00
Interest	169.11
Payroll	( 78,713.13)
Payroll Tax/Adjustments/Transfers	5,646.42
Disbursements for the Month	( <u>64,882.24</u> )
ENDING BALANCE	\$ 664,279.33

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

**BILL LIST**

October 4 through November 7, 2016

11/03/16

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
10/13/2016	28825	ROYAL IRRIGATION	Customer ID# 2762 Winterize Sprinkler System	-85.00
11/07/2016	28826	AT&T	Account # 011-293-3370-001 732-636-0894	-57.48
11/07/2016	28827	BAUMGARTNERS'	Supplies-#002994/002997/003010	-38.27
11/07/2016	28828	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-410.64
11/07/2016	28829	Fords Fire District #7	Dispatch Service -October 2016	-5,520.25
11/07/2016	28830	FORDS INDUSTRIAL SUPPLY	Supplies	-255.24
11/07/2016	28831	Jessica Rizitis	Website Maintenance - November 2016	-175.00
11/07/2016	28832	Kraese Repairs LLC	Blade Drive Belts-Lawn Mower	-300.00
11/07/2016	28833	LA BUONA	Refreshments	-42.00
11/07/2016	28834	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 11/15/2016-12/14/2016 GL 009906	-861.30
11/07/2016	28835	Maria Bucsanszky, E.A	Monthly Fee -November 2016	-2,333.33
11/07/2016	28836	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for October 2016	-12,323.73
11/07/2016	28837	NAPA Auto Parts of Colonia	Supplies-Absorbent	-42.45
11/07/2016	28838	PORT READING EXEMPT FIREM...	Annual Stipend	-1,250.00
11/07/2016	28839	POSTMASTER - PORT READING	2 Rolls of Stamps	-94.00
11/07/2016	28840	Stone Mountain Printing	500 Vouchers	-29.10
11/07/2016	28841	Witmer Public Safety Group	A/C# WOOWP1 Helmet Shield/Stamato	-47.74
11/07/2016	28842	Woodbridge Fire District #1	Reimbursement - Health Benefits November 2016	-1,919.50
11/07/2016	28843	Witmer Public Safety Group	A/C# WOOWP1 LED Streamligh/Expansion Snake Chin Strap	-97.37
11/07/2016	TEPS	New Jersey State Health Benefits ...	Retirees Health Benefits Coverage -November 2016 ID#146900	-1,283.63
11/07/2016	TEPS	New Jersey State Health Benefits ...	Health Benefits Coverage -November 2016 ID#146900	-23,709.39
11/07/2016	28844	AIRTEC SERVICE INC	Inspection Firehouse/installed air filters	-450.00
11/07/2016	28845	ALERT ALL CORP	Fire Prevention Material	-250.00
11/07/2016	28846	Approved Fire Protection Co	Service-Gas Meter Calibration	-57.50
11/07/2016	28847	Confires Fire Protection Service LLC	Extinguisher Inspection	-121.80
11/07/2016	28848	FLORAL EXPRESSIONS, INC.	Sympathy Basket Order# 033729 /Rotilli, J.	-57.95
11/07/2016	28849	Garden State Sune & Energy Contr...	Installation of 3M Scotchshield Window Film to Front Room	-600.00
11/07/2016	28850	Hodulik & Morrison, P.A.	Performance & Completion of the Audit Year Ending December ...	-6,900.00
11/07/2016	28851	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-225.11
11/07/2016	28852	KALDOR	Supplies	-322.20
11/07/2016	28853	LaBuona Pizza	Refreshments - Fire Prevention Week	-170.00
11/07/2016	28854	MIDDLESEX COUNTY FIRE ACA...	Stamato - Firefighter I & Motor Vehicle Extraction	-446.00
11/07/2016	28855	Racestar	Fuel -September 2016	-119.00
11/07/2016	28856	Schieferstein Farm	8 Bales of Hay/Training/Burn Materials	-72.00
11/07/2016	28857	SERVPRO	6/14/2016-Commerical Water Damage Restoration	-1,371.68
11/07/2016	28858	THE HARTFORD GROUP BENEFI...	Life Ins Customer#011215320001-2/Pol#734229 11/01/2016-11/...	-234.60
11/07/2016	28859	TURNOUT FIRE & SAFETY INC.	Bomber Removable Liner	-150.98
11/07/2016	28860	ALERT ALL CORP	Fire Prevention Material-	-1,666.00
11/07/2016	28861	Approved Fire Protection Co	Replacement for Old Micro Mx-4 Gas Monitors	-792.00
Total Columbia - Voucher				-64,882.24
<b>TOTAL</b>				<b>-64,882.24</b>

1:10 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

1/07/16

ADD-ON BILLS

Accrual Basis

November 8, 2016

Date	Num	Name	Memo	Amount
Columbia - Voucher				
11/08/2016	28862	PSE&G	ELECTRIC BILL-6527650000,6502727107,6629775000...	-1,243.02
11/08/2016	28863	PORT READING FIRE CO ...	2016 Annual Stipend Funds	-1,480.30
11/08/2016	28864	Valic	2015 LOSAP Contribution - Dave Matyi Account #32998...	-500.00
11/08/2016	28865	Valic	2015 LOSAP Contribution - Triantallidis - Account #333...	-500.00
11/08/2016	28866	Valic	2013 LOSAP Contribution - Triantallidis - Account #333...	-500.00
Total Columbia - Voucher				-4,223.32
TOTAL				-4,223.32

RESOLUTION  
BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2016 budget appropriations have insufficient balances to meet the 2016 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

From		To	
G-01-F/Firefighters	\$ 7,200.00	G-01-R/Overtime	\$20,000.00
H-01-01/Social Security	5,000.00	H-03-01/Fire Hydrants	2,500.00
H-05-01/Insurance Package	2,000.00	H-10-03/Auditing	100.00
H-07-02/Mutual Service	500.00	H-16-01/Elections	200.00
H-10-06/Community Info	250.00	H-19-01/Training	4,000.00
H-21-01/Dress/Work Uniforms	2,000.00	H-25-01/Office	2,500.00
H-23-02/Fire Equipment	5,000.00	H-26-05/Truck Repair	2,000.00
H-23-03/Firefighting Gear	8,000.00	L-02-07/Fire Prev Program	<u>650.00</u>
H-26-06/Fuel	<u>2,000.00</u>		
<b>TOTAL</b>	<b>\$ <u>31,950.00</u></b>	<b>TOTAL</b>	<b>\$ <u>31,950.00</u></b>

**MOTION** to accept resolution made by Comm. \_\_\_\_\_, seconded by Comm. \_\_\_\_\_, all in favor.

Kenneth Galvach, President	___	Yes	___	No	
Louis V. Nardiello, Vice Pres	✓	Yes	___	No	<i>Amend</i>
Lewis Huber, 2 <sup>nd</sup> V.P.	✓	Yes	___	No	
Joseph Zullo, Treasurer	✓	Yes	___	No	
Robert Santorelli, Secretary	✓	Yes	___	No	

Adopted, November 7, 2016

Date

Joseph Zullo, Treasurer \_\_\_\_\_



# Port Reading Fire Department

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## ***Captain's Report- September 29<sup>th</sup> -November 3<sup>rd</sup>, 2016***

### **Engine 2-1**

9-2-16 Quartz Scene Light is out on the Driver's Side Pump panel. Load manager intermittently regulating electronics during extended operations.

10-2-16 0845 ODP replaced blown motor in passenger side rear rotator.

10-26-16 0945 ODP replaced blown strobe on front bumper.

11-3-16 Air horn pedal in cab inoperable.

Shoreline auto-eject inoperable.

Mirror heater inoperable.

## ***\*Requesting Annual PM and pump test and repairs***

### **Engine 2-2**

9-18-16 2.5 inch discharge valve OOS.

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

### **Engine 2-3**

10-4-16 ODP installed newly Buckeye purchased low profile TFT LDH intake valve.

10-13-16 0930 Added 55 Gallons of UG 1%/3% Foam from stock.

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

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

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

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

### **LDH Box Trailer**

### **Buildings and Grounds**

9-30-16 1530 Drill Construction here checking on roof leak in apparatus bays near side door.

1600 Matt from Woodbridge IT Dept. here working on EMS CAD system.

10-1-16 Building Generator checked. Fluids okay. 553.1 hours to date.

10-2-16 ODP filled 3 SCBA cylinders for Fire District #1

10-3-16 0700-1130 Cannella Roofing making repairs to new roof.

1900-2045 Commissioners Meeting in hall.

10-4-16 1335 Air-Tech here for annual start-up for Heating Systems.

10-5-16 1240-1745 Jim's Signs installing lettering on Station.

10-6-16 1045 Completing installation of letters on station.

1230 Lou from Drill Construction here testing roof for leaks.

1535 Welstead Landscaping here to cut lawns while mowing equipment is out for repair.

10-9-16 1100 ODP filled one SCBA cylinder for Fire District #1

10-10-16 0800 Ehrlich Pest control here conducting service.

10-11-16 1200 Captain met with planning committee for upcoming large scale drill at Buckeye Pipeline.

1900-2000 Exempt/Relief meeting in hall.

10-12-13 0830 ODP Cut all Lawns for Station.

1145 Delivery of 1 box from UPS for Fire Prevention.

1300 Building Generator running self-check.

10-13-16 Discarded old mattresses from shed.

10-14-16 ODP Cut all lawns and cleared property of debris.

10-15-16 0730 ODP prepared for building re-dedication with extensive cleaning.

0845 Building generator checked. Fluids ok. 554.1 hours to date.

ODP Washed all apparatus and Garage bay floors.

New front door Station #2 issued to Dan Nimetz as per Commissioner Zullo.

1200 Building Re-dedication ceremony in rear lot.

1300 Port Reading Day and Fire Prevention Open house at School #9 campus grounds.  
2-1, 2-3, 2-3-1, & 2-3-4 attended with ODP and VFC.

1630 Commissioner Zullo dropped off check and voucher for Royal Irrigation to be signed and picked up.

10-18-16 1424 ODP notified by EMS that newly installed roof shingles were coming off the mansard of Station #2 on West Avenue side of building. Commissioner Zullo and Huber notified.

10-19-16 ODP Cut and Maintained all Lawns.

1115 Captain fulfilled OPRA request as per Fire Official.

1200 Safety Day detail complete.

1328 Building Generator running self-check.

10-21-16 Fords Mill delivery of roll towels

1515 Approved Fire protection here calibrating BW-Max 4-way gas meter.

10-22-16 0945 ODP checked building generator. Fluids Okay. 554.7 hours to date.

10-24-16 ODP Replaced 8 bulbs and 3 ballasts in lighting of apparatus bays.

1330 Cannella roofing here repairing displaced shingles.

1900-2100 Democratic Club Meeting in hall.

10-25-16 1410 Johnston Communications here adjusting OPX ringers.

10-26-16 1115 ODP Cut and maintained all lawns

10-28-16 ODP made required notifications to County Fire Marshal of Confined Space Work.

1700-2000 ODP with Engine 2-1 attended Oktoberfest event at School #9.

10-29-16 ODP washed all apparatus and bay floors.

ODP checked building generator fluids okay. 555.3 hrs to date.

10-31-16 0930 Drill Construction installed diamond plate cover for utility basin behind building generator.

11-2-16 ODP made required notifications to County Fire Marshal of Confined Space Work.

### **Training**

9-29-16 0745 MVX refresher training with ODP

10-4-16 1000 Pump training at Saints Blvd.

10-14-16 1000 ODP, EMS and VFC provided Fire Prevention and education to School #28. Engine 2-1, 2-2 & 2-3-4 attended.

1100 Captain met with NJ DFS State Fire Marshall's office representative regarding activities pending for October 15<sup>th</sup>.

1315 ODP, EMS and VFC provided Fire Prevention and education to School #9. Engine 2-1, 2-2 & 2-3-4 attended.

10-17-16 ODP worked on the construction of forcible entry/ window and FF survival prop with donated lumber from Fire District #12.

10-18-16 Continued work on training prop.

1030 Learning Junction School Fire prevention and education program at Station.

10-19-16 0830 ODP and VFF #125 attended Safety Day at School #9 in concert with WTCERT.

1022 CFF #2-4-7 attended Elizabethtown Gas Company ER review session.

10-20-16 0730-1300 Captain and EMS Manager attended Worst Case Scenario Table top drill at Buckeye Pipeline.

10-25-16 1900 CFF 2-4-11 Attended MVX training at the MCFA.

10-27-16 1900-2100 Fire Company Drill – Denver Rescue Technique and Forcible Entry.

1900 CFF 2-4-11 Attended MVX training at the MCFA.

10-29-16 0730 CFF 2-4-11 Attended MVX training at the MCFA

### Fuel

10-4-16 Engine 2-1 added 19.3 gallons of fuel.

10-14-16 Support Unit 2-3-4 added 23.7 gallons of fuel.

10-18-16 Engine 2-1 added 23.6 gallons of fuel.

10-25-16 Support Unit 2-3-4 added 12.5 gallons of fuel.

10-26-16 Engine 2-2 added 23.6 gallons of fuel.

10-28-16 Engine 2-1 added 21 gallons of fuel.

Support Unit 2-3-4 added 20.53 gallons of fuel.

### Equipment

10-10-16 1100 Kraese Small engine repairs returned Stealth Mower. Replaced drive belts, blades and gas cap. Performed PM as well.

10-14-16 2120 Resigned Volunteer FF #120 returned Pager #136WLS5347.

10-24-16 0800 NJ Fire Equipment here performing required Hydro-Static testing of all air packs.

10-25-16 Received new BW-Max 4-way gas meter from Approved Fire Protection to replace obsolete Lumidor Micro-Max.

10-26-16 ODP numbered all SCBA from Buckeye that were not yet numbered.

10-28-16 0800 NJ Fire Equipment here completing required Hydro-Static testing of all air packs.

10-29-16 ODP Topped off 12 SCBA cylinders low from testing.

**Volunteer Recruitment**

No Further Candidates at this time.

Faithfully Submitted,

Captain Paul DeLeo