

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

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 2, 2017 was called to order by Commissioner Nardiello at 7:30 pm. All five Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo and Comm. Galvach and Comm. Santorelli. Operations Manager Nisky was present. Board Accountant Bucsanszky was present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the September 5th Meeting.

MOTION to accept the September 5 meeting minutes made by Comm. Santorelli and seconded by Comm. Huber. All in favor 5-0.

TREASURER'S REPORT

Balance	\$1,053,826.64
Deposits	\$ 0.00
Interest	\$ 130.04
Payroll	\$(77,438.24)
Payroll Tax/Adjustments	\$ 7,366.00
Disbursements for the Month	<u>\$(64,302.82)</u>
Ending Balance	\$ 919,581.62

BILLS TO BE PAID: \$64,302.82

Add on bills for the "Hartford Group" in the amount of \$258.00 for life insurance and for the "Ladies Auxiliary" in the amount of \$178.08 for Palm Sunday and \$183.24 for Memorial Day.

Comm. Zullo will not be voting on Bill #29226 for "Jessica Rizitis".

MOTION to pay the September bills made by Comm. Santorelli, seconded by Comm. Galvach. All in favor 5-0.

CAPTAIN'S REPORT:

Captain DeLeo reported that the light repair on Engine 2-1 is complete.

Captain DeLeo reported on the feedback from the JIF Facility Safety Meeting in the hall.

Captain DeLeo stated that he sent an email to the First Aid Squad and Fire Department requesting that they minimize the usage of all appliances and reported that the air conditioner in the basement is undersized and is left on to keep it cool. Discussions took place on a policy and setting a temperature since other items overheat.

Comm. Zullo reported that the five (5) pager cases are in and all have been notified.

Captain DeLeo reported that there was a motor vehicle extrication drill on 9/28.

Captain DeLeo requested the Board authorize overtime for the upcoming Live Burn on 10/26.

Captain DeLeo reported that there is a maintenance problem across the street and he received two quotes to have the grass changed to macadam.

Captain DeLeo stated that the schedule for Fire Prevention would be 10/11 here for the Learning Junction at 10:00am, 10/2 at School #9 at 1:30pm, 10/13 at School #28 at 1:30pm.

Captain DeLeo reported that Port Reading Day is scheduled for Saturday, October 14 from 12-4pm and requested authorization for the career staff to come in for three hours to do a demonstration.

Captain DeLeo commended Firefighter Frisch on his volunteer recruitment and all he has done with integrity and professionalism.

MOTION made by Comm. Santorelli to approve overtime for the 10/26 Live Burn, seconded by Comm. Galvach. All in favor 5-0.

MOTION made by Comm. Zullo to approve overtime for two, including the Captain for Port Reading Day on 10/14, seconded by Comm. Huber. All in favor 5-0.

MOTION made by Comm. Galvach to pay "Mid Atlantic" in the amount of \$639.94 for repairs on Engine 2-2, seconded by Comm. Zullo. All in favor 5-0.

FIRE OFFICIALS REPORT:

The Fire Official report was unavailable, however Captain DeLeo covered the upcoming Fire Prevention events.

CHIEF'S REPORT:

The Chief's reported 22 calls, 1 drill and 204 calls for the year.

Chief reported that they attended the 9/11 Service at Town Hall.

Chief reported that they will be attending the 10/26 Live Burn at the Fire Academy and stated that another fire company wanted attend with us.

Chief reported that they attended the motor vehicle extrication drill, as well as the NJ Transit Train Incident Class, which he stated was a real eye opener.

Chief reported that he may be going away to Salem for a few weeks at the end of the month, but will be available by cell or they can contact the Assistant Chief.

Chief reported that he is concerned over the number of false alarms due to the TSA Screenings, which Captain DeLeo stated there is no way around it and they must respond to the calls. Operations Manager Nisky stated that getting a positive reading is not a false alarm and that TSA falls under Homeland Security. Captain DeLeo reported that the normal wait time is 15-20 minutes.

UNFINISHED BUSINESS:

Comm. Nardiello stated he had an item for Executive Session.

NEW BUSINESS:

Comm. Hubert requested that they include a township quote for the job across the street in the parking lot.

Comm. Zullo requested a policy change effective immediately regarding the hall rental.

MOTION made by Comm. Zullo, to grant permission for Comm. Huber to make changes to the hall rental calendar when he is out of town and that he will notify Comm. Zullo of any changes, seconded by Comm. Galvach. All in favor 5-0.

Comm. Zullo noted that the water bill was higher than normal.

Comm. Nardiello read the volunteer gear inventory.

The Annual Audit Resolution for the fiscal year ending December 31, 2016 was read by the Board Clerk and approved by the Board.

ROLL CALL VOTE:

Comm. Nardiello – Yes
Comm. Huber – Yes
Comm. Zullo – Yes
Comm. Santorelli – Yes
Comm. Galvach – Yes

TAXPAYER COMMENTS:

There were no taxpayer comments.

MOTION made by Comm. Nardiello to enter Executive Session at 8:05 pm. All in favor 5-0.

MOTION out of Executive Session at 8:50 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel matter.

MOTION made by Comm. Zullo that the Commissioner Room, Captain's Office and Fire Official Office all be made one unit for the First Aid Squad. The Captain of the Fire Department and the Fire Official will be sharing the same office. The Chief will have a new room where gear room is now located and the gear room will be downstairs. The Commissioner Room will be outside the hall, seconded by Comm. Huber. All in favor 5-0.

ROLL CALL VOTE:

Comm. Nardiello – Yes
Comm. Huber – Yes
Comm. Zullo – Yes
Comm. Santorelli – Yes
Comm. Galvach – Yes

MOTION made by Comm. Zullo to adjourn meeting at 8:52 pm, seconded by Comm. Huber. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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

October 2, 2017

Treasurer's Report

BEGINNING BALANCE	\$ 1,053,826.64
Deposits	0.00
Interest	130.04
Payroll	(77,438.24)
Payroll Tax/Adjustments/Transfers	7,366.00
Disbursements for the Month	(<u>64,302.82</u>)
ENDING BALANCE	\$ 919,581.62

10:16 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

10/02/17

ADD-ON BILLS

Accrual Basis

October 3, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Columbia - Voucher				
10/03/2017	29238	THE HARTFORD GROUP ...	Life Ins Customer#011215320001-2/Pol#73...	-258.00
Total Columbia - Voucher				-258.00
TOTAL				-258.00

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

September 6 through October 2, 2017

19/27/17

Date	Num	Name	Memo	Amount
Columbia - Voucher				
09/06/2017	29210	JOSEPH ZULLO	Advance Wildwood Convention	-500.00
09/06/2017	29211	KENNETH GALVACH	Advance - Wildwood Convention	-500.00
09/06/2017	29212	LOUIS NARDIELLO	Advance - Wildwood Convention	-500.00
09/11/2017	29213	POSTMASTER	Balance due on 2 rolls of stamps	-2.00
09/14/2017	29214	Maria Bucsanszky, E.A	Replenish Petty Cash for Captain Deleo	-188.10
10/02/2017	29215	Approved Fire Protection Co	Annual Extinguisher Inspection	-793.75
10/02/2017	29216	AT&T	Account # 011-293-3370-001 732-636-0894	-57.30
10/02/2017	29217	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-466.37
10/02/2017	29218	Deluxe	Customer #000044-532500 1000 Voucher Checks & 1000 En...	-596.66
10/02/2017	29219	DLZ Mechanical LLC	Repaired Ice Machine/Replaced Control & Condenser Fan Motor	-500.00
10/02/2017	29220	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-63.00
10/02/2017	29221	Elizabethtown Gas	Account # 2202559020 - Firehouse 07/24/17-08/24/17	-127.95
10/02/2017	29222	FLORAL EXPRESSIONS, INC.	Order #039809 Fruit & Cheese Basket-Carol Huber	-57.95
10/02/2017	29223	Fords Fire District #7	Dispatch Service -September 2017	-5,520.25
10/02/2017	29224	FORDS INDUSTRIAL SUPPLY	Supplies	-80.97
10/02/2017	29225	Hodulik & Morrison, P.A.	Performance & Completion of the Audit Year Ending December ...	-7,040.00
10/02/2017	29226	Jessica Rizitis	Website Maintenance -October 2017	-175.00
10/02/2017	29227	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 10/15/17-11/14/17 GL 009906	-861.30
10/02/2017	29228	Maria Bucsanszky, E.A	Monthly Fee -October 2017	-2,333.33
10/02/2017	29229	MidAtlantic Truck	Air Brake Repair	-639.94
10/02/2017	29230	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 05/23/17-08/23/17	-1,288.92
10/02/2017	29231	NAPA Auto Parts of Colonia	Supplies	-31.45
10/02/2017	29232	PORT READING EXEMPT FIREM...	Annual Stipend	-1,250.00
10/02/2017	29233	PSE&G	ELECTRIC BILL	-1,296.49
10/02/2017	29234	Stone Mountain Printing	500 Vouchers	-29.10
10/02/2017	29235	Woodbridge Fire District #1	Reimbursement-Health Benefits Vision/Dental - October 2017	-1,919.50
10/02/2017	29236	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for September 2017	-12,336.45
10/02/2017	29237	Stone Mountain Printing	500 Incident Report Forms	-66.90
10/02/2017	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription Coverage -10/01/2017-10/31/201...	-23,685.68
10/02/2017	TEPS	New Jersey State Health Benefits ...	Retiree Benefits-10/01/2017-10/31/2017 ID#146900	-1,394.46
Total Columbia - Voucher				-64,302.82
TOTAL				-64,302.82

Port Reading Fire Department



Captain's Report- September 1st, 2017- September 28th, 2017

Engine 2-1

9-24-17 Moved rescue equipment off in preparation of repairs 9/25

9-25-17 0830 brought to Absolute for quartz light repair.

9-26-17 0830 returned to service. Quartz light replaced.

Relief light stuck on when in pump. Relief Valve working okay.

Remaining Issues: Mirror heat/motion harness needs repair.

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

Engine 2-2

Engine 2-3

Support Pick-up 2-3-4

Chief's vehicle 2-3-1

Fire Prevention vehicle 2-3-6

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailers

Buildings and Grounds

9-1-17 EM-1 dropped off fuel pump fobs for all three engines.

9-2-17 ODP washed all apparatus and bay floors

Building generator checked. Fluids Okay. 581.6 hours to date.

0700 Internet not working. ISP problem. 1200 restored.

9-3-17 1930 Outlets in kitchen inoperative.

9-5-17 0800 ODP reset GFCI outlets in kitchen.

1500 George Brew from Woodbridge Township here looking at concrete problem in bay.

1900 Commissioner meeting in Hall.

9-6-17 0900 Lawn maintenance suspended due to weather.

1900 Port Reading Day meeting in hall.

9-7-17 Lawn maintenance

9-8-17 Local #290 representatives changing out soda machines in hallway.

9-9-17 All apparatus and bay floors washed.

Building Generator checked; fluids okay. 582.2 hours to date.

9-11-17 0800 ODP Lowered flag and changed sign in remembrance of September 11.

0915 Ehrlich Pest Control provided service.

1030-1047 Woodbridge Township EM-1 and EMS manager came to fire station and went into basement did not inform ODP as to the purpose of visit. Commissioner of Buildings and grounds advised.

0956 ODP made all proper notifications to MC Fire Marshall of Confined Space Work.

1105 Lawn Doctor here treating fire station lawns.

1800 ODP and Volunteer Fire Company members attended 9-11 ceremony at town hall.

1930 Fire Company meeting in hall.

9-13-17 0715 ODP made all proper notifications to MC Fire Marshall of Confined Space Work.

0830 Lawn Maintenance

1005 Confirmed with buildings and grounds commissioners authority to seek estimates to have grass replaced with macadam in lot across PRA from fire house.

1900-2000 JIF Facility Safety meeting in hall

9-14-17 ODP received delivery from NAPA auto parts.

9-15-17 Johnston Communications here finalizing fiber optic OPX line tie in.

9-16-17 all apparatus washed

9-18-17 1030 FedEx delivery received for First Aid squad

1200 Confires here to provide service for First Aid squad

1230 UPS delivery received for First Aid squad

9-19-17 KJM Contractors here providing estimate for paving job.

1130 ODP found lights and A/C left on in basement with no one present.

9-20-17 ODP performed all lawn maintenance

1000 Sandro Paving here providing estimate for paving job.

9-21-17 0730 ODP made all proper notifications to MC Fire Marshall of Confined Space Work.

1115 Ambutech here was working on Ambulances.

9-22-17 2100 Fit Rite picked up 2 packages from the First Aid Squad.

9-23-17 0900 all apparatus and bay floors washed.

1145 building generator checked. Fluids are okay. 583.6 hours to date.

9-25-17 0830 ODP found basement air conditioning unit left on with no one present.

9-27-17 1200 ODP found basement air conditioning unit left on with no one present.

1300 ODP cleared area behind shed.

1200-1355 Fizer Plumbing here was addressing issue in basement bathroom and urinal in main bathroom.

1315-1345 Johnston Communications here to estimate modifications to phone system in basement for First Aid squad pending 24 hour operation.

1340 Lawn Doctor here addressing dying grass issues. Contractor reseeded areas and will be following up with adjusted application plan.

1830 EMT class in hall

1930 Contract meeting in basement

Four estimates were attempted for paving work at lot on Lee Street and Port Reading Ave. Only two were returned. Estimates are attached to this report for commissioner review.

Training

9-13-17 1100 ODP training on low pressure bags.

9-15-17 ODP training on transitional attack- PPT Evidence based training

9-26-17 ODP training on transitional attack- PPT Evidence based training

9-27-17 ODP training on transitional attack- PPT Evidence based training

Fuel

9-3-17 Engine 2-2 added 34.1 gallons

9-6-17 Engine 2-1 added 21.2 gallons

• 9-7-17 Support unit 2-3-4 and Gas cans filled – 11 gallons

9-14-17 Engine 2-3 added 10.8 gallons

9-26-17 Engine 2-1 added 27.9 gallons

9-26-17 Engine 2-2 added 23.9 gallons

Equipment

9-1-17 ODP placed all fuel pump fobs in respective engines.

9-5-17 ODP found damaged regulator gauges on low pressure air bags.

9-7-17 1215 NJ Fire Equipment returned repaired Buckeye SCBA.

9-11-17 0945 Placed repaired SCBA back in service.

9-19-17 1455 Low Pressure air bags out of service. ESI picked up valve assembly for repair.

CFF#246 issued pager cover to VFF#125

9-25-17 1300 Delivery from UPS. Witmer Fire Store delivered water rescue helmets and pager cases as per Commissioner Zullo. C6 notified Comm. Zullo and Volunteer Fire Company Officers.

9-27-17 1351 CFF#246 issued pager case to VFF#123

Volunteer Recruitment

9-13-17 1130 President Nardiello came to the firehouse to notify CFF#244 to return all volunteer application packet paperwork. C6 confirmed with Personnel and will advise 244 on his next shift.

1745 President Nardiello came back to the firehouse to look for volunteer application packets. ODP advised him that CFF#244 will be in tomorrow.

9-14-17 President Nardiello picked up volunteer application packets returned to Station #2 by CFF#244.

1418 C6 was advised by President Nardiello that all future Volunteer Firefighter membership inquiries will be directed to VFF#121 (202) and authorized dissemination of his contact information for that purpose.

1435 C6 was advised by Commissioner Santorelli that, henceforth, Career firefighters will not be involved in the Volunteer Firefighter recruitment process.

Officially,

Captain Paul DeLeo

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 2
RESOLUTION**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each fire district to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2016 has been completed and filed with the District Clerk pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each fire district to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**" and "**Recommendations**," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Woodbridge Township Fire District No. 2, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2016, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the fire district, is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON October 2, 2017.

Secretary

Date

MEMBER	RECORDED VOTE	
	AYE	NAY
Comm. Nardullo	X	
Comm. Huber	X	
Comm. Zullo	X	
Comm. Santoulli	X	
Comm. Galvach	X	