

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
October 5, 2015**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 5, 2015 was called to order by Commissioner Santorelli at 7:30 pm. All Commissioners were present: Comm. Santorelli, Comm. Galvach, Comm. Nardiello, Comm. Zullo and Comm. Huber. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the September 8, 2015 Meeting.

MOTION to accept the September 8th meeting minutes made by Comm. Huber, seconded by Comm. Nardiello. All in favor 5-0.

BILLS TO BE PAID: \$49,511.90

MOTION to pay September bills made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Zullo did not vote on Bill 28407 for "Jessica Rizitis".

TREASURER'S REPORT:

Balance	\$ 810,285.90
Deposits	\$ 35,000.00
Interest	\$ 274.04
Payroll	\$(73,371.93)
Payroll Tax/Adjustments/Transfers	\$ 8,419.78
Disbursements for the Month	<u>\$(49,511.90)</u>
Ending Balance	\$ 731,093.89

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

A representative from Hodulik & Morrison, CPA reviewed two reports, one was a review of LOSAP and the other was the financial standings of Fire District 2.

The Board Clerk read the Resolution stating that the annual audit report for the fiscal year ending December 31, 2014 has been completed and filed with the District Clerk.

MOTION to approve the Resolution stating that the annual audit report for the fiscal year ending December 31, 2014 has been completed and filed with the District Clerk. All in favor 5-0.

Roll Call Vote:

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

FIRE OFFICIALS REPORT:

The Fire Officials Report was unavailable at this time and tabled until the November meeting.

CHIEF'S REPORT:

Chief reported 29 calls for the month and 212 calls for the year.

Chief reported that there was an excellent turnout for the extrication drill given by Captain DeLeo.

Chief reported that the career and volunteer staff worked very well together on October 1, during a rollover on the turnpike. Chief stated that everything went smooth and Port Reading proved that the career and volunteer staff work excellent together.

Chief reported that a sign has been ordered for Port Reading Day on October 17 and that he will get fire prevention material from Brian Small.

Chief reported that they will be participating at School #9 Octoberfest on October 23.

Chief reported that there will be a Live Burn at the Fire Academy on October 29 with East Newark Fire Department as well.

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

CAPTAINS REPORT:

Captain DeLeo reported that Local Lodge 290 Treasurer Terebetsky has tickets for a retirement party, honoring three retirees, including former Captain Zullo. The party will take place on Friday, 11/6 at Ariana's Grand from 6pm-11pm and tickets are \$50.00 per person. Discussions were made to have a plaque made for Captain Zullo with the union shield, which will be presented to him that evening during the opening ceremony by one of the Commissioners. Firefighter Terebetsky requested that any pictures at work or scenes be forwarded to him

Captain DeLeo stated that he was proud of Tour 4 with the rollover on Port Reading Avenue, which they got out in eight minutes. Captain DeLeo stated that they are putting their skills to use.

Captain DeLeo requested that extrication gloves be purchased for the volunteer staff.

Captain DeLeo inquired about the membership ID cards.

Captain DeLeo reported that Firefighter Fritzsich attended a crude oil emergency class at the Fire Academy on September 25.

Captain DeLeo reported that there was a good showing by the fire department at the September 26 Drill at Buckeye.

Captain DeLeo reported that the fire department and volunteers attended the multi-agency active shooter drill at Woodbridge Center on October 4.

Captain reported that in connection with Fire Prevention Month, the Learning Junction would be touring the firehouse on October 13 and visits would be made to School #28 on October 14 and School #9 on October 15.

Captain reported that there would be a Live Burn on October 26.

Captain reported that he called to have the sprinklers blown out and winterized on October 16.

Comm. Santorelli requested that the updated copy of the Directives/Policies be reviewed and discussed at the next meeting. The adjustment to mutual aid procedure regarding staffing was discussed, which the Chief indicated was a "homerun".

MOTION to implement the adjustment to mutual aid procedure and table the rest until the next meeting, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

UNFINISHED BUSINESS:

Comm. Nardiello inquired about the status of the shared service agreement, which Operations Manager Nisky reported was already done. Board Accountant Bucsanszky reported that this will take us over the cap.

Operations Manager Nisky reported that he has calls into the architect and builder and anticipates them starting work on the building any day.

NEW BUSINESS:

Comm. Zullo and Operations Manager Nisky discussed the email account being a part of the shared service agreement with Woodbridge.

Comm. Nardiello reported that he spoke to Firefighter Rasimowicz regarding replacing the hotline phone. Captain DeLeo stated that the phone only works intermittently and there is a problem with the line. Comm. Zullo stated that he would look into the wiring.

MOTION to replace the hotline phone, made by Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Comm. Nardiello requested that the trucks be restocked with traffic vests.

MOTION to purchase ten (10) traffic vests, made by Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Comm. Nardiello requested the purchase of extrication gloves, which are used extensively in drills.

MOTION to purchase sixteen (16) pairs of extrication gloves, made by Comm. Nardiello, seconded by Comm. Huber.

Comm. thanked Ron for his advice regarding the problem with the joint board, which has been resolved. Operations Manager Nisky reported that they are on the verge of signing the agreement, which the attorney is holding.

Comm. Huber thanked the Board for the flowers when his father-in-law passed away. Comm. Santorelli offered him his condolences.

TAXPAYERS COMMENTS:

Local Lodge 290 Treasurer Anthony Terebetsky announced and congratulated Firefighter Rasimowicz for being appointed Shop Steward and a member of the safety committee last Thursday night.

MOTION to enter Executive Session at 8:18 pm to discuss a personnel issue and a legal matter, made by Comm. Zullo, seconded by Comm. Huber. All in favor 5-0.

MOTION out of Executive Session at 9:17 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel issue and a legal matter.

MOTION to adjourn meeting at 9:18 pm made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

**WOODBRIIDGE 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, 2014 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, 2014, 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 5, 2015.

Secretary
10/5/15

Date

MEMBER	RECORDED VOTE	
	AYE	NAY
Santorelli	X	
Galvach	X	
Nardiello	X	
Laber	X	
Zullo	X	

Port Reading Fire Department

Captain's Report- September 4th - September 30th 2015

Engine 2-1

9-4-15 1230 Representative from Absolute Fire Protection Called to advise Engine pump test and Preventative Maintenance has been completed and ready for pick up.

9-8-15 0800 ODP Picked up Engine from Absolute Fire Protection and repaired retention chains on all discharge caps and reattached electrical panel labels.

Engine 2-2

9-8-15 0930 brought to Absolute for valve repair to front jump-line discovered with previous failed pump test.

9-11-15 1450 Returned to service.

9-22-15 1340 Mounted Blitzfire Nozzle to top right of Engine.

9-30-15 Replaced bulb in marker light T-67

Engine 2-3

Support Pick-up 2-3-4

Chief's vehicle 2-3-1

Buildings and Grounds

9-4-15 1000 Delivery received for first aid squad from FedEx. ODP placed by office door.

1300 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

1400 Lawn Doctor here providing chemical lawn application.

2100 Maria dropped off paper work package for Commissioner Nardiello

2200 Commissioner Nardiello came and picked up package

9-5-15 1000 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

9-6-15 0725 Received request from representative of Pro-Logis for alarm records and reports. Referred to Fire Official.

9-8-15 FF Matyi repaired garage door weather stripping on PRA side.

1930 Fire Commissioner meeting in hall.

9-9-15 1000 Architect here going over building for future repair work.

1030 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

1115 Per Commissioner Zullo placed ladder for roof access for Architect.

9-11-15 0830 Police promotional class in meeting hall.

9-12-15 All apparatus washed

1055 Building Generator Checked. Fluids Okay. 520.4 hours to date.

9-14-15 1000 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

1715 Ehrlich Pest Control here doing service check.

1930 Fire Company Meeting in hall.

9-16-15 1000 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

1200 Delivery received from Staples.

1100 ODP performed all lawn maintenance.

9-18-15 0930 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli.

9-19-15 Edison Power and Light returned failed fire hose pieces previously borrowed.

9-20-15 1400 ODP provided Interlocal assistance for Woodbridge Township Parks at Local youth football field watering. As per Commissioner Santorelli. Hydrant 2.102 stem malfunctioned. ODP notified Captain and Middlesex Water Company. Water company will replace Wednesday 9-22-15.

9-23-15 ODP performed all lawn maintenance.

9-24-15 Received 81 cases of water donated by Bed Bath and Beyond.

9-26-15 All apparatus washed.

Building Generator checked. Fluids okay. 521.6 hours to date.

Middlesex County UASI trailer parked in firehouse lot temporarily due to flat tire. Commissioner Zullo notified.

9-28-15 Hall beings used by the Avenel Port Reading Democratic Club.

Training

9-24-15 1800 All car dropped off cars for extrication training.

1830-2100 Annual Motor Vehicle Extrication training for Department. Lecture and Practical.

9-25-15 0830-1530 FF Fritzsich attended National Foams large scale response to crude oil emergencies at the MCFA

1000 Trained ODP and one Volunteer on MVX.

9-26-15 0945-1430 ODP and Volunteer Company participated and assisted in Middlesex County UASI confined space training at Buckeye Pipeline Butane Bullet area.

9-29-15 1000 ODP MVX Training

1100 Scheduled upcoming Live burn at the Middlesex County Fire Academy on October 29th and Avenel Fire Company to Stand by for district.

Fuel

9-8-15 Engine 2-1---51 gallons added

9-11-15 Engine 2-2---46.3 gallons added

9-21-15 Engine 2-2----35.6 gallons added

Support 2-3-4---\$33.00 unleaded added

Equipment

9-22-15 1100 NJ Fire Equipment returned SCBA #886 from repairs to strap clip.

1115 Went to NJ Turnpike Authority to inform them of maintenance issue with fire department connections through sound barriers. W. McDonough NJTP will have maintenance crews make the necessary adjustments.

1415 Air Power International here for regular service on Breathing Air Compressor/Cascade.

9-23-15 Notified all Fire Commissioners by phone of Pierce ladder demonstration at Station #2 on 09-24-15 @ 0900.

9-24-15 0900 Salesmen from Pierce Fire equipment here demonstrating 107' Quint Apparatus. Commissioner Galvach present.

9-28-15 1330 ODP ran and tested large cellar pumps. All operational.

1400 ODP tested and verified operation of fixed fire pumps at Buckeye facility. Flow test okay.

9-29-15 1713 4-way gas meter malfunctioning at incident #2015-206. Contacted Approved fire protection for repair.

**Requesting Extrication Gloves be purchased for stock and to replace any damaged ones for MVX qualified Volunteers. 6 Volunteers are currently requalified. Cost not to exceed \$1000.00

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
(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
All Remaining Decommissioned/Inoperable Communication Devices and Accessories	Approved by BOFC Regular Meeting 4-6-15
All Condemned and Failed Firefighting Hose	Approved by BOFC Regular Meeting 4-6-15

Volunteer Recruitment

Faithfully Submitted,

Captain Paul DeLeo

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

September 9 through October 5, 2015

19/30/15

Date	Num	Name	Memo	Amount
Columbia - Voucher				
09/09/2015	28399	JOSEPH ZULLO	Advance - Wildwood Convention	-300.00
09/09/2015	28400	KENNETH GALVACH	Advance - Wildwood Convention Expenses	-300.00
10/05/2015	28401	ABSOLUTE FIRE PROTECTION C...	2001 E-One Pumper #2-1 -Misc Repair	-518.34
10/05/2015	28402	BAUMGARTNERS'	SUPPLIES	-33.50
10/05/2015	28403	Comcast of New Jersey	Account #8499 05 340 0759643 TV/Internet/Phone	-408.66
10/05/2015	28404	FLORAL EXPRESSIONS, INC.	Customer #480 - Sympathy - Obojsky Family	-57.95
10/05/2015	28405	FORDS MILL SUPPLY	Supplies	-71.47
10/05/2015	28406	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-35.23
10/05/2015	28407	Jessica Rizitis	Website Maintenance - October 2015	-150.00
10/05/2015	28408	KALDOR	6-Q5003CL,FCL500W,120V	-48.72
10/05/2015	28409	LAWN DOCTOR	Customer#795791 - Late Summer Treatment	-59.00
10/05/2015	28410	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 10/15/2015-11/14/2015 GL 009906	-941.05
10/05/2015	28411	Maria Bucsanszky, E.A	Monthly Fee - October 2015	-2,333.35
10/05/2015	28412	MIDDLESEX WATER COMPANY	Hydrant Service for September 2015	-11,878.38
10/05/2015	28413	Mobile Tech Inc	Reprogram Pagers	-105.00
10/05/2015	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits & Prescription Coverage - October 2015 ...	-1,218.09
10/05/2015	28414	PSE&G	ELECTRIC BILL	-1,507.13
10/05/2015	28415	Racestar	Fuel - August 2015	-51.00
10/05/2015	28416	Staples Business Advantage	Acct# NYC 1054611 Supplies	-37.79
10/05/2015	28417	Woodbridge Fire District #1	Dental & Vision Coverage - October 2015	-1,896.13
10/05/2015	28418	ABSOLUTE FIRE PROTECTION C...	2008 E-One Pumper #2-2 -Pump/Vacuum Test	-2,621.65
10/05/2015	28419	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 005/21/15-08/25/15	-837.57
10/05/2015	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription Coverage - October 2015 ID#146...	-22,149.12
10/05/2015	28420	Staples Business Advantage	Acct# NYC 1054611 Supplies	-35.82
10/05/2015	28421	ABSOLUTE FIRE PROTECTION C...	2001 E-One Pumper #2-1 -Chassis PM/Pump PM	-1,916.95
Total Columbia - Voucher				-49,511.90
TOTAL				-49,511.90

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

October 5, 2015

Treasurer's Report

BEGINNING BALANCE	\$ 810,285.90
Deposits	35,000.00
Interest	272.04
Payroll	(73,371.93)
Payroll Tax/Adjustments/Transfers	8,419.78
Disbursements for the Month	<u>(49,511.90)</u>
ENDING BALANCE	\$ 731,093.89

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

0/02/15

October 6, 2015

Accrual Basis

Date	Num	Name	Memo	Amount
Columbia - Voucher				
10/06/2015	28422	EHRlich	Commercial Pest General Maintenance Service - Cust# ...	-61.00
10/06/2015	28423	Elizabethtown Gas	Account # 2202559020 - Firehouse 08/21/15-9/22/15	-107.26
10/06/2015	28424	UNITED STATES LIFE INS...	Policy #G232321 LIFE INSURANCE 10/07/15-01/06/16	-672.60
Total Columbia - Voucher				-840.86
TOTAL				-840.86