

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
October 3, 2016**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 3, 2016 was called to order by Commissioner Galvach at 7:30 pm. Three Commissioners were present: Comm. Galvach, Comm. Nardiello and Comm. Santorelli. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was absent. Operations Manager Nisky was present. Board Clerk Marianne DeSantis was present.

Comm. Galvach stated that Comm. Huber and Zullo were on vacation.

Reviewed minutes from the September 6, 2016 Meeting.

Comm. Galvach stated that under New Business, the fees for the hall rental and hall rental person were tabled and Comm. Zullo would be looking into it.

MOTION to accept the September 6 meeting minutes made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 3-0.

TREASURER'S REPORT:

Balance	\$ 892,964.49
Deposits	\$ 35,000.00
Interest	\$ 153.00
Payroll	\$(78,207.14)
Payroll Tax/Adjustments/Transfers	\$ (6,298.70)
Disbursements for the Month	<u>\$(54,639.88)</u>
Ending Balance	\$ 801,569.17

MOTION to accept Treasurer's Report was made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 3-0.

BILLS TO BE PAID: \$54,639.88

Comm. Nardiello inquired about Bill #28802, in the amount of \$487.50 for bathroom repairs. Captain DeLeo stated that it was for the bathroom downstairs since no one from the Buildings and Grounds committee was present.

Comm. Nardiello stated that he would not be voting on Bill #28794.

MOTION to pay September made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 3-0.

The representative from Hodulik and Morrison, CPA, went over the audit report. He stated that 2015 is complete and on the agenda for a Resolution to be accepted tonight.

The Board Clerk read the Resolution for the annual audit report for the fiscal year ending December 31, 2015.

ROLL CALL VOTE:

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

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 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 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

TAXPAYERS COMMENTS:

There were no taxpayer comments.

UNFINISHED BUSINESS:

Comm. Nardiello reported that he researched the other township signs, excluding Hopelawn and suggested the following to be on the building: Center – Port Reading, Right – EMS & First Aid Squad, Left – Fire Company #1 District 2 and underneath - Career Department established 1951. Comm. Santorelli stated that he sees his point, but that it is a lot of verbiage. Comm. Nardiello stated that Brian Small would like to see EMS and Steve Weber would like First Aid Squad on the building. Comm. Galvach tabled the sign topic for New Business.

Comm. Nardiello reported that as per John Mitch, Trenton did not receive the financial disclosures that he filed online on April 24, 2016. Comm. Nardiello wanted to make this part of the record that he did indeed file the financial closures and also sent a fax on August 26 to the State of NJ. He will give the Board and Clerk copies, along with the electronic receipt. Mr. Mitch indicated that the link is no longer in use and Comm. Nardiello will resend to the correct link.

Comm. Zullo indicated that he has mixed feeling on what the sign should say and all involved are trying to make all satisfied.

MOTION to enter Executive Session at 7:50pm to discuss a personnel matter and a legal issue, made by Comm. Santorelli.

MOTION out of Executive Session at 8:35 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel matter.

CAPTAINS REPORT:

Captain DeLeo reported on the progress of the building. Captain reported that the roofers were finishing up and they were working on the phone system.

Captain DeLeo received a quote of \$600 to have the windows in the watch room tinted to be more energy efficient and protect the computers and equipment.

Captain DeLeo reported that they will be meeting with the architect, project manager and general contractor to go over a checklist of remaining items to be completed.

Captain DeLeo discussed upcoming training drills and sessions.

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

FIRE OFFICIALS REPORT:

The Fire Officials Report was unavailable and tabled until the October Meeting.

NEW BUSINESS:

Comm. Zullo suggested changing the price of the hall rental to \$500.00, with a \$100.00 deposit and give the man on duty \$100.00. After a discussion, the following motion was made.

MOTION made by Comm. Zullo to change the price of the hall rental to \$400.00, with a \$100 deposit and \$75.00 for man on duty, seconded by Comm. Nardiello. All in favor 5-0.

Comm. Zullo stated that he would have new contracts made.

Comm. Nardiello stated that after discussion the letters on the building will say "Port Reading Fire Department and EMS, District #2".

MOTION made by Comm. Zullo for the lettering on the building to read "Port Reading Fire Department & EMS, District #2" seconded by Comm. Santorelli. All in favor 5-0.

MOTION made by Comm. Zullo to increase Wildwood Convention allotment from \$300.00 to \$400.00, seconded by Comm. Santorelli. All in favor 5-0.

MOTION to adjourn meeting at 8:45 pm made by Comm. Zullo, 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 3, 2016

Treasurer's Report

BEGINNING BALANCE	\$ 892,964.49
Deposits	35,000.00
Interest	153.00
Payroll	(78,207.14)
Payroll Tax/Adjustments/Transfers	6,298.70
Disbursements for the Month	(<u>54,639.88</u>)
ENDING BALANCE	\$ 801,569.17

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

September 7 through October 3, 2016

09/28/16

Date	Num	Name	Memo	Amount
Columbia - Voucher				
09/07/2016	28794	LOUIS NARDIELLO	Advance - Wildwood Convention	-400.00
10/03/2016	TEPS	New Jersey State Health Benefi...	Health Benefits Coverage -October 2016 ID#146900	-23,709.39
10/03/2016	TEPS	New Jersey State Health Benefi...	Retirees Health Benefits Coverage -October 2016 ID#146900	-1,283.63
10/03/2016	28796	ABSOLUTE FIRE PROTECTIO...	Misc Service on 2008 E-Pumper #2-2	-47.50
10/03/2016	28797	AGT Battery Supply	2 -7.5V/2100 mAh NiMH Impres Batteries #NTN9858	-161.13
10/03/2016	28798	AT&T	Account # 011-293-3370-001 732-636-0894	-57.22
10/03/2016	28799	BAUMGARTNERS'	Supplies	-102.40
10/03/2016	28800	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-410.82
10/03/2016	28801	EHRlich	Commercial Pest General Maintenance Service - Cust# 23899...	-61.00
10/03/2016	28802	Fizer Plumbing & Heating, LLC	Restroom Repairs	-487.50
10/03/2016	28803	Fords Fire District #7	Dispatch Service -September 2016	-5,520.25
10/03/2016	28804	FORDS INDUSTRIAL SUPPLY	Supplies	-223.98
10/03/2016	28805	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-295.22
10/03/2016	28806	HPT Property Maintenance	Painted 2 Walls Going Downstairs	-175.00
10/03/2016	28807	INSURANCE RESTORATION S...	Esporta Clean & Repair Turn out Gear-Stamato & COC#6253	-264.00
10/03/2016	28808	Jessica Rizitis	Website Maintenance - October 2016	-175.00
10/03/2016	28809	LIFE INSURANCE COMPANY ...	LIFE INSURANCE - 10/15/2016-11/14/2016 GL 009906	-861.30
10/03/2016	28810	Maria Bucsanszky, E.A	Monthly Fee -October 2016	-2,333.33
10/03/2016	28811	MIDDLESEX COUNTY FIRE A...	Course 06-1001-16 Firerighter 1	-236.00
10/03/2016	28812	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 05/20/16-08/24/16	-1,058.99
10/03/2016	28813	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for September 2016	-12,323.73
10/03/2016	28814	NAPA Auto Parts of Colonia	Wiper Blade/Steering Wheel Cover-1994 Chev Caprice	-29.67
10/03/2016	28815	PSE&G	ELECTRIC BILL	-1,420.17
10/03/2016	28816	Racestar	Fuel -August 2016	-93.53
10/03/2016	28817	SKYLANDS AREA FIRE EQUIP...	507101 Fire Hero Xtreme	-346.00
10/03/2016	28818	THE HARTFORD GROUP BEN...	Life Ins Customer#011215320001-2/Pol#734229 10/01/16-10/...	-263.40
10/03/2016	28819	William Stamato	Reimbursement Bed Linens	-36.36
10/03/2016	28820	Witmer Public Safety Group	A/C# WOOWP1 Collar Pins, 2 Standing Bugles	-10.05
10/03/2016	28821	Woodbridge Fire District #1	Reimbursement - Health Benefits Octobert 2016	-1,919.50
10/03/2016	28822	AGT Battery Supply	2 -7.5V/2100 mAh NiMH Impres Batteries #NTN9857	-194.83
10/03/2016	28823	Fizer Plumbing & Heating, LLC	8/22-Ejector Pit Repair	-125.00
10/03/2016	28824	NAPA Auto Parts of Colonia	T-Wax	-13.98
Total Columbia - Voucher				-54,639.88
TOTAL				-54,639.88

Port Reading Fire Department



****Please review header dates on August Captain's Report – Content of the report is accurate and up to date. The header read incorrectly signifying "July to August."***

Captain's Report- September 2nd – September 29th, 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.

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

Engine 2-2

9-18-16 2.5 inch discharge valve OOS.

Engine 2-3

9-4-16 ODP repaired loose/dislodged headlamp.

Support Pick-up 2-3-4

Chief's vehicle 2-3-1

Fire Prevention vehicle 2-3-6

9-16-16 ODP picked up from Heavenly Body Works auto body shop and returned to fire official's residence.

9-17-16 Captain ordered and received from NAPA, new wiper blades and steering wheel cover.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailer

9-16-16 Volunteer FF #125 brought trailer to Danny's Automotive for low tire pressure. Valve stems were leaking and replaced by Technician at no charge.

Buildings and Grounds

9-2-16 0730 Contractors at station working on building project.

9-3-16 ODP Washed all apparatus and bay floors

ODP moved ventilation prop indoors due to impending weather conditions.

Building generator checked. Fluids okay. 550.6.

9-4-16 ODP Changed sign as per Captain.

9-6-16 0700 Contractors at station working on building project.

0910 Air-Tech here looking at A/C system in hallway. Condensation problem.

1930-2130 Commissioner Meeting in hall.

2300 Commissioner Zullo called the firehouse to advise of the passing of former Firefighter/Chief and Commissioner.

9-7-16 ODP performed all lawn maintenance for property.

ODP issued new building key to Commissioner Zullo.

ODP issued new building key to Commissioner Santorelli.

ODP issued new building key to Asst. Chief.

9-8-16 0720 ODP Made proper notifications to Middlesex County officials about confined space work.

1010 ODP issued new building key to Volunteer Firefighter #115.

1440 Johnston Communications completed telephone upgrades to Station #2.

9-9-16 0700-1500 Contractors here working on building project.

9-10-16 ODP checked building generator. Fluids Okay. 551.2 hours to date.

2100 A/C condensation leaking in hallway.

9-11-16 ODP Attended PACE breakfast at The Woodbridge Elks sponsored by Mayor's Office.

The right side urinal in men's room is draining slowly. Commissioner Zullo advised.

1900 First Aid Squad meeting in hall.

2100 Commissioner Nardiello reported to ODP that he has successfully submitted Financial Disclosure Statement.

9-12-16 0700 Painter here caulking doors.

0700 Erhlich pest control here providing service.

0920 ODP Raised and returned flags to flagpole.

1130 Fizer Plumbing here working on urinal.

1410 ODP installed memorial bunting and hooks and bunting over PRA garage bay areas.

1845 ODP issued new building key to Volunteer FF. #116.

1930 Fire Company Meeting in hall.

2040 ODP issued new building key to Commissioner Galvach

ODP issued new building key to Volunteer FF #95

ODP issued new building key to Career FF #2410

9-13-16 1142 Flooring contractors here repairing damaged "New" floor.

1220 General Contractor, Township Project Manager, Architect and Commissioner Nardiello here developing punch list and identifying project concerns.

9-14-16 0730 Roofing contractor here working on mansard.

0745 ODP performed all lawn maintenance.

1900 Buildings and Grounds commissioners came to meet with Captain to go over hallway wall hanging placement.

ODP issued new building key to Commissioner Huber.

ODP issued 2 new building keys to Fire Official.

9-16-16 0645 Painter here. Advised not to come until 0700 by Captain.

ODP changed light bulbs in soffits over windows of fire station.

Garden State window tint here and will return the coming Wednesday to do work.

ODP Removed blinds and brackets in watch room in anticipation of window tint installation.

9-17-16 ODP washed all apparatus and bay floors.

Received delivery of truck wash from NAPA auto parts.

ODP Checked building generator. Fluids okay. 551.8 hours to date.

ODP Refilled 3 SCBA cylinders for Fire District #1.

9-19-16 1400 ODP removed water soaked front mat as per Commissioner Nardiello. ODP dried mat and exchanged locations with rubber matting.

1530 Commissioner Nardiello meeting with Woodbridge Township fire house renovation Project Manager.

1900 Commissioners and Operations Manager meeting in hall.

2058 Fire Chief and Commissioner Galvach confirmed to ODP reinstatement to full duty of Volunteer Firefighter #123.

9-20-16 0700 ODP Made proper notifications to Middlesex County officials about confined space work.

1100 ODP received delivery from Fords Mill Supply and changed light bulbs in outdoor fixtures.

9-21-16 ODP performed all lawn maintenance on district property.

1030 Garden State window tinting here tinting watch room windows.

1930-2045 Ladies Auxiliary meeting in hall.

9-22-16 2-3-4 with ODP went to Home Depot for supplies to return watch room to function.

0930 Representative from AFLAC insurance here giving personnel demonstration.

1000 Ambulance services here to work on FA-16.

9-23-16 0600 Confires Technician here to pick up Oxygen bottles. ODP advised Technician that future regular business is to be conducted during regular business hours after 0700. Captain notified First Aid squad manager to take corrective action with vendor.

0730 ODP Made proper notifications to Middlesex County officials about confined space work.

0815 ODP filled 10 2216 psi SCBA cylinders for East Jersey State prison.

1000 Captain and Operations Manager met with Volunteer FF #123 finalizing reinstatement conditions.

1445 Roofing Contractors here addressing issues.

1615 As per Commissioner Huber, ODP added dates for hall use on hall use calendar. 09/27/16 and 10/04/16.

9-24-16 0800 ODP Made proper notifications to Middlesex County officials about confined space work.

ODP Washed all apparatus and bay floors.

Building generator checked fluids okay. 552.4 hours to date.

ODP filled pail in garage bay with Oil dry from stock. One bag left. Ordered for stock from NAPA auto parts.

9-26-16 0850 Delivery of 5 bags of Oil dry from NAPA auto parts.

ODP returned watch room furniture, computer equipment and information devices to functioning order.

9-27-16 0915 Roofing Contractor here is doing a roof inspection with manufacturer's inspector.

1900-2000 Port Reading Day Meeting in hall.

9-28-16 ODP Cut and maintained all lawns.

Training

9-5-16 0815 Captain brought Ventilation Training prop to Colonia FD with 2-3-4. Returned with 2-3-4 @ 1000

9-7-16 ODP Went to building site of new PSEG generating station for preplanning and review.

9-8-16 1045-1135 In-house ladder training for Recruit Volunteer FF #127 @ School #9

9-22-16 1900-2100 Fire Department monthly drill - Motor Vehicle Extrication.

9-23-16 0830-1630 Career Firefighter #2-4-9 attended Crude oil response training at MCFA.

9-27-16 1000 Captain met with Buckeye official for preliminary plan for township wide drill.

1900-200 Career FF #2-4-4 giving extended SCBA use training with Volunteer FF Recruit #127

Fuel

9-7-16 Engine 2-1 added 16.9 gallons of fuel

Engine 2-3 added 15.4 gallons of fuel

Support Unit 2-3-4 added \$40.00 worth of fuel.

9-15-16 Engine 2-1 added 21.4 gallons of fuel

Engine 2-2 added 26.4 gallons of fuel

Equipment

9-4-16 ODP Ran and checked NorthStar water pumps #1 and #2 in preparation for possible effects of Hurricane Hermine. Fluids okay and operation okay.

9-7-16 Received certified and repaired Turnout Coats from IRS.

9-19-16 Lumidor 4-way gas meter malfunctioning. Contacted approved fire protection for service. Approved picked up for repair.

9-20-16 Received returned turnout gear, equipment and Class A uniform from resigned Volunteer Firefighter #120.

9-23-16 1507 Airpower International here testing SCBA refilling station.

9-27-16 ODP brought supplies from Baumgartner's for installation of stabilizing crank down jacks for Ventilation prop. These four Jack were purchased for our ventilation prop by Colonia Fire District #12. ODP installed new Jacks.

1810 ODP replaced batteries on SCBA #FP-2. Display was out.

Volunteer Recruitment

No Further Candidates at this time.

Faithfully Submitted,

Captain Paul DeLeo

PORT READING FIRE DISTRICT #2

Extrication Certified Personnel

As of September 30th, 2016

The Following are the **ONLY** members allowed to use hydraulic extrication equipment in a tactical setting per Board of Fire Commissioner Policy.

1. Patrick Renaldi
2. Paul DeLeo
3. Richard Fritzsch
4. Anthony Terebetsky
5. Evan Douglas
6. Peter Fizer
7. Vincent Pereira
8. Jan Rasimowicz
9. Justin Holloway
10. Jeffrey Kotuski
11. Duane Norelli
12. Daniel Eagan
13. Harry Triantafillidis
14. Kurt Delibero
15. Dennis Sequine

**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, 2015 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, 2015, 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 3, 2016.

Secretary

Date

RECORDED VOTE		
MEMBER	AYE	NAY
<i>Comm Galvach</i>		
<i>Comer</i>		