

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
September 4, 2018**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of September 4, 2018 was called to order by Commissioner Santorelli at 7:30 pm. Five Commissioners were present: Comm. Santorelli, Comm. Galvach, Comm. Zullo, Comm. Nardiello, Comm. Huber. Operations Managers Nisky was present, Board Accountant Maria Bucsanszky was present. Board Attorney Andrew Chambarry was present. Board Clerk Marianne DeSantis was present.

Comm. Santorelli announced at 7:08 pm that they would be suspending the regular portion of the meeting to swear in new Firefighter Michael Dileo, with the honor of having Mayor McCormac conduct the swearing in ceremony.

Back in session at 7:25 pm.

Comm. Santorelli stated that new Fire Fighter Dileo was sworn in by Mayor McCormac and both Captain's welcomed him to the department.

Reviewed minutes from the August 6 monthly meeting.

Comm. Nardiello stated that he would not be voting on the minutes since he was absent at the last meeting since his mom was in the hospital.

MOTION to accept the August 6 minutes made by Comm. Zullo, seconded by Comm. Galvach. All in favor 4-0.

**BILLS TO BE PAID: \$63,672.62**

Comm. Zullo stated for the record that the "Airtech" Bill is to be eliminated since the township will pay for it.

Comm. Nardiello inquired about the duct work for the air conditioning since it is usually freezing, yet today it was very warm. Comm. Zullo stated that it is a combination of things and will keep an eye on it.

Comm. Zullo did not vote on Bill 29622 for "Jessica Rizitis".

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

MOTION to accept Treasurers Report made by Comm. Zullo, seconded by Comm. Nardiello. All in favor. 5-0.

**CHIEF'S REPORT:**

Chief reported 43 calls and 1 drill for the month of August for a total of 255 for the year, which is above average.

Chief requested permission to bring an engine to the 9/11 Anniversary Ceremony at Town Hall at 6:00pm. Approved by Comm. Santorelli.

Chief reported that all volunteers, except for one will be attending the Convention in Wildwood.

Comm. Zullo thanked the Chief for his assistance with the gas station situation on Port Reading Avenue.

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

**CAPTAIN'S REPORT:**

Captain DeLeo reported that training of the new employee is going very well and he is learning quickly. Captain DeLeo stated he is unsure when he will have his own shift, perhaps October or November.

Captain DeLeo thanked Captain Fritsch for conducting the water drill.

Captain DeLeo reported that Refresher Training is scheduled for September 27 and Live Burn on October 25.

Captain DeLeo reported that Port Reading Day is scheduled for 10/20 and there will be a meeting 9/6 as per Comm. Zullo. Captain DeLeo requested that the career staff come to do a demonstration, however it is not mandatory and will need overtime approval.

Captain DeLeo stated that the new OSHA Coordinator Terebetsky is doing a great job and he gave an update on condemned gear that was in the closet. OSHA Coordinator Terebetsky reported that gear is sent out every few weeks to Avenel Fire Department for basic cleaning and indicated that several sets of gear are nearing the 10 year mark and two sets of gear are due to be replaced. He indicated that the cost is \$2,000 - \$2,500. Board Accountant Bucsanszky stated that there is \$9000 left in the budget for gear.

OSHA Coordinator recommended purchasing three (3) bunker sets and fix the tail for Firefighter Cruz so that it matches.

MOTION made by Comm. Nardeillo to purchase three (3) bunker sets and fix the tail for Firefighter Cruz, seconded by Comm. Zullo. All in favor 5-0.

Comm. Zullo suggested contacting other districts for excess gear that is under the ten year mark.

Captain DeLeo reported that the bail out kits have been ordered and he is exploring training.

Captain DeLeo reported that the church came to look at the old sign and they do not want it.

MOTION made by Comm. Zullo to dispose of the old sign, seconded by Comm. Nardiello. All in favor 5-0.

Captain reported that there was a claim for hose that was damaged during an incident on the NJ Turnpike for \$60.00.

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

#### **FIRE OFFICIAL/PREVENTION BUREAU REPORT**

Fire Official report was not available and tabled until the October Meeting.

Chief reported that the new code is out and they are updating the system.

Comm. Zullo thanked the Chief for speaking to the gas station on Port Reading Ave. since it now looks great.

#### **TREASURER'S REPORT:**

Balance	\$ 752,992.58
Deposits	\$ 530,655.38
Interest	\$ 192.55
Payroll	\$( 84,896.36)
Payroll Tax/Adjustments	\$ (151,050.57)
Disbursements for the Month	<u>\$( 63,672.62)</u>
Ending Balance	\$ 984,220.96

MOTION to accept Treasurers Report made by Comm. Zullo, seconded by Comm. Nardiello. All in favor. 5-0.

**UNFINISHED BUSINESS:**

Comm. Zullo confirmed with the Chief that the Fire Officers Meeting will be on 9/18 at 7:30 pm and food will be served.

Comm. Nardiello reported that he followed up with Pat Kenny at Public Works regarding wiring on 2-3-1 and 2-3-4, however there has been some problems with the police cars which take precedence, however he assured him that it will get done.

Comm. Huber reported that he and the Captain are working on lawn maintenance quotes for next year.

Comm. Zullo inquired about the parking lot, which is on the list as per Operations Manager Nisky since the priority was the school and library.

Operations Manager Nisky reported that the BA approved the funds to get the boat back to where it needs to be. Operations Manager Nisky indicated that a shared services agreement will need to be drafted with the township attorney and he will forward to our Board Accountant. Operation Manager Nisky stated that we may need to get two other quotes.

Operations Manager Nisky reported that the Chief's car is in as per Brian Small.

**NEW BUSINESS:**

MOTION to pay add on bills made by Comm. Nardiello for "The Hartford Group" for life insurance in the amount of \$291.00, "Woodbridge Township" for fuel in the amount of \$1358.24 and "Witmer" for extrication gloves, in the amount of \$38.00, seconded by Comm. Zullo. All in favor 5-0.

Comm. Nardiello stated that the colors look good on the sign and asked to keep Senator McCain, who was a true American hero in our prayers.

Operations Manager Nisky stated that the Board should not be afraid to question why fire dispatch is not out of police at the next Joint Board Meeting. Comm. Santorelli indicated that the last time there was "self dispatch" was during Hurricane Sandy and it is easier to call extra dispatcher.

Comm. Huber reported that as per the Captain, they will need access to the EMS Room when changing the sign since it does not connect long distance.

**TAXPAYERS COMMENTS:**

There were no tax payer comments.

MOTION made by Comm. Zullo to enter Executive Session at 7:57 pm, seconded by Comm. Huber. All in favor 5-0.

MOTION out of Executive Session at 8:00pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel and legal issues.

Operations Manager Nisky stated that regarding the candidate that they did not hire, there was a verbal appeal but they are responding appropriately and not concerned.

MOTION to adjourn meeting at 8:10 pm made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

# BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

## BILL LIST

August 7 through September 4, 2018

08/30/18

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
08/07/2018	29605	Valic	GROUP #63331 LOSAP CONTRIBUTION - TRIANATAFILLIDIS - 2011 & 2017	-1,000.00
08/07/2018	29606	Valic	GROUP #63331 LOSAP CONTRIBUTION 2017	-2,500.00
08/07/2018	29607	Welstead Landscaping	Repaired Holes on Property	-350.00
08/07/2018	29608	Safe Shredding LLC	15 Boxes - Shredding	-150.00
08/07/2018	29609	GILL & CHAMAS LLC	Legal Service-July 2018 Meeting	-750.00
08/15/2018	29610	PORT READING FIRE CO #1	Wildwood Convention	-1,000.00
09/04/2018	29611	AIRTEC SERVICE INC	Repairs to Insulation on the Two Duct Work System	-700.00
09/04/2018	29612	AT&T	Account # 011-293-3370-001 732-636-0894	-58.29
09/04/2018	29613	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-469.90
09/04/2018	29614	DLZ Mechanical LLC	Repaired Refrigerator - Installed Coil Temp Sensor	-348.00
09/04/2018	29615	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-08/13/2018	-66.00
09/04/2018	29616	F & S Tire Corp Inc	4 - Tires - Truck 2-3-1	-652.56
09/04/2018	29617	FIREFIGHTER ONE LLC	Uniforms - Short Sleeve Polo Shirt	-92.24
09/04/2018	29618	FLORAL EXPRESSIONS, INC.	Order #011384 Sympathy Basket-M. Weber	-82.95
09/04/2018	29619	Fords Fire District #7	Dispatch Service -Aug 2018	-5,520.25
09/04/2018	29620	FORDS INDUSTRIAL SUPPLY	Supplies	-32.98
09/04/2018	29621	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-154.69
09/04/2018	29622	Jessica Rizitis	Website Maintenance - September 2018	-196.00
09/04/2018	29623	LIFE INSURANCE COMPANY ...	LIFE INSURANCE - 089/17/2018 -10/16/2018 GL 009906	-861.30
09/04/2018	29624	Maria Bucsanszky	"Replenish Petty Cash" 01/29/18-08/10/18	-220.39
09/04/2018	29625	MIDDLESEX WATER COMPA...	Acct # 3046515564-Hydrant Service for August 2018	-13,056.84
09/04/2018	29626	NAPA Auto Parts of Colonia	Supplies	-89.90
09/04/2018	29627	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,283.71
09/04/2018	29628	Stone Mountain Printing	5 - Name Plates & Metal Desk Holders	-119.90
09/04/2018	29629	TURNOUT FIRE & SAFETY IN...	Name Tape	-8.00
09/04/2018	29630	FIREFIGHTER ONE LLC	Uniforms - 2-Short Sleeve Polo Shirt	-211.97
09/04/2018	29631	Maria Bucsanszky, E.A	Monthly Fee - September 2018	-2,500.00
09/04/2018	29632	NAPA Auto Parts of Colonia	Supplies	-68.58
09/04/2018	29633	TURNOUT FIRE & SAFETY IN...	Uniform - Pants	-430.12
09/04/2018	29634	FIREFIGHTER ONE LLC	Badge	-76.50
09/04/2018	29635	NAPA Auto Parts of Colonia	Supplies	-92.54
09/04/2018	29636	FIREFIGHTER ONE LLC	2-Badges	-230.00
09/04/2018	TEPS	New Jersey State Health Benef...	Retirees Health Benefits - 09/01/2018 - 09/31/2018 ID#146900	-4,335.28
09/04/2018	TEPS	New Jersey State Health Benef...	Health Benefits - 09/01/2018 - 09/31/2018 ID#146900	-20,927.95
09/04/2018	29637	Woodbridge Fire District #1	Reimbursement -Health Benefits-Dental/Vision September 2018	-2,014.28
09/04/2018	29638	JOSEPH ZULLO	Advance - Wildwood Convention	-550.00
09/04/2018	29639	KENNETH GALVACH	Advance - Wildwood Convention	-550.00
09/04/2018	29640	Approved Fire Protection Co	Annual Fire Extinguisher Inspection	-545.05
09/04/2018	29641	GILL & CHAMAS LLC	Legal Service-August 2018 Meeting	-750.00
09/04/2018	29642	Michael DiLeo	Reimbursement - Uniform Hemmed & Patches Sewn On	-70.00
09/04/2018	29643	NEW JERSEY FIRE EQUIPM...	1-Boston Leather Reflective Radio Strap	-351.20
09/04/2018	29647	Staples Business Advantage	Acct# NYC 1054611 Supplies	-40.92
09/04/2018	29644	Witmer Public Safety Group	A/C# WOOWTP1 - Ringers Extrication Gloves	-66.56
09/04/2018	29645	NEW JERSEY FIRE EQUIPM...	2-AKRON Roll Pins	-46.00
09/04/2018	29646	Staples Business Advantage	Acct# NYC 1054611 Supplies	-51.77
<b>Total Columbia - Voucher</b>				<b>-63,672.62</b>
<b>TOTAL</b>				<b>-63,672.62</b>

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

September 4, 2018

Treasurer's Report

BEGINNING BALANCE	\$	752,992.58
Deposits		530,655.38
Interest		192.55
Payroll	(	84,896.36)
Payroll Tax/Adjustments/Transfers	(	151,050.57)
Disbursements for the Month	(	<u>63,672.62</u> )
ENDING BALANCE	\$	984,220.96

# Port Reading Fire Department



## ***Captains Report- August 2<sup>nd</sup>, 2018 – August 30<sup>th</sup>, 2018***

### **Engine 2-1**

8-22-2018 Freon line ruptured for roof unit disabling A/C. OOS. Notified Commissioners Galvach and Nardiello. Contacted Air Tech to evaluate tomorrow.

8/23/2018 AirTech here checking A/C problem.

8-25-2018 Replaced 1 roof marker light.

8-27-2018 Email sent to Commissioner Galvach regarding A/C unit on Engine. AirTech was here previously for an issue. Since then a line blew on the unit.

### **Engine 2-2**

### **Engine 2-3**

8-16-2018 ODP replaced back up alarm not working

ODP installed new back up alarm bulbs.

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

8-25-2018 ODP replaced right side reverse / warning alarm bulb,

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

8-5-2018 ODP found check engine light on. Notified Commissioners of apparatus and equipment via email. Checked fluids and ran engine.

8-10-2018 Ran to keep battery charged. Noticed that check engine light is now off. Notified Commissioner Galvach.



8-13-2018 0935 Woodbridge Traffic Maintenance here to install radio. Wiring problem unable to complete. Email sent to Commissioner Nardiello explaining issue.

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

**Fire Prevention vehicle 2-3-7**

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

**LDH Box Trailers**

**Marine 8**

**Buildings and Grounds**

8-3-2018 0857 Order placed with Fords Mill Supply.

0945 Received a call from an out of state resident inquiring about an MVA on the NJTP on 8-2-2018, which they stated a family member was injured. Took info from caller and gave to squad ODP.

1103 Confires here for squad.

1200 New Jersey Division of Fire Safety, Office of the Fire Marshal, here looking to speak with the Fire Official.

1300 Welstead Landscaping here working on repairing the lawn that was damaged from a vehicle that drove on it.

1404 Stone Mountain Printing called for Commissioner Nardiello. Caller stated they were unable to leave a message on his phone, his mailbox was full. ODP emailed Commissioner Nardiello about the call.

1445 Received a call from an out of state resident inquiring about a Police report regarding an MVA on the NJTP on 8-2-2018. Referred the caller to NJSP.

8-4-2018 Vehicles washed by ODP.

0945 ODP changed the sign and raised the flag as requested by Commissioner Zullo.

Incident report enclosed for incident on 8-4-2018.

8-5-2018 ODP Cut and edged main lawns and applied weed killer to needed areas.

8-6-2018 0930 Fords Mill delivery.

1327 PSE&G meter reading.

1830 Personnel Committee w/ C6 & C8 interviewing prospective new FF

1930 Monthly Fire Commissioner Meeting in hall

2100 Instructed by Commissioners to discontinue ordering building supplies from Fords Mill and use Home Depot.

Commissioner Zullo requested that a non-slip mat be ordered from Home Depot to be placed in apparatus bays near fire gear racks.

8-7-2018 C6 ordered requested mat as per Commissioner Zullo.

1049 ODP received a phone call from Commissioner Zullo asking that we call the company that donated the wooden sign on the West Avenue side, to see about the company replacing the wooden post that have rotted. Called and left a message.

8-8-2018 0800 Filled 5 SCBA bottles for District #1.

1015 Township Road crew patching holes in main parking lot.

1330 Delivery from FF1 for incoming new firefighter, partial uniform order.

1335 Delivery of supplies from Home Depot.

1412 New hire here for gear measuring and picking up partial uniform order received today from FF1.

1415 Rep from SAFE-T here measuring our new hire for structural firefighting gear.

1440 Ladies Auxiliary President here dropping off supplies for use this evening.

1532 Received a phone call from Commissioner Zullo asking for the ODP to set up tables and chairs for the Hall being used tonight by the Ladies Auxiliary President.

1800 Ladies Auxiliary President here with next door daycare employees decorating tables for use this evening.

1914 Call placed to Commissioner Zullo to inform him the daycare next door, who is using the Hall, filled the parking lot. Commissioner Zullo said because of the rain, it is fine.

8-9-2018 1811 UPS delivery from Home Depot.

1742 Received a call from a member of Saint Anthony's Church, to inform us that someone will be by tomorrow morning to look at the sign that was replaced.

8-10-2018 0830 DLZ Mechanical here with part for repair of upstairs kitchen refrigerator.

0930 Member from St. Anthony's Church here evaluating sign for donation.

1025 Commissioner Zullo here at firehouse for Document Shredders.

1115 Time for Document Shredding Company changed to 1300.

1230 Delivery received from Home Depot anti slip mat as per Commissioner Zullo. Mat placed as per Commissioner Zullo near the East side of apparatus bay #6.

1409-1440 Safe Shredding co. here to shred documents.

8-11-2018 ODP received a call from Commissioner Zullo advising he spoke with the company that repaired the fridge on 8-10-2018, that it still is not getting cold enough.

8-13-2018 1010 Ehrlich pest control here performing service.

1333 Fed Ex delivery for squad, they handled.

1457 UPS delivery from Turnout Fire Safety.

1930 VFC meeting in Hall.

8-14-2018 1135 DLZ here checking upstairs kitchen fridge.

1201 Received call from individual looking to speak with a Commissioner regarding the firefighter position.

1205 VFC Treasurer here to make copies of Fire Company documents and leave paperwork for the Boards Accountant. Placed paperwork in folder for the accountant.

1210 Commissioner Nardiello here inquiring about the radios.

1432 NAPA Auto delivery of order placed this morning.

1441 VFF #125 TO Home Depot for supplies.

8-15-2018 ODP reported that EMT formerly banned from district property for removal from FA squad was in the building. C6 was notified and confirmed through EMS management and Commissioner Santorelli that member has since been reinstated. All personnel notified via email.

0830 ODP edged lawn. Reported that the lawn was too wet to cut.

0900 Delivery received from staples of petty cash box and ledger for Captains.

1000 Delivery received from NJ Fire Equipment

8-16-2018 0940 ODP found split in exhaust extraction hose for Engine 2-3. ODP repaired temporarily.

0800 Maria came to pick up interoffice mail and dropped of stipend check for Volunteer Fire Company. She indicated that Commissioners still need to sign and that she will notify the Commissioners to have someone come and do it.

0945-1145 ODP Cut and trimmed all lawns including Lee Street lot.

1200 Ordered back up alarm bulbs from NAPA for Engine 2-3

1500 NAPA delivered back up alarm bulbs.

1650 VFC Treasurer picked up stipend check and signed voucher.

8-17-2018 1010 Confires here for EMS equipment service

1015 Staples delivery of paper and label tape

1235 Approved fire protection returned multiple extinguishers from testing

1505 All Star fabrication here adjusting LED sign panels

1530 FedEx delivery for Fire District received.

8-18-2018 ODP Washed all apparatus, vehicles and bay floors

1900 Delivery received from turnout fire and safety received

Delivery received from Firefighter One

8-20-2018 0700 New FF #2412 Sworn in and on duty.

1430 FeDex delivery from FF1 new badges for #2412

8-21-2018 FedEx for EMS received and placed by door.

8-22-2018 ODP removed memorial bunting and name as per 30 days.

1300 Lawns cut, trimmed and edged on main lawns.

1500 Received phone call from St. Anthony's Church declining the donation of our old sign. Commissioner Zullo notified by email.

8-24-2018 0950 Confires here for squad.

8-25-2018 Apparatus washed.

8-26-2018 Changed sign and lowered flag for former Senator McCain's passing as per Commissioner Santorelli, Commissioner Zullo unable to be reached.

8-28-2018 1020 Received call from Commissioner Santorelli asking to have the Flag raised back up on Sunday, 9-2-2018.

### **Fuel**

8-12-2018 Engine 2-1 28.000 gallons.

8-21-2018 Engine 2-3 13.734 gallons

8-22-2018 Gas Can stock and 2-3-4 7 gallons

8-25-2018 Engine 2-1 33.078 gallons.

8-25-2018 Engine 2-2 30.153 gallons.

8-25-2018 Engine 2-3-1 11.700 gallons.

### Training

8-10-2018 1500 Sign programming training with ODP.

8-16-2018 1150 Sign programming training with ODP.

1415 CFF#2412 (to be) dropped off copies of certifications, refresher training and fit test for 2018.

8-20-2018 Pump operator training for #2412 IFSTA Lessons 1 & 2. Tests 1 & 2 given. OTR driving practice, Hostile Work environment and Policies and Procedures

8-21-2018 Pump operator training for #2412 IFSTA Lessons 3 & 4 Test 3 given. OTR driving practice, street familiarization, Engine 2-3 Pump test procedure.

8-22-2018 Pump operator training for #2412 IFSTA Lesson 5. SCBA breathing air refilling operation, OTR driving practice and front jump-line hose deployment and Adjustable gallon nozzle operation.

8-23-2018 Pump operator training for #2412 IFSTA Lesson 6 & 7. Test 6 given.

ODP reviewed with new hire, phones, CAD, Run Card and Fire Reports.

ODP driver training with new hire.

8-23-2018 1915-2045 C-8 conducted Water Rescue Measures and Device Deployment Drill.

8-24-2018 Pump operator training for #2412 IFSTA Lesson 8 & 9, OTR driving practice and street familiarization.

8-27-2018 Pump operator training for #2412 IFSTA Lesson 10 & 11. Discussion followed.

8-28-2018 Pump operator training for #2412. Friction loss, handline and deck gun operations at Key Ct. Volunteer Fire Company was invited to take part. VFC members 123 & 125 participated. IFSTA Lesson 12 13 14 followed.

8-29-2018 Pump operator training for #2412 IFSTA Lesson 15 16. Went over 1 ¾ foam educator w/JS-10 nozzle.

### **Equipment**

8-8-2018 1000 New Jersey Fire Equipment picked up 1 length of 1-3/4 hose that was damaged.

1210 Appointment made with Approved Fire Protection for extinguishers to be checked on 8-14-18 @ 0730.

8-10-2018 1000 ODP ran and flushed Northstar Semi-Trash pumps

8-12-2018 0814 WPD here to use stretcher from shed for an event today.

8-14-2018 Approved Fire Protection here for fire extinguisher service.

8-16-2018 CFF#2412 (to be) was issued PPE, keys to building and Portable radio

1530 Colonia FD returned Ventilation Prop. Repairs are needed.

8-18-2018 Approved returned serviced Extinguishers

8-22-2018 While responding to incident number 2018214 on the NJ Turnpike, an aggressive tractor trailer driver cut off Engine 2-1. Evasive maneuvers by the Engine operator avoided a collision but at the same time caused a load shift of the 5-inch hose bed. When the apparatus crossed over to access a Z cut through turn another driver alerted that the entire hose bed had been expended in lane 1 near the shoulder. Crews immediately attempted to remove the road hazard created, but not before one vehicle attempted to pass a car on the shoulder and damaged his car on a coupling. NJSP filed a report that will be available in 7 days. All hose tested. One length of 5 inch found to be leaking. Can be repaired. Commissioners notified via email.

8-24-2018 Exercised NorthStar pumps.

8-27-2018 Received from NJ Fire Equipment 1 length of yellow colored 1 ¾ hose that was out for repair.

Officially,

Captains

Paul DeLeo & Rich Fritsch