

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
September 6, 2016**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of September 6, 2016 was called to order by Commissioner Galvach at 7:30 pm. Five Commissioners were present: Comm. Galvach, Comm. Huber, Comm. Nardiello, Comm. Santorelli and Comm. Zullo. Board Accountant Maria Bucsanszky was present. Board Attorney Tom Buck was present. Operations Manager Nisky was present. Board Clerk Marianne DeSantis was absent.

Reviewed minutes from the August 1, 2016 Meeting.

MOTION to accept the August 1 meeting minutes made by Comm. Nardiello, seconded by Comm. Huber. All in favor 5-0.

BILLS TO BE PAID: \$91,620.31

Comm. Nardiello inquired about Bill #28777, which was a repair to the Bay 3 Garage Door for \$1750.00. Comm. Zullo indicated that it was an emergency since the door would not open. Comm. Galvach asked that the correspondence between Commissioners improve since they were unaware of an issue with the door.

Comm. Zullo will not be voting on Bill #28778 for "Jessica Rizitis" and Bill #28779 for "Joseph Zullo".

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

TREASURER'S REPORT:

	Balance	\$ 569,911.78
	Deposits	\$ 498,697.55
Interest	48.81	
	Payroll	\$(90,346.41)
	Payroll Tax/Adjustments/Transfers	\$ (6,273.07)
	Disbursements for the Month	<u>\$(91,620.31)</u>
	Ending Balance	\$ 892,964.49

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

CHIEF'S REPORT:

Chief reported 16 calls for the month of August.

Chief reported that there was a regular and special meeting.

Chief stated that Bob Sheridan resigned from the fire company and will return all gear by the next Commissioner Meeting.

Chief indicated that a Special Meeting took place on August 25 before the water rescue drill at the Bowtie Pool to swear in a new Firefighter, Daniel Karinski, who is present at the meeting and would like to welcome him formally. Chief reported that all of the paperwork, fingerprinting and background check had been completed and that he has started in-house training.

Chief reported that the Fire Company will be attending a 9/11 Memorial Service at Town Hall on September 9 and that the Wildwood Fireman Convention is September 16 and 17.

Comm. Galvach welcomed the new volunteer firefighter to the Fire Company on behalf of the Commissioners.

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

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

September 6, 2016

Treasurer's Report

BEGINNING BALANCE	\$ 569,911.78
Deposits	498,697.55
Interest	48.81
Payroll	(90,346.41)
Payroll Tax/Adjustments/Transfers	6,273.07
Disbursements for the Month	(<u>91,620.31</u>)
ENDING BALANCE	\$ 892,964.49

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

8/31/16

August 2 through September 6, 2016

Date	Num	Name	Memo	Amount
Columbia - Voucher				
08/02/2016	28766	Daniel Belenski	Hall Rental	-50.00
09/06/2016	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits Coverage -September 2016 ID#146900	-1,283.63
09/06/2016	TEPS	New Jersey State Health Benefits ...	Health Benefits Coverage -September 2016 ID#146900	-23,709.39
09/06/2016	28767	AT&T	Account # 011-293-3370-001 732-636-0894	-57.22
09/06/2016	28768	BAUMGARTNERS'	SUPPLIES-Keys	-15.75
09/06/2016	28769	BOARD OF FIRE COMMISSIONERS	DEPOSIT - NEW ENGINE RESERVE	-35,000.00
09/06/2016	28770	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-416.68
09/06/2016	28771	Commercial Kitchen Cleaning Inc	08/7/16 - Service Call	-390.78
09/06/2016	28772	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-0...	-61.00
09/06/2016	28773	Elizabethtown Gas	Account # 2202559020 - Firehouse 08/23/16-07/25/16	-114.66
09/06/2016	28774	FLORAL EXPRESSIONS, INC.	Sympathy Flowers - Prencipe & Kindlick	-115.90
09/06/2016	28775	Fords Fire District #7	Dispatch Service -September 2016	-5,520.25
09/06/2016	28776	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-672.01
09/06/2016	28777	INDEPENDENT OVERHEAD DOOR	Repair to Bay #3-Installed Operator On Door	-1,750.00
09/06/2016	28778	Jessica Rizitis	Website Maintenance - September 2016	-175.00
09/06/2016	28779	JOSEPH ZULLO	Advance - Wildwood Convention	-400.00
09/06/2016	28780	KENNETH GALVACH	Advance - Wildwood Convention Expenses	-400.00
09/06/2016	28781	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 09/15/2016-10/14/2016 GL 009906	-893.20
09/06/2016	28782	Maria Bucsanszky, E.A	Monthly Fee -September 2016	-2,333.33
09/06/2016	28783	MIDDLESEX WATER COMPANY	Acct # 3046515564-Hydrant Service for August 2016	-12,323.73
09/06/2016	28784	NAPA Auto Parts of Colonia	Supplies	-81.82
09/06/2016	28785	PSE&G	ELECTRIC BILL	-1,173.41
09/06/2016	28786	Racestar	Fuel -July 2016	-168.00
09/06/2016	28787	Staples Business Advantage	Office Supplies	-112.04
09/06/2016	28788	THE HARTFORD GROUP BENEFIT...	Life Ins Customer#011215320001-2/Poi#734229 09/01/16-09/30/...	-225.00
09/06/2016	28789	TOWNSHIP OF WOODBRIDGE.	Fuel for 1st Aid Squad April 1, 2016 - June 30, 2016	-1,163.51
09/06/2016	28790	NAPA Auto Parts of Colonia	1-Gal Gas Can	-9.99
09/06/2016	28791	Woodbridge Fire District #1	Reimbursement-Health Benefits/Vision & Dental-September 2016	-1,919.50
09/06/2016	28792	Woodbridge Fire District #1	Annual Storage Fee - Records held @ 400 School St	-600.00
09/06/2016	28793	Woodbridge Fire District #1	Reimbursement - Fuel 05/18/16-08/22/16	-484.51
Total Columbia - Voucher				-91,620.31
TOTAL				-91,620.31

3:53 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

September 7, 2016

09/06/16

Accrual Basis

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Columbia - Voucher				
09/07/2016	28794	LOUIS NARDIELLO	Advance - Wildwood Convention	-400.00
Total Columbia - Voucher				-400.00
TOTAL				-400.00

Port Reading Fire Department



Captain's Report- July 31st - August 25th, 2016

Engine 2-1

8-3-16 Provided community outreach detail for Camp Pace at School #28 0930-1230 with ODP.

8-5-16 ODP replaced lanyard on 24 foot extension ladder.

***Requesting Annual PM and pump test**

Engine 2-2

8-23-16 Absolute Fire Protection here correcting wiring mistake on new TIC and fixed quartz light.

Engine 2-3

8-5-16 Removed AED and placed in 2-3-4

Support Pick-up 2-3-4

8-5-16 AED and First Aid Kit added to vehicle based on usage.

Chief's vehicle 2-3-1

8-16-16 Returned to Chief's residence.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

Buildings and Grounds

8-1-16 0900 Contractor here sanding walls in Hallway and Radio room areas

0930 Communications Contractor here to go over layout of new phones and amplifiers.

1430 Elizabethtown Gas Company here to change out gas meter. 1630 Complete and all mechanicals turned back on.

1930-2025 Commissioner Meeting in hall.

8-2-16 0730 Contractors here working in hallway installing chair rail.

0800 ODP Made all notifications to the Middlesex County Fire Marshall for Confined Space Entry Work at 750 Cliff Road, Buckeye Pipeline.

1445 FF Triantafillidis here painting downstairs stairwell.

ODP made copies of turnpike access gate keys as per DPD J. Nisky for future issuance to WTARS.

8-3-16 0700 ODP performed all lawn maintenance

0730 Contractors here were continuing building project.

8-4-16 0715 Contractors here were working on ceiling in hallway and radio room.

1330 Mason contractors here completing blue stone installation in mechanical pit.

8-5-16 Starko Electrical contractors here were working in hallway.

ODP relocated decorative antique hose cart to area IFO PRA building entrance.

1000 ODP Made all notifications to the Middlesex County Fire Marshall for Confined Space Entry Work at 750 Cliff Road, Buckeye Pipeline.

8-7-16 ODP found Hotline and amplifier in bunk room not working. C6 contacted communications contractor to address.

1100 FF H. Triantafillidis here painting the downstairs stairwell.

8-8-16 0715 Alpha Glass here replacing panels as per building project.

8-9-16 ODP consolidated Gear Grid Lockers to one location and remounted.

Welstead Landscaping here working on property.

8-10-16 0715 Communications system contractor here working as per building project.

0730 ODP performed all lawn maintenance.

ODP Made all notifications to the Middlesex County Fire Marshall for Confined Space Entry Work at 750 Cliff Road, Buckeye Pipeline.

8-11-16 0830 ODP Replaced ceiling tiles in offices, bunkroom and bathroom

1300 Contractors here working on wiring for communications system.

8-12-16 Contractors here working on building project.

8-14-16 1800 First Aid Squad Meeting in Hall

8-15-16 0845 Silent Companion Alarm company here re-installing Alarm panel.

8-16-16 Lawn doctor here providing service.

1040 Communication contractor here working on new system.

1045 Lou from Drill Construction here installing missing air system diffuser in hallway.

1200 Aquila landscaping here working on lawn near PRA side of station

1500 Memorial sign cleared

1515 ODP filled 8 SCBA cylinders for District #1

Silent Companion Alarm company here replacing detectors in project area.

8-17-16 0730 ODP maintained all lawns on Fire District property.

1230 Certified Mail received from Fire District #7

8-18-16 Notified by FA Squad of Leaking toilet in basement bathroom. Comm. Zullo Notified.

8-19-16 Contractors removing old tile floor and repaired brick around utility basin.

0950 Fizer Plumbing here working on basement toilet problem.

8-20-16 ODP Washed all apparatus and checked building generator. Fluids okay 549.5 hours to date.

8-21-16 ODP filled 2 SCBA bottles for Fire District #1.

8-22-16 Alpha Glass working on building project.

0800 Fizer plumbing here continuing basement plumbing repairs.

8-24-16 ODP maintained all Fire District lawns

8-25-16 Fire Company Special meeting in hall to swear in new Volunteer Firefighter Recruit.

8-26-16 1207 Comm. Nardiello here faxing financial disclosure statement to Local Finance, State of NJ. He Spoke with "Dana" and advised her that his original was filed online on 4-24-16 @ 1427. Fax report 1304 8-26-16 U63314E2J135079. New fax requested by "Dana" recorded in Log Book as per Comm. Nardiello's request.

Confires here performing annual extinguisher inspection and certification.

New front door keys for Station picked up.

8-27-16 ODP Washed all apparatus and Checked building generator fluids okay. 550.1 hours to date.

8-29-16 0945 Contractors here working on hallway phase of project.

8-30-16 ODP picked up supplies from Home Depot and replaced broken door knob in bunk room lavatory.

8-31-16 0700 Painting contractor here planning hallway work project.

0715 Contractors here working on Roof, Hallway painting and new railings.

0745 ODP Cut all lawns for district property.

0910 ODP issued Twelve new front door keys to FA Squad Manager S. Weber for First Aid Squad members.

1430-1600 Building Project meeting with Project Manager, Architect, General Contractor and Captain on remaining issues with project and outstanding work to be completed.

1600 Captain met with Port Reading First Aid Squad Manager and notified of a personnel issue. Notified the President of the Board of Fire Commissioners.

Training

8-10-16 Pump operator Training with new Career Firefighter Recruit.

8-11-16 Pump operator Training with new Career Firefighter Recruit.

8-12-16 Pump operator Training with new Career Firefighter Recruit.

8-15-16 Pump operator Training with new Career Firefighter Recruit.

8-16-16 Pump operator Training with new Career Firefighter Recruit.

8-17-16 Pump operator Training with new Career Firefighter Recruit.

8-18-16 Pump operator Training with new Career Firefighter Recruit.

8-19-16 Pump operator Training with new Career Firefighter Recruit.

8-22-16 Pump operator Training with new Career Firefighter Recruit.

8-23-16 Pump operator Training with new Career Firefighter Recruit.

8-24-16 Pump operator Training with new Career Firefighter Recruit.

8-25-16 Pump operator Training with new Career Firefighter Recruit.

1900 Water Rescue Lecture and Practical Drill at Bow-Tie Community Pool.

8-26-16 Pump operator Training with new Career Firefighter Recruit.

8-29-16 Pump operator Training with new Career Firefighter Recruit.

1000 Orientation Training with new Volunteer Firefighter Recruit.

8-30-16 Pump operator Training with new Career Firefighter Recruit.

8-31-16 Pump operator Training with new Career Firefighter Recruit.

1210 Accessed Overflow lot on Prologis way and Coal dock area owned by California Carthage 50 Prologis Way. Flowed Hydrants and trained on familiarization.

9-1-16 Pump operator Training with new Career Firefighter Recruit.

Fuel

8-10-16 Support unit 2-3-1 added fuel \$11.03 worth.

8-14-16 Engine 2-2 added 31.8 Gallons.

8-17-16 Support Unit 2-3-4 added 11.8 Gallons and gas cans 10 gallons added

8-18-16 Engine 2-1 added 26 gallons of fuel.

8-22-16 Engine 2-2 added 27.8 gallons of fuel.

8-30-16 Engine 2-2 added 38.3 gallons of fuel.

Engine 2-1 added 23.3 gallons of fuel.

Engine 2-3 added 28.3 gallons of fuel.

Equipment

8-1-16 0800 ODP replaced chain on ventilation saw assigned to 2-1. Need to order replacement for stock.

8-5-16 ODP Decommissioned condemned SCBA cylinders for disposal.

8-16-16 ODP Returned 2-3-1 to Chief's residence.

3 new batteries taken out of stock and lapel microphone added to Ops radio.

8-17-16 Comm Nardiello approved purchase of 2 new portable radio batteries.

1600 ODP replaced malfunctioning intake valve owned by Buckeye that will be sent out for repair.

8-19-16 0910 IRS picked up one turnout coat for repair.

0935 Confires picked up 3 SCBA Buckeye cylinders for Hydrostatic test.

8-25-16 Issued pager #138WLS1988 to new volunteer firefighter recruit #011.

8-29-16 1100 Issued one large mask to new volunteer firefighter recruit #011.

Volunteer Recruitment

8-2-16 ODP spoke with resident about applying for Volunteering as a firefighter. Recruitment committee notified. Now applicant #011

8-6-16 Recruitment Chairperson spoke with applicant #011 and set interview date with committee for 8-7-16 @ 2030.

Further interest from applicant #010 not received. No further information available.

8-23-16 Applicant #011 returned NJSFA Application completed and forwarded to Volunteer Recruitment Committee.

8-25-16 Applicant #011 1830 Sworn in by PRFC.

Faithfully Submitted,

Captain Paul DeLeo