

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
April 7, 2014**

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

Reviewed minutes from the March 3rd, 2014 monthly meeting.

MOTION to accept the March 3rd minutes made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

TREASURER'S REPORT:

| | |
|-----------------------------|------------------------|
| Balance | \$ 722,798.37 |
| Deposits | \$ 14,983.00 |
| Interest | \$ 131.43 |
| Payroll | \$(85,707.19) |
| Payroll Tax/Adjustments | \$ 5,051.21 |
| Disbursements for the Month | <u>\$(187,877.64)</u> |
| Ending Balance | \$ 459,276.76 |

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

BILLS TO BE PAID: \$ 187,877.64

Comm. Galvach inquired about the purchase of the rescue saw. Comm. Nardiello reported that the one saw had been leaking, but will still keep it so that there will be one saw on each truck.

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

MOTION to pay add on bills to "Chief Norelli" for bills totaling \$1,328.85, which included bills from January to current for storms, Super Saturday, Hess incident and the Mayor's Breakfast and "Steve White" for \$350.00 for the Commissioner installation pictures and \$600.00 to fix the leak in the roof, made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

ACTING CAPTAIN'S REPORT:

Reviewed the Acting Captain Report. Comm. Galvach inquired as to why the fueling of the ambulance at Station 1 was included on the Acting Captain's Report.

MOTION to accept Acting Captain's report made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

FIRE OFFICIAL'S REPORT:

The Fire Official's Report was unavailable at this time and tabled until the May meeting.

CHIEF'S REPORT:

Chief reported calls for the month of March for a total of 18 calls and a total of 88 calls for the year.

Chief reported that they will be attending 8:00 am Palm Sunday Mass at St. Anthony's Church and all are invited for light refreshments back at the firehouse afterwards.

Chief reported that there was a good turnout for the Mayor's Breakfast and all went smooth.

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

UNFINISHED BUSINESS:

Comm. Zullo reported that the Ladies Auxiliary are looking to reorganize and will meet the first Wednesday of every month at 7pm. Comm. Zullo will get the word out to those interested in such duties as cleaning the kitchen and stocking up for occasions.

Comm. Zullo reported that the problem with the roof has been repaired and that he will follow up with the broken track in the middle bay that Acting Captain Renaldi informed him about.

Comm. Zullo reported that he and Comm. Nardiello met with the township regarding fixing the phone system and getting an estimate on a new system. Comm. Zullo reported that the phone system could be fixed for a small charge, but indicated that it would only be a temporary fix. Comm. Zullo indicated that they suggested staying with a low voltage system.

Sal from Absolute Fire Protection was present to answer questions about the outstanding bills. Comm. Nardiello inquired about the travel time charges and suggested that the fire

company drop off and pick up the trucks instead. Comm. Galvach requested itemized bills in the future.

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

NEW BUSINESS:

The Commissioner's offered their condolences to Comm. Santorelli on the passing of his mother.

Comm. Santorelli thanked his fellow Commissioners, firefighters, volunteers and First Aid Squad for their support and condolences during this difficult time.

MOTION to move engine reserve to the Bank of Woodbridge, made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

Board Accountant Bucsanszky reported that we received a revised bill from Trenton for the annual pension appropriation and we saved \$10,000 since we budgeted \$150,000 and ended up paying \$140,000.00.

Board Accountant Bucsanszky reported that she was contacted by the Civil Service Selection Services that the firefighter list has been extended and they are working on the criteria for a new firefighter exam due, due to a lawsuit. Ms. Bucsanszky reported Civil Service Selection Services will be randomly pulling firefighter names in the state to conduct an analysis and that perhaps two or three firefighters from Fire District 2 will be called. Board Accountant Bucsanszky is not certain if the survey will be via computer, in the fire house or in Trenton.

Comm. Zullo reported that the cost analysis of the heating system was \$4000 in 2012 and is currently \$2500.00.

TAXPAYER COMMENTS:

There were no taxpayer comments at this time.

MOTION to enter Executive Session to discuss personnel issues and contract cell tower at 8:06 pm, made by Comm. Santorelli, seconded by Comm. Galvach. All in favor 5-0.

MOTION out of Executive Session at 9:26pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were two personnel issues and the contract with the cell tower.

MOTION to authorize for attorney to sign the cell tower agreement, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

Comm. Santorelli reported that the background checks have come back from the active firefighter list of those we interviewed and the three we moved to the background check process. Comm. Santorelli reported that they will move the #1 position to the 2nd phase of the hiring process, which is a physical and if that goes well, they will move onto the third phase, which is a psychological evaluation. Comm. Santorelli stated that they hope to appoint the person, effective at the May meeting.

MOTION to hire Joe Nisky as the Fire District Operations Manager, made by Comm. Santorelli, seconded by Comm. Galvach. All in favor 5-0. Comm. Nardeillo stated with reservations that we revisit this 2-3 months down the road since we need to make a Captain.

MOTION to adjourn meeting at 9:29 pm made by Comm. Zullo.

Respectfully submitted,

Marianne DeSantis
Board Clerk

3:44 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

04/03/14

BILL LIST

Accrual Basis

March 7 through April 7, 2014

| Date | Num | Name | Memo | Amount |
|---------------------------|-------|---|---|--------------------|
| Columbia - Voucher | | | | |
| 04/01/2014 | TEPS | DIVISION OF PENSIONS AND BENE... | PERS - 2014 ANNUAL EMPLOYER APPROPRIATION | -4,097.00 |
| 04/01/2014 | TEPS | DIVISION OF PENSIONS AND BENE... | PFRS - 2014 ANNUAL EMPLOYER APPROPRIATION | -140,378.00 |
| 04/07/2014 | 27783 | Casazza & Ur, Public Accountants, LLC | Monthly Fee - March 2014 | -2,291.67 |
| 04/07/2014 | 27784 | Comcast of New Jersey | Account #06101 604125-01-4 TV/Internet/Phone | -386.69 |
| 04/07/2014 | 27785 | Dave Matyi | Waxing & Refinishing Hallway & Meeting Room Floors | -100.00 |
| 04/07/2014 | 27786 | MAX L. BROWN HARDWARE CO., I... | Supplies | -100.83 |
| 04/07/2014 | 27787 | MIDDLESEX WATER CO | ACCOUNT #2060200000 - Water Bill 11/22/13 - 02/25/14 | -423.49 |
| 04/07/2014 | 27788 | MIDDLESEX WATER COMPANY | Hydrant Service for March 2014 | -11,395.17 |
| 04/07/2014 | TEPS | New Jersey State Health Benefits Pro... | Retiree Health Benefits & Prescription Coverage - April 2014 I... | -1,146.90 |
| 04/07/2014 | 27789 | Racestar | Fuel - February 2014 | -163.00 |
| 04/07/2014 | 27790 | Staples Business Advantage | Acct#1054611 Netgear N600 Wireless Router | -73.71 |
| 04/07/2014 | 27791 | VFIS | Accident & Sickness Policy Renewal 3/20/14 - 3/19/15 | -2,223.00 |
| 04/07/2014 | 27792 | Allied 100 LLC | Battery Pack for AED | -182.00 |
| 04/07/2014 | 27793 | AT&T | Account # 011-293-3370-001 732-636-0894 | -56.51 |
| 04/07/2014 | 27794 | AVENEL LOCKSMITH | 5 Duplicate Keys | -10.00 |
| 04/07/2014 | 27795 | FLORAL EXPRESSIONS, INC. | Sympathy Basket - Anthony O'Brien & Fruit Basket - Tina Small | -105.90 |
| 04/07/2014 | 27796 | NEW JERSEY FIRE EQUIPMENT CO | 1 - SCOTT AV3000 facemask | -273.60 |
| 04/07/2014 | 27797 | Staples Business Advantage | Acct#1054611 Brother - Toner | -56.81 |
| 04/07/2014 | 27798 | TOWNSHIP OF WOODBRIDGE SE... | Sewer User Fee 2014 | -866.66 |
| 04/07/2014 | 27799 | AVENEL LOCKSMITH | 5 Duplicate Keys | -10.00 |
| 04/07/2014 | 27800 | EHRlich | Commercial Pest General Maintenance Service - Cust# 238998 | -59.44 |
| 04/07/2014 | TEPS | New Jersey State Health Benefits Pro... | Health Benefits & Prescription Coverage - April 2014 ID#146900 | -17,887.40 |
| 04/07/2014 | 27801 | Woodbridge Fire District #1 | Reimbursement - Dental & Vision Coverage - April 2014 | -1,594.31 |
| 04/07/2014 | 27802 | LIFE INSURANCE COMPANY OF N... | LIFE INSURANCE - 04/15/14 - 05/14/14 GL 009906 | -972.95 |
| 04/07/2014 | 27803 | PSE&G | ELECTRIC BILL | -1,347.81 |
| 04/07/2014 | 27804 | Craig's Plumbing & Heating Co Inc | Service Call - Clogged Sink in the Mens' Room | -180.00 |
| 04/07/2014 | 27805 | Home News Tribune | Account # 099468 - 2014 - 2015 Meeting Dates Notice | -16.12 |
| 04/07/2014 | 27806 | Witmer Public Safety Group | 1 - Vent Boss Rescue Saw with Husqvarna Engine 16" | -1,467.75 |
| 04/07/2014 | 27807 | NJ DIVISION OF PENSIONS & BEN... | DCRP - Subplan#056230 - 3/09/14 - 3/15/2014 | -5.46 |
| 04/07/2014 | 27808 | NJ DIVISION OF PENSIONS & BEN... | DCRP - Subplan#056230 - 3/16/14 - 3/22/2014 | -5.46 |
| Total Columbia - Voucher | | | | -187,877.64 |
| TOTAL | | | | -187,877.64 |

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

April 7, 2014

Treasurer's Report

| | |
|-----------------------------------|-----------------------|
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**Acting Captain, P. Renaldi Report
Board of Fire Commissioners District 2
March 2014**

| Date | REPAIRS-ISSUES-DETAILS |
|-------------|--|
| 3-1-14 | Township Dropped registration off at station 2 |
| 3-1-14 | Generator reading 468.7 |
| 3-2-14 | Tour 4 found bathrooms unsatisfactory condition after party fecal matter on toilet & walls. |
| 3-3-14 | Polan chain saw reported leaking. |
| 3-3-14 | Six scba bottles filled for NJ DOC |
| 3-3-14 | Surge Electric here working on phones. |
| 3-4-14 | 2-1 picked up from absolute fire protection returned to station 2 |
| 3-4-14 | Pack #646 found with damaged regulator |
| 3-4-14 | Removed (1) Pack off 2-3-3 placed on 2-1 |
| 3-4-14 | Advised by Commissioner Nardiello to purchase new battery for defibrillator from 2-3-3, which is out of service. |
| 3-8-14 | Super Saturday Held |
| 3-8-14 | SCBA regulator malfunctioned during training, removed from service. |
| 3-10-14 | Filled 6 SCBA cylinders for NJ DOC |
| 3-12-14 | Dropped off medical review from Super Saturday |
| 3-12-14 | Dropped paperwork for CPR cards at Raritan Bay Hospital |
| 3-12-14 | Picked up CPR Cards from Raritan Bay completed for distribution. |
| 3-12-14 | Ordered case R-30 light bulbs from Max Brown. |
| 3-12-14 | Mike from NJ Fire Equipment here picking up (2) packs with regulator problems. |
| 3-12-14 | Generator reading 469.9 |
| 3-13-14 | Tour 3 reported FA-15 did not connect exhaust hose as noted per directive. |
| 3-15-14 | Tour 1 used water extinguisher on fire call found gauge damaged, will need to order few gauges to keep in stock. |
| 3-17-14 | Tour 1 reported during routine maintenance while starting K-12 saw ran and idled for 5 minutes heard "pop" and saw shut down, pull cord also disengaged. Need to send out for repairs. Will not start. |
| 3-17-14 | Filled 6 SCBA Cylinders for NJ DOC |
| 3-17-14 | Filled 3 SCBA Cylinders for Woodbridge Fire Dept. |
| 3-17-14 | Max Brown Delivered 12V Bulbs # 906 |
| 3-20-14 | Meeting with Hess with Commissioner Huber checking on demolition project of percentage removed at this time. |
| 3-20-14 | Commissioner Nardiello approved purchase of new vent saw, ordered completed. |
| 3-20-14 | Commissioner Huber approved purchase of new wireless router for firehouse, ordered placed. |
| 3-20-14 | Started taking pictures of 2-3-3 as per Commissioner Zullo request and filling out information form. |
| 3-20-14 | FA-16 fueled up at station # 1 30 gallons of diesel. |
| 3-21-14 | WPD using hall training class |
| 3-21-14 | Delivery from Staples new router, requested by Acting Captain Renaldi to be installed by on duty tour, and to give back first aid squad router. |
| 3-22-14 | 2-3-3 small antifreeze leak found on bay floor. |
| 3-22-14 | Cooper Electric here performing annual generator maintenance on unit. |
| 3-23-14 | Received key for new lock on Saints Field gate. |
| 3-24-14 | Made 5 keys for apparatus, chief and pickup for Saints Field lock for all apparatus. |
| 3-24-14 | Filled 4 SCBA Cylinders for NJ DOC |

**Acting Captain, P. Renaldi Report
Board of Fire Commissioners District 2
March 2014**

| | |
|---------|---|
| 3-24-14 | Filled (2) SCBA Cylinders for Woodbridge Fire Dept. |
| 3-24-14 | Meet with Mike Mattson from Buckeye Pipeline with Commissioner Nardiello, about equipment and fire department response. |
| 3-26-14 | NJ Fire Protection returned (2) repaired Packs. |
| 3-27-14 | Airpower here performing air test on cascade system in bay. |
| 3-27-14 | Received AED battery for 2-3-3 unit. |
| 3-27-14 | Received new vent saw from The Fire Store. |
| 3-28-14 | Installed new battery in HP defibrillator for 2-3-3 and placed back in service on unit. |
| 3-28-14 | Fueled and ran new vent saw, placed unit on engine 2-2 and moved older vent saw to engine 2-1. |

Acting Captain, P. Renaldi Cover Report
Repairs & Highlighted Issues
March 2014

Engine 2-1

- Micro Max 4-way gas meter needs battery, not charging. (OUT FOR SERVICE)
- On board air compressor not working, (Using Houseline).
- K-12 saw out for repairs
- Chain Saw from 2-2 moved to this apparatus

Engine 2-2

- On board air compressor not working, (Using Houseline).
- Passenger side mirror issues have been repaired.
- New Chain saw placed on this apparatus

Squirt 2-3-3

- Back in Service (Temporary) being used as engine only.