

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
April 4, 2016**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of April 4, 2016 was called to order by Commissioner Galvach at 7:30 pm. All 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 present.

Reviewed minutes from the March 7, 2016 Meeting.

Comm. Nardiello corrected that the Truck Maintenance committee members are Comm. Galvach and Comm. Nardiello, not Comm. Huber.

MOTION to accept the March 7 meeting minutes made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

**BILLS TO BE PAID:** \$234,874.10

Comm. Zullo will not be voting on Bill #28622 for "Jessica Rizitis".

Comm. Nardiello inquired about the AT&T bill being separate from the bundle, which Board Accountant Bucsanszky confirmed was the long distance fee.

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

**TREASURER'S REPORT:**

Balance	\$ 947,177.55
Deposits	\$ 1,544.00
Interest	\$ 75.46
Payroll	\$( 64,825.59)
Payroll Tax/Adjustments/Transfers	\$ 12,659.76
Disbursements for the Month	<u>\$( 234,874.10)</u>
Ending Balance	\$ 661,697.08

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

Scott Brewer, the North East Representative from Signtronix, which is the largest manufacturer for outdoor signs gave a presentation to the Board. The sample was a three line, tri-color and 8 feet long by 2 feet high. The sign is laptop controlled wirelessly,

with different graphics and a schedule can be put in the software. There is a trial tutorial with a support team and a five year full warranty. The sign is on hydraulics and built to last.

Mr. Brewer discussed the option of a panel replacement of the existing sign and use digital for messaging. The cost of the sign would be approximately \$10,000, however, it is recommended to budget \$11,000.00. A third party would do the install and Signtronix applies for the permits. Operations Manager Nisky and the Board were impressed with the presentation and will look at other Signtronix signs with Captain DeLeo.

### **CHIEF'S REPORT:**

Chief reported 16 calls for the month of March.

Chief reported that Engine 2-1 is out of service to have the springs replaced, as per Captain DeLeo.

Chief reported that they conducted a drill which entailed connecting from the hydrant to the pumper.

Chief reported that Captain DeLeo coordinated with the Fire Officers to host a classroom drill on April 26.

Chief thanked the Board for allowing him to take the pumper to the St. Patrick's Day Parade and reported that they came in 1<sup>st</sup> place.

Chief reported that the State Relief Association will send paperwork.

Comm. Santorelli requested that the Chief speak to the Captain that in the event that no volunteers can attend the class in Beaumont, Texas, the Captain will send two career firefighters.

MOTION to accept the Chief'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 May meeting.

### **CAPTAINS REPORT:**

Captain DeLeo thanked the Ladies Auxiliary and the Chief for their help with the Memorial Sign outside.

Captain DeLeo thanked the Board for their support with the Bunker Room.

Captain stated that Buckeye will be paying for the Beaumont training, with no cost to the Board.

Captain reported that there will be an Active Shooter Tabletop Drill at Woodbridge Middle School on Wednesday at 7:00pm.

Captain reported there will be a drill on April 26 and stated that he would like a flammable liquid burn in May and CO training with JIF.

Captain thanked Comm. Zullo for his assistance with Carpet Maven for the bunker room.

Captain requested that everyone review the sexual harassment policy.

Comm. Nardiello congratulated the Captain on the nice job in the bunker room.  
MOTION to accept the Captain's Report made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION to enter Executive Session at 7:59pm made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION out of Executive Session at 8:41pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session was a personnel matter and a volunteer application matter.

**ADD ON BILLS:**

MOTION to pay add on bills for "D'Aprile Catering" for the Mayor's Breakfast in the amount of \$275.00, "Port Reading Fire Company" for the balance of the 2015 annual stipend in the amount of \$3,504.00 and "Joseph Zullo" in the amount of \$11.77 for tablecloths, made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

**TAXPAYER COMMENTS:**

There were no taxpayer comments.

**UNFINISHED BUSINESS:**

Comm. Santorelli requested that all read the sexual harassment policy and the financial disclosure from John Mitch, which are in their packets.

Comm. Santorelli reported that we are moving along with the hiring process. They certified the list of the top five applicants, all have been notified and four responded. The Department of personnel will be notified tomorrow and all four will go for PVT, which is

the physical portion of the test. Comm. Santorelli stated that once we get ranking of pass/fail we will go from there.

Comm. Huber and Operations Manager Nisky reported that on March 11, the second bids were open and they have until April 19 to negotiate the two bidders and will go before council approval at that time. Operations Manager Nisky stated that the bid that is within reason, has done some projects in Woodbridge and has done nice work. Brian Burke's bid was too high.

MOTION to hire Carpet Maven for carpeting in the career room for a total cost of \$770.62 to remove and install with molding, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

MOTION to purchase HP laptop in the amount of \$1,004.19 and HP all in one printer in the amount of \$360.99 for the Captain, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

Comm. Zullo stated that the Mayor's Breakfast was a success.

Comm. Zullo reported that he will take care of Frank Sutphen's name on the monument.

Comm. Zullo stated that they did a great job on the bunker room and would like the concrete removed from the parking lot.

Comm. Zullo suggested replacing chairs in the future to go with the new tables.

**NEW BUSINESS:**

MOTION to purchase the new imaging camera, not to exceed \$5,000 made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Comm. Nardiello reported that he met with the safety committee and there were no new matters.

Captain DeLeo stated that he could work with Brian Turcott to get ID cards with the Board name as opposed to the Fire Company. Captain Deleo will take pictures at the next meeting for the ID cards for the Board.

Comm. Galvach reported that Engine 2-1 will be going out tomorrow for some expensive repairs, starting with spring works and then tires, which are approximately 15 years old. Comm. Galvach stated that the estimated cost is \$2600 for springs in the front and over \$1000.00 for tires.

Comm. Zullo will order a plaque for John Ur in appreciation for his years of accounting work and present it to him at the next meeting.

MOTION to have a plaque made for John Ur, not to exceed \$125.00, made by Comm. Nardiello, seconded by Comm. Santorelli.

Comm. Nardiello reported that the financial disclosure deadline for the state is April 30.

Comm. Zullo inquired about the status of the secure email through Woodbridge. Operations Manager Nisky will have more information at the next meeting.

MOTION to adjourn meeting at 9:06 pm made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

8:49 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

April 5, 2016

04/04/16

Accrual Basis

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
04/05/2016	28638	PORT READING FIRE CO ...	Balance of 2015 Annual Stipend Funds Due	-3,504.57
04/05/2016	28639	D'APRILE CATERING	Refreshments - Mayor's Breakfast Meeting - 60 People	-275.00
04/05/2016	28640	JOSEPH A. ZULLO	Reimbursement - Table Clothes	-11.77
Total Columbia - Voucher				-3,791.34
<b>TOTAL</b>				<b>-3,791.34</b>

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

**BILL LIST**

March 8 through April 4, 2016

/31/16

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
03/08/2016	28606	Airpower International Inc	Hose Replaced	-389.90
03/08/2016	28607	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/21/15-01/22/16	-624.36
03/08/2016	28608	FLORAL EXPRESSIONS, INC.	Customer #480 - Sympathy Basket - Kalina	-57.95
03/08/2016	28609	FORDS MILL SUPPLY	Supplies	-347.73
03/08/2016	28610	Home News Tribune	Account #ASB-099468 - 2016 Budget Notice	-76.36
03/08/2016	28611	NAPA Auto Parts of Colonia	Hose & Curved Squeegee	-91.07
03/08/2016	28612	PSE&G	ELECTRIC BILL	-1,139.22
03/08/2016	28613	Stephen Weber	CPR Instruction	-530.00
03/08/2016	28614	TOWNSHIP OF WOODBRIDGE.	Fuel for First Aid Squad October 10, 2015 to December 31, 2015	-816.10
03/11/2016	28615	Deaney Creations LLC	Bunk Room Expansion	-300.00
04/01/2016	TEPS	DIVISION OF PENSIONS AND BE...	PERS - 2016 ANNUAL EMPLOYER APPROPRIATION	-4,487.00
04/01/2016	TEPS	DIVISION OF PENSIONS AND BE...	PFRS - 2016 ANNUAL EMPLOYER APPROPRIATION	-154,110.00
04/01/2016	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription Coverage - April 2016 ID#146900	-22,759.67
04/04/2016	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits & Prescription Coverage - April 2016 ID...	-1,283.63
04/04/2016	28616	TOWNSHIP OF WOODBRIDGE.	2016 RADIO MAINTENANCE FEE	-15,000.00
04/04/2016	28617	LIFE INSURANCE COMPANY OF ...	LIFE INSURANCE - 04/15/2016-05/14/2016 GL 009906	-893.20
04/04/2016	28618	Woodbridge Fire District #1	Reimbursement - April 2016 Health Benefits Vision & Dental	-1,836.72
04/04/2016	28619	ABSOLUTE FIRE PROTECTION C...	Service on 2001 E-One Pumper #2-1	-881.32
04/04/2016	28620	Fords Fire District #7	Dispatch Service - April 2016	-5,520.25
04/04/2016	28621	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-1,634.08
04/04/2016	28622	Jessica Rizitis	Website Maintenance - April 2016	-175.00
04/04/2016	28623	MIDDLESEX WATER COMPANY	Hydrant Service for March 2016	-12,323.73
04/04/2016	28624	PSE&G	ELECTRIC BILL	-1,163.82
04/04/2016	28625	AIRTEC SERVICE INC	Repaired the Main Fiber Board Duckwork Trunk Line in Hallway	-570.00
04/04/2016	28626	AT&T	Account # 011-293-3370-001 732-636-0894	-56.94
04/04/2016	28627	BAUMGARTNERS'	SUPPLIES	-37.97
04/04/2016	28628	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-410.53
04/04/2016	28629	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998-...	-61.00
04/04/2016	28630	FORDS MILL SUPPLY	Supplies	-121.58
04/04/2016	28631	Maria Bucsanszky, E.A	Monthly Fee - April 2016	-2,333.33
04/04/2016	28632	New Jersey State Association of Fir...	2016 Dues	-300.00
04/04/2016	28633	Racestar	Fuel - February 2016	-90.50
04/04/2016	28634	Staples Business Advantage	Acct# NYC 1054611 Supplies	-38.00
04/04/2016	28635	TOWNSHIP OF WOODBRIDGE S...	Sewer User Fee 2016	-1,385.64
04/04/2016	28636	Fail Safe Testing, Inc	Annual Fire Hose Testing & Annual Ground Ladder Testing	-3,027.50
Total Columbia - Voucher				-234,874.10
<b>TOTAL</b>				<b>-234,874.10</b>

# BOARD OF FIRE COMMISSIONERS

DISTRICT NO. 2

P.O. BOX 207

PORT READING, NEW JERSEY 07064

April 4, 2016

## Treasurer's Report

BEGINNING BALANCE	\$ 947,117.55
Deposits	1,544.00
Interest	75.46
Payroll	( 64,825.59)
Payroll Tax/Adjustments/Transfers	12,659.76
Disbursements for the Month	<u>( 234,874.10)</u>
ENDING BALANCE	\$ 661,697.08



# Port Reading Fire Department

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## ***Captain's Report- March 4<sup>th</sup> –March 31<sup>st</sup> 2016***

### **Engine 2-1**

***\*Request front tire replacement as advised by service technician.***

3-9-16 ODP reported steering issue while responding to incident on NJTP.

3-11-16 ODP took to Danny's Automotive to check front tire pressures and add as needed.

ODP attempted to adjust location of equipment for better load balancing.

3-12-16 ODP reported steering issue again while responding to incident on the NJTP.

3-13-16 Taken out of service due to continuing steering issues. Commissioner Galvach notified –will be bringing to absolute for diagnostic evaluation.

3-15-16 1015 Brought to Absolute for evaluation.

3-18-16 ODP picked up from Absolute. Reported front springs are severely worn. Commissioner Galvach notified. He will advise further.

3-22-16 Found problem with Fire Commander, constantly increasing pressure. Technician was here for 2-2 looked at briefly and will address after spring issue is resolved. All personnel advised to use in manual mode only.

1030 As per Commissioner Galvach, brought to Perth Amboy Springs for evaluation. Technicians confirmed wear of springs with no cracking or other major structural problems and advised safe for operation. Put back in service. Made second due and put as mutual aid engine Perth Amboy Spring faxed an estimate for repair which was forwarded to Commissioner Galvach for review.

### **Engine 2-2**

3-21-16 On board battery charger malfunctioning and sizzling. Called Absolute. They will be sending a technician.

3-22-16 0745 Absolute Fire Protection technician came and took out battery charging unit for repair.

3-30-16 Absolute Fire Protection returned and reinstalled repaired charging unit.

### **Engine 2-3**

3-11-16 ODP Flushed pump and discharges.

3-13-16 1245 Authorized for parade detail.

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

3-13-16 1245 Authorized for parade detail

3-18-16 ODP put snow plow back on for probable pending snowfall.

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

3-13-16 1245 Authorized for parade detail

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

3-13-16 1245 Authorized for parade detail

**Buildings and Grounds**

3-4-16 0830 ODP Continued work on bunk room.

3-5-16 0715-1530 Teamsters here using meeting hall for training.

ODP continued work on bunk room.

3-6-16 0715-1200 Teamsters here using hall for training.

1300 ODP Changed outside sign as per Commissioner Zullo.

3-7-16 ODP Filled 2 SCBA cylinders for Fire District #1

Certified Letter signed for by ODP – addressed to PRFC from US Gypsum.

1830 Commissioner re-organization meeting and pictures in meeting room.

3-8-16 1500 ODP Participated in Woodbridge Township Press conference showcasing newly acquired ambulance for First Aid Squad.

3-9-16 ODP Continued work on Bunk room.

3-11-16 USPS Delivery signed for by FF Matyi.

3-12-16 1000 EMS training class in Meeting Hall

ODP Washed all apparatus.

1500 Meeting hall being used for party.

3-14-16 1030 Captain dropped off check for spackling contractor confirmed choice by Comm Zullo.

1900 Fire Company meeting in Hall

3-15-16 1415 resident came in to inquire about donating to the Fire Company and First Aid Squad. Captain took information and notified representatives of both agencies.

3-16-15 0830 ODP Filled 2 SCBA cylinders from stock.

1010 Fedex delivery for PREMS

1145 UPS deliver for PREMS

1415 ODP picked up donated box utility trailer from Buckeye pipeline.

2035 ODP filled one SCBA cylinder for Fire District #1

FF Terebetsky took one condemned SCBA cylinder of shared commodity with Buckeye #1H7174 for project.

3-18-16 1800 Hall being setup for party to be held on 3-19-16.

3-19-16 ODP filled one SCBA for Fire District #1

Building Generator checked. Fluids okay. 536.4 hours to date

1300-1630 party being held in hall.

3-20-16 0715 Fire Company here for Palm Sunday activities

0830 Test Prep Company using hall

1030 Fire Company complete

1545 ODP filled 3 SCBA cylinders for Fire District #1

3-21-16 Lawn Doctor here applying seasonal application.

3-22-16 0715-1000 Contractor here spackling bunk room

3-23-16 ODP worked on donated trailer.

FedEx delivery for PREMS S. Weber.

ODP repaired exhaust hose for Engine 2-2

Test Preparation Company using hall.

3-24-16 ODP picked up paint supplies at Home Depot and installed metal plate in Ladies Auxiliary memorial plaque for magnetic letter changeover. New magnetic letters purchased by the Port Reading Fire Company Ladies' Auxiliary placed in storage closet.

2000 Woodbridge Youth Hockey league meeting in Hall.

Contractor back here continuing spackling of bunk room.

3-25-16 Test Prep Company using hall 0830-1230

3-26-16 ODP Washed all apparatus.

3-28-16 ODP continued work on bunk room.

3-29-16 ODP changed sign per Captain

3-30-16 Delivery of 5" exhaust hose for garage bays.

ODP filled one SCBA cylinder for Fire District #1 and four cylinders for NJ DOC. NJ DOC asked for and received a current copy of air quality test of Station #2 Cascade system.

3-30-16 FF1 dropped of sizing package for career Fire uniform order.

3-31-16 ODP Placed delivered exhaust hose in shed.

0800 Captain gave Maria copies of Policies and Directives for Board of Fire Commissioners and Operations Manager, as well as sexual harassment policy and will be forwarding Power point presentation used for training Fire Department First Aid Personnel.

### Training

3-24-16 1900 Monthly Fire Company Drill. Captain with Engine 2-1 and Fire Company refreshed on hydrant/supply connections and multiple hoseline operations.

**\*\*\*Requesting Live Burn Drill at the MCFA on Flammable liquids in May.**

### Fuel

3-7-16 Engine 2-1 added 16.7 gallons

3-11-16 Engine 2-2 added 27.3 gallons

3-12-16 Support Pick Up 2-3-4 added 21.6 gallons

3-19-16 Engine 2-3 added 12.3 gallons

3-22-16 Engine 2-1 added 34.2 gallons

### Equipment

3-7-16 ODP found bent regulator for low pressure rescue bags. Still functioning properly.

3-8-16 ODP switched out malfunctioning Minitor V fire pager for one Volunteer Firefighter

Returned Minitor V #136WL27773 – Issued Minitor V #136WL55331

3-9-16 Air Power International here servicing breathing air station

1330 Contractors here for quote on bunk room spackling.

3-12-16 ODP Put winter snow removal equipment away and ran remaining fuel out of snow-blower.

3-24-16 FailSafe conducting annual hose and ladder testing on fire district equipment.

7.25 inch supply hose now in box trailer. Open trailer placed behind shed.

3-28-16 Found three SCBA Air-packs malfunctioning and one cylinder leaking; all Buckeye shared commodity. Called for pick up by NJ Fire Equipment.

3-31-16 NJ Fire Equipment here to pick up equipment.

**\* Requesting Fulfillment of previously submitted wish list. (Less purchases made and changes)**

***2016 Port Reading Fire Department Proposed Capitol Expenditure List***

September 28, 2015

Captain P. DeLeo

Qty.	Item	Approximate Price
1	Bullard Eclipse TIC (NJ State bid price)	\$4,648.05
1 <i>Changed</i>	<del>HP Envy 17" Laptop PC for Captain (Sam's Club)</del>	<del>\$ 999.99</del>
1	HP Smartbuy Zbook 15U Mobile Workstation (Staples)	\$1,390.99
1	Used Support Vehicle w/towing capability	TBD from TWSP?
2	Used Mobile Laptops for Engines w/connection	TBD from TWSP?
2	<del>LED Light Bars to replace 2-1 and 2-2 (2 @ \$2,047.60)</del>	<del>\$4,095.60</del> Satisfied.

Faithfully Submitted,

Paul DeLeo

Captain

**Volunteer Recruitment**

3-15-16 1245 A Woodbridge Volunteer FF picked up a Volunteer FF application numbered #009. Capt, Chief and FF Terebetsky notified. Nothing further on this candidate to date.

Faithfully Submitted,

Captain Paul DeLeo