

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
December 2, 2013**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of December 2, 2013 was called to order by Commissioner Galvach at 7:30 pm. Five Commissioners were present: Comm. Galvach, Comm. Huber, Comm. Santorelli, Comm. Nardiello 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 November 4, 2013 monthly meeting.

MOTION to accept the November 4th minutes made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 4-0.

Comm. Galvach did not vote on the minutes since he was absent from the November 4th minutes.

BILLS TO BE PAID: \$50,749.91

Comm. Galvach asked to hold Bill 27662 for "Skylands Area Fire Equipment" for \$144.00 for 12 patches.

Comm. Nardiello clarified that Bill 27637 for golf shirts is for uniform shirts.

Comm. Galvach voted "No" to Bill 27626 for "Custom Bandag" in the amount of \$2,006.92.

MOTION to pay November bills was made by Comm. Santorelli, with the exception of Bill 27662 for "Skylands Area Fire Equipment" seconded by Comm. Nardiello. All in favor 5-0.

Comm. Zullo did not vote on Bill 27651 for "Jessica Rizitis".

TREASURER'S REPORT:

Balance	\$ 381,722.07
Deposits	\$ 493,949.00
Interest	\$ 78.25
Payroll	\$(60,293.62)
Payroll Tax/Adjustments	\$ 47,690.48
Disbursements for the Month	<u>\$(50,749.91)</u>
Ending Balance	\$ 717,015.31

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

CHIEF'S REPORT:

Chief reported calls for the month of November, 18 calls, 1 drill and 1 meeting for a total of 20 calls.

Chief reported that the fire company participated in the Holiday Parade on December 1.

Chief reported that they will sponsor the "Evening with Santa" on December 19.

Comm. Galvach offered his condolences on the passing of the Chief's father.

Comm. Nardiello expressed his gratitude for the years of service the Chief has given to the fire company and looks forward to working with Assistant Chief Norelli.

Comm. Zullo offered his condolences and thanked the Chief as well and reported that Jessica Rizitis would be assisting with the "Evening with Santa".

Comm. Galvach thanked the Chief for all of his years as Chief and wished Assistant Chief Norelli good luck.

Comm. Zullo welcomed Assistant Chief Norelli and wished him good luck.

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

MOTION to enter into Executive Session at 7:43 pm made by Comm. Santorelli, seconded by Comm. Santorelli. All in favor 5-0.

MOTION out of Executive Session at 8:02 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was the ongoing Hess and Buckeye transition of operation and changeover.

FIRE OFFICIAL'S REPORT:

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

ACTING CAPTAIN'S REPORT:

Acting Captain Renaldi reported that the onboard air compressor has been down for some time now and that the Squirt was out of service.

Acting Captain Renaldi reported that eight cylinders have come in on trade and will be marked and put into service.

Acting Captain Renaldi reported that the status of the ground and aerial ladder inspections. Comm. Galvach expressed concerns that they did not know when the Squirt would be back and if it would be present for the inspection. Comm. Nardiello reported that he would follow up with Sal at Absolute on the status of the Squirt.

Acting Captain Renaldi reported that the FEMA grant has been submitted and that we would be required to pay 10% of the total \$175,914.00, which would be \$17,591.40.

Comm. Nardiello stated that he would call the Freeholder to inquire about the status of a rescue boat for the firehouse.

Acting Captain Renaldi reported that the FEMA grant for the escape harness is due December 6.

Acting Captain Renaldi reported that the drill on November 12 at Colonial Pipeline was successful and they offered the fire company some equipment.

Acting Captain Renaldi reported that the new gas meter is back in service.

Acting Captain Renaldi inquired about the mask bags, which Comm. Santorelli reported that no consideration has been given at this time.

MOTION to accept the Acting Captain Report was made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

TAXPAYERS COMMENTS:

Local 290 President Keith Repace wished everyone a Happy Thanksgiving and requested permission for Local 290 to have their monthly meeting there on Thursday, December 5 at 7:00pm, which Comm. Zullo approved.

Mr. Repace inquired about the status of the Acting Captain, which Comm. Galvach reported was a personnel matter that was under review.

Mr. Repace requested time during Executive Session to discuss contracts.

Comm. Galvach thanked Michael Mastanduno for getting the treadmill fixed.

UNFINISHED BUSINESS:

Comm. Zullo reported that the hall has been rented for Saturday, December 7 and will be covered by a staff member. Comm. Zullo stated that the list has been rotated regarding hall coverage. Comm. Zullo is waiting for a check from the PBA.

Comm. Nardiello reported that he contacted the water company twice to find out how many fire hydrants we will be assessed for.

Comm. Nardiello reported that a mechanic with the township will look into the exhaust system for the third bay.

Comm. Nardiello reported that 2 of the 3 heat shields have been replaced after the fire academy.

Comm. Nardiello reported that the old radios were checked by Acting Captain Renaldi and that they are keeping five. Comm. Nardiello reported that they will have access to the Township OEM in the event the trunking system goes down.

Comm. Nardiello inquired if there has been any word from the Joint Board, which Attorney Tom Buck stated that there was not. Board Accountant Bucsanszky reported that Ed Mullen called and stated that if there was no answer by today they will be going to court tomorrow.

Comm. Zullo inquired if the attorney received any information regarding the roof, which Attorney Buck responded he did not.

NEW BUSINESS:

Comm. Zullo thanked Kurt Delebro for decorating and purchasing the lights for outside and thanked the First Aid for decorating downstairs.

Comm. Huber reported that he was just informed that water is building up on the roof and perhaps the drains need to be cleaned.

Comm. Huber suggested putting money aside next year for a generator.

MOTION to approve the Resolution to transfer \$8,360.00 from budget line items with excesses to budget items with insufficient balances, made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

Roll Call Vote:

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

All in favor 5-0.

MOTION to approve the Temporary 2014 Budget Resolution in the amount of \$247,027.00 made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

Roll Call Vote:

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

All in favor 5-0

MOTION to move the 2014 Budget Resolution made Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

Roll Call Vote:

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

All in favor 5-0

MOTION made by Comm. Nardiello to purchase gas cans and water can harness not to exceed \$200.00, seconded by Comm. Huber. All in favor 5-0.

Comm. Nardiello reported that on Engine 2-1 the door ajar indicator light needs to be attended to.

Comm. Nardiello stated that he would call Sal at Absolute since the mirrors are still causing problems and suggests they be sent out.

Comm. Zullo will follow up regarding the water on the roof.

MOTION to pay add on bill of \$35.00 to "HPT Property Maintenance" and \$16.05 to "Carmen's Pizzeria" made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION to enter Executive Session at 9:07 pm to discuss a personnel and contract matter with the Local 290 President, made by Comm. Santorelli, seconded by Comm. Zullo.

MOTION out of Executive Session at 9:28 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were a personnel and contract matter.

MOTION to adjourn meeting at 9:29 pm made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, NJS 40A: 14-78.17 provides that where any contract, commitment or payments are to be made prior to the adoption of the budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is prior to January 15, 2014; and

WHEREAS, the total appropriations on the 2013 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$1,764,481; and

WHEREAS, fourteen percent of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2013 budget is the sum of \$ 247,027;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Township of Woodbridge, Fire District No. 2, that the temporary 2014 budget be approved in the amount of \$ 247,027.

ROLL CALL VOTE:	YES	NO	ABSENT
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Kenneth Galvach, President	X		
Lewis Huber, Vice President	X		
Robert Santorelli, 2 nd Vice-Pres	X		
Louis V. Nardiello, Treasurer	X		
Joseph Zullo, Secretary	X		

Dated: December 2, 2013

Joseph Zullo, Secretary

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2013 budget appropriations have insufficient balances to meet the 2013 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

From		To	
G-01-C/Captain	\$ 6,660.00	G-01-R/Overtime	\$ 5,000.00
H-24-01/Utilities/Electric	1,200.00	H-01-08/Health Insurance	600.00
H-25-01/Office	<u>500.00</u>	H-21-01/Dress/Work Uniforms	2,100.00
		L-02-02/Computer Serv	<u>660.00</u>
 TOTAL	 \$ <u>8,360.00</u>	 TOTAL	 \$ <u>8,360.00</u>

MOTION to accept resolution made by Comm. Nardiello, seconded by Comm. Santorelli, all in favor.

Kenneth Galvach, President	<u>X</u>	Yes	___	No
Lewis Huber, Vice Pres	<u>X</u>	Yes	___	No
Robert Santorelli, 2 nd V.P.	<u>X</u>	Yes	___	No
Louis V. Nardiello, Treasurer	<u>X</u>	Yes	___	No
Joseph Zullo, Secretary	<u>X</u>	Yes	___	No

Adopted, December 2, 2013

Date

Louis V. Nardiello, Treasurer _____

2014 BUDGET RESOLUTION

WOODBRIIDGE TOWNSHIP

(Name)

Fire District No. 2

FISCAL YEAR: From January 1, 2014 to December 31, 2014

WHEREAS, the Annual Budget for the Woodbridge Township Fire District No. 2 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented before the Board of Commissioners of the Fire District No. 2 at its open public meeting of December 2, 2013; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,848,908.00, which includes amount to be raised by taxation of \$ 1,774,285.00, and Total Appropriations of \$ 1,848,908.00; and

WHEREAS, the amount to be raised by taxation to support the district budget, shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District No. 2 has taken into account the assessed valuation of taxable property in the Fire District No. 2,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District No. 2, at an open public meeting held on December 2, 2013 that the Annual Budget, including appended Supplemental Schedules, of the Woodbridge Township Fire District No. 2 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Fire District No. 2 's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT-FURTHER RESOLVED, that the Board of Commissioners of the Woodbridge Township Fire District No.2 will consider the Annual Budget for adoption on January 6, 2014.

JOSEPH ZULLO
(Secretary's Signature)

DECEMBER 2, 2013
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
NARDIELLO	X			
GALVACH	X			
HUBER	X			
ZULLO	X			
SANTORELLI	X			

Port Reading Board of Fire Commissioners
Fire Prevention Bureau Report
Month of :November 2013
Submitted:December 2013

1. Site plans for Month: 0

2. Certifications of Inspections: White Rose Dairy, Fed Ex- Ground, St. Anthony's Church,
Ho-Ro Trucking, TRS Container.

3. Inspections issued for the month:

4. Fire Permits Issued: 4a.

5. Fire Investigation/follow-up for month: 5a. Man Hours

6. Fire Code Violation fines :

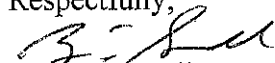
7. Complaints Reports: 0

8. Telephone Conversations w/

8a. Government/State:

Comment:

Respectfully,



Brian F. Small
Fire Official

BOARD OF FIRE COMMISSIONERS

DISTRICT NO. 2

P.O. BOX 207

PORT READING, NEW JERSEY 07064

December 2, 2013

Treasurer's Report

BEGINNING BALANCE	\$ 381,722.07
Deposits	493,949.00
Interest	78.25
Payroll	(60,293.62)
Payroll Tax/Adjustments/Transfers	(47,690.48)
Disbursements for the Month	<u>(50,749.91)</u>
ENDING BALANCE	\$ 717,015.31

1:02 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2 BILL LIST

11/27/13

Accrual Basis

November 5 through December 2, 2013

Date	Num	Name	Memo	Amount
Columbia - Voucher				
11/26/2013	27626	Custom Bandag	4 Tires for 2-3-3	-2,006.92
12/02/2013	27627	Casazza & Ur, Public Accountants, LLC	Monthly Fee - December 2013	-2,208.37
12/02/2013	27628	Fords Fire District #7	Dispatch Service - December 2013	-5,412.00
12/02/2013	27629	Woodbridge Fire District #1	Reimbursement - Fuel - October 2013	-1,082.97
12/02/2013	27630	AT&T	Account # 011-293-3370-001 732-636-0894	-56.12
12/02/2013	27631	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-373.04
12/02/2013	27632	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-59.43
12/02/2013	27633	Elizabethtown Gas	Account # 2202559020 - Firehouse 09/23/13- 10/23/13	-121.91
12/02/2013	27634	ERIC M. BERNSTEIN & ASSOC.	Professional Services -2010 Neg/Labor Matter	-37.50
12/02/2013	27635	ESI Equipment Inc	Service Agreement 3/1/2014 to 2/28/2015	-1,226.00
12/02/2013	27636	MAX L. BROWN HARDWARE CO., I...	Supplies	-26.97
12/02/2013	27637	TURNOUT FIRE & SAFETY INC.	Golf Shirts & Job Sweatshirts	-2,143.88
12/02/2013	27638	Witmer Public Safety Group	Pinch point bar & Paratech Kelly tool	-297.47
12/02/2013	27639	INDUSTRIAL SCIENTIFIC	Ventis MX4	-712.34
12/02/2013	27640	INFORSYS FIRE SYSTEMS INC	Maintenance Coverage & Incident Reporting System 12/19/13...	-820.00
12/02/2013	27641	INSURANCE RESTORATION SPECI...	Turnout Gear - Esporta Clean & Repair	-42.00
12/02/2013	27642	KALDOR	2 - Lite Box Batteries	-111.90
12/02/2013	27643	MIDDLESEX COUNTY FIRE ACADE...	Fire Department Drill - October 23, 2013	-289.00
12/02/2013	27644	INDUSTRIAL SCIENTIFIC	Freight Charges - Pump	-13.33
12/02/2013	27645	NEW JERSEY FIRE EQUIPMENT CO	Scott 4.5 Air Pak Test	-47.00
12/02/2013	27646	Witmer Public Safety Group	2 - FaceShields	-167.46
12/02/2013	27647	KALDOR	Supplies	-101.84
12/02/2013	27648	NEW JERSEY FIRE EQUIPMENT CO	Scott Wescodyne Plus Wash	-44.32
12/02/2013	27649	Racestar	Fuel - October 2013	-196.00
12/02/2013	27650	MIDDLESEX WATER COMPANY	Hydrant Service for November 2013	-11,390.42
12/02/2013	27651	Jessica Rizitis	Website Maintenance - November 2013	-125.00
12/02/2013	27652	AVENEL LOCKSMITH	10 Keys	-30.00
12/02/2013	27653	Dave Matyi	Removed Lettering from 2-3-5 Crown Victoria	-25.00
12/02/2013	27654	Home News Tribune	Account # 099468 - Budget Workshop - November 26, 2013	-43.84
12/02/2013	27655	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 12/15/13 - 01/14/14 GL 009906	-925.10
12/02/2013	27656	NAPA Auto Parts of Colonia	2006 Ford F250 Oil & Air Filter & Motor Oil	-39.52
12/02/2013	27657	Witmer Public Safety Group	2 - Bourke Eyeshields With Hardware Kit	-74.98
12/02/2013	27658	Woodbridge Fire District #1	Reimbursement - Fit Testing Physical - Delibero	-154.00
12/02/2013	27659	Home News Tribune	Account # 099468 - Budget Workshop - November 14, 2013	-45.92
12/02/2013	27660	NJ DIVISION OF PENSIONS & BEN...	DCRP - Subplan#056230 - 11/03/13 - 11/09/13	-5.46
12/02/2013	TEPS	New Jersey State Health Benefits Pro...	Retiree Health Benefits & Prescription Coverage - December ...	-1,092.29
12/02/2013	27661	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - December 2013	-1,594.31
12/02/2013	TEPS	New Jersey State Health Benefits Pro...	Health Benefits & Prescription Coverage - December 2013 ID...	-16,497.39
12/02/2013	27662	SKYLANDS AREA FIRE EQUIPMEN...	12 - Install Patches	-144.00
12/02/2013	27663	PSE&G	ELECTRIC BILL	-964.91
Total Columbia - Voucher				-50,749.91
TOTAL				-50,749.91

**Acting Captain's Report
Board of Fire Commissioners District 2
November 2013**

Date	REPAIRS-ISSUES-DETAILS
11/2/13	Lawnmower returned from Fords Lawnmower.
11/5/13	Notice posted on main entrance per request of John Urs office.
11/5/13	Cad not printing from # 2 tray, called Township IT guy Kevin Colonna, left message of problem.
11/6/13	Speedy dry ordered (4) bags from Fords Mills Supply.
11/6/13	NJ Fire Equipment here picking bottle # 1047 for repairing leaking.
11/7/13	Ehrilch here performing monthly service.
11/8/13	2-3-3 Taken to custom bandage in linden to install tires.
11/8/13	Received order of (4) quartz lights.
11/8/13	Replaced sidelight on 2-2-passenger side.
11/9/13	Generator check completed 459.4
11/12/13	Attended annual drill w/Colonial Pipeline, performed drafting, with tour 2 and FF Matyi & FF Delilbero
11/12/13	(6) Water can fire extinguishers donated by BD of Education placed in closet for spares.
11/13/12	Tour 3 reported insufficient staffing, no volunteer responded.
11/14/13	2-3-3 taken to absolute fire for repairs, approved by Commissioners.
11/15/13	Installed new township map in bay given by Commissioner Santorelli.
11/16/13	New MX4 Ventis Multi-Gas Meter Received all tours need to review it, before placing in service on Engine 2-2
11/18/13	Pack # 017 taken out of service regulator not closing, advised NJ Fire Equipment for pickup.
11/18/13	Fax from John Ur's office to post notice on main entrance of building.
11/20/13	Invoice # 719195 Picked up (7) quarts of 5w-20 oil, oil filter and air filter from NAPA Auto Parts.
11/20/13	Changed oil and air filter in pick up 2-3-4 at 15,662 miles next change due at 19,662 miles.
11/20/13	Delivery of Bourke Shields replacements that were damaged at fire academy.
11/21/13	Welstead landscaping here doing left cleanup.
11/21/13	Custom Bagdag called asking for payment for tires on 2-3-3, referred to accountants office.
11/22/13	NJ Fire Equipment picked up Air pack, reported earlier
11/22/13	American flag dropped to half-staff per Commissioners Nardiello's request.
11/23/13	Generator checked reading 460.0 hours
11/23/13	HPT Property Maintenance here working on exterior structure.
11/24/13	Helmet Shield's replaced on firefighter Trantafillidis helmet.
11/25/13	Received (8) 4500 PSI SCBA cylinders ordered on 11/14/2013

Repairs Still Needed on Apparatus
&
Highlighted issues

Engine 2-1

- Fuel Gage needs to be checked inconsistent level every other day.
- On board air compressor not working, (Using Houseline).

Engine 2-2

- On board air compressor not working, (Using Houseline).

Squirt 2-3-3

- Rotary K-12 Saw (No Unit on Apparatus)

- Port Reading SCBA: 11-14-13 (8) Cylinders purchased with trade in for missing & Outdated Cylinders.

- Ladder testing company was called to set up date but will not be here till January 2014 to perform ladder testing, we can get another company to do the ground ladder so that we will comply with OSHA standards for 2013.

- FEMA Grant was completed, Narrative for Port Reading, and turned over to John Golden. He will be in putting all information from our narratives to the grant form we will be required to pay 10% of the total \$175,914.00 which will be \$ 17,591.40 for (20) AV3000 masks, (20) SCBA Paks w/ intergraded PASS Devices meeting 2013 NFPA standards, (40) 4500 Cylinders and (1) Pak Tracker w/ Receiver.

- FEMA Grant for Escape Harness, has been started will be finished for deadline December 6th.

- County is stated to be to be purchasing portable boats do to the issues from Sandy, Request Board to make contact with Freeholders to possibly requesting one of the boat for our District.