

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
January 6, 2014**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of January 6, 2014 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.

Comm. Nardiello stated for the record that he agrees with Comm. Santorelli regarding the Joint Board Action as to whether we indeed owe them any money and that we chose not to belong the Joint Board. Comm. Nardiello indicated that he believes it is better to try to negotiate with them in order to avoid a lawsuit.

Comm. Nardiello stated for the record that the golf shirts are a style of shirt for the career men as part of their uniform.

Reviewed minutes from the December 2, 2013 monthly meeting.

MOTION to accept the December 2nd minutes made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

MOTION to pay add on bills, "Ehrlich" in the amount of \$59.43, "Fords Mills Supply" in the amount of \$423.90, "Woodbridge Fire District 1 in the amount of \$1,594.31 and "Port Reading Fire Company #1" in the amount of \$1,556.62, "Jessica Rizitis" in the amount of \$30.46 for a total of \$3,664.72 made by Comm. Nardiello, seconded by Comm. Huber. All in favor 5-0.

BILLS TO BE PAID: \$88,640.76

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

Comm Zullo did not vote for add on bill for "Jessica Rizitis" in the amount of \$30.46.

TREASURER'S REPORT:

| | |
|-----------------------------|-----------------------|
| Balance | \$ 717,015.31 |
| Deposits | \$ 400.00 |
| Interest | \$ 86.83 |
| Payroll | \$(92,016.96) |
| Payroll Tax/Adjustments | \$ 3,702.37 |
| Disbursements for the Month | <u>\$(88,640.76)</u> |
| Ending Balance | \$ 540,546.79 |

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

CHIEF'S REPORT:

Chief reported calls for the month of December for a total of 19 calls and a total of 255 calls for the year.

Chief wished the Board a happy and successful new year.

Chief reported that the eight (8) first aid assists in October and November were all motor vehicle.

Chief reported that the "Evening with Santa" was the most successful to date, with over 90 children in attendance. Chief thanked Mr. & Mrs. Rizitis for their efforts and the firefighters for their participation.

Chief stated that this would be his last report as Chief and wished the new Chief DJ Norelli the best of luck. Chief stated that it has been a pleasure serving as Chief and feels much was accomplished over the years.

Comm. Galvach thanked the Chief for his long tour and wished him the best of luck.

Comm. Nardiello stated that there were no words to describe their gratitude to the Chief and wished him well. Comm. Nardiello stated that they look forward to working with the new Chief Norelli.

Comm. Zullo welcomed Chief to the ranks and stated that he was "more than just a chief". Comm. Zullo thanked the Chief for keeping the reigns during tough family times and stated that he did a terrific job. Comm. Zullo wished new Chief Norelli the best of luck and told him the Board was there for him if he needs anything.

Comm. Galvach congratulated new Chief Norelli and stated that the Board needed to speak to him before the meeting ended.

Comm. Galvach inquired about the volunteer that left and if they received all of the equipment. New Chief Norelli stated that Corey McGuinn moved out of town, but he is welcome back at anytime.

New Chief Norelli stated that he hopes to execute the same leadership as Chief Kotusky.

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

MOTION to enter Executive Session at 7:50pm to discuss procedures with the new chief, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

MOTION out of Executive Session at 7:58pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were procedures with the new Chief.

MOTION to open public hearing on the proposed 2014 budget made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION to close the public hearing on the proposed 2014 budget made by Comm. Santorelli, seconded by Comm. Zullo. All in favor.

MOTION to approve the Resolution to adopt the proposed 2014 budget 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

MOTION to approve the Resolution to transfer funds totaling \$19,802.69 from budget line items with excesses to budget line items with insufficient balances made by Comm. Nardiello, seconded by Comm. Santorelli. All in favor 5-0.

ACTING CAPTAIN'S REPORT:

Discussions regarding the fog nozzle on 2-3-3 and calibration on the 2-2 micro gas meter took place. Comm. Nardiello reported that he is still trying to contact Sal from Absolute Fire Co.

Comm. Zullo stated that he was not notified that he side door was loose.

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

FIRE OFFICIAL'S REPORT:

Fire Official's report was not available at this time and tabled until the February Meeting.

TAXPAYER COMMENTS:

Local 290 Second Vice President Michael Mastanduno wished everyone a happy and healthy New Year and asked if a decision has been made regarding the promotion of a permanent Captain or having another position. Comm. Galvach indicated that discussions were taking place with downtown on some different issues in order to make the decision. Attorney Buck stated that funds were the reason why a decision was not made as to the possibility of eliminating the Captain's position. Comm. Nardiello stated for the record that it is not that we are not discussing it, but it is an important decision to make so that we can meet the needs of the district.

Mr. Mastanduno inquired about the number of salaries in the 2014 budget, which Comm. Santorelli stated there are eight employees, since the previous Captain's salary is not in this year's budget.

UNFINISHED BUSINESS:

Comm. Zullo reported that the fire inspection for the building passed and we received the certificate of completion for the alarm system, which is good until 12/14.

Comm. Zullo reported that Compfire did their semi-annual kitchen inspection which passed.

Comm. Zullo stated that he will have a report on the issues with the roof next meeting and that funds are an issue.

Comm. Nardiello reported that he contacted the water company and all of the hydrants at Prologis were installed three years ago and the new ones are private so there will be no increase on our end.

Comm. Nardiello reported that he waiting to hear back from Sal at Absolute Fire Co. regarding the mirrors and the fog nozzle.

Comm. Nardiello reported that Freeholder Rios is looking into a rescue boat for the firehouse.

Comm. Nardiello reported that Matt Baumann, a township mechanic has looked at the exhaust system and he will get back to him. Comm. Nardiello stated for the record that he has had conversations with several individuals and stated that no matter what we decide, we will not make everyone happy regarding the exhaust system.

Comm. Santorelli requested that the Board review the preview list for certifying of the civil service list for firefighters. Comm. Santorelli stated that once we certify the list we will have to go through interviews and the hiring process. Comm. Santorelli asked to keep in mind that if we hire someone that is not Firefighter 1 certified or a volunteer, it will be our responsibility to send them to the fire academy at our cost.

Comm. Huber inquired about what the Board wishes to do with the tower outside.

NEW BUSINESS:

Comm. Zullo stated for the record that the issues with the roof need to be addressed. Attorney Buck stated that anything over \$17,500 will need formal bids.

TAXPAYERS COMMENTS:

Local 290 Second Vice President Michael Mastanduno inquired about certifying the firefighters list. Comm. Galvach stated that there are currently eight salaries for 2014 and a new hire salary is proposed in the 2014 budget.

MOTION to enter Executive Session at 8:00 pm to discuss personnel matters, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

MOTION out of Executive Session at 9:06 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was personnel matters.

MOTION to certify the firefighters list made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

MOTION to adjourn meeting at 9:08pm made by Comm. Santorelli, 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

January 6, 2014

Treasurer's Report

| | |
|-----------------------------------|----------------------|
| BEGINNING BALANCE | \$ 717,015.31 |
| Deposits | 400.00 |
| Interest | 86.83 |
| Payroll | (92,016.96) |
| Payroll Tax/Adjustments/Transfers | 3,702.37 |
| Disbursements for the Month | (<u>88,640.76</u>) |
| ENDING BALANCE | \$ 540,546.79 |

10:26 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

ADD-ON BILLS

January 7, 2014

01/04/14

Accrual Basis

| Date | Num | Name | Memo | Amount |
|---------------------------|-------|-----------------------------|--|------------------|
| Columbia - Voucher | | | | |
| 01/07/2014 | 27699 | EHRlich | Commercial Pest General Maintenance Service - Cust# 238998 | -59.43 |
| 01/07/2014 | 27700 | FORDS MILL SUPPLY | Supplies | -423.90 |
| 01/07/2014 | 27701 | Woodbridge Fire District #1 | Reimbursement - Dental & Vision Coverage - January 2014 | -1,594.31 |
| 01/07/2014 | 27702 | PORT READING FIRE CO #1 | Balance Due of 2013 Annual Stipend | -1,556.62 |
| Total Columbia - Voucher | | | | -3,634.26 |
| TOTAL | | | | -3,634.26 |

**Acting Captain, P. Renaldi Report
Board of Fire Commissioners District 2
December 2013**

| Date | REPAIRS-ISSUES-DETAILS |
|----------|---|
| 12/2/13 | Meeting with Hess personnel, reference to sale of company. |
| 12/2/13 | Welstead Landscaping here performing lawn maintenance. |
| 12/2/13 | Issued new pair of fire gloves size large to FF Delibero |
| 12/5/13 | Air pack # 017 returned from repair by NJ Fire Equipment Co. |
| 12/5/13 | IAFF meeting being held in meeting room. |
| 12/6/13 | 2-3-3 brought back from Absolute Fire Co. Ariel device fog nozzle still not in operation, vehicle was returned by Commissioner Nardiello for ground ladder testing. Waiting on quote for repair nozzle control. |
| 12/6/13 | Return of apparatus 2-3-3 caps were missing on all discharges and side intake valve, found intake cap inside vehicle, and also found few caps inside vehicle, last few caps were found in cabinet. All caps replaced. |
| 12/7/13 | Found vent covers from trailer in parking lot, covers broken off vent. |
| 12/7/13 | Commissioner Zullo called fire house and spoke to Jeff Kotuski to tell on duty firefighters to hang large wreath on mansard near monument park, FF Pereira re-injured his shoulder while doing so, incident report filled out. Acting Capt Renaldi Advised. |
| 12/7/13 | Commissioner Nardiello advised on duty firefighters to lower flag to half mast and change sign in memory of Pearl Harbor Day. |
| 12/8/13 | Tour 4 noted only 1 bag of ice melt, no notification made to Acting Captain the need for supplies. |
| 12/9/13 | Flag raised and sign changed per Commissioner Zullo. |
| 12/9/13 | UPS delivery package placed in career room. |
| 12/10/13 | Advised by FF Fizer the need to order ice melt, ordered FF Fizer to pickup 12 bags of ice melt at Fords Mill Supply, they did not have any left requested him to pickup at Max Browns, ice melt now in stock at firehouse. |
| 12/10/13 | Placed ice melt around lot after snow plowing and shoveling side walks after snow storm. |
| 12/11/13 | Advised by FF Deleo that unsafe condition in bays, diesel vehicle now in bay with no exhaust control measures in place. |
| 12/11/13 | Failsafe Hose & Ladder Testing Co. here performing ladder testing of all department ground ladders. |
| 12/11/13 | UPS Delivery for EMS |
| 12/11/13 | Representative from Woodbridge Twp. JIF here with Commissioner Zullo evaluating building. |
| 12/12/13 | Made two keys for supply closet. |
| 12/12/13 | Advised by Tour 4 that front suction storz lock broken. |
| 12/12/13 | Advised by Tour 4 that squad members stated that FA-15 is leaking fluid near floor drain, speedy dry applied. Squad will notify proper contacts. |
| 12/12/13 | Advised by Tour 4 WPD here to tow FA-15 , ordered squad members to start rig and drive out of building in doing so, massive amount of diesel leaked in bay and parked lot |
| 12/12/13 | Commissioner Galvach, Commissioner Zullo and B. Small here look at leak issued noted above. |
| 12/12/13 | Representatives from Genova, Burns, Giantomasi and Webster looking at roof damage. Commissioner Huber notified. |
| 12/13/13 | Fire Inspection of Building by F.O. Spiller, paperwork left for Commissioner Zullo |
| 12/15/13 | (1) length of booster hose failed taken off reel of 2-1 |

**Acting Captain, P. Renaldi Report
Board of Fire Commissioners District 2
December 2013**

| | |
|----------|--|
| 12/16/13 | 2-1 chain saw handle snapped, repaired |
| 12/16/13 | Micro Max Meter not working – Error Code, advised by Tour 4, advised them to place new Meter in to service on Engine 2-2 |
| 12/16/13 | Airpower here performing test of cascade system. |
| 12/16/13 | Blood drive being held in meeting room |
| 12/17/13 | 2-3-3 found with shoreline unplugged, advised by on duty Tour , batteries were dead, advised to re-plug into shoreline and check later in day. Advised engine 2-3-3 starting . |
| 12/19/13 | Andrea from NJ Division Of Local Government Services, called for Commissioner Nardiello. |
| 12/20/13 | Silent Companion here conducting fire alarm inspection, test completed. |
| 12/20/13 | Paul from Commercial Kitchen Cleaning here checking kitchen hood for cleaning, Commissioners Zullo, and Huber advised. |
| 12/21/13 | UPS Delivery for Career Division (Uniforms) |
| 12/21/13 | Roofer here looked at leak will be back tomorrow. |
| 12/22/13 | Roofer here looking at roof over kitchen hood area, roof cracked area vent too much damage to repair. Will advise Commissioner Zullo |
| 12/24/13 | Confires drops off (3) fire extinguishers. |
| 12/27/13 | Commercial Kitchen Cleaning here performing hood cleaning, Hood cleaning completed over spray with pressure washer caused GFCI outlets to get wet and trip breakers did not, GFCI will not reset , Acting Captain Renaldi advised stated to let dry do not use them. Commissioners Zullo advised by Acting Captain Renaldi of issue. |
| 12/27/13 | Confires here performing wet chemical inspection of kitchen suppression system. |
| 12/28/13 | Generator weekly reading 463.5 |
| 12/29/13 | New SCBA cylinders placed into service requested Tour 1 to label and place on apparatus. |
| 12/30/13 | Confires called to pickup (3) fire extinguishers for re-filling, advised service manager that we did not request (3) fire extinguishers but only to re-fill our own units. They are also requested to pick up the (3) units that they left here. |
| 12/30/13 | Woodbridge Twp. IT guy Kevin Colonna called again for service on printer, problem with tray # 1 only working with tray # 2, he will be at firehouse tomorrow 12/31/13. |
| 12/30/13 | Advised by squad member that side door is loose again, tried to tighten but it came loose again, locksmith needed to service it again. |
| 12/30/13 | Ordered and received two cases of hand towels Gen WR 350 from Fords Mill Supply Co. |
| 12/31/13 | Received all PPE from Corey McGuinn who has verbally resigned, (1)Helmet, (1)Coat, (1) Bunker Pants, (1) Pr. Gloves, (1) Pr. Leather Boots. Missing PASS device and Fire Company Pager |

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

Engine 2-1

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

Engine 2-2

- On board air compressor not working, (Using Houeline).
- Micro Max 4-way gas meter needs calibration

Squirt 2-3-3

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

- All ground Ladders from engine 2-1, 2-2, and 2-3-3 were tested on December 11, 2013 all portable ladders passed inspection. Aerial Device on 2-3-3 will be tested in January no date has been set as of this time by company.

- All new SCBA cylinders purchase have been marked and placed in service.

- Received email from Michael Mattson, Buckeye Pipeline Partners, LP Statement of actions of emergency response. (See Attached).

- Super Saturday need to set date

Capt. Renaldi,

The facility will continue to operate under the same response procedure and protocols going forward. If the decision is made to change anything we will meet with you and the Commissioner for review prior to making any changes. If you have any question or concerns feel free to give me a call or stop by. Thanks MJM

If you would like to consider this the letter that we discussed on the phone it is fine. MJM

Michael J Mattsson
Buckeye Partners, L.P.
Port Reading Complex
732-750-7861 office
732-439-4815 Cell
[MJMattsson@Buckeye.com](mailto: MJMattsson@Buckeye.com)

WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 2
PORT READING, NEW JERSEY
PROPOSED 2014 BUDGET

REVENUES:

| | | |
|--------------------------------------|-----------|----------------------------|
| Fund Balance - Unrestricted | \$ | 38,298.00 |
| Interest on Investments and Deposits | | 2,000.00 |
| Other Revenue | | 1,100.00 |
| Uniform Fire Safety Act: | | |
| Supplemental Fire Serv. Act | | 1,656.00 |
| Annual Registration Fees | | 22,069.00 |
| Penalties and Fines | | 500.00 |
| Other Reveunues | | 9,000.00 |
| Amount to be Raised by Taxation | | <u>1,774,285.00</u> |
| TOTAL REVENUES | \$ | <u>1,848,908.00</u> |

APPROPRIATIONS:

| | | |
|---|-----------|----------------------------|
| Operating Appropriations: | | |
| Administration | | |
| Salary and Wages | \$ | 44,700.00 |
| Fringe Benefits | | 18,639.00 |
| Other Expenses: | | |
| Election | | 3,000.00 |
| Office Expenses | | 7,000.00 |
| Professional Services | | 48,350.00 |
| Miscellaneous | | 6,850.00 |
| Operations and Maintenance: | | |
| Salary and Wages | | 764,660.00 |
| Fringe Benefits | | 422,910.00 |
| Other Expenses: | | |
| Insurance | | 43,000.00 |
| Maintenance and Repair/Training | | 49,000.00 |
| Firematic Equipment | | 52,000.00 |
| Fire Hydrant Service/Utilities/Dispatch | | 245,643.00 |
| Uniforms & Training | | 25,000.00 |
| Appropriations Off-Set with Revenues | | 44,856.00 |
| Appropriations First Aid Squad | | 23,300.00 |
| Length of Service Award Program | | 15,000.00 |
| Capital Appropriations | | |
| Reserve for Future Capital Outlays | | <u>35,000.00</u> |
| TOTAL APPROPRIATIONS | \$ | <u>1,848,908.00</u> |

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 | \$ <u>19,802.69</u> | G-01-R/Overtime | \$ 11,500.00 |
| | | H-21-01/Dress Work Uniforms | 300.00 |
| | | H-23-02/Fire Equipment | 3,827.69 |
| | | H-23-04/Fire Equip Test | 25.00 |
| | | H-26-05/Truck Repair | 4,000.00 |
| | | H-26-09/Fire Monitoring System | <u>150.00</u> |
| TOTAL | \$ <u>19,802.69</u> | TOTAL | \$ <u>19,802.69</u> |

MOTION to accept resolution made by Comm. _____, seconded by Comm. _____, 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, January 6, 2014

Date

Louis V. Nardiello, Treasurer _____

2014 ADOPTED 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 for adoption before the Board of Commissioners of the Woodbridge Township Fire District No. 2 at its open public meeting of January 6, 2014; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption 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, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Woodbridge Township Fire District No. 2, at an open public meeting held on January 6, 2014 that the Annual Budget of the Woodbridge Township Fire District No. 2 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of 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,

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

(Secretary's Signature)

JANUARY 6, 2014

(Date)

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|------------|-----|-----|---------|--------|
| NARDIELLO | | | | |
| GALVACH | | | | |
| HUBER | | | | |
| ZULLO | | | | |
| SANTORELLI | | | | |