

PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
June 7, 2017

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of June 7, 2017 was called to order by Commissioner Nardiello at 7:30 pm. All Five Commissioners were present: Comm. Nardiello, Comm. Huber, Comm. Zullo, Comm. Santorelli and Comm. Galvach. Board Accountant Maria Bucsanszky was present. Operations Manager Nisky was present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the May 1, 2017 meeting.

MOTION to accept the May 1 meeting minutes made by Comm. Huber and seconded by Comm. Santorelli. All in favor 5-0.

Comm. Nardiello stated that he would not be voting on the items of the meeting after he left for a family emergency at 7:55 pm.

TREASURER'S REPORT:

| | |
|-----------------------------|-----------------------|
| Balance | \$ 618,536.08 |
| Deposits | \$ 472,913.75 |
| Interest | \$ 161.81 |
| Payroll | \$(85,624.95) |
| Payroll Tax/Adjustments | \$ 11,549.46 |
| Disbursements for the Month | <u>\$(96,839.21)</u> |
| Ending Balance | \$ 920,696.94 |

BILLS TO BE PAID: \$96,839.21

Comm. Zullo will not be voting on Bill #29110 for "Jessica Rizitis".

Comm. Huber inquired about Bill #29118 for "Port Reading Fire Squad" reimbursement of \$1050.02 for the two AED packages, which Comm. Nardiello stated that the First Aid Squad was able to get a better deal.

Comm. Galvach stated that Bill #29101 for "Absolute Fire Protection" for Engine 2-3 preventive maintenance should go to Buckeye. Board Accountant Bucsanszky will void the check.

MOTION to pay the May bills made by Comm. Huber, seconded by Comm. Santorelli. All in favor 5-0.

CAPTAIN'S REPORT:

Captain DeLeo distributed a copy of the taxable operating guidelines for the Safe Haven Guidelines and gave a brief overview. The Firehouse is required to be a part of the program since they are a 24 hour operation and that a sign will be posted outside.

MOTION to enter the Safe Haven Program made by Comm. Huber, seconded by Comm. Zullo. All in favor 5-0.

Captain DeLeo reported that Engine 2-2 needs pump test and preventive maintenance.

Captain DeLeo thanked the Board for the cap on the pickup truck.

Captain DeLeo reported that the Memorial Day Services went well.

Captain DeLeo stated that he received a quote for the email services.

Captain DeLeo reported that Tour 4 had training and he is looking into June training.

Captain DeLeo reported that there was a water main break on Port Reading Ave. and they want to replace the hydrant. This hydrant will replace the one we lost so there will be no cost.

Captain DeLeo reported that the First Aid Squad fixed the overhead door.

Captain DeLeo congratulated the First Aid Squad members on their promotions.

Comm. Nardiello thanked the Captain for playing the bagpipes for the Memorial Day services and the Ladies Auxiliary for cooking.

Comm. Nardiello stated that the sprinkler system is leaking and will cost \$600.

Comm. Huber inquired about Lawn Doctor and Welstead Landscaping balance. Board Accountant Bucsansky reported that there is \$963.00 remaining.

MOTION made by Comm. Zullo to get the sprinkler fixed, seconded by Comm. Huber. All in favor 5-0.

FIRE OFFICIALS REPORT:

The Fire Official's Report was not available and tabled until July.

CHIEF'S REPORT:

Chief reported calls for the month of May for a total of 21 calls.

Chief reported that the Firefighter 1 paperwork has been sent to the state for Volunteer Gorsky.

Chief presented the Proclamation from the Mayor for those involved in the Memorial Day Services and stated that it is a shame that more members do not attend.

Comm. Galvach inquired about the policy and qualifications for the names on the monument

UNFINISHED BUSINESS:

Lt. Weber is requesting a list of names and the type of training they have had to operate the First Aid Squad ambulances. Comm. Nardiello will provide that information to the Chief and Captain.

Comm. Zullo inquired about the 40 cases of water downstairs, which was donated as per the Captain and still good.

Comm. Zullo thanked the Ladies Auxiliary and Captain for the Memorial Day Breakfast and all that attended.

Comm. Huber inquired about the sign. Operations Manager Nisky reported that we are out of money and will have to wait for the new township budget.

Comm. Nardiello inquired about the Rescue 2 Pilot Program and suggested a three month trial period. Discussions regarding the program ensued and it was suggested that the topic be tabled until the union has a chance to discuss and Comm. Zullo requested that it be tabled until the next meeting.

Comm. Nardiello stated that we received a quote for the website domain and private email services for \$1536.00, which would be a new line item under "office".

Motion made by Comm. Zullo to accept the quote for the website domain and private email services of \$1536.00, seconded by Comm. Santorelli. All in favor 5-0.

Captain DeLeo reported that there were 24 turnpike calls to date and \$4,140 in revenue. Comm. Galvach had recently requested this information.

NEW BUSINESS:

Comm. Huber reported that he had a Safety Meeting with the Fire Department and will have Safety Meetings with the First Aid Squad on the alternate months. Comm. Huber reported that the air conditioning downstairs is not pulling its weight unless it is on all day. Lt. Weber also reported that the lighting in the stairwell needs to be addressed. Comm. Zullo will contact the electrician.

Comm. Galvach requested authorization for Engine 2-2 inspection, pump test and preventive maintenance.

Comm. Zullo requested that the fee be waived for the Police Reserve Graduation on July 8.

MOTION made by Comm. Santorelli to enter Executive Session at 8:40 pm., seconded by Comm, Huber. All in favor 5-0.

MOTION out of Executive Session at 8:59 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was personnel and legal matter.

TAXPAYER COMMENTS:

Firefighter Fritsch inquired about uniform shorts for the summer since Woodbridge Fire Department has the same contract verbiage. Comm. Santorelli stated that it will be discussed at the next contract negotiations as agreed to in the previous meeting.

MOTION made by Comm. Santorelli to adjourn meeting at 9:05pm, seconded by Comm. Huber. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

May 2 through June 5, 2017

06/01/17

| Date | Num | Name | Memo | Amount |
|---------------------------|-------|--------------------------------------|---|-------------------|
| Columbia - Voucher | | | | |
| 05/02/2017 | 29095 | Leisure Sporting Goods | Workshirts | -476.60 |
| 05/02/2017 | 29096 | Suburban Caps Inc | Deposit | -500.00 |
| 05/10/2017 | 29097 | Hood Services 24 LLC | Installed New Floaire Exhaust Fan | -1,300.00 |
| 05/17/2017 | 29098 | Suburban Caps Inc | Balance Due - Cab Installation | -2,010.00 |
| 06/05/2017 | 29100 | BOARD OF FIRE COMMISSIONERS... | DEPOSIT - NEW ENGINE RESERVE | -35,000.00 |
| 06/05/2017 | 29101 | ABSOLUTE FIRE PROTECTION C... | 1993 E-One Pumper Truck 2-3 - PM Service | -2,526.29 |
| 06/05/2017 | 29102 | AT&T | Account # 011-293-3370-001 732-636-0894 | -57.44 |
| 06/05/2017 | 29103 | BAUMGARTNERS' | Supplies | -17.25 |
| 06/05/2017 | 29104 | Comcast of New Jersey | Account #8499 05 340 0759643-Phone/Internet/TV | -456.96 |
| 06/05/2017 | 29105 | Cooper Electric Supply Co | Acct#239515 16V Transformer - Door Bell | -24.59 |
| 06/05/2017 | 29106 | EHRlich | Commercial Pest General Maintenance Service - Cust# 238998-... | -63.00 |
| 06/05/2017 | 29107 | Fords Fire District #7 | Dispatch Service -May 2017 | -5,520.25 |
| 06/05/2017 | 29108 | Harry Triantafillidis | Hall Watch - 5/13/17 | -75.00 |
| 06/05/2017 | 29109 | Home Depot Credit Services | Account #6035 3225 4098 2968 Supplies | -58.02 |
| 06/05/2017 | 29110 | Jessica Rizitis | Website Maintenance -June 2017 | -175.00 |
| 06/05/2017 | 29111 | Kraese Repairs LLC | Pull Start Repair on Mower | -60.00 |
| 06/05/2017 | 29112 | LIFE INSURANCE COMPANY OF ... | LIFE INSURANCE - 06/15/17-07/14/17 GL 009906 | -861.30 |
| 06/05/2017 | 29113 | Maria Bucsanszky, E.A | Monthly Fee -June 2017 | -2,332.97 |
| 06/05/2017 | 29114 | MAX L. BROWN HARDWARE CO.... | Supplies | -21.00 |
| 06/05/2017 | 29115 | MIDDLESEX WATER COMPANY | Acct # 3046515564-Hydrant Service for May 2017 | -12,330.09 |
| 06/05/2017 | 29116 | NAPA Auto Parts of Colonia | Supplies | -8.59 |
| 06/05/2017 | 29117 | NEW JERSEY FIRE EQUIPMENT ... | 2 Universal Spanner Wrenches | -40.00 |
| 06/05/2017 | TEPS | New Jersey State Health Benefits ... | Retiree's Health Benefits Coverage -June 2017 ID#146900 | -1,394.46 |
| 06/05/2017 | 29118 | Port Reading First Aid Squad | Reimbursement - 2 Debittech Lifeline AED Packages & 5 Yr Bat... | -1,528.00 |
| 06/05/2017 | 29119 | PSE&G | ELECTRIC BILL | -1,050.02 |
| 06/05/2017 | 29120 | Racestar | Fuel - April 2017 | -134.00 |
| 06/05/2017 | 29121 | ROYAL IRRIGATION | Customer ID# 2762 Multi Point Inspection | -79.00 |
| 06/05/2017 | 29122 | Shevchenko Monumental Works | Inscriptions - John Rotili/Harold Kindlick/Louis Pugliese | -480.00 |
| 06/05/2017 | 29123 | Staples Business Advantage | Acct# NYC 1054611 4 Way Active Powered VGASVGA | -34.59 |
| 06/05/2017 | 29124 | Stone Mountain Printing | 16 Policy & Directives | -33.70 |
| 06/05/2017 | 29125 | MAX L. BROWN HARDWARE CO.... | Supplies | -25.76 |
| 06/05/2017 | 29126 | NAPA Auto Parts of Colonia | Supplies | -98.21 |
| 06/05/2017 | TEPS | New Jersey State Health Benefits ... | Health Benefits Coverage -June 2017 ID#146900 | -23,685.68 |
| 06/05/2017 | 29127 | Elizabethtown Gas | Account # 2202559020 - Firehouse 03/22/17-04/22/17 | -327.51 |
| 06/05/2017 | 29128 | Elizabethtown Gas | Account # 2202559020 - Firehouse 04/22/17-05/23/17 | -134.43 |
| 06/05/2017 | 29129 | Woodbridge Fire District #1 | Reimbursement - Health Benefits/Vision & Dental June 2017 | -1,919.50 |
| 06/05/2017 | 29131 | Valic | 2016 LOSAP Contribution - Fire Company | -2,000.00 |
| Total Columbia - Voucher | | | | -96,839.21 |
| TOTAL | | | | -96,839.21 |

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

June 5, 2017

Treasurer's Report

| | |
|-----------------------------------|----------------------|
| BEGINNING BALANCE | \$ 618,536.08 |
| Deposits | 472,913.75 |
| Interest | 161.81 |
| Payroll | (85,624.95) |
| Payroll Tax/Adjustments/Transfers | 11,549.46 |
| Disbursements for the Month | (<u>96,839.21</u>) |
| ENDING BALANCE | \$ 920,696.94 |

Fire Prevention vehicle 2-3-7

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

LDH Box Trailers

Buildings and Grounds

4-28-17 0815 Confires here connecting shunt trip breaker in to Kitchen hood suppression micro-switch.

1030 Package delivered for EMS.

4-29-17 0516 Heavy Precipitation caused flooding of apparatus bays and water coming up through floor drain. Comm. Zullo notified.

0520 Fire and EMS hot lines inoperative at Station. Commissioner Zullo notified.

0607 Comcast Cable out.

0800 ODP washed all apparatus and vehicles.

4-30-17 C6 followed up with Commissioner Zullo about non working Station Hot Lines.

1100 ODP Participated in Community Service Autism Awareness event and Matthew Jago School #28.

5-1-17 1055 All Emergency Hot lines restored.

1900 Health and Safety Meeting in Hall

1930 Commissioner's Meeting in Hall

1930 ODP filled 5 SCBA cylinders for WFD.

5-2-17 0700 ODP made all proper notifications for Confined Space Entry work in Fire District.

0900 ODP applied weed control to Fire Station grounds.

1000 C6 met with DSV personnel and MC hazmat for a preplanning meeting.

2030 ODP filled 9 SCBA cylinders for WFD.

5-3-17 0712 ODP made all proper notifications for Confined Space Entry work in Fire District.

0715 Hood Pro Plus providing estimate on Exhaust fan replacement.

0800 ODP cut all lawns and provided maintenance for grounds.

1930 Ladies Auxiliary Meeting in hall.

5-4-17 0730 ODP made all proper notifications for Confined Space Entry work in Fire District.

0945 Hood Pro plus here measuring for exhaust fan replacement.

1215 Kraese repairs here repairing mower.

1245 2-3-4 used to pick up printing job from Stone Mountain Printing.

5-5-17 1000 Delivery from UPS received for First Aid Squad.

5-6-17 0700 ODP made all proper notifications for Confined Space Entry work in Fire District.

1200 Building Generator checked. Fluids okay. 571.7 hrs to date.

1400 All apparatus washed.

5-8-17 0935 Ehrlich Pest control here providing service.

Delivery from NAPA received (speedy dry) and back up alarm bulb for Pick up.

1900 ODP filled 2 SCBA cylinders for WFD.

1930 Fire Company Meeting in Hall.

5-9-17 0845 Delivery received from Fords Mill Supply.

ODP Replaced Emergency Responder Sign posts.

1130 ODP changed sign as per Commissioner Zullo.

1400 Shevchenko Monument Here engraving names on monument.

1415 ODP Filled 4 SCBA cylinders for WFD.

5-10-17 ODP Cut and Maintained all lawns and grounds.

1020 Received delivery from Cooper electric for doorbell upgrade.

1305 Building Generator running weekly self test.

1500 NAPA delivery of Diesel Fuel treatment.

5-11-17 1013 FedEx delivery for FA Squad.

5-12-17 Hood Pros picked up payment for services

Confires here checking First Aid Squad Oxygen supply

ODP repaired and installed doorbell system for building.

1830 Hall renters here setting up for Party 5-13-17.

5-13-17 1530-2130 Hall being used for party.

ODP received add on page for Hall rental agreement

Building generator checked. Fluids okay. 572.3 hours to date.

5-14-17 2030 Sign changed for Police Week – in support of WPD.

5-15-17 1240 Royal Irrigation here evaluating sprinkler system. ***Reported multiple sprinkler heads leaking. Estimate received of \$600.00 for repairs submitted to Board Accountant through IO mail. Notified Commissioner Zullo.***

5-16-17 0811 ODP made all proper notifications for Confined Space Entry work in Fire District.

1130 Received Estimate for Email System for Fire District. Forwarded to J. Nisky and Board Accountant.

1515-1600 Airtech here is doing A/C startup service.

1730 FA Squad reporting exhaust system working intermittently for ambulance.

5-17-17 ODP performed all lawn maintenance for district property.

5-19-17 0930 + 1330 Engine 2-2 and 2-1 assisted local school with educational program.

5-20-17 ODP washed all apparatus and bay floors

Generator Checked. Fluids okay. 572.9 hours to date.

5-21-17 0850 Welstead Landscaping here working on grounds

Sign changed for Memorial Day services as per Comm. Zullo.

5-22-17 0720 ODP made all proper notifications for Confined Space Entry work in Fire District.

0945 Delivery received from Fords Mill Supply

1000 Water Main leak realized on Port Reading Ave. Conferred with Middlesex Water, Commissioner Zullo and PR Fire Official about utilizing the opportunity to install an additional fire hydrant accessible from the fire station lot (PRA). There is no charge for the Installation. New hydrant will be added to annual contract with MWC. This essentially replaces a discontinued hydrant on 7th ave #2-0097.

1900 Port Reading Day Committee meeting in hall.

5-23-17 1100 FF-One uniform supply delivered uniforms.

1130 Lawn Doctor treating fire house lawns.

5-24-17 0730 ODP made all proper notifications for Confined Space Entry work in Fire District.

ODP cut and maintained all lawns.

1325 Building Generator running weekly self-check.

1830 EMT CEU class in hall.

5-25-17 0700 ODP made all proper notifications for Confined Space Entry work in Fire District.

0830 Station #7 advised of multiple flooding conditions in fire district. Contacted Comm. Zullo of flooding in front of fire station on Port Reading Ave, ongoing problem.

5-26-17 1015 Received package Board of Fire Commissioners placed in mail bin.

5-27-17 ODP washed all apparatus.

5-28-17 ODP Set up tables in hall for Memorial Day Services.

5-29-17 0700 Memorial Day Preparations in Kitchen

0900 Memorial Day Services and reception at firehouse.

5-30-17 WPD Traffic came and picked up FA-14 for service.

2000 ODP Filled 2 SCBA Cylinders for WFD.

5-31-17 0900 ODP replaced coil air line for Engine 2-3.

6-1-17 0700 ODP made all proper notifications for Confined Space Entry work in Fire District.

0850 DLZ Mechanical here diagnosing problem with Ice machine.

1003 First Aid Squad Per Diem staff reported problem with overhead door #4. Found bolt missing in lift arm bracket. Per Diem FA staff replaced both.

Training

5-8-17 0830 CFF# 2410 fire training at Burlington Fire Academy.

5-10-17 Preplan training with ODP

5-16-17 Preplan training with ODP

5-25-17 1900-2100 Monthly Drill with Fire Company. CFF#2-4-4/Fire Service Level II Instructor conducted Master Stream deployment with integrated Pressure Reducing valve practical exercise at Key Court.

Fuel

5-3-17 Engine 2-3 added 23 gallons of fuel

Stock Fuel Cans filled

5-8-17 Engine 2-1 added 18.8 gallons of fuel

5-17-17 Engine 2-3 added 16.5 gallons of fuel

5-21-17 Engine 2-2 added 28.9 gallons of fuel

5-24-17 Support Unit 2-3-4 added 11 gallons of fuel

Equipment

5-9-17 1115 NJ Fire equipment delivered 2 5' Storz Spanner wrenches.

5-24-17 Gas Leaf blower seized while operating. Commissioner Zullo was unavailable. Commissioner Huber notified and authorized purchase of new blower.

Volunteer Recruitment

5-13-17 1530 Application for membership in Fire Company issued to prospective candidate.

Officially,

Captain Paul DeLeo