

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
June 1, 2015**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of June 1, 2015 was called to order by Commissioner Santorelli at 7:30 pm. Four Commissioners were present: Comm. Santorelli, Comm. Nardiello, Comm. Zullo and Comm. Huber. Board Accountant John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

Comm. Santorelli stated that Comm. Galvach would be there shortly.

Reviewed minutes from the May 4th Meeting.

MOTION to accept the May 4th meeting minutes made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 4-0.

**BILLS TO BE PAID:** \$41,238.03

Comm. Zullo did not vote on Bill 28284 for "Jessica Rizitis".

Comm. Nardiello inquired about bill for "Deluxe", which is for the voucher checks and envelopes, as per Accountant Bucsanszky.

Comm. Nardiello inquired about a reduction in the dispatch fees for District 7 Fords. Comm. Santorelli stated that this is something they will negotiate when the contract is up in October since they are not handling EMS calls.

MOTION to pay May bills and Add on bills made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 4-0.

**TREASURER'S REPORT:**

Balance	\$ 501,062.01
Deposits	\$ 443,571.25
Interest	\$ 124.01
Payroll	\$( 75,813.10)
Payroll Tax/Adjustments/Transfers	\$ 5,880.95
Disbursements for the Month	\$ <u>41,238.03</u>
Ending Balance	\$ 833,587.09

MOTION to accept Treasurer's Report was made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 4-0.

## **CHIEF'S REPORT:**

Chief reported 19 calls for the month of May and 2 drills.

Chief reported that the drill given by Captain DeLeo on Thursday was valuable since they went to Perth Amboy to drill with Middlesex County on Sunday, which was well coordinated.

Chief reported that there was a structure fire on a balcony at Marina View Condominiums due to a bad outlet going to the electric grill which is legal and that the grill had been shut off. Chief reported that the fire occurred at 12:45 am and was out within 20 minutes and that Port Reading was the only Fire Company on the scene.

Chief requested that the Board look into criteria or guidelines for calling in or recalling career personnel since there was only one engine in the house the morning of the structure fire. Comm. Santorelli stated that it is at the Chief's discretion to call the career staff for extra help or to be in the building.

Chief reported that the Colonia Wetdown is Saturday, June 6 and requested to bring an Engine and the pickup truck.

MOTION to accept Chief's Report made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 4-0.

Comm. Galvach arrived at the meeting at 7:40 pm.

## **CAPTAINS REPORT:**

Captain DeLeo reported that Firefighters Triantafillidis and Holloway attended the Williams Extreme Fire Training for Storage Tank Firefighting in Beaumont, Texas, May 3-7 and brought back a lot of training materials.

Captain DeLeo reported that the day staff attended Safety Day at School #9 on May 13.

Captain DeLeo reported that there will be a drill with the Pumper on June 19 with Fords Fire Company for anyone that is interested.

Captain DeLeo reported that at the May 19 Fire Officers Meeting, there was an active shooter demonstration which was very informative.

Captain DeLeo reported that Colonial Pipeline would be sponsoring him to attend the American Petroleum Institute Seminar in Fort Worth, Texas June 22 – 25.

Captain DeLeo reported that they have received an application for Applicant #004 and is awaiting the background check to move forward with the process.

Captain DeLeo reported that there was a problem with the generator during the recent storm and Cooper has been called to fix it and an adjustor came to investigate. Captain DeLeo stated that the generator can be manually engaged in the event it needs to be used. Comm. Zullo stated that he would be there when Cooper comes to discuss the possibility of elevating the generator to avoid this problem in the future.

Comm. Nardiello inquired if the old radios and pagers can be sold. Captain DeLeo reported that they are stored now in the big shed and they will take pictures of them and try to sell them.

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

### **FIRE OFFICIALS REPORT:**

Comm. Santorelli stated that the Fire Official could not be present. Comm. Santorelli reported that the Fire Official will be meeting with the representatives from the Temple in two weeks regarding the June 26 ceremony of burning religious scriptures to make sure everything meets fire codes and will also check with the state. Comm. Santorelli stated that he would like Captain DeLeo to attend if his schedule permits and that the Police Department will be notified since they are very concerned about overflow parking and crowds, which will be up to the Police Department.

### **TAXPAYER COMMENTS:**

There were no comments from the public.

### **UNFINISHED BUSINESS:**

Comm. Zullo reported that there was an add on bill for "Staten Art Photography" in the amount of \$340.00 for the Commissioner pictures.

MOTION to approve add on bill in the amount of \$340.00 to "Staten Art Photography" made by Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Comm. Nardiello stated that last month, Comm. Huber brought up the high gas bill for the First Aid Squad. Comm. Nardiello indicated that he checked with the members and reported that 60% of their calls are mutual aid.

Comm. Huber reported that he asked Captain DeLeo to have new signs made for the doors.

### **NEW BUSINESS:**

Comm. Zullo reported that the career staff helped him hang the Commissioner pictures today.

Comm. Zullo reported that he did meet with Captain DeLeo and the claims adjuster regarding the generator.

Comm. Zullo stated that he received a call from the Temple regarding the July 26 event, which he referred to the Fire Official.

Comm. Nardiello stated that he has a report on the gear status showing and will give a copy to the Commissioners for review to discuss next month.

Comm. Huber reported that Port Reading Day is October 17 and he would like to have an engine and the First Aid Squad present. Captain DeLeo stated he will order extra hats for the event when he places the order for Fire Prevention. Comm. Santorelli requested if they could coordinate fire prevention and advertisement of new volunteers this year.

Comm. Nardiello stated for the record that there were no safety committee requests made at this time.

Comm. Santorelli reported that Accountant Maria Bucsanszky is forming her own accounting business and thanked Accountant John Ur for his many years of service.

Motion to recommend and appoint Maria Bucsanszky's accounting firm made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Nardiello stated that he has nothing but praise for John Ur's organization and congratulated John Ur on his future retirement.

Comm. Zullo congratulated Maria Bucsanszky on her new business and personally thanked John Ur for his many years of service.

MOTION to enter Executive Session at 8:03 pm to discuss a personnel and legal issue, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

MOTION out of Executive Session at 8:55 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session was a personnel issue, a possible temporary shift change and an ongoing legal issue.

MOTION to adjourn meeting at 9:57 pm made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk



8:50 AM

06/01/15

Accrual Basis

# BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

## ADD-ON BILLS

June 2, 2015

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
06/02/2015	28306	Anthony Terebetsky	Reimbursement - Food - Memorial Day	-152.75
06/02/2015	28307	LAWN DOCTOR	Customer#795791 - Fertilization - 5/26/15	-59.00
06/02/2015	28308	MIDDLESEX WATER COMPANY	Hydrant Service for May 2015	-11,817.29
06/02/2015	28309	NEW JERSEY FIRE EQUIPMENT CO	1 - Adapter	-193.50
06/02/2015	28310	HPT Property Maintenance	Painted 2 Benches, Hose Cart and Gong	-50.00
06/02/2015	28311	TURNOUT FIRE & SAFETY INC.	Uniforms	-606.17
Total Columbia - Voucher				-12,878.71
<b>TOTAL</b>				<b>-12,878.71</b>

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

June 1, 2015

Treasurer's Report

BEGINNING BALANCE	\$ 501,062.01
Deposits	443,571.25
Interest	124.01
Payroll	( 75,813.10)
Payroll Tax/Adjustments/Transfers	5,880.95
Disbursements for the Month	( 41,238.03)
ENDING BALANCE	\$ 833,587.09

1:19 PM

## BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

## BILL LIST

May 5 through June 1, 2015

05/28/15

Accrual Basis

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
05/05/2015	28270	NEW JERSEY FIRE EQUIPMEN...	2 - Streamlight AC Charge Cord	-32.44
05/05/2015	28271	TOWNSHIP OF WOODBRIDGE.	Fuel for First Aid Squad January 1, 2015 to March 31, 2015	-948.92
05/05/2015	28272	Witmer Public Safety Group	1 - Protective Gloves	-81.10
05/05/2015	28273	NEW JERSEY FIRE EQUIPMEN...	2 - 95 GPM 1.5" NH inline eductor & 51" Pick up Hose	-970.00
05/05/2015	28274	RICHARD FRITZSCH	Reimbursement - Shoes	-54.95
05/05/2015	28275	Witmer Public Safety Group	1 - Protective Gloves	-66.39
05/05/2015	28276	Stone Mountain Printing	500 - Vouchers	-25.95
05/27/2015	28277	Fords Fire District #7	Dispatch Service - June 2015	-5,520.25
05/27/2015	28278	Woodbridge Fire District #1	Dental & Vision Coverage - June 2015	-1,887.53
06/01/2015	28279	AT&T	Account # 011-293-3370-001 732-636-0894	-56.01
06/01/2015	28280	Casazza & Ur, Public Accountants...	Monthly Fee - June 2015	-2,333.35
06/01/2015	28281	Comcast of New Jersey	Account #8499 05 340 0759643 TV/Internet/Phone	-405.81
06/01/2015	28282	Confires Fire Protection Service L...	Hydro Test Extinguishers	-153.00
06/01/2015	28283	Elizabethtown Gas	Account # 2202559020 - Firehouse 03/23/15- 04/22/15	-374.96
06/01/2015	28284	Jessica Rizitis	Website Maintenance - June 2015	-150.00
06/01/2015	28285	Witmer Public Safety Group	2 - Leather Headbands	-105.98
06/01/2015	28286	Fizer Plumbing & Heating	Repair of Lawn Irrigation Supply in Boiler Room	-260.00
06/01/2015	28287	FLORAL EXPRESSIONS, INC.	Customer #480 - Sympathy - Crouch Family	-57.95
06/01/2015	28288	LAWN DOCTOR	Customer#795791 - Early Spring Treatment - 4/21/15	-59.00
06/01/2015	28289	Staples Business Advantage	Acct# NYC 1054611 Supplies	-37.62
06/01/2015	28290	TURNOUT FIRE & SAFETY INC.	Uniforms - Pereira	-121.23
06/01/2015	28291	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-61.00
06/01/2015	28292	FORDS MILL SUPPLY	Supplies	-55.00
06/01/2015	28293	LIFE INSURANCE COMPANY OF...	LIFE INSURANCE - 06/15/15 - 07/14/15 GL 009906	-941.05
06/01/2015	28294	NAPA Auto Parts of Colonia	Supplies	-58.11
06/01/2015	28295	Racestar	Fuel - April 2015	-169.50
06/01/2015	28296	Shevchenko Monumental Works	Inscriptions - Minucci/Galvanek/Margiotto/Daniel/Dlee	-750.00
06/01/2015	28297	Staples Business Advantage	Acct# NYC 1054611 Supplies	-8.79
06/01/2015	28298	TURNOUT FIRE & SAFETY INC.	Uniforms - Douglas	-117.95
06/01/2015	28299	Home Depot	Acct# 6035 3225 4098 2968 - Supplies	-270.95
06/01/2015	28300	JUSTIN HOLLOWAY	Reimbursement - Rental Car - Training in Beaumont Texas	-211.71
06/01/2015	TEPS	New Jersey State Health Benefits ...	Health Benefits & Prescription Coverage - June 2015 ID#1469...	-22,149.12
06/01/2015	28301	Staples Business Advantage	Acct# NYC 1054611 Supplies	-15.59
06/01/2015	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits & Prescription Coverage - June 2015 I...	-1,218.09
06/01/2015	28302	Staples Business Advantage	Acct# NYC 1054611 Supplies	-7.88
06/01/2015	28303	Staples Business Advantage	Acct# NYC 1054611 Supplies	-15.59
06/01/2015	28304	Deluxe	Customer #000044-532500 1000 - Voucher Checks & 500 -...	-465.20
06/01/2015	28305	PSE&G	ELECTRIC BILL	-1,020.06
Total Columbia - Voucher				-41,238.03
<b>TOTAL</b>				<b>-41,238.03</b>



# Port Reading Fire Department

## *Captain's Report- May 1<sup>st</sup> -May 28<sup>th</sup>*

### Engine 2-1

PM?

### Engine 2-2

5-1-15 Found problem with driver's door panel. ODP repaired.

5-11-15 Replaced marker light #T-67

PM?

### Engine 2-3

5-5-15 Absolute Fire Protection here working on brake light problem and battery charging gauge.

5-11-15 Greased Fittings for Foam pump

### Support Pick-up 2-3-4

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

### Buildings and Grounds

5-1-15 1000 ODP Cleaned out brown fitting cabinet and sorted obsolete and useful equipment. Cabinet re-used and moved to replace deteriorated closet removed from west side of apparatus bays.

5-2-15 0800-1100 Police promotional class being held in hall.

1500 Building generator checked fluids okay 506.3 hours to date.

5-3-15 ODP Removed obsolete radios and pagers, approved for disposal, from gear storage closet to large shed.

5-5-15 1100 Small package received from Staples.

Informed by ODP the NFIRS system inoperable in watchroom.

1900-2100 Commissioner meeting in hall.

5-6-15 All lawns cut and maintained by ODP

1100-1400 Retired members of the Fire company using hall for Lunch.

1345 Building Generator running self-check.

5-7-15 0930 PSEG here reading meter.

FEDEX delivered multiple packages for PRFAS

Changed sign as per Comm. Zullo for upcoming First Aid Flower Sale.

5-9-15 ODP washed all apparatus

Building Generator checked. Fluids okay. 506.9 hours to date.

5-11-15 0930 Mike Testa, Comms Zullo and Huber and O.M. Joe Nisky here looking at building for possible upcoming renovations to firehouse.

1130 As per Comm Zullo cleaned rotted leaves and debris from basement stairwell drain on West Avenue side.

1130 Changed Sign as per Comm Zullo

1430 Delivery from NAPA auto parts grease tubes and light bulbs

1930 Fire Company Meeting in hall.

5-13-15 0730 All lawns cut, weedwacked and edged.

0830 Veterans Monument sign loose from mounting. Advised Comm Zullo.

1700 First Aid squad using meeting hall for training.

5-14-15 Lowered flag for passing of Former Comm and Firefighter Daniel Minucci.

5-15-15 1230 Delivery of one package from UPS.

5-16-15 0800 Welstead Landscaping here doing clean up of grounds.

5-19-15 1300 Chief Kotuski here preparing refreshments for upcoming Fire Officers meeting.

1900 Fire Officers meeting in hall.

5-20-15 ODP Cut and maintained lawns

0730 Went to Home Depot for painting supplies as per Comm Huber. Work in park area of firehouse to be done by Capt. Triantafillidis.

ODP Changed sign as per Comm Zullo

ODP Filled 3 SCBA cylinders for Woodbridge Fire District #1

5-22-15 0900-1500 Landscapers here refreshing mulch in planting beds.

1700 HPT here painting.

0930 Engine 2-2 went to School #9 with Woodbridge Truck #1-2-6 to assisted with graduation program.

5-23-15 ODP Washed all apparatus

5-24-15 1100-1230 Hall being used for party

5-25-15 0900 Memorial day services and refreshments

5-26-15 ODP Applied weed killer to needed areas

1230 Received UPS delivery of Uniforms

1330 Lawn Doctor here applying fertilizer.

5-27-15 Lawn maintenance suspended due to chemical application

1200 Decedent Minucci's name mistakenly removed from Ladies Auxiliary memorial sign. Returned to after advisement from Comm Nardiello

### **Training and OSHA Compliance**

5-3-15 to 5-7-15 Capt. H. Triantafillidis and FF J. Holloway attended Williams Extreme Fire Training for Storage Tank firefighting in Beaumont TX.

5-13-15 Engine 2-3, 2-2 and 2-1 with EMS and ODP attended Safety Day at School #9 to provide safety awareness training to students and faculty.

5-15-15 ODP went to Buckeye pipeline for pre-plan meeting.

5-21-15 ODP conducting pump training at Buckeye facility on Cliff Road.

5-25-15 Discussed upcoming drill at Perth Amboy Buckeye facility with Chief Kotuski. Drill is scheduled for May 28<sup>th</sup> 2015.

5-27-15 ODP and Capt. Triantafillidis attended training and familiarization at Colonial Pipeline. Discussed upgrades to fixed systems with Site Operations manager Tony Ventimigliano and Troy Johnson and James Morgan from Tyco

Williams Hazard Fire Protection.

5-28-15 Training on operations and maintenance with Foam Engine 2-3 and Tour 4.

Fuel

5-3-15 Engine 2-2 added 27.3 gallons

5-5-15 Engine 2-3 added 7 gallons

5-23-15 Engine 2-2 added 26.5 gallons

Engine 2-1 added 11.6 gallons

Engine 2-3 added 9.1 gallons

Support Unit 2-3-4 added 20.5 gallons of Unleaded

Equipment

5-2-15 FF Renaldi issued new X-Large Fire Dex gloves to FF Belenski.

5-6-15 Captain negotiated the receipt of unneeded pagers from PRFAS for Fire District use. Placed units in Gear Storage Closet. Informed FF Douglas.

## Port Reading Fire District Equipment Disposal List

Item(s)	Disposal Date
Two (2) KME Quint doors from pump panel (from shed)	10-31-14 as per Comm Zullo
Donated barbeque grill	10-31-14 as per Comm Zullo
Assorted 5 inch hose coupling parts from condemned hose	10-31-14 as per Comm Zullo
One damaged aluminum dolly	10-31-14 as per Comm Zullo
Four steel posts from a table storage cart	10-31-14 as per Comm Zullo
Two (2) old .75 inch booster hoses	10-31-14 as per Comm Zullo

Two (2) condemned 2.5 gallon water extinguishers	10-31-14 as per Comm Zullo
Metal parts from Two (2) Vector type Light bars	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Booster Hose Reel Assembly and hose (taken off of the former 2-2 1978 TASC)	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Hale Model 30FB-B42 s/n 98280 PRFD #335 Inoperable portable pump	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
11 Condemned 1.75 inch/ 50 foot lengths of attack hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
2 Condemned 2.5 inch/ 50 foot lengths of attack/supply hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Old Monument Bell mount assembly.	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Four (4) 2.5 inch 50 foot lengths of attack/supply hose	12-2-14 Approved by BOFC at Budget Meeting 11-19-14
Thirteen (13) 60" round wood tables in varying states of condition	1-15-15 Approved by BOFC Regular Meeting 1-5-15
(2) Hale Fyre-float floating type 95 gpm water pumps	Approved by BOFC Regular Meeting 1-5-15
All old VHF Portable radios and chargers With old minitor pagers and plectrons	Approved by BOFC Regular Meeting 1-5-15
Dell Desktop Computer from watchroom (Replaced with new All in one 1-22-15)	Approved by BOFC Regular Meeting 2-3-15
All Remaining Decommissioned/Inoperable Communication Devices and Accessories	Approved by BOFC Regular Meeting 4-6-15
All Condemned and Failed Firefighting Hose	Approved by BOFC Regular Meeting 4-6-15

### Volunteer Recruitment

4-30-15 1930 FF Fritzsich issued application #003 to prospective candidate and informed FF Terebetsky of the same. The committee will follow up when the application is completed and returned.

5-8-15 Carteret Resident picked up an application.

5-11-15 1310 FF Terebetsky received application #004 from prospective candidate. Advised FF Fritzsich.

1800 Applicant #004 for membership interview conducted by Committee.

Cleared applicants have been sent for fingerprinting.

Faithfully Submitted,  
Captain Paul DeLeo