

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
March 4, 2013**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 4, 2013 was called to order by Commissioner Nardiello at 7:30 pm. All five Commissioners were present: Comm. Nardiello, Comm. Galvach, Comm. Huber, Comm Zullo and Comm. Santorelli. Board Accountants John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was absent. Board Clerk Marianne DeSantis was present.

The Board Clerk read the Resolution certifying the February 16, 2013 Fire Election Results. Comm. Huber was re-elected (67 votes/0 write in votes) and Comm. Nardiello was re-elected (58 votes/0 write in votes). The Budget was approved 64-14.

Motion to pass the Resolution as read made by Comm. Santotelli, seconded by Comm. Zullo. All in favor 5-0.

**Roll Call Vote:**

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

**Nomination for President:**

Comm. Nardiello nominated Comm. Galvach, seconded by Comm. Santorelli. All in favor 5-0.

**Nomination for First Vice-President:**

Comm. Santorelli nominated Comm. Huber, seconded by Comm. Zullo. All in favor 5-0.

**Nomination for Second Vice-President:**

Comm. Zullo nominated Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

**Nomination for Secretary:**

Comm. Santorelli nominated Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

**Nomination for Treasurer**

Comm. Santorelli nominated Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Galvach noted the following appointments:

**Accounting** - Casazza & John Ur

**Auditor** – Hodulik & Morrison

**Attorney** – Tom Buck

Eric Bernstein (Contract Negotiator)

**Fire Official** – Brian Small

**Newspaper** – Home News Tribune

Star Ledger

**Official Bank** – Columbia Bank

Sovereign Bank

**Board Clerk** – Marianne DeSantis

**LOSAP Coordinator** – John Ur

Committee Appointments:

**Radio and Alarms** – Comms. Nardiello and Santorelli

**Personnel and Negotiations** – Comms. Santorelli and Galvach

**Building and Grounds** – Comms. Huber and Zullo

**Trucks** – Comms. Galvach and Santorelli

**Gear & Equipment** – Comm. Nardiello

**Health & Safety** – Comms. Nardiello and Huber

**Fire Prevention** – Comm. Santorelli

**Website for Fire District 2** – Jessica Rizitis

MOTION to accept the above appointments made by Comm. Zullo, seconded by Comm. Santorelli. All in favor, 5-0.

Reviewed minutes from the February 4, 2013 monthly meeting.

Comm. Nardiello made the correction that “Aire-Deb” was paid \$1,089.00 for the hose, not “Airtech”.

Comm. Nardiello stated for the record that he gave the report under New Business regarding the status of the turnout gear, not Comm. Huber. Comm. Nardiello also stated that he suggested the reimbursement of \$175.00 for the damaged boots, as well as Comm. Huber.

MOTION to accept the February 4<sup>th</sup> minutes made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

Comm. Santorelli inquired as to when the meeting minutes are posted to the website, which Ms. Rizitis stated that they were posted once they are approved at the following months meeting.

**BILLS TO BE PAID:** \$50,862.63

Comm. Nardiello requested to hold Bill 27371 and Bill 27371 for "Airtech" until the Buildings and Grounds committee meets to investigate the charges.

Comm. Huber inquired if we received a bill from Lawn Doctor, which Board Accountant stated that no bill has been received.

Comm. Nardiello inquired about Bill 27338 for "Electec", since the Captain's report had it listed as "Middlesex Board of Elections". Board Accountant Bucsanszky indicated it was a typographical error.

MOTION to pay March bills, with the exception of "Airtech" made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Comm. Zullo did not vote on Bill 27363 for "Jessica Rizitis".

**TREASURER'S REPORT:**

Balance	\$ 335,189.55
Deposits	\$ 497,257.15
Interest	\$ 152.98
Payroll	\$( 54,060.81)
Payroll Tax/Adjustments	\$ (1,462.53)
Disbursements for the Month	<u>\$( 50,862.63)</u>
Ending Balance	\$ 729,138.77

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 February a total of 19 calls. Chief reported the total calls for 2013 was 43 calls.

Chief requested permission to use an engine and the pick up truck for the Sunday, March 10, 2013 St. Patrick's Day Parade.

Chief reported that Kurt Delebro will be taking the extraction course at the fire academy.

Chief inquired if the volunteers, like the career staff, would be reimbursed the allotted \$175.00 for the boots if they purchased them on their own in the future.

MOTION to do the same for the volunteer staff, as the career staff with respect to the turnout boots in that we will reimburse up to the amount we would pay ordinarily and the volunteers will pay the difference pending Comm. Nardiello's conversation with Firefighter Renaldi and Attorney Buck, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Chief requested use of the hall for breakfast after the Palm Sunday 8:00 am Mass that the firefighters and commissioners are invited to attend.

Chief reported that 2-3-5 has not run for two months and should be taken off the insurance. Comm. Huber stated that he spoke to John Mitch regarding going through state vendors, which he and Comm. Nardiello will look into. Assistant Chief Norelli stated that the vehicle needs extensive repairs and the Chief reported that the car, which was formerly a police car, is 14 years old.

Comm. Zullo requested that the vehicles are cleaned prior to the parade.

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

### **CAPTAIN'S REPORT:**

Comm. Galvach inquired if the Building and Grounds Committee is notified when the career staff goes out of town for purchases. Comm. Zullo clarified that the two consecutive trips to Home Depot was to rent and return the floor waxer.

Comm. Nardiello suggested that the last item on the Captain's Report regarding responding to calls be discussed with Attorney Buck, so that everyone is protected. Comm. Santorelli stated that he would follow up with the Attorney for the next meeting on this matter.

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

### **FIRE OFFICIAL'S REPORT:**

Reviewed the Fire Official's report.

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

### **TAXPAYER COMMENTS:**

Firefighter Terebetsky requested to speak to the Board during Executive Session and inquired about the last item on the Captain's report, which Comm. Santorelli stated they would get back to the staff with a solution once discussed with the Board Attorney.

Ex-Chief Dan Niemetz suggested that the Ex-Chief Pictures be put on the wall. Comm. Zullo stated that he would organize the hanging of the pictures.

Ms. Rizitis stated for the record that Comm. Nardiello is working on the mission statement for the website with the Board Attorney.

**UNFINISHED BUSINESS:**

Comm. Zullo requested permission to go through the firehouse and get rid of old gear, hoses, etc. to make room in the building. Comm. Galvach stated that this would need to be done through a Resolution that deems items of no value. Comm. Nardiello spoke to Firefighter Renaldi and was informed that any item deemed condemned could open us up to a lawsuit. Comm. Galvach stated that inventory would need to be made and equipment itemized and brought to the Board to be voted on to be disposed of, including desks in question. Comm. Santorelli stated that the reason for a Resolution is because the items were purchased with the taxpayer's money. Comm. Galvach requested inventory and a Resolution for the next meeting in order to proceed.

Comm. Zullo stated that a price needed to be decided upon for the staff member that will supervise the hall when it is being rented and suggested advertising the hall rental on the sign outside. Comm. Galvach requested that this be discussed during Executive Session.

Comm. Huber inquired about the status of the First Aid Squad sleeping quarters. Comm. Zullo reported that the architect and contractor are still working on the final measurements and should have everything ready to submit to town hall for the permits next week.

Comm. Santorelli reported that the checks have been received from the insurance company and Firefighter Renaldi is in the process of ordering the new gear.

Comm. Nardiello reported that a letter went out to Local 290 President Keith Repace advising him that the matter regarding the exhaust fumes pertaining to the middle ambulance has been remedied. Comm. Nardiello stated that the checks from the insurance company totaling \$53,174.65 have been received and Firefighter Renaldi is in the process of putting the steps in motion to order the new gear.

MOTION to enter Executive Session at 8:27 pm to discuss personnel matters and the hall rental made by Comm. Zullo, seconded by Comm Santorelli. All in favor 5-0.

MOTION out of Executive Session at 8:52 pm.

**EXECUTIVE SESSION:**

Matters discussed at Executive Session were personnel and legal matters regarding the hall rental.

Comm. Galvach appointed Comms. Zullo and Nardiello as Hall Rental Co-Chairpersons and requested that the Board is given a copy of the upcoming hall rental contracts each month.

**NEW BUSINESS:**

Comm. Nardiello reported that the Board needs to act on the correspondence from the FCC regarding the renewal of the radio license and that the information has been forwarded to the Captain.

Comm. Nardiello stated that he would pass along the two surveys that he received to the Fire Official.

Comm. Zullo thanked Comm. Nardiello on his job as President and congratulated Comm. Galvach on his new position as President.

Comm. Nardiello expressed that he enjoyed working with the Board and the Staff during his time as President and wished Comm. Galvach the best of luck.

Comm. Galvach thanked Comm. Nardiello for his leadership this past year, especially though the ups and downs and Superstorm Sandy. Comm. Galvach stressed that he would not tolerate wild spending and stated that firematics is their main priority.

Board Accountant Bucsanszky indicated that two separate checks were issued from the insurance company, one for the career staff for \$35,000 and one for the volunteer staff for \$17,000 to replace the turnout gear and some back up sets.

Comm. Nardiello stated that he was copied on a letter from Board Attorney Buck to First Aid Squad President Brian Small, indicating that once the First Aid Squad becomes a billing squad, the paid members will not be added on to LOSAP. Also, regarding Workman's Comp, any differential in premium would be picked up by the squad.

Comm. Zullo requested that the Board Accountant check the fuel usage from December to February in hopes of a reduction.

Comm. Santorelli inquired about the hall rental occupancy, which Comm. Zullo stated was 55.

MOTION to adjourn meeting at 9:09 pm 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

March 4, 2013

Treasurer's Report

BEGINNING BALANCE	\$ 335,189.55
Deposits	497,257.15
Interest	152.98
Payroll	( 54,060.81)
Payroll Tax/Adjustments/Transfers	1,462.53
Disbursements for the Month	( <u>50,862.63</u> )
ENDING BALANCE	\$ 729,138.77

## BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

02/27/13

## BILL LIST

Accrual Basis

February 5 through March 4, 2013

Date	Num	Name	Memo	Amount
Columbia - Voucher				
02/05/2013	27334	BRIAN SMALL	Reimbursement - Verizon Wireless Cell Phone Bill	-360.50
02/05/2013	27335	Discount Mattress & Furniture Co	1 -Sofa & 1 - Loveseat - Watch Desk	-600.00
02/16/2013	27336	CATHERINE LESSUK	Poll Worker - February 16, 2013	-125.00
02/16/2013	27337	D'APRILE CATERING	Refreshments - Fire Election - February 16, 2013	-300.00
02/16/2013	27338	Electec, Inc	Authority to Vote Cards/Official Voting Ballots/Absentee Ballots	-732.95
02/16/2013	27342	LIANA URCIUOLI	Poll Worker - February 16, 2013	-125.00
02/16/2013	27340	MARIE WARD	Poll Worker - February 16, 2013	-125.00
02/16/2013	27341	Mary Ward	Poll Worker - February 16, 2013	-125.00
02/16/2013	27343	TERRI HEIL	Poll Worker - February 16, 2013	-125.00
02/16/2013	27344	Zoyla Anemone	Poll Worker - Fire Election - February 16, 2013	-125.00
03/04/2013	27345	AT&T	Account # 011-293-3370-001 732-636-0894	-51.29
03/04/2013	27346	NAPA Auto Parts of Colonia	Supplies	-279.00
03/04/2013	27347	Staples Business Advantage	Acct#1054611 Supplies	-246.98
03/04/2013	27348	Casazza & Ur, Public Accountants, LLC	Monthly Fee - March 2013	-2,208.33
03/04/2013	27349	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-369.84
03/04/2013	27350	Fords Fire District #7	Dispatch Service - March 2013	-5,412.00
03/04/2013	27351	Racestar	Fuel - January 2013	-137.00
03/04/2013	27352	Aire-Deb Corp	1 - 5" x 21" Hose	-1,089.00
03/04/2013	27353	Home News Tribune	Account # 099468 - Adopted 2013 Budget	-70.36
03/04/2013	27354	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 3/15/13 - 4/14/13 GL 009906	-1,228.15
03/04/2013	27355	MIDDLESEX WATER COMPANY	Hydrant Service for February 2013	-11,390.42
03/04/2013	27356	Surge Electric Inc	Electrical Work - New First Aid Sleep Quarters	-325.00
03/04/2013	27357	AIRTEC SERVICE INC	Heating System Repair on January 28, 2013	-590.00
03/04/2013	27358	ERIC M. BERNSTEIN & ASSOC.	Professional Services -2010 Neg/Labor Matter	-1,112.50
03/04/2013	27359	NEW JERSEY FIRE EQUIPMENT CO	5 - Streamlight #45523 Litebox - lite only	-431.25
03/04/2013	27360	POSTMASTER	2 rolls of .46 stamps	-92.00
03/04/2013	27361	VFIS	Accident & Sickness Policy 3/20/13 - 3/20/14	-2,165.00
03/04/2013	27362	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-57.52
03/04/2013	27363	Jessica Rizitis	Website Maintenance - February 2013	-125.00
03/04/2013	27364	JEFF KOTUSKI	Reimbursement - Gratuity for Mama Lena's Fire Company Din...	-220.00
03/04/2013	27365	PSE&G	ELECTRIC BILL	-1,139.81
03/04/2013	27366	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - March 2013	-1,670.41
03/04/2013	27367	ABSOLUTE FIRE PROTECTION CO...	(3) helmet shield	-115.00
03/04/2013	27368	Staples Business Advantage	Acct#1054611 Supplies	-56.78
03/04/2013	TEPS	New Jersey State Health Benefits Pro...	Health Benefits March 2013 ID#146900	-17,354.12
03/04/2013	27369	Home News Tribune	Account # 099468 - 2013 Election Notice	-15.12
03/04/2013	27370	Home News Tribune	Account # 099468 - 2011 Audit Notice	-167.30
Total Columbia - Voucher				-50,862.63
<b>TOTAL</b>				<b>-50,862.63</b>

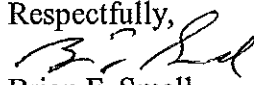


**Port Reading Board of Fire Commissioners**  
**Fire Prevention Bureau Report**  
Month of :February 2013  
Submitted:March 2013

1. Site plans for Month: 0
2. Certifications of Inspections: Petes Auto Sales, Sunny Mart Food Stores, Turnpike Liquors, Mocci Plaza, ABC Upholstery D&M Brothers
3. Inspections issued for the month: 6
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

# February 2013

Period  
02-05-12 thru 03-04-13

## Engine 2-1

03-02-13 Need to replace one damaged door hinge for left side rear spare Scott Bottle compartment.

## Engine 2-2

02-11-13 Notified Absolute ( Sal ) that the repairs for Engine 2-2 are approved. He advised that he will order the repair parts and notify us when their ready.

03-04-13 Absolute ( Sal ) advises that the repair parts are all onsite and ready for us.

03-04-13 Made arrangements w/ Absolute to P/U apparatus tomorrow.

## Buildings & Grounds

- 02-05-13 P/U at Home Depot, one 2pk Eureka F&G Vacuum Cleaner Belts \$7.94, & one gal. Zep Citrus Cleaner \$11.47 Total \$20.77
- 02-06-13 P/U at Home Depot, one 30pk Brillo Soap Pads \$4.27, two 6pk GE 60W DB Life Bulbs \$8.74, two 6pk GE 75W DB Life Bulbs \$8.74, four Empire 1000 ft. yellow "Caution Tape" \$31.88, one Ajax Dish detergent \$2.97, three keys for mailbox \$4.71, four 6" Safety Hasps \$25.48, one 32oz. Zep Mildew Stain Remover \$1.98, one Simple Green refill \$13.98 Total \$109.94 w/ tax.
- 02-08-13 Snow Removal
- 02-12-13 Replaced one stained ceiling tile and light lens within Meeting Room
- 02-12-13 Corey McGuinn here working on Bay Exhaust System
- 02-12-13 Electrician replaced faulty ballasts within Meeting Room light fixtures.
- 02-13-13 On-duty personnel relocated all file cabinets within Meeting Room to downstairs.
- 02-13-13 Calcium chloride applied outside onto icy areas where needed.
- 02-14-13 Ehrlich service
- 02-15-13 Ordered & received from Fords Mill Supply, one case of 38 X 58 Trash Liners, one case of Roll Hand Towels, one case of Toilet Tissue, two cans of Grill & Oven Cleaner, one case of Floor Stripper, one case of Floor Finish, one case of 32 oz. Mop Heads, & two med Mop Heads ( for liquid wax ) Invoice #78617
- 02-15-13 Middlesex Board of Elections delivered equip. for Comm's. election.
- 02-18-13 Airtec here troubleshooting inoperative heating system within Meeting Room.
- 02-19-13 Confires performed service on Kitchen Hood System.
- 03-02-13 Kohler Power Systems ( Generator ) Engine Oil and Coolant checked O.K.  
Note: 437.7 hours recorded on meter

## Unresolved since the November 2012 Meeting

The question has been brought to my attention as to the obligation/requirements the career members have to respond to EMS/First Responder calls when either a commissioner, First Aider, or just the general public calls the building in time of need. The apparatus has responded to a few occasions because of who called, but on the other hand just advises others to call 9-1-1 only. This puts us in a bad position attending to only certain requests. Although there is a section in the contract that pertains to this subject, the question is "do we respond when called"? Another problem that exists within the fire district is the Sewaren ( Woodbridge First Aid ) section of Fire Dist. #2 which is not served by PRFAS or any First Responder Program. This section of our fire dist. pays fire tax the same as the rest, but is not benefitting from the service.

WOODBRIIDGE TOWNSHIP BOARD OF FIRE COMMISSIONERS  
DISTRICT 2  
PORT READING, NJ

RESOLUTION  
Election Certification

WHEREAS, the Board of Fire Commissioners, Woodbridge Township District 2, Port Reading held the annual election in accordance with NJSA 40A:17-72 on February 16, 2013, and

WHEREAS, this election was held in the time and manner as prescribed by statute and there were no protests or challenges,

THEREFORE BE IT RESOLVED that the results of the election were as follows:

For Fire Commissioner:

Lewis Huber	67 votes
Louis V. Nardiello	58 votes
Write-in	0 votes

The budget question providing for appropriations of 1,799,481. and an amount to be raised by taxation of \$1,715,979.

Yes	64 votes
No	14 votes

Moved...

Seconded...

Roll Call Vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
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Kenneth Galvach  
Lewis Huber  
Louis V. Nardiello  
Robert Santorelli  
Joseph Zullo

March 4, 2013