

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
March 3, 2014**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 3rd was called to order by Commissioner Galvach at 7:30 pm. All Five Commissioners were present: Comm. Galvach, Comm. Huber, Comm. Nardiello, Comm. Santorelli and Comm. Zullo. Board Accountants John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was present. Board Clerk Marianne DeSantis was present.

The Board Accountant read the Resolution certifying the February 15, 2014 Fire Election Results. Comm. Galvach was re-elected (84 votes/0 write in votes) and Comm. Santorelli was re-elected (80 votes/0 write in votes). The Budget was approved 80-12.

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

**Nomination for President:**

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

**Nomination for First Vice President:**

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

**Nomination for Second Vice President:**

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

**Nomination for Secretary:**

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

**Nomination for Treasurer:**

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

Reviewed minutes from the February 4<sup>th</sup>, 2014 monthly meeting.

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

Comm. Huber noted the following committee appointments:

**Radios & Alarms** – Comms. Nardiello & Galvach

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

**Building & Grounds** – Comms. Huber & Zullo  
**Truck Maintenance** – Comms. Galvach & Nardiello  
**Gear & Equipment** – Comm. Nardiello  
**Health & Safety** – Comms. Nardiello & Huber  
**Fire Prevention Bureau** – Comm. Santorelli  
**Hall Rental** – Comms. Zullo & Huber  
**Liason to First Aid Squad** – Comm. Santorelli

Comm. Huber noted the following appointments:

**Website Coordinator** – Jessica Rizitis  
**Fire Official** – Brian Small  
**Banks** – Bank of Woodbridge, Columbia, Santander  
**Accountant** – Casazza & Ur, Public Accountants, LLC  
**Attorney** – Thomas Buck – General Counsel  
Eric Bernstein – Negotiations  
**Auditor** – Hodulik & Morrison, CPA  
**Newspapers** – Home News & Ledger  
**LOSAP Coordinator** – John Ur

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

**TREASURER'S REPORT:**

Balance	\$ 338,382.00
Deposits	\$ 505,503.75
Interest	\$ 82.78
Payroll	\$( 67,041.29)
Payroll Tax/Adjustments	\$ 1,485.38
Disbursements for the Month	<u>\$( 52,643.49)</u>
Ending Balance	\$ 772,798.37

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

**BILLS TO BE PAID:** \$52,643.49

Comm. Zullo did not vote on Bill 27762 and 27774 for "Jessica Rizitis".

MOTION to pay March bills, with the exception of Bill 27777, Bill 27778 and Bill 27779 all for "Absolute Fire Protection" until they are looked into, made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

**FIRE OFFICIAL'S REPORT:**

Reviewed the Fire Officials report.

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

Comm. Zullo commended the fire bureau and Corey McGuinn for the excellent job straightening out the issue at the house of worship on Port Reading Avenue, which was shut down and re-opened a few days later.

**ACTING CAPTAIN'S REPORT:**

Reviewed the Acting Captain Report. Comm. Nardiello requested if the report could be submitted earlier than the Friday prior to the meeting.

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

**CHIEF'S REPORT:**

Chief reported calls for the month of February for a total of 26 calls.

Chief reported that Super Saturday is scheduled for this Saturday, March 8.

Chief requested an engine for the St. Patrick's Day Parade on Sunday, March 9.

Chief reported that Jeff Kotusky will have the bell May 1.

Comm. Santorelli inquired if anyone authorized overtime for Super Saturday and stated that the Board was unaware that it had been scheduled for March 8. Comm. Santorelli stated that overtime is an issue and the Board should have been informed.

Comm. Galvach inquired about the onboard compressor not working on Engine 2-2.

**UNFINISHED BUSINESS:**

Comm. Zullo reported that the leak in the kitchen was fixed at no charge and the First Aid Squad phone system needs to be addressed and suggested having it removed.

Comm. Zullo has been in contact with the Mayor's office regarding having the tower removed.

Comm. Santorelli reported that the firefighter candidate interviews will take place on Tuesday, March 11 at 7:30pm and that he and Comm. Galvach hope to have recommendations at the next meeting.

Comm. Nardiello reported that he got a quote of \$6300.00 for the hose/bay issue.

Comm. Nardiello reported that the title and registration on 2-2 has not been renewed and the mirrors on the truck have been fixed.

Comm. Galvach inquired about being charged tax at Home Depot and that the tax exempt number should be given at the register.

**NEW BUSINESS:**

Comm. Zullo requested that Board Accountant Bucsanszky compare the 2013-2014 gas bill.

Discussions were made regarding looking into the sale of the squirt.

Comm. Zullo reported that a set of rules for the hall rental will be available for the next meeting regarding cleanup, particularly the bathroom and garbage. Comm. Zullo addressed re-organizing the volunteer memorabilia that is on display and emphasized "sharing" the volunteer room.

Comm. Zullo stated that the Ladies Auxiliary still has a charter and there are at least four people interested, two being present at the meeting.

Comm. Nardiello reported that the chainsaw is leaking and we should look into a new one.

Discussions took place regarding the radio room router and a used computer for the Commissioner Room.

Comm. Nardiello reported that there was an issue in the ladies bathroom regarding feces on the wall after the election and that they need to make sure the hall is clean after events.

MOTION made by Comm. Zullo for Firefighter Terebetsky to assist with the interviewing of applicants, seconded by Comm. Santorelli. All in favor 5-0.

Comm. Nardiello stated that even though the budget passed, he was disappointed in the low turnout by the career and volunteer staff.

Comm. Huber thanked Comm. Galvach for a great job as President, especially during a rough year with negotiations.

Comm. Huber reported that Comm. Zullo will be responsible for overseeing the voucher and check signing process and will head the Hall Rental Committee and be the First Aid Liason.

Comm. Huber stated that meeting agendas may be required in the upcoming year and the following issues will need to be addressed:

1. A decision needs to be made regarding the squirt
2. The issue with the exhaust in the bay
3. Possibility of a pitched roof or going up
4. Quotes from two companies for truck repairs
5. Tower removal
6. Phone system, which Comm. Zullo will look into

**TAXPAYER COMMENTS:**

There were no taxpayer comments at this time.

MOTION to enter Executive Session at 8:55pm by Comm. Santorelli, seconded by Comm. Zullo to discuss personnel issues. All in favor 5-0.

MOTION out of Executive Session at 9:35pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel issues.

**TAXPAYERS COMMENTS:**

Patrick Renaldi, Sewaren, NJ explained to the Board that he has done the best that he can as Acting Captain, without any guidance from the previous Captain, while doing his own job. Mr. Renaldi gave an overview on the the jackets that were purchased, the scheduling of Super Saturday, which Chief Norelli was informed by the Board to set up and the situation with the phone system.

MOTION to adjourn meeting at 9:48pm made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

4:18 PM

03/03/14

Accrual Basis

# BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

## ADD-ON BILLS

March 6, 2014

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
03/06/2014	27776	ABSOLUTE FIRE PROTECTION CO....	2001 E-One Pumper 2-1 - Reinstall Deck Gun Valve	-375.00
03/06/2014	27777	ABSOLUTE FIRE PROTECTION CO....	2001 E-One Pumper 2-1 - Chassis PM	-1,454.85
03/06/2014	27778	ABSOLUTE FIRE PROTECTION CO....	2008 E-One Pumper 2-2 - Chassis PM	-1,454.85
03/06/2014	27779	ABSOLUTE FIRE PROTECTION CO....	2008 E-One Pumper 2-2 - Miscellaneous Repairs	-1,435.15
03/06/2014	27780	DUANE J. NORELLI JR	Hall Rental Administrator	-50.00
03/06/2014	27782	Elizabethtown Gas	Account # 2202559020 - Firehouse 01/23/14- 02/21/14	-1,392.66
Total Columbia - Voucher				-6,162.51
<b>TOTAL</b>				<b>-6,162.51</b>

WOODBIDGE 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 15, 2014, 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:

Kenneth A. Galvach	84 votes
Robert J. Santorelli	80 votes
Write-in	0 votes

The budget question providing for appropriations of 1,848,908. and an amount to be raised by taxation of \$1,774,285.

Yes	80 votes
No	12 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 3, 2014

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

March 3, 2014

Treasurer's Report

BEGINNING BALANCE	\$ 338,382.00
Deposits	505,503.75
Interest	82.78
Payroll	( 67,041.29)
Payroll Tax/Adjustments/Transfers	( 1,485.38)
Disbursements for the Month	( <u>52,643.49</u> )
ENDING BALANCE	\$ 722,798.37



**Acting Captain, P. Renaldi Report  
Board of Fire Commissioners District 2  
February 2014**

Date	REPAIRS-ISSUES-DETAILS
2-1-14	Generator cleaned 466.4 hrs.
2-2-14	Tour re-cleaned ladies room after girls scouts meeting.
2-3-14	Snow plowed parking lot
2-3-14	Pump panel lights not working (wiring issue)
2-4-14	Re-cleaned parking lot to move snow higher, due to pending snow storm 2-5-14
2-4-14	Purchase (4) snow shovels at Brown's Hardware for replacements of Damaged & broken ones. Invoice # 204059
2-5-14	Right side quartz light bulb replaced.
2-5-14	Pump panel bulb on 2-1 not working, bulb is ok.
2-5-14	Members out clearing hydrants.
2-5-14	Members out clearing hydrants.
2-6-14	Police class going on in meeting room
2-6-14	X-mas wreath removed from side of building
2-6-14	Apparatus not washed due to weather temperatures.
2-10-14	Chain saw handle snapped, but repaired unit on 2-1
2-10-14	Advised by tour 4 that engine having starting problems, advised Commissioner Galvach, requested to call Absolute Fire Protection, Sal advised mechanic would be at Station tomorrow morning.
2-10-14	2-3-3 Placed back in service ONLY as a pumper due to Engine 2-2 out of service for not starting.
2-11-14	Absolute Fire Protection here picking up engine 2-2 for repairs
2-11-14	Commissioner Galvach approved pickup to be brought back into building while engine 2-1 & 2-2 are out for service.
2-11-14	Replaced battery in hand light # 449 and repaired bulb housing on 2-3-3.
2-12-14	Dave Matyi here starting to clean and wax flooring.
2-13-14	Clip on rear sliding window of 2-3-4 broken off, due to cold weather.
2-13-14	Kurt Delibero using snow thrower to clean area around flower sale tent.
2-13-14.	Attempted to repair interior pump panel light on 2-1 found bulb working possible wiring or ground issue
2-13-14	Members out clearing hydrants.
2-13-14	Advised of possible plumbing or sewer line issue in men's bathroom also left side sink still backed up, Commissioner Zullo Advised and Commissioner Galvach. Commissioner Zullo advised Craig's plumbing will be there in morning.
2-14-14	Members clearing hydrants.
2-14-14	Craig's plumbing here working on men's room.
2-15-14	Apparatus washing cancelled due to weather temperature.
2-15-14	Poll clerks arriving for District Election, polls open at 14:00 hrs.
2-16-14	Bob Minkler here from County Fire Marshal's Office dropping off county radio # 46 from Port Reading FD, to be used on all mutual aid calls. Issued memo to career firefighters policy on all mutual aid calls. Posted in career room
2-16-14	While cleaning woman's bathroom in the 1 <sup>st</sup> stall found feces on wall divider, advised Commissioner Zullo about incident which he stated to have issued noted in Fire Captain's report.
2-17-14	Added 1 quart antifreeze and distilled water to batteries on 2-3-3
2-17-14	2-2 returned from Absolute, 2-1 sent to Absolute for PM and repairs.

**Acting Captain, P. Renaldi Report  
Board of Fire Commissioners District 2  
February 2014**

2-17-14	Advised by EMS personnel that phones line on basement and bay area are not working, Commissioner Zullo advised.
2-18-14	Roof in kitchen leaking.
2-19-14	Max Brown Delivery received.
2-19-14	Another water leak found in kitchen, Commissioner Zullo advised.
2-20-14	Sal from absolute faxed over work to be done on 2-1, Commissioner Naridello has work detail information.
2-20-14	Roof still leaking in kitchen.
2-22-14	Hall rental going on and DJ Norelli here for hall watch.
2-22-14	Deleo & Fritzsch to station # 1 for fit testing.
2-22-14	Kitchen ceiling leaking, splattering from drips going over floor and counter, Commissioner Zullo already aware of issue.
2-24-14	Assisted resident with vehicle that would not start, used jump pack.
2-24-14	Middlesex Water Company advised that hydrant # 571 on prologis way has been knocked off base, and hydrant on cul-de-sac of Essex Avenue East impact protection blocking 5" steamer.
2-25-14	Cleaned kitchen and areas affected by roof leak.
2-25-14	Received fax from Absolute fire protection for 2-1 repairs placed in John Ur folder.
2-25-14	Surge Electric here looking at phone problem in basement and bays.
2-26-14	09:03 hrs. Roofers here, left at 09:35 Hrs.
2-26-14	Insurance Company here Madsen & Kneppers Associates Inc. here with Commissioner Zullo.
2-26-14	While checking 2-3-3 found battery to AED no good.
2-27-14	Vehicle registration for 2-2 will expire on February 28, 2014, advised Commissioner Galvach.
2-27-14	FF Terebetsky & FF Douglas at Station # 1 for Fit testing also with Volunteer Firefighters H. Triantafillidis & K. Delibero
2-27-14	Received call from FF Terebetsky that his SCBA mask failed fit testing, advised to purchase new AV3000 mask.
2-27-14	Called Commissioner Galvach advised him of mask issue with FF Terebetsky he approved purchase of new mask ordered new mask from NJ Fire Equipment which was delivered same day.
2-27-14	Hydrant # 571 Prologis Way repaired, Back in Service.
2-28-14	Received call form Commissioner Santorelli to fax registration over to him, individual in Township garage will get new registration for us.
2-28-14	Surge Electric here checking phone again, left 14:30 hrs.

Acting Captain, P. Renaldi Cover Report  
Repairs & Highlighted Issues  
February 2014

Engine 2-1

- Apparatus PM & oil change completed, repairs are needed, Commissioner Nardiello will going information on this matter.
- Micro Max 4-way gas meter needs battery, not charging. (OUT FOR SERVICE)
- On board air compressor not working, (Using Houseline).

Engine 2-2

- Apparatus PM & oil change completed.
- On board air compressor not working, (Using Houseline).
- Passenger side mirror issues have been repaired.

Squirt 2-3-3

- \*\*Ariel hydraulics leaking, per Absolute service tech, possible gasket of cylinder issue inside boom, will need to bring to shop. (KME SERVICE TECH CALLED AND REVIEWED)
  - Back in Service (Temporary) being used as engine only until 2-1 returns.
- 
- Super Saturday date set for March 8<sup>th</sup>. 8 am till 2 pm. Topics will be Haz-Mat Awareness, Operations, Bloodborne Pathogens, CPR, SCBA Operations, Donning/Doffing.

3:25 PM

## BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

## BILL LIST

February 4 through March 3, 2014

04/03/14

Accrual Basis

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
02/04/2014	27737	WEST HUDSON INDUSTRIES	INVOICE #80056 - PLAQUE	-125.00
02/14/2014	27747	Surge Electric Inc	Troubleshoot & Replace Lighting	-599.36
02/15/2014	27738	CATHERINE LESSUK	Poll Worker - February 15, 2014	-125.00
02/15/2014	27739	D'APRILE CATERING	Refreshments - Fire Election - February 15, 2014	-325.00
02/15/2014	27740	LIANA URCIUOLI	Poll Worker - February 15, 2014	-125.00
02/15/2014	27741	MARIE WARD	Poll Worker - February 15, 2014	-125.00
02/15/2014	27742	Mary Ward	Poll Worker - February 15, 2014	-125.00
02/15/2014	27743	ROSE GALLO	Poll Worker - February 15, 2014	-125.00
02/15/2014	27744	TERRI HEIL	Poll Worker - February 15, 2014	-125.00
02/15/2014	27746	Electec, Inc	Authority to Vote Cards/Official Voting Ballots/Absentee Ballots	-885.00
03/03/2014	27748	AMERICAN TEST CENTER	Test & Inspection Unit #2-3	-555.00
03/03/2014	27749	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-386.82
03/03/2014	27750	INSURANCE RESTORATION SPECI...	Turnout Gear - Esporta Clean & Repair - McGuinn	-103.20
03/03/2014	27751	KALDOR	6 - Bulbs	-147.76
03/03/2014	27752	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 03/14/14 - 04/15/14 GL 009906	-972.95
03/03/2014	27753	Racestar	Fuel - January 2014	-338.00
03/03/2014	27754	Stone Mountain Printing	500 - Vouchers	-25.95
03/03/2014	27755	Wiltmer Public Safety Group	3 Extrication Gloves	-94.97
03/03/2014	27756	Casazza & Ur, Public Accountants, LLC	Monthly Fee - February 2014	-2,291.67
03/03/2014	27757	Staples Business Advantage	Acct#1054611 Supplies	-127.36
03/03/2014	27758	TURNOUT FIRE & SAFETY INC.	Jacket - Fritzsch	-178.79
03/03/2014	27759	Fords Fire District #7	Dispatch Service - March 2014	-5,520.25
03/03/2014	27760	POSTMASTER	2 rolls of .49 stamps	-98.00
03/03/2014	TEPS	New Jersey State Health Benefits Pro...	Retiree Health Benefits & Prescription Coverage - March 2014 ID#1...	-1,146.90
03/03/2014	TEPS	New Jersey State Health Benefits Pro...	Health Benefits & Prescription Coverage - March 2014 ID#146900	-17,887.40
03/03/2014	27761	MIDDLESEX WATER COMPANY	Hydrant Service for February 2014	-11,395.17
03/03/2014	27762	Jessica Rizitis	Website Maintenance - February 2014	-125.00
03/03/2014	27763	MAX L. BROWN HARDWARE CO., I...	Supplies	-317.85
03/03/2014	27764	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - March 2014	-1,594.31
03/03/2014	27765	AT&T	Account # 011-293-3370-001 732-636-0894	-56.51
03/03/2014	27766	EHRlich	Commercial Pest Maintenance Service - Invoice #2097 & #2105	-118.96
03/03/2014	27767	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/23/13- 01/23/14	-1,162.00
03/03/2014	27768	FLORAL EXPRESSIONS, INC.	Customer #480 Sympathy Flowers - Bernice Evangelist	-57.95
03/03/2014	27769	FORDS LAWN MOWER	Replaced Blade Bolt	-54.42
03/03/2014	27770	MCBEE SYSTEMS, INC.	Account #000044-532500 250 - Payroll Checks	-209.24
03/03/2014	27772	Home Depot	Acct# 6035 3225 4098 2968 - Supplies	-253.62
03/03/2014	27773	INDUSTRIAL RUBBER CO	Customer #P6309 - 5" Custom Hose	-622.47
03/03/2014	27774	Jessica Rizitis	Reimbursement - Ink for Printing Service	-65.85
03/03/2014	27775	PSE&G	ELECTRIC BILL	-1,360.76
Total Columbia - Voucher				-49,753.49
<b>TOTAL</b>				<b>-49,753.49</b>

## **MARCH 6, 2014 – RE-ORGANIZATION MEETING**

### **Fire Commissioners**

**President** – Lewis Huber  
**1<sup>st</sup> V.P.** - Robert Santorelli  
**2<sup>nd</sup> V. P.** - Louis Nardiello  
**Treasurer** – Kenneth Galvach  
**Secretary** – Joseph Zullo

### **Committees**

**Radios & Alarms** – Nardiello & Galvach  
**Personnel & Negotiations** – Santorelli & Galvach  
**Building & Grounds** – Huber & Zullo  
**Truck Maintenance** – Galvach & Nardiello  
**Gear & Equipment** – Nardiello  
**Health & Safety** – Nardiello & Huber  
**Fire Prevention Bureau** – Santorelli  
**Hall Rental** – Huber & Zullo  
**Liaison to First Aid Squad** – Santorelli

### **Appointments**

**Website Coordinator** – Jessica Rizitis  
**Fire Official** - Brian Small  
**Banks** – Bank of Woodbridge, Columbia, Santander  
**Accountant** – Casazza & Ur, Public Accountants LLC  
**Attorney** – Thomas Buck – General Counsel  
Eric Bernstein – Negotiations ??  
**Auditor** – Hodulik & Morrison, CPA  
**Newspapers** – Home News & Star Ledger  
**LOSAP Coordinator** – John Ur