

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
March 7, 2016**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 7, 2016 was called to order by Commissioner Santorelli at 7:00 pm. All five Commissioners were present: Comm. Santorelli, Comm. Galvach, Comm. Nardiello, Comm. Zullo and Comm. Huber. Board Maria Bucsanszky was present. Board Attorney Tom Buck was absent. Operations Manager Joe Nisky was present. Board Clerk Marianne DeSantis was present.

The Board Clerk read the Resolution certifying the February 20, 2016 Fire Election results. Comm. Huber was re-elected (59 votes) and Comm. Nardiello was re-elected (52 votes). There was 1 write in vote for Stephen Weber, 3 write in votes for Dave Mayti and 1 write in vote for Jeff Kotuski. The Budget was approved 66-14 votes.

MOTION to pass the Resolution as read by Comm. Huber, seconded by Comm. Galvach. All in favor 5-0.

ROLL CALL VOTE:

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

There was a brief recess at 7:10pm for the swearing in of Comm. Huber and Comm. Nardiello.

Nomination for President:

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

Nomination for Vice President:

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

Nomination for Second Vice President:

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

Nomination for Secretary:

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

Nomination for Treasurer:

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

Comm. Galvach noted the following committee appointment:

- Radios & Alarms:** Comms. Nardiello & Zullo
- Personnel & Negotiations:** Comms. Santorelli & Galvach
- Buildings & Grounds:** Comms. Huber & Zullo
- Truck Maintenance:** Comms. Galvach & Huber
- 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
- Website Coordinator:** Jessica Rizitis
- Fire Official:** Brian Small
- Banks:** Bank of America, Santander
- Accountant:** Maria Buesanzky
- Attorney:** Thomas Buck, General Counsel
- Auditor:** Hodulik & Morrison, CPA
- Newspapers:** Home News Tribune & Star Ledger
- LOSAP Coordinator:** Maria Buesanzky
- Board Clerk:** Marianne DeSantis

Reviewed minutes from the February 1st Meeting.

MOTION to accept the February 1st meeting minutes made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 627,452.38
Deposits	\$ 461,867.80
Interest	\$ 70.88
Payroll	\$ (98,667.63)
Payroll Tax/Adjustments	\$ 627.34
Disbursements for the Month	\$ (44,233.22)
Ending Balance	\$ 947,117.55

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

BILLS TO BE PAID: \$ 44,233.22

Comm. Huber inquired about the vendor "Kraese Repairs" for the snowblower repairs. Captain DeLeo stated that he is a Perth Amboy Firefighter that is responsible and reasonable. Comm. Galvach requested information and insurance on new vendors.

MOTION to pay March bills and add on bills, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Zullo did not vote on Voucher 28590 for "Jessica Rizitis".

FIRE OFFICIAL'S REPORT:

Fire Official's report was unavailable and tabled until April meeting.

CHIEF'S REPORT:

Chief reported calls for the month of February for a total of 27 calls, including 2 drills.

Chief reported that all volunteer firefighters have completed CPR training.

Chief requested permission to take an engine to the St. Patrick's Day Parade and that no volunteers are left behind.

Chief reported that the 2015 LOSAP report has been given to the Coordinator.

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

CAPTAIN'S REPORT:

Captain DeLeo congratulated Comm. Huber and Comm. Nardiello and the entire Board on their hard work passing the budget.

Captain DeLeo suggested having Tri-State Light and Energy come back before any work on the building is done.

Operations Manager Nisky reported that at this time we have Brian Burke as the general contractor, however, the second bids for the building project are due on March 11 and we will know what direction we are going in at that time. Operations Manager Nisky confirmed that all funding is in place.

Captain DeLeo reported that the sign company will come in April to give a presentation. Operations Manager Nisky stated that Avenel Fire Company was very pleased with their company and install, which was done by public works and Gurney Electric. Also, Avenel rents the sign for \$25.00 a day/\$100 a week.

Captain DeLeo requested permission to hire someone to spackle and carpeting for the expansion project. Comm. Zullo will ask Carpet Maven for a donation.

Captain DeLeo reported that there will be a press event tomorrow at 3:00pm to unveil the 2 new ambulances with the Mayor and invited the Board, career and volunteer staff to attend.

Captain DeLeo requested permission for 3-4 hours overtime for firefighter to drive engine on Sunday for St. Patrick's Day Parade.

MOTION to authorize one career firefighter to drive engine for St. Patrick's Day Parade made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Nardiello commended Captain DeLeo on the professional job with the expansion project.

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

TAXPAYERS COMMENTS:

There were no taxpayer comments.

UNFINISHED BUSINESS:

Comm. Huber stated that he cannot wait for the first nail to be driven for the building renovations.

Comm. Zullo congratulated the Board and stated that Comm. Santorelli was a great asset to the Board this past year as President.

Comm. Nardiello reported that he met with the Safety Committee and there were no new issues. Comm. Nardiello stated that it was great working with Comm. Santorelli and wished Comm. Galvach good luck.

Comm. Galvach thanked Comm. Santorelli for his knowledge and relentless efforts as President.

Comm. Galvach thanked the Chief and Captain for coordinating Super Saturday and CPR training.

Comm. Galvach congratulated Comm. Nardiello and Comm. Huber on their re-election and wished health and success for all.

NEW BUSINESS:

Comm. Santorelli stated he had a personnel issue for Executive Session.

Comm. Huber stated that he would like to see the Ladies Auxiliary grow and that they need more cooperation.

Comm. Nardiello strongly suggests that the Board attend future Joint Board Meetings for any complaints and to keep tabs. Port Reading District 2 will be hosting a Joint Board Meeting on November 14.

MOTION to enter Executive Session at 8:05 pm to discuss a personnel matter, made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION out of Executive Session at 8:17 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel issue.

Operations Manager Nisky reported that the FBI will be giving an active shooter presentation, "The Coming Storm" on April 6 and extended an invitation to the career and volunteer staff, as well as the Board.

Comm. Galvach requested that Captain DeLeo look onto the memo from Elizabeth Gas regarding responsibility for maintenance.

MOTION to adjourn meeting at 8:25 pm made by Comm. Zullo, seconded by Comm. Nardiello. 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 7, 2016

Treasurer's Report

BEGINNING BALANCE	\$ 627,452.38
Deposits	461,867.80
Interest	70.88
Payroll	(98,667.63)
Payroll Tax/Adjustments/Transfers	627.34
Disbursements for the Month	(<u>44,233.22</u>)
ENDING BALANCE	\$ 947,117.55

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

March 8, 2016

03/07/16

Accrual Basis

Date	Num	Name	Memo	Amount
Columbia - Voucher				
03/08/2016	28606	Airpower International Inc	Hose Replaced	-389.90
03/08/2016	28607	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/21/15-01/22/16	-624.36
03/08/2016	28608	FLORAL EXPRESSIONS, I...	Customer #480 - Sympathy Basket - Kalina	-57.95
03/08/2016	28609	FORDS MILL SUPPLY	Supplies	-347.73
03/08/2016	28610	Home News Tribune	Account #ASB-099468 - 2016 Budget Notice	-76.36
03/08/2016	28611	NAPA Auto Parts of Colonia	Hose & Curved Squeegee	-91.07
03/08/2016	28612	PSE&G	ELECTRIC BILL	-1,139.22
03/08/2016	28613	Stephen Weber	CPR Instruction	-530.00
03/08/2016	28614	TOWNSHIP OF WOODBRI...	Fuel for First Aid Squad October 10, 2015 to December....	-816.10
Total Columbia - Voucher				-4,072.69
TOTAL				-4,072.69

Port Reading Fire Department



Captain's Report- January 28th -March 3rd 2016

Engine 2-1

**Request front tire replacement as advised by service technician.*

2-3-16 0730 Made first due.

2-5-16 Reassigned as appropriate

2-11-16 ODP repaired Lock screw on officer's side flood light.

2-16-16 Added 300 feet of donated 3" hose.

2-17-16 ODP found malfunctioning fire commander with crack in screen.

2-20-16 ODP refilled gas cans.

Engine 2-2

2-3-16 0900 OOS. Brought to Absolute for light bar installation.

2-5-16 Returned from absolute and ODP added 300' of 3" hose. Reassigned as appropriate.

2-9-16 ODP replaced cover on rear 360 degree warning light and H1 bulb in rear marker light.

2-24-16 ODP added high rise pack to side compartment

Engine 2-3

2-3-16 ODP added 100 Gallons of UG foam purchased by Buckeye Pipeline.

Support Pick-up 2-3-4

2-15-16 Not running properly. Commissioner Galvach Notified

2-16-16 Danny's automotive picked up to repair

2-18-16 ODP Picked up, repaired by Danny's Automotive. Two bad fuel injectors replaced and associated fouled plugs and oil changed.

Chief's vehicle 2-3-1

2-17-16 At station due to repairs to 2-3-4

2-18-16 Returned to Chief's residence.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailer

Buildings and Grounds

1-30-16 0800-1100 Police Test Prep Company using hall. ODP notified of future schedule that conflicted with watch room wall calendar. ODP notified Commissioner Zullo of the discrepancies.

2-3-16 WPD here to procure FA-15

1000-1130 Meeting in hall with County Fire Coordinators, Captain and Joe Nisky.

1900 Schedule conflict. Ladies Auxiliary Monthly meeting and Police Test Prep Company scheduled at the same time. Comm. Zullo notified.

2-4-16 1030 Repast being held in hall.

1515 FO Spillar delivered Certificated of Inspection for Station 2.

2-5-16 0800 Police Test Prep Company using hall

0800 ODP Plowing lot and Sidewalk Clearing.

0900 ODP Plowing lot and Sidewalk Clearing.

0932 PSEG here reading meter.

1130 ODP picked up Engine 2-2 from Absolute.

2-6-16 0800 Police Test Prep Company using hall

2-10-16 0800 Ehrlich pest control here for regular check for activity.

2-12-16 1030 Confires here checking supplies.

0830 Police Test Prep Company using hall

1440 New Ambulance Salesman here with FA squad.

1635 ODP Filled 3 SCBA cylinders for District #1

2-14-16 ODP Filled 2 SCBA cylinders for District #1.

2-15-16 1050 Delivery from Staples.

ODP Cleared snow from lots.

2-18-16 D. Matyi here waxing and cleaning meeting and hallway floors.

1400 ODP Changed sign as per Commissioner Zullo

2-19-16 0800 ODP performed lighting maintenance in meeting room.

0830 Police Test Prep Company using hall.

0900 Maria delivered Ballot supplies.

2-20-16 ODP found broken garden hose spray nozzle on First Aid/West Avenue side.

Building Generator checked. Fluids okay 534.1 hrs to date.

1245 Poll workers arrived.

1645 ODP filled 1 SCBA bottles for District #1

2130 Election complete

0650 All Station Phone lines and Communications inoperable secondary to MVA on Port Reading Avenue.

2-21-16 0830 Police Test Prep Company using hall

1816 All communications restored to Station #2

2-22-16 ODP filled 6 SCBA cylinders for NJDOC

1900-2030 Democratic Club meeting in hall.

2-23-16 Staples delivery – watchroom printer toner

Commissioner Zullo called to have realtor signs removed from firehouse property.

Pre-authorized bunk room expansion project started.

Fire Station flag raised to full staff as per Commissioner Zullo

2-24-16 Building Generator running weekly self-test.

2-26-16 Received delivery from Fords Mill. Roll Towels and Trash liners.

ODP 2020 Filled 2 SCBA for District #1

2-27-16 ODP Washed all apparatus and vehicles

ODP Continued bunk room project.

2-28-16 ODP Continued bunk room project

3-1-16 ODP Continued bunk room project

3-2-16 ODP Continued bunk room project

Airtech here looking at separated trunk line in hallway and detached main supply. Will return on 3-3-16 to reattach.

Training

2-11-16 1700 Annual Departmental CPR and First Aid refresher training in hall.

Fuel

2-05-16 Engine 2-2 added 21 Gallons

2-09-16 Engine 2-1 added 20.9 Gallons

2-16-16 Engine 2-2 added 19.7 Gallons

2-21-16 Pick up truck 2-3-4 added 20.6 Gallons - \$30.50

Equipment

2-3-16 FF Matyi picked up 800 feet of 3 inch hose donated by Buckeye pipeline.

2-4-16 0930 ESI equipment here for annual service to Rescue tools.

1030 Kraese small engine repair returned repaired Snow blower.

2-7-16 0705-0740 Air Power here addressing fill station leaks.

0830 Vent Saw Chain broke upon regular maintenance check.

2-15-16 Kraese small engine repair picked up chain saw.

Batteries needed for heads up display for SCBA

2-29-16 Kraese small engine repair returned vent saw.

** Requesting Fulfillment of previously submitted wish list. (Less purchases made)

Volunteer Recruitment

No new information

Faithfully Submitted,

Captain Paul DeLeo

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 20, 2016, 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 (3 Year Term):

Lewis Huber	59 votes
Louis V. Nardiello	52 votes
Write-Ins:	
Stephen Weber	1 vote
Dave Matyi	3 votes
Jeff Kotuski	1 vote

The budget question providing for appropriations of 1,988,834. and an amount to be raised by taxation of \$1,891,655.

Yes	66 votes
No	14 votes

Moved... LH
Seconded... RG
Roll Call Vote:

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

March 7, 2016