

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
October 7, 2013**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 7, 2013 was called to order by Commissioner Galvach at 7:30 pm. Four Commissioners were present: Comm. Galvach, Comm. Huber, 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.

Comm. Nardiello was absent due to a death in the family.

Reviewed minutes from the September 3, 2013 monthly meeting.

MOTION to accept the September 3rd minutes made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

BILLS TO BE PAID: \$52,964.34

Comm. Zullo requested that the Craig's Plumbing check that was held from the last meeting be released. Comm. Galvach inquired about the Craig's Plumbing Bill # 27580 in the amount of \$581.00 for a service call and requested that the Craig's Plumbing bills be held until Comm. Huber can follow up.

MOTION to pay September bills, with the exception of Craig's Plumbing Bill #27580, made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

Comm. Zullo abstained from voting on Bill # 27573 for "Jessica Rizitis" and Bill # 27566 for "Joseph Zullo".

TREASURER'S REPORT:

Balance	\$ 466,960.54
Deposits	\$ 35,115.32
Interest	\$ 64.25
Payroll	\$(78,712.55)
Payroll Tax/Adjustments	\$ 74,603.81
Disbursements for the Month	<u>\$(52,964.34)</u>
Ending Balance	\$ 445,067.03

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

CHIEF'S REPORT:

Chief reported calls for the month of September a total of 28 calls.

Chief reported that there was a drill with Hess Corp. last week and that all went well. A discussion took place afterwards on how to better serve their relationship.

Chief requested permission to take an engine to Octoberfest at School #9 on Friday, October 25.

Chief reported that there will be a Live Burn at the Academy on Wednesday, October 23.

Chief reported that an excellent stop was made with the structure fire in an attic, with minimal damage by Career Firefighter Evan Douglas and Volunteer Firefighter Kurt Delebro. Chief thanked Woodbridge Fire Department and Firefighter Keith Repace for their assistance.

Chief distributed Hurricane Sandy citations to Anna Seguire, Firefighter Patrick Renaldi and Firefighter Pete Fizer who could not attend Port Reading Day.

Comm. Galvach commended the Chief on the great job he did at Port Reading Day and thanked the Fire Company and the First Aid Squad for all they do.

Comm. Zullo stated it was nice to see the Chief recognize the staff at Port Reading Day and thanked all who attended.

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

ACTING CAPTAIN'S REPORT:

Acting Captain Renaldi inquired about the use of the Squirt since he feels it is harmful on the turnpike due to safety issues. Comm. Galvach requested that the Squirt be taken out of service until the estimates are reviewed and the proper repairs are made.

Acting Captain Renaldi requested the purchase of a 48inch prybar on Engine 2-1 and the four way gas meter needs to be sent out for calibration on Engine 2-2.

Acting Captain Renaldi reported that Robert Norelli turned in his gear and that it needs to be inspected. He reported that some other gear has come back "failed" and he will have a list for the next meeting.

Acting Captain Renaldi reported that he had a meeting with Hess regarding access to the facility through the PSEG gate and ways to improve the radio communication. A memo is attached that is posted at the buildings so the fire department can easily gain access to the property and swipe cards will soon be distributed.

Acting Captain Renaldi requested permission to take an engine to School #9 on October 8 at 8:30am for Safety Day.

Acting Captain Renaldi reported that one firefighter still needs to be pass the respiratory protection and should be removed from the use of airpacks since it becomes an OSHA liability until he is re-tested.

Acting Captain Renaldi reported that the career and volunteer staff are requesting the purchase of 20 mask bags to avoid scratching, totaling approximately \$450.00.

Comm. Galvach inquired about the scot airpacks. Acting Captain Renaldi stated that we are short since some expired, but that Engine 2-1 and Engine 2-2 were ok. The total number of airpacks that we would need to start buying is 19, which includes the Chief's car and we are losing bottles as well due to expiration dates. Acting Captain reported that he is working with Woodbridge and Fords Fire Department on a SEBA Grant and also reported that we were disqualified for the Micro Grant for the harnesses since FEMA ran out of money, but was told to try again.

Board Accountant Bucsanszky reported that \$5,000 was received from FEMA and they will be releasing \$29,000.00.

Acting Captain Renaldi suggested having two portable radios on each apparatus.

Comm. Santorelli requested that we get an estimate on fixing the squirt.

MOTION to accept the Acting Captain's report made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 4-0.

FIRE OFFICIAL'S REPORT:

The Fire Official's report was not available and tabled until the November meeting.

UNFINISHED BUSINESS

Comm. Zullo stated that he would like to discuss an incident that took place in the parking lot involving the police during Executive Session, since it could be a potential lawsuit as per the Board Attorney.

Comm. Santorelli stated that he would like to discuss contract negotiations and a personnel issue in Executive Session.

NEW BUSINESS:

No new business reported.

MOTION to enter Executive Session at 8:07 pm made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

MOTION out of Executive Session at 8:44 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a legal issue regarding the Joint Board, a personnel issue regarding the Ladies Auxillary and open contract issues.

MOTION to certify the Captain's List for the Fire District made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

TAXPAYERS COMMENTS:

Local 290 Second Vice President Michael Mastanduno inquired if The Club had been contacted regarding fixing the treadmill. Comm. Zullo will follow up.

MOTION to adjourn meeting at 8:45 pm made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 4-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

1:26 PM

10/03/13

Accrual Basis

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

BILL LIST

September 4 through October 7, 2013

Date	Num	Name	Memo	Amount
Columbia - Voucher				
09/05/2013	27566	JOSEPH ZULLO	Advance - Wildwood Convention Expenses	-300.00
09/05/2013	27567	KENNETH GALVACH	Advance - Wildwood Convention Expenses	-2,208.33
10/07/2013	27568	Casazza & Ur, Public Accountants, LLC	Monthly Fee - October 2013	-300.00
10/07/2013	27569	Fords Fire District #7	Dispatch Service - October 2013	-2,208.33
10/07/2013	27573	Jessica Rizitis	Website Maintenance - September 2013	-5,412.00
10/07/2013	27571	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 10/15/13 - 11/14/13 GL 009906	-125.00
10/07/2013	27572	AT&T	Account # 011-293-3370-001 732-636-0894	-1,228.15
10/07/2013	27574	MAX L. BROWN HARDWARE CO., I...	Supplies	-55.35
10/07/2013	27575	MIDDLESEX WATER COMPANY	Hydrant Service for September 2013	-31.80
10/07/2013	27576	Elizabethtown Gas	Account # 2202559020 - Firehouse 7/23/13-08/22/13	-11,390.42
10/07/2013	27577	LAWN DOCTOR	Customer#795791 - Early Fall Fertilization	-118.54
10/07/2013	27578	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 05/24/13 - 08/23/13	-56.00
10/07/2013	27579	NEW JERSEY FIRE EQUIPMENT CO	6 - Scott 4.5 Air Pak - Bench Test-Posi Check	-649.19
10/07/2013	27580	Craig's Plumbing & Heating Co inc	Service Call - Installed Supporting Brackets for 3" Ejection Line	-625.53
10/07/2013	27581	NEW JERSEY FIRE EQUIPMENT CO	12 - SCOTT SCBA Service	-581.00
10/07/2013	27582	TURNOUT FIRE & SAFETY INC.	Nomex Shirts	-748.50
10/07/2013	27583	NJ DIVISION OF PENSIONS & BEN...	DCRP - Subplan#056230 - 8/4/13 - 8/10/13	-649.33
10/07/2013	27584	NJ DIVISION OF PENSIONS & BEN...	DCRP - Subplan#056230 - 8/25/13 - 8/31/13	-5.46
10/07/2013	27585	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-5.46
10/07/2013	27586	EHRLICH	Commercial Pest General Maintenance Service - Cust# 238998	-372.92
10/07/2013	27587	FORDS MILL SUPPLY	Supplies	-59.71
10/07/2013	27588	Hodulik & Morrison PA	2012 Audit Preparation - Sovereign Bank Fee Reimbursement	-258.70
10/07/2013	27589	INSURANCE RESTORATION SPECI...	Turnout Gear - Esporta Clean & Repair	-23.00
10/07/2013	27590	JIM'S SIGNS	Chief's Car Lettering	-1,417.35
10/07/2013	27591	MAX L. BROWN HARDWARE CO., I...	Supplies	-550.00
10/07/2013	27592	NEW JERSEY FIRE EQUIPMENT CO	2 - Jacket Hose 1.75" x 50' & Couplings	-18.15
10/07/2013	27593	Racestar	Fuel - August 2013	-286.00
10/07/2013	TEPS	New Jersey State Health Benefits Pro...	Retiree Health Benefits October 2013 ID#146900	-204.00
10/07/2013	TEPS	New Jersey State Health Benefits Pro...	Health Benefits October 2013 ID#146900	-1,092.29
10/07/2013	27594	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - October 2013	-16,497.39
10/07/2013	27595	PSE&G	ELECTRIC BILL	-1,587.11
10/07/2013	27596	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - October 2013	-1,447.17
10/07/2013	27597	Elizabethtown Gas	Account # 2202559020 - Firehouse 8/22/13-09/23/13	-1,587.11
10/07/2013	27598	ESI Equipment Inc	2 - 24 Volt Battery for Dewalt	-122.04
10/07/2013	27599	Woodbridge Fire District #1	Fuel Reimbursement - 7/29/13 to 9/21/13	-385.62
10/07/2013	27600	UNITED STATES LIFE INSURANCE ...	Policy #G232321 LIFE INSURANCE 10/07/13-01/06/14	-1,989.12
Total Columbia - Voucher				-576.60
TOTAL				-52,964.34
				-52,964.34

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

October 7, 2013

Treasurer's Report

BEGINNING BALANCE	\$ 466,960.54
Deposits	35,115.32
Interest	64.25
Payroll	(78,712.55)
Payroll Tax/Adjustments/Transfers	74,603.81
Disbursements for the Month	(<u>52,964.34</u>)
ENDING BALANCE	\$ 445,067.03

**Acting Captain's Report
Board of Fire Commissioners District 2
September 2013**

Date	REPAIRS-ISSUES-DETAILS
9-1-13	Generator meeting 453.4 hrs.
9-3-13	NJ Fire Equipment here delivering (2) lengths of 1 ¾ " Hose for stock, approved by Commissioner Nardiello.
9-4-13	Light bulbs changed in Meeting Room.
9-4-13	A/C working again, door contact was adjusted.
9-5-13	Air Tech here 09:30 hrs checking a/c unit in meeting room, technician replaced door switch and completed left property 10:06 hrs.
9-5-13	Absolute fire here checking relief valve issue reported, issue was repaired at their facility; still some problems with valves repairs were made by replacing strainer, and an additional light. Tech noted that the strainer was a little clogged.
9-5-13	Package sign for from UPS left by First Aid Office Door.
9-6-13	First Aid Personnel playing football in lot, advised by on-duty tour not to do so.
9-9-13	Ordered Two cases of paper towels and two cases of toilet paper from Fords Mill Supply, per Commissioner Huber approval.
9-9-13	Both 24 volt Dewalt sawzalls batteries not working will not charge, request to order (2) replacement units from ESI Equipment at a cost of 185.00 each for extrication sawzall.
9-9-13	D.J. Norelli returned PPE for Robert Norelli, (1) Bunker Pants SS# 2451860 (1) bunker Coat SS# 647307 (1) pair of Large Gloves, (1) Small Scott AV2000 Mask, (1) pair size 8 rubber boots, (1) PASS device, (1) Black Helmet, (1) pair spenders. Robert Norelli also removed from NFIRS
9-9-13	Issued (1) PASS device to Kurt Delibero
9-11-13	On-duty personnel had an issue with unlocking side door, Commissioner Huber Notified, Avenel Locksmith notified by Commissioner Huber. Locksmith arrived at 14:30 completed left at 15:00 hrs.
9-12-13	Advised Career Personnel of response on NJTKP during Firefighters Convention responding with automatic aid from Fords District 7, Per Commissioner Santorelli, letter faxed to Dispatch Station 7 and posted in Station 2.
9-13-13	Fire Company ID Cards dropped off at Station 2, Chief Kotuski advised by on-duty personnel.
9-14-13	Generator hours 454.8
9-16-13	Ehrlich pest control here performing inspection of building.
9-16-13	Light & Strobe found broken off New K-12 Saw, will need to replace units.
9-18-13	Air Power here testing cascade system, which was done for inspection.
9-21-13	Air line to engine 2-1 repaired
9-26-13	Advised by Avenel Locksmith part on order, should be in a few days, will call firehouse when part is in so they can come by and install it.
9-26-13	Call PSE&G street light division for west avenue street light out behind firehouse, this is the 2 nd time I called about this issue.
9-27-13	Hess drill conducted, 2-1 and 2-2 at refinery and manpower.
9-27-13	Air pack found damaged, regulator damaged need to have pack serviced.
9-28-13	Building generator hours 456
9-28-13	Ordered (2) 24 volt batteries, for Dewalt sawzall for extrication use, approved by Commissioner Nardiello
9-30-13	Avenel locksmith called again by on-duty personnel requested by Commissioner Huber, advised part still has not come in yet, when it does they will call firehouse to install it.
9-30-13	UPS delivery (2) 24volt batteries, ordered on
10-1-13	Avenel locksmith here repairing lock on side door, job completed and six keys left.
10-1-13	Telephone conversation with Dave Dolnick, Hess Safety Personnel, confirming

**Acting Captain's Report
Board of Fire Commissioners District 2
September 2013**

	temporary protocol for security personnel to open gate to PSE&G, copy of protocol attached, fire department personnel will call security gate on channel 5, this is only a temporary solution, Hess is looking into installing a card access system or Knox box with punch code access long term.
10-1-13	Advised by CERT Leader Lowell that they are requesting an engine to Safety Day at Port Reading School #9 for Oct. 8 th at 8:30 am date is marked on calendar and tour has been advised.
10-2-13	Advised by Commissioner Huber to get keys made for side door of firehouse from Avenel Locksmith, purchased 45 keys
10-2-13	20 keys issued to EMS Warren Kolendroski for side door.
10-2-13	Same issues noted on apparatus that still need repairs.

Repairs Still Needed on Apparatus

Engine 2-1

- Fuel gage needs to be checked inconsistent level every other day.
- 48" pry bar missing
- On board air compressor not working, (Using Houseline).

**Request to purchase 48" pry bar to replace missing one over a year ago*

Engine 2-2

- 4-Way gas meter out of service.
- Air leak and on board air compressor not working, (Using Houseline).
- Side Discharge 1 possibly leaking.

**4-Way gas meter must be send out for calibration, not working correctly sensor issue.*

Squirt 2-3-3

- Foam gage sensor broken showing $\frac{3}{4}$ level.
- Turn signal not re-setting.
- CO2 Fire Extinguisher missing (During last service of extinguishers unit was condemned never replaced).
- 2- $\frac{1}{2}$ gallon Fire Extinguisher missing (During last service of extinguishers unit was condemned never replaced).
- Short (4) 4.5 SCBA air cylinders
- Boom Nozzle control only working from tip
- Rotary K-12 Saw (No Unit on Apparatus)
- Door Handle Driver side broken.
- Right Rear Passenger side tires need replacing.
- Aerial device not lifting out of cradle, possibly valve issue.

**Board will need to make a discussion on 2-3-3 if we going to do repairs, with tires being report tour after tour, extinguishers missing, SCBA cylinders missing Aerial device issue, working and not working vehicle is not meeting OSHA, NFPA & DOT standards at this time, repairs must be made as soon as possible.*

Port Reading SCBA: Board will need to start purchasing SCBA units at least (2) a year with spare bottles, even if we do or do not get the grant, we are short and we will be losing more as each year passes.

Grant information: District #1, #2 & #7 John Golden & Frank Delaipetro and myself are working on a grant for SCBA units, extra bottles and masks for all three districts. A percentage of the total cost will be required for the Board to pay; we will be determining the cost.

Port Reading solo grant for harness and escape belts will try again last year cost was \$22,000.00 with a \$800.00 dollar cost to the Board, requesting support to do this 2nd grant again, this year FEMA has a Micro Grant for Department who have been denied in the past which were looking for less than \$25,000.00 we would be accepted for this grant, the harness are required by OSHA and NFPA for firefighter Escape and Bailout, will explain in person at commissioner meeting if requested to attend.



Port Reading Refinery
SAFETY BULLETIN

PORT READING FIRE DEPARTMENT ACCESS TO PSE&G GATE (CLIFF ROAD)

We play a critical role in securing our facility and assisting local Emergency Services in their timely response. We need to make every effort in expediting Emergency Services through the PSE&G Gate if access is required. We will complete this by implementing the following protocol.

Port Reading Fire Department has the ability to communicate with Hess Port Reading Complex on Channel 5. Maintenance, EH&S and Security use Channel 5 for all their communications.

In an emergency situation where the Port Reading Fire Department requires access to the PSE&G Gate, Port Reading Fire will communicate with Check Point using Channel 5. Communication will happen prior to arrival and will sound like:

“Port Reading Fire Department to Check Point”

“Port Reading Fire requires access through PSE&G Gate”

Once confirmed by Check Point and Port Reading Fire Department is on-site, the guard shall open the gate for the responding Engine.

Main Gate will act as a back-up for Check Point for notification purposes.