

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

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of September 2, 2014 was called to order by Commissioner Huber at 7:30 pm. All Five Commissioners were present: Comm. Huber, Comm. Santorelli, Comm. Nardiello, Comm. Zullo and Comm. Galvach. Board Accountants John Ur and Maria Bucsanszky were present. Board Attorney Tom Buck was absent. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the July 29, 2014 Special Meeting.

MOTION to accept the July 29th Special Meeting minutes made by Comm. Galvach, seconded by Comm. Zullo. All in favor 5-0.

Reviewed minutes from the August 4, 2014 meeting.

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

**TREASURER'S REPORT:**

Balance	\$ 417,469.34
Deposits	\$ 467,341.91
Interest	\$ 168.35
Payroll	\$( 69,601.00)
Payroll Tax/Adjustments	\$ 2,175.55
Disbursements for the Month	<u>\$( 53,537.08)</u>
Ending Balance	\$ 764,017.07

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

**BILLS TO BE PAID:** \$ 53,537.08

MOTION to pay August bills, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

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

Comm. Zullo did not vote on Bill 27950 and 27960 for "Jessica Rizitis".

Comm. Galvach inquired about the water company bill, which Board Accountant Bucsanszky reported there was a 1.5% increase.

Comm. Galvach inquired about District 7 Dispatch and if there was any decrease since they are not doing First Aid. Board Account Bucsanszky reported that they are holding the new rate for 2015 the same as 2014 and confirmed that we never got a reduction. Comm. Santorelli stated that they indicated that it would eventually go down and we should have received some sort of reduction. The Commissioners agreed that this should be looked into.

MOTION to send an addendum to the bill, made by Comm. Galvach, seconded by Comm. Nardiello. All in favor 5-0.

**CAPTAIN'S REPORT:**

Reviewed the Captain's Report.

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

**TAXPAYER COMMENTS:**

Captain DeLeo reported that he would be attending all of the Commissioner meetings on his own accord to answer any questions regarding his report and any questions the Board may have for him in general.

Comm. Galvach inquired about the First Aid fuel tickets. Captain DeLeo reported that the First Aid is still submitting fuel tickets.

Comm. Santorelli inquired about the air conditioning not working in Engine 2-1. Captain DeLeo stated that he would like to get a price on the air conditioner since overheating is a concern for firefighters.

Captain DeLeo complimented Firefighters Renaldi, Holloway and Triantafillidis for attending and completing Maritime Safety Association Marine Firefighter Training and Exercise.

Captain DeLeo stated that the Ladies Auxillary mail will be kept in an envelope in the bunk room.

Comm. Zullo thanked the Captain for investigating the problem with the phone system and the sprinkler system.

Captain DeLeo reported that the grass will be cut on Friday's and changed the policy that in the event of rain, they do not wait one week, but will cut the grass on the next fair weather day.

**FIRE OFFICIAL'S REPORT:**

Reviewed the Fire Official's Report.

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

**CHIEF'S REPORT:**

Chief reported calls for the month of August for a total of 25 calls.

Chief reported that he would be attending the Wildwood Firefighters Convention next week from Thursday to Sunday, along with Jeff Kotusky and Danny Belensky. Comm. Zullo stated that he would be attending the convention as well.

Chief reported that training for Fire Officers would take place on October 5. Captain DeLeo suggested allowing one firefighter on duty to go with some volunteers.

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

MOTION to approve the 2013 Annual Audit Report that was presented at the last meeting, made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

**ROLL CALL VOTE:**

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

**UNFINISHED BUSINESS:**

Comm. Nardiello reported that the swivel adapter for Engine 2-3-3 arrived and has been installed.

Comm. Nardiello inquired about the status of the Squirt, which Comm. Zullo reported there have been no more calls.

**NEW BUSINESS:**

Comm. Zullo inquired about the annual allowance for the Commissioners to attend the Firefighter Convention in Wildwood.

MOTION to use the same 2013 stipend for the Commissioners to attend the 2014 Firefighter Convention in Wildwood, made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

Comm. Zullo reported that things are running well at the firehouse and there are less phone calls.

Comm. Nardiello reported that the pool store is continually storing chemicals in the parking lot and should be told that they can't leave them there. Comm. Zullo stated that he would take care of it. Comm. Nardiello stated for the record that he brought up this issue and if there are any questions about it, they can call him.

Comm. Nardiello suggested getting together with Comm. Galvach to figure out ways to charge commuters for the parking lot. Comm. Zullo stated that local businesses use the parking lot and the Port Reading Senior Trip is the second and fourth Tuesday of the month. Comm. Galvach indicated that this has been an issue in the past and warnings were issued as per Comm. Zullo.

Comm. Huber thanked the Board for the fruit basket and condolences.

**TAXPAYER COMMENTS:**

There were no taxpayer comments at this time.

MOTION to enter Executive Session to discuss a matter with the Captain at 8:10 pm, made by Comm. Santorelli, seconded by Comm. Galvach. All in favor 5-0.

MOTION out of Executive Session at 8:50pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were two personnel issues and upcoming contract negotiations.

MOTION to adjourn meeting at 8:51pm made by Comm. Zullo. 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

September 4, 2014

Treasurer's Report

BEGINNING BALANCE	\$ 417,469.34
Deposits	467,341.91
Interest	168.35
Payroll	( 69,601.00)
Payroll Tax/Adjustments/Transfers	2,175.55
Disbursements for the Month	<u>( 53,537.08)</u>
ENDING BALANCE	\$ 764,017.07

## BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

## BILL LIST

August 5 through September 2, 2014

08/28/14

Accrual Basis

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
08/05/2014	27950	Jessica Rizitis	Website Maintenance - August 2014	-125.00
09/02/2014	27951	Comprehensive Psychological Servi...	Professional Services - Pre-employment Evaluation	-450.00
09/02/2014	27952	AT&T	Account # 011-293-3370-001 732-636-0894	-56.17
09/02/2014	27953	Auto Parts of Woodbridge	Supplies	-32.90
09/02/2014	27954	Casazza & Ur, Public Accountants, L...	Monthly Fee - August 2014	-2,291.67
09/02/2014	27955	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-387.54
09/02/2014	27956	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-61.71
09/02/2014	27957	Fords Fire District #7	Dispatch Service - September 2014	-5,520.25
09/02/2014	27958	FORDS MILL SUPPLY	Supplies	-202.64
09/02/2014	27959	Hodulik & Morrison PA	2013 Audit Preparation - Sovereign Bank Fee Reimbursement	-46.00
09/02/2014	27960	Jessica Rizitis	Website Maintenance - September 2014	-125.00
09/02/2014	27961	LIFE INSURANCE COMPANY OF N...	LIFE INSURANCE - 09/15/14 - 10/14/14 GL 009906	-972.95
09/02/2014	27962	Racestar	Fuel - July 2014	-101.00
09/02/2014	27963	Hodulik & Morrison PA	2013 Audit Preparation	-6,630.00
09/02/2014	TEPS	New Jersey State Health Benefits Pr...	Employees Health Benefits & Prescription Coverage - Septem...	-20,218.15
09/02/2014	TEPS	New Jersey State Health Benefits Pr...	Retiree Health Benefits & Prescription Coverage - September ...	-1,146.90
09/02/2014	27964	Woodbridge Fire District #1	Health Benefits - Dental & Vision Coverage - September 2014	-1,887.53
09/02/2014	27965	PSE&G	ELECTRIC BILL	-1,552.85
09/02/2014	27966	NJ DIVISION OF PENSIONS & BEN...	DCRP - Plan #316149 - Subplan#056230 - 8/3/14 - 8/9/2014	-5.69
09/02/2014	27967	TURNOUT FIRE & SAFETY INC.	Jacket - Renaldi - February 2014 Invoice	-164.99
09/02/2014	27968	MIDDLESEX WATER COMPANY	Hydrant Service for August 2014	-11,558.14
Total Columbia - Voucher				-53,537.08
<b>TOTAL</b>				<b>-53,537.08</b>

9:39 AM

08/29/14

Accrual Basis

BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

ADD-ON BILLS

September 3, 2014

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
09/03/2014	27969	NAPA Auto Parts of Colonia	Supplies	-24.18
09/03/2014	27970	Witmer Public Safety Group	1 - Custom Built Shield	-62.99
09/03/2014	27971	NAPA Auto Parts of Colonia	Supplies	-80.16
09/03/2014	27972	Witmer Public Safety Group	1 - Custom Built Shield	-62.99
Total Columbia - Voucher				-230.32
<b>TOTAL</b>				<b>-230.32</b>

# Port Reading Fire Department

## *Captain's Report- July 31<sup>st</sup> – September 2<sup>nd</sup> 2014*

### Engine 2-1

Air Conditioning not working

Existing issue with Fuel gauge inconsistency

Front Suction Storz lock repaired by FF Pereira

Replaced batteries in traffic wand

4-way multi-gas meter Out of service (Noted under equipment) 8-19-14 Repaired by Approved Fire Protection

Needs Pump test for the year 2014. (Advised by FF. Renaldi of this)

### Engine 2-2

Foot light on pump panel out (One on order)

Replaced broken amber cover on right rear extended marker light.

Replaced one red channel marker light.

Need to order replacement pads for AED

### Quint 2-3-3

8-6-14 Received inquiry at Station 2 about engine characteristics from Shannon Fortune from television shows Chicago Fire. FF Holloway emailed her pictures and contact information

Existing issues with only 4 SCBA spare bottles, Boom, Boom Nozzle control, Switch for horn siren, Shortage of extinguishers, Discharge #4 valve leak, no 5" intakes and Only 5 SCBA packs (8-19-14 Called absolute for status of swivel for intake valve. 8-22-14 Commissioner Nardiello advised that the part is in and will coordinate pick up)

8-24-14 Hydraulic Fluid from boom now slowly leaking over cab area. Found puddle on floor.

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

8-11-14 Requested by Commissioner Huber to check the status of new light bar on order from Kaldor Lighting. I called and verified that the part is ordered and has not been received yet. When it is, an install date will be scheduled.

8-19-14 Informed by firefighter Renaldi that Kaldor lighting emailed him and that the



8-21-14 Batteries and Bulbs delivered from Fords Mill

8-22-14 Police promotional training class in hall. 0800-1200

Gave 4 quarts of oil to First aid squad from stock for FA-15 which had no oil in it

Ordered and received One (1) case of 10W-30 and one (1) case of 15W-40 oil quarts from NAPA Auto parts.

8-23-14 Kohler Building generator checked fluids okay 485.3 hours to date.

8-26-14 Hall being used for Youth Hockey meeting 2000.

8-27-14 Fire Inspector Neroda used Fire Officials office for Junior Fire Setter program.

### Equipment

8-17-14 FFs Terebetsky and Holloway completed hydrant marker maintenance detail.

8-18-14 Lumidor Micro Max multi-gas meter malfunctioning. Called for service Approved Fire Protection

8-18-14 Chief Norelli returned pager 138WLS6345 that was not holding a charge. He was issued pager 138WLS6387 from Career Bunk room. FF Douglas will be notified upon his return.

8-19-14 Approved Fire Protection repaired gas meter on site. Battery and LEL sensor were expired. Commissioner Nardiello notified.

New Jersey Fire Equipment picked up SCBA #339 for repair and spare SCBA bottles # 1048, 1049, 1050, 1051 and 1052 for hydrostatic testing.

Moved extra hydrant markers to shed for storage.

8-23-14 Filled Air cylinders for Woodbridge Fire Department

8-26-14 New Jersey Fire equipment returned SCBA cylinders 1048-1052 and took the remaining SCBA cylinders (1041-1047) for hydrostatic testing.

### Fuel

8-1-14 Engine 2-1 – 21.4 gallons, Engine 2-2 - 24.8 gallons, Filled Gas Cans – 16 gallons

8-7-14 Ambulance FA-15 – 22 gallons

8-11-14 Ambulance FA-14 – 17.2 gallons

8-12-14 Engine 2-2 - 27.8 gallons

8-19-14 Engine 2-2 – 24.5 gallons

### Training

Firefighters Renaldi, Holloway and Triantifillidis attended and completed the Tri-State

Maritime Safety Association Marine Firefighter Training and Exercise.

Firefighters Holloway and Terebetsky went over Rescue Disk deployment off old Coal Dock area.

Spoke with Mike Madson of Buckeye Pipeline. Will plan training and plant familiarization in September.

Spoke with Anthony Ventimiglia of Colonial Pipeline about upcoming modifications to facility. Notified Fire Official Small and will plan a meeting with company in September.

8-22-14 Blitzfire nozzle training with FF Holloway

8-24-14 Discussed upcoming live burn training at MCFA with FF Renaldi and coordinating lesson plan for submittal to the Academy.

Extrication training with FF Renaldi and Volunteer Fire Company was held on 8-27-14. Two vehicles were used for rescue simulation. FF Matyi will remove vehicles on 8-28-14.

#### Volunteer Recruitment

Three (3) potential new volunteer firefighters inquired about membership. Their names and contact information was forwarded to FF Fritzsich for recruitment. FF Fritzsich held interview with Chief Norelli and one candidate on 8-21-14. All the information was given, we are waiting to hear back.

Second candidate was called twice by FF Fritzsich with no return call.

Third candidate is underage at this time and has been advised when to return for application.

Faithfully Submitted,

Captain Paul DeLeo

# Port Reading Fire Department

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## ***Captain's Report- July 31<sup>st</sup> - September 2<sup>nd</sup> 2014***

Addendum for August 29<sup>th</sup> - September 2<sup>nd</sup>

8-29-14 Police Promotional class in Hall

2-2 added 20 gallons of fuel

Lawn Maintenance completed

FF Matyi picked up swivel adapter from Absolute Fire Protection

FF Fritzsich and Rasimowicz replaced Style #10 intake with swivel adapter on 2-3-3

8-30-14 Apparatus washed

Hallway thermostat batteries replaced

Kohler building generator checked fluids okay 485.9 hours to date

8-31-14 Speedaire compressor drained and checked

9-2-14 FA-14 added 22 gallons of fuel

Delivery from turnout fire and safety four uniform shirts for Captain

Faithfully Submitted,

Captain Paul DeLeo

**Port Reading Board of Fire Commissioners**  
**Fire Prevention Bureau Report**  
**Month of :August 2014**  
**Submitted:September 2014**

1. Site plans for Month: 0
2. Certifications of Inspections: Kenco Inc., Carmens Pizza, Ho-Ro Trucking, Champion Container..
3. Inspections issued for the month:
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

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 2  
RESOLUTION**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each fire district to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2013 has been completed and filed with the District Clerk pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17, requires the governing body of each fire district to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**" and "**Recommendations**," in accordance with N.J.S.A. 40A:5A-17.

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Woodbridge Township Fire District No. 2, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the fire district, is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION  
PASSED AT THE MEETING HELD ON ~~AUGUST 4, 2014~~**

*September 2, 2014*

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

RECORDED VOTE		
MEMBER	AYE	NAY