

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
September 3, 2013**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of September 3, 2013 was called to order by Commissioner Galvach at 7:30 pm. Five Commissioners were present: Comm. Galvach, Comm. Nardiello, 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.

Reviewed minutes from the August 5, 2013 monthly meeting.

Comm. Nardiello did not vote on the August 5<sup>th</sup> minutes since he had a family emergency and was unable to attend the meeting.

MOTION to accept the August 5th minutes made by Comm. Santorelli, seconded by Comm. Huber. All in favor 4-0.

**BILLS TO BE PAID:** \$133,901.47

Comm. Galvach inquired about the three different bills from three different vendors for workboots, which Comm. Nardiello stated was because they were given a better deal.

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

Comm. Zullo abstained from voting on Bill # 27533, for "Jessica Rizitis".

**TREASURER'S REPORT:**

Balance	\$ 290,211.77
Deposits	\$ 451,696.35
Interest	\$ 64.07
Payroll	\$( 66,245.22)
Payroll Tax/Adjustments	\$ (74,864.97)
Disbursements for the Month	<u>\$ (133,901.47)</u>
Ending Balance	\$ 466,960.54

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

MOTION to enter Executive Session at 7:43pm to meet with OEM Coordinator and Hess Representative, made by Comm. Santorelli, seconded by Comm. Zullo. All in favor 5-0.

MOTION out of Executive Session at 8:10pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were mutual aid situations with the Hess Refinery Representative and OEM Coordinator.

**CHIEF'S REPORT:**

Chief reported calls for the month of August a total of 22 calls. Chief reported the total calls for 2013 was 157.

Chief reported that he received an invitation from the Mayor's Office to attend the 9/11 Memorial Service on September 11 at 6:00pm at City Hall. The Chief requested permission to take an engine or the Chief's vehicle and the pick-up truck, which was approved by Comm. Zullo.

Chief stated that the Fireman's Convention in Wildwood would take place on September 13 and 14. Chief requested that Acting Captain Renaldi put on additional career personnel and reported that a few volunteers would be staying behind. Chief indicated that he may reach out to Fords Fire Company for turnpike assistance.

Chief requested use of the hall for the Woodbridge Township Fire Officers Meeting on September 17 from 7:00pm – 10:00pm.

Chief reported that there would be a drill with Hess on September 26.

Comm. Zullo stated that he is on the Port Reading Day Committee, which will take place on Saturday, October 6 and the fire company usually participates.

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

**FIRE OFFICIAL'S REPORT:**

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

**ACTING CAPTAIN'S REPORT:**

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

## **TAXPAYERS COMMENTS:**

Local 290 Second Vice President Michael Mastanduno inquired about the status of certifying the Captain's List to replace Captain Zullo who retired two months ago. Comm. Galvach stated that nothing was decided at this time. Mr. Mastanduno inquired as to how long you can carry an "Acting Captain", which Comm. Galvach stated that there was an indefinite time, but it became effective August 1, 2013

Mr. Mastanduno asked if the Board was looking to replace the firefighter and bring the staffing back up to nine, which Comm. Galvach stated it was situational due to budget reasons, but was hopeful.

## **UNFINISHED BUSINESS**

Comm. Zullo stated that he got two quotes for fencing on the side of the building and the most reasonable quote was \$1643.00, which would include permits. Comm. Zullo reported that the situation with the neighbors parking in the parking and kids playing in the parking lot is not improving and would like the fence put up. Comm. Nardiello suggested the possibility of asking the fence company to have the payments stretched out over three to four months, which Comm. Zullo said he would ask. Comm. Galvach expressed his concerns over expenses since the new Prologis buildings will affect us since we have to provide hydrant service. Comm. Santorelli suggested like he did at the last meeting to file a police report for trespassing on private property and stated they should talk to the owners, which Comm. Zullo did. Comm. Nardiello suggested a makeshift fence from the township to deter the trespassing.

MOTION to investigate the possibility of the fence company stretching the payments out, with the stipulation that all proper permits and surveys are done so the fence is put on our property, made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

The fence issue will be tabled until the next meeting.

Comm. Galvach inquired if the permit and final inspection for the hot water heater were done, which Comm. Zullo will look into.

Comm. Zullo stated that he was unaware that the air conditioning was not working and that Airtech will be here in the morning.

Comm. Zullo reported that there was a temporary fix with the truck exhaust system and it is working now.

Comm. Huber inquired about the status of the treadmill for downstairs, since the one that was donated is broken. Comm. Nardiello stated that he understands the financial restraints, but the treadmill is used as a training device for the men to stay in shape. Comm. Galvach expressed concerns over finances and prioritizing expenses, especially since we have not yet received the FEMA reimbursement. Comm. Zullo stated that the

suggestion was made to him that the money from the scraps be used towards a treadmill. Comm. Huber tabled the issue until the November meeting when funds can be transferred.

Comm. Nardiello read the mission statement that will be posted on the website.

Comm. Nardiello stated he will finalize the report regarding career staff responding to EMS calls by the next meeting.

### **NEW BUSINESS:**

Comm. Nardiello suggested purchasing a new, larger mailbox since it gets overloaded and the mail is left on top or on the ground. Comm. Nardiello stated the hard plastic mailboxes run \$89-\$120. Comm. Galvach tabled the issue with the mailbox.

Comm. Santorelli inquired if there has been any mention of stipend regarding the First Responder program, which Comm. Nardiello stated that there was not.

MOTION for the past practice allowance for the Commissioners attending the Fire Fighters Convention in Wildwood, made by Comm. Zullo, seconded by Comm. Santorelli. All in favor 5-0.

Local 290 Second Vice-President Michael Mastanduno suggested that the Board contact The Club at Woodbridge and have someone come out to fix the treadmill.

The Board Clerk read the Annual Audit Resolution.

### **Roll Call Vote:**

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

Mr. Ed Mullen, a representative from the Joint Board of Fire Commissioners addressed the Board with a claim that Port Reading District 2 owes the Joint Board money and they are prepared to go to court to settle the matter.

Mr. Mullen stated that he will ask the Joint Board to waive all past interest and pay what is owed over a three year period. Mr. Mullen suggested coming to a Joint Board Meeting and advised that the assessments will be coming down in the future.

Comm. Santorelli stated for the record that Port Reading District #2 does not owe the Joint Board anything.

MOTION to adjourn meeting at 9:15 pm made by Comm. Santorelli, seconded by Comm. Nardiello. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

**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, 2012 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, 2012, 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 SEPTEMBER 3, 2013.**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

RECORDED VOTE		
MEMBER	AYE	NAY
GALVACH, K	X	
SANTORILLI, R	X	
Zullo, J	X	
Nardiello, L	X	
Huber, L	X	

## BOARD OF FIRE COMMISSIONERS DISTRICT NO 2

9/13

## BILL LIST

Fiscal Basis

August 6 through September 3, 2013

Date	Num	Name	Memo	Amount
<b>Columbia - Voucher</b>				
09/03/2013	27525	Casazza & Ur, Public Accountants...	Monthly Fee - September 2013	-2,208.33
09/03/2013	27526	MIDDLESEX WATER COMPANY	Hydrant Service for August 2013	-11,390.42
09/03/2013	TEPS	New Jersey State Health Benefits ...	Retiree Health Benefits September 2013 ID#146900	-1,092.29
09/03/2013	27527	Woodbridge Fire District #1	Reimbursement - Dental & Vision Coverage - September 2013	-1,670.41
09/03/2013	27528	Fords Fire District #7	Dispatch Service - September 2013	-5,412.00
09/03/2013	27533	Jessica Rizitis	Website Maintenance - August 2013	-125.00
09/03/2013	27534	LIFE INSURANCE COMPANY OF...	LIFE INSURANCE - 9/15/13 - 10/14/13 GL 009906	-1,228.15
09/03/2013	TEPS	New Jersey State Health Benefits ...	Health Benefits September 2013 ID#146900	-16,497.39
09/03/2013	27535	Comcast of New Jersey	Account #06101 604125-01-4 TV/Internet/Phone	-372.92
09/03/2013	27536	EHRlich	Commercial Pest General Maintenance Service - Cust# 238998	-59.54
09/03/2013	27537	FORDS LAWN MOWER	Lawn Mower - Tune Up - Labor & Parts	-185.08
09/03/2013	27538	Hodulik & Morrison PA	2012 Audit Preparation	-6,500.00
09/03/2013	27539	MIDDLESEX COUNTY FIRE ACA...	Firefighter I - Matyi	-236.00
09/03/2013	27540	Elizabethtown Gas	Account # 2202559020 - Firehouse 6/24/13-07/23/13	-118.98
09/03/2013	27541	Racestar	Fuel - July 2013	-172.80
09/03/2013	27542	TURNOUT FIRE & SAFETY INC.	3 Workboots	-285.76
09/03/2013	27543	SKYLANDS AREA FIRE EQUIPM...	8 - Workboots	-2,336.00
09/03/2013	27544	STATE OF NJ DEPT OF LABOR	Assessment Year End 12/2012 EIN 0-226-002-948/000-00	-132.49
09/03/2013	27545	SKYLANDS AREA FIRE EQUIPM...	14 Sets of Turnout Gear	-27,658.15
09/03/2013	27546	Witmer Public Safety Group	1 - Workboot	-110.98
09/03/2013	27547	Witmer Public Safety Group	2 - AC Hotstick Voltage Detectors	-639.98
09/03/2013	27549	BOARD OF FIRE COMMISSIONERS...	Deposit - New Engine Reserve Account	-35,000.00
09/03/2013	27550	Casazza & Ur, Public Accountants...	LOSAP Administration	-500.00
09/03/2013	27551	Valic	2012 LOSAP Contribution - First Aid Squad	-6,425.00
09/03/2013	27552	Valic	2011 & 2012 LOSAP Contribution - Fire Company	-4,675.00
09/03/2013	27553	Confires Fire Protection Service L...	Inspect Wet Chem Kitchen Fire System	-167.70
09/03/2013	27554	DUANE J. NORELLI JR	Hall Rental Administrator	-50.00
09/03/2013	27555	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-6.91
09/03/2013	27556	NEW JERSEY FIRE EQUIPMEN...	7 - Scott 450 PSI 30 Minute Cylinders Hydro-test & Recharged	-252.00
09/03/2013	27557	PSE&G	ELECTRIC BILL	-2,113.47
09/03/2013	27558	Staples Business Advantage	Supplies	-61.26
09/03/2013	27559	ABSOLUTE FIRE PROTECTION ...	Cut & Recouple 5" Hose	-240.00
09/03/2013	27560	F & S Tire Corp Inc	2 - Tires	-203.56
09/03/2013	27561	MCBEE SYSTEMS, INC.	500 - Voucher Checks & 500 - Envelopes	-309.66
09/03/2013	27562	Staples Business Advantage	Acct#1054611 Supplies	-122.32
09/03/2013	27563	TURNOUT FIRE & SAFETY INC.	21 - Nomex NFPA Trousers	-2,283.22
09/03/2013	27564	ABSOLUTE FIRE PROTECTION ...	2001 E-One Pumper - Miscellaneous Repairs	-2,723.08
09/03/2013	27565	TURNOUT FIRE & SAFETY INC.	3 - Nomex NFPA Trousers	-335.62
Total Columbia - Voucher				-133,901.47
<b>TOTAL</b>				<b>-133,901.47</b>

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

September 3, 2013

Treasurer's Report

BEGINNING BALANCE	\$ 290,211.77
Deposits	451,696.35
Interest	64.08
Payroll	( 66,245.22)
Payroll Tax/Adjustments/Transfers	( 74,864.97)
Disbursements for the Month	( <u>133,901.47</u> )
ENDING BALANCE	\$ 466,960.54



# BOARD OF FIRE COMMISSIONERS • FIRE DISTRICT NO. 7

667 King George Road  
Fords, NJ 08863  
Business: 732-738-7000 Fax: 732-738-3932

FIRE • POLICE • MEDICAL  
EMERGENCIES  
DIAL 9-1-1

## 2014 ANNUAL RENEWAL AGREEMENTS FOR DISPATCH

**WHEREAS** an interlocal agreement for dispatch services has previously been entered between Fire District #7 and Fire District # 2 both in Woodbridge Township, Dated October 5, 1998; and

**WHEREAS** both Districts have annually renewed said Agreement and again agree to renew said Agreement for the year 2014; and

**WHEREAS** the parties enter into this Agreement to memorialize the annual renewal with the only change being the revised rate to be paid by District #2 to District #7;

**NOW, THEREFORE**, be it agreed as follows;

1. District #2 shall pay District # 7 an annual fee of \$66,243.00 to be paid \$5,520.00 monthly on or before the first day of each month beginning January 1, 2014 with the last payment due on or before December 1, 2014.
2. All other provisions of the original Dispatch Agreement annually renewed to the present shall remain in full force and effect as though fully restated and set forth herein.
3. Approval of this Agreement shall be by Resolution of the Boards of Commissioners for the respective Fire Districts.

**PORT READING BOARD OF  
FIRE COMMISSIONERS  
FIRE DISTRICT # 2**


\_\_\_\_\_  
President

Witness:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

**FORDS BOARD OF  
FIRE COMMISSIONERS  
FIRE DISTRICT # 7**

  
\_\_\_\_\_  
President

Witness:

  
\_\_\_\_\_  
Secretary

Dated: 8/15/13

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

Date	REPAIRS-ISSUES-DETAILS
8-1-13	Absolute delivered handle for water thief.
8-3-13	Handle repaired on water thief and place back into service on engine 2-2.
8-3-13	Career turnout gear delivered, form Safe-T
8-3-13	Emergency Generator Hours 451.1
8-4-13	Career turnout gear issued out to all career personnel, starting to box all old gear for cleaning and repair to be sent out. Noticed posted for all tours to place old gear in boxes for pickup.
8-4-13	Spenniolo Plumbing here looking at A/C unit in basement, Commissioner Zullo notified.
8-8-13	NJ Fire Equipment here to pickup (7) SCBA cylinders for Hydro Testing # 1015,1016,1017,1018,1019,1021 & 1023 No Air Packs on 2-3-3 Apparatus placed OOS with Station 7.
8-8-13	Absolute Called to set up appointment for service and repairs of Engine 2-1
8-9-13	Woodbridge Police using hall.
8-9-13	Ehrlich Pest Control here checking building.
8-10-13	Reported by on-duty personnel strong sulfur smell in truck bay, issued tracked down to FA-14 Battery, EMS advised.
8-12-13	Old Career gear packaged up and sent out for repairs and inspection.
8-13-13	Craig's Plumbing here working on ejector pump problem, completed at 16:30 hrs
8-14-13	National Fence here meeting with Commissioner Zullo
8-14-13	Absolute here picking up (6) lengths of 5" hose that failed hose testing, approved by Commissioner Nardiello to send out for repairs.
8-15-13	Installed 22 hydrants markers throughout District
8-16-13	Woodbridge Police using hall
8-16-13	(7) SCBA cylinders returned from NJ Fire Equipment, hydro testing completed, 2-3-3 placed back in service all air packs are back in service.
8-19-13	08: 00 Hrs. Absolute here picking up engine 2-1
8-20-13	Picked up supplies, urinal screen blocks and AA batteries.
8-20-13	Called NJ Fire Equipment to Pickup (6) SCBA packs for flow testing, will be picked up on 8-21-13
8-20-13	FF Douglas advised me A.C. not working in meeting room, shut system down waited 15-20 minutes for re-set system still did not work, called commissioner Zullo who advised me to call Air-Tech.
8-20-13	Air-Tech here at 12:35 hrs checked system determined, door on unit was not in correctly, causing limit switch not making contact, system working fine at 12:50hrs
8-21-13	Staples delivery here, ordered toner for printer in watch room, and red pens.
8-21-13	NJ Fire Equipment here Picked up (6) SCBA packs for flow testing.
8-24-13	Gear returned to Firehouse, (3) pairs of pants and (1) coat condemned, taken out of service, rest of gear waiting to be returned with repairs made.
8-25-13	Air fitting swapped from 2-1 & -2-2 air leak stopped on engine 2-2.
8-26-13	Engine 2-1 returned repairs completed, and (5) lengths of 5" hose also returned, (1) length not returned condemned placed out of service. Engine called back into service with Station 7.
8-26-13	NJ Fire Equipment here dropping off (6) SCBA packs that were flow tested, and passed. Re-installed on 2-1
8-27-13	NJ Fire Equipment here performing Flow testing on rest of air packs in engine 2-2 and 2-3-3, total of (12) completed, also some repairs were made and all unit passed inspection.

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

8-27-13	On-duty personnel report while pulling out 2-2 hose did not disengage, hose was damaged and repaired, Commissioner Zullo and Galvach advised, incident report completed and reviewed by Acting Captain.
8-28-13	While performing apparatus check found exhaust hose on 2-1 ripped, removed damaged section and repaired hose, back in service.
8-28-13	Attended grant seminar with Capt Golden Woodbridge FD, and Fire Official Frank DellaPietro Fords FD, we will try to get a Regional grant for all three districts (Port Reading, Fords, Woodbridge) will give us 21 air packs, but if we do not receive it we should start purchasing a least two packs each year starting next year.
8-28-13	Picked up (2) packages of sponges and air fitting for engine 2-1 from Max Brown's.
8-30-13	Esporta cleaners returned PPE gear, still missing (3) coats that required repair.
8-30-13	13:30 Lawn Doctor here providing fertilizer to lawn.
8-30-13	Squirt -2-3-3 will need to be sent out for repair immediately door handle, Passenger rear tires, Ariel device will not meeting DOT and NFPA Standards.
8-30-13	Our grant for Bail/out harness has been declined, by FEMA will try to get it again, this year there is a new program out this year call micro-grant, for departments that have been denied two or more time and not looking for a large amount of money, this grant is capped at \$25,000.00
8-30-13	Firefighters Convention coming up next week, would like to know Board's feelings on placing a extra career guy on-duty Friday, Saturday and Sunday First half of shift to bolster shift response on all call responding with 3 members.

# 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).

## 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.

## 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.

Squirt -2-3-3 will need to be sent out for repair immediately door handle, Passenger rear tires, Ariel device will not meeting DOT and NFPA Standards.