

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
November 6, 2023**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of November 6, 2023 was called to order by Commissioner Santorelli at 7:00 pm. All Five Commissioners were present: Comm. Santorelli, Comm. Molnar, Comm. Weber, Comm. Cinelli and Comm. Eagan. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Minutes of the October 2, 2023 meeting were reviewed.

MOTION made by Comm. Molnar to accept the October 2, 2023 minutes, seconded by Comm. Weber. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 2,814,576.84
Deposits	\$ 0
Interest	\$ 2,946.42
Payroll	\$ (137,311.16)
Payroll Tax/Adjustments	\$ 5,459.92
Disbursements for the Month	<u>\$ (87,334.63)</u>
Ending Balance	\$ 2,598,337.39

MOTION made by Comm. Weber to accept the Treasurer's Report, seconded by Comm. Eagan. All in favor 5-0.

BILLS TO BE PAID: \$ 87,334.63

MOTION made by Comm. Weber to pay the bills and add on bills, seconded by Comm. Molnar. All in favor 5-0.

Comm. Weber abstained from Bill #3197.

CAPTAIN'S REPORT:

The Captain's Report was submitted and reviewed.

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

CHIEF'S REPORT:

The Chief's Report was submitted and reviewed.

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

The Board Clerk read the Resolution to transfer budget line items with excesses be authorized to budget items with insufficient balances in the amount of \$62,017.00.

MOTION made by Comm. Cinelli to transfer budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$62,017.00, seconded by Comm. Weber. All in favor 5-0.

ROLL CALL VOTE:

Comm. Santorelli – Yes
Comm. Molnar – Yes
Comm. Weber – Yes
Comm. Cinelli – Yes
Comm. Eagan – Yes

TAXPAYER COMMENTS:

There were no comments from the public.

UNFINISHED BUSINESS:

Comm. Weber reported that the three SCBA frames that were purchased in December 2022 were finally delivered.

Comm. Weber reported that the First Aid and Fire Company conducted a Trunk or Treat, which was a success and thanked all that were involved.

Comm. Weber thanked Captain DeLeo with coordinating the donation from Prologis through Bed Bath and Beyond.

Comm. Weber reported that the Open House was a great success and thanked Captain Holloway and all involved.

Comm. Weber reported that the Volunteer Fire Company participated in the Trunk or Treat at Woodbridge Mall, which was an overwhelming turnout and they did a great job, yet needs to be re-evaluated for next year.

Comm. Weber reported that the radio was installed and programmed, however there is a wiring issue and needs to be brought to Sal at Absolute.

NEW BUSINESS:

MOTION was made by Comm. Weber to purchase two additional new SCBA frames with bottles, not to exceed \$20,000, seconded by Comm. Cinelli. All in favor 5-0.

Comm. Molnar reported that the tree lighting will take place on Wednesday, 11/29 at 6 pm and there will be new activities for the kids. Comm. Molnar reported that the tree will be lit for the Light Parade on 11/25.

Comm. Santorelli reported that the Budget Workshop session is going to be 11/27 at 6:00 pm.

Motion was made by Comm. Eagan to go into Executive Session at 7:10 pm, seconded by Comm. Weber. All in favor 5-0.

MOTION out of Executive Session at 7:40 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were personnel issues.

MOTION was made by Comm. Weber to extend the certification for entry level firefighter for 60 days, seconded by Comm. Cinelli. All in favor 5-0.

MOTION was made by Comm. Weber to formulate a new engine committee to replace Engine 2-2, seconded by Comm. Molnar. All in favor 5-0.

Comm. Santorelli stated that the engine committee would consist of Comm. Weber, Comm. Eagan, Captain Douglas and requested that Comm. Weber put out a notice if anyone else would like to serve on the committee.

Comm. Molnar inquired about the email from Board Accountant Bucsanszky regarding a secure server. Board Account Bucsanszky stated that it is an IRS requirement and that we will need to move forward with. Comm. Weber started the process with the township, however it could take up to two years to be a part of the township server.

Board Accountant Bucsanszky reported that she included the budget packet in the Comm. folders and stated that if they had any questions prior to the budget meeting to reach out to her.

Comm. Weber requested overtime approval for the driver for the light parade, which was approved by Comm. Santorelli.

MOTION to adjourn meeting made by Comm. Molnar at 7:46 pm, seconded by Comm. Weber. 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

November 6, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,814,576.84
Deposits	0
Interest	2,946.42
Payroll	(137,311.16)
Payroll Tax/Adjustments/Transfers	5,459.92
Disbursements for the Month	<u>(87,334.63)</u>
ENDING BALANCE	\$ 2,598,337.39

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

October 3 through November 6, 2023

11/03/23

Date	Num	Name	Memo	Amount
Northfield - Voucher				
10/03/2023	3167	Bart & Bart CPAs	Completion of 2022 Audit	-7,000.00
10/03/2023	3168	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -10/01...	-380.40
10/03/2023	3169	FRANCIS CAMPBELL	E-mail Hosting/Support - September 2023	-216.00
10/03/2023	3170	FRANCIS CAMPBELL	E-mail Hosting/Support - October 2023	-216.00
10/03/2023	3171	POSTMASTER	2 Rolls of Stamps	-132.00
10/03/2023	3172	WEJ Consulting LLC	UHF Mobil Radio - 1 Year Warranty	-2,500.00
11/06/2023	3173	Absolute Fire Protection Co...	2021 E-One Pumper (2-1) Repair Siren Brake	-4,292.72
11/06/2023	3174	ALERT ALL CORP	Fire Prevention Material	-3,280.00
11/06/2023	3175	Approved Fire Protection Co	Annual Fire Extinguisher Inspection	-658.34
11/06/2023	3176	Brian A Bontempo	Monthly Fee - November 2023	-866.67
11/06/2023	3177	COASTAL REFRIGERATIO...	Ice Machine Cleaning	-395.00
11/06/2023	3178	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-629.10
11/06/2023	3179	David Matyi	Delivery of Engine 2-1 to Absolute	-50.00
11/06/2023	3180	Elizabethtown Gas	Account # 2202559020 - Firehouse 08/24/2023 - 9/22/...	-79.76
11/06/2023	3181	Fire-Dex, GW, LLC	Inspection & Cleaning of Uniforms	-10,172.00
11/06/2023	3182	Fizer Plumbing & Heating, L...	Clogged Sewer Line in Ladies Restroom	-489.00
11/06/2023	3183	Fords Fire District #7	Dispatch Service - November 2023	-6,094.75
11/06/2023	3184	Home News Tribune	Account #1120460/ Notice Summary Of Audit Report 2...	-93.50
11/06/2023	3185	Jessica Rizitis	Website Maintenance - November 2023	-211.92
11/06/2023	3186	Ken Galvach.	Engine to Absolute Fire Co - Repairs 7-18-2023	-50.00
11/06/2023	3187	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 11/17/2023-12...	-893.20
11/06/2023	3188	Maria Bucsanszky, E.A	Monthly Fee - November 2023	-2,791.67
11/06/2023	3189	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service October 2023	-13,717.63
11/06/2023	3190	NAPA Auto Parts of Colonia	Supplies - Peak Battery Amps	-81.99
11/06/2023	3191	NJ E-ZPass	Violation#s T062379696935-01/T062379696935-02	-30.00
11/06/2023	3192	PORT READING EXEMPT ...	2023 Annual Stipend	-1,250.00
11/06/2023	3193	PORT READING FIRE CO #1	2023 Stipend Funds-Refreshments, Irish Parade, Banq...	-3,589.27
11/06/2023	3194	PORT READING LADIES A...	2023 Stipend	-800.00
11/06/2023	3195	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,004.30
11/06/2023	3196	Red Line Fabrication & Mac...	Installed Flashlight in Cab & Hook Holders to Rear	-1,405.00
11/06/2023	3197	Stephen Weber	Reimbursement - Hiring Booklets, Interview Letter & En...	-240.21
11/06/2023	3198	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -11/01...	-380.40
11/06/2023	3199	TOWNSHIP OF WOODBRI...	Fuel - July 1, 2023 - Sept 29, 2023	-562.09
11/06/2023	3200	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
11/06/2023	3201	WETSCAPE	Winterize Zone 1	-109.00
11/06/2023	3202	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage -November...	-2,135.72
11/06/2023	3203	Ken Galvach.	Engine to Absolute Fire Co - Repairs 10-04-2023	-50.00
11/06/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active 11/01/2023 - 11/...	-16,910.23
11/06/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Retired 11/01/2023 - 1...	-3,496.74
Total Northfield - Voucher				-87,334.63
TOTAL				-87,334.63

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2023 budget appropriations have insufficient balances to meet the 2023 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

From		To	
G-01-F/Firefighters	\$ 42,517.00	G-01-R/Overtime	\$ 40,000.00
H-01-01/Social Security	\$ 15,000.00	G-01-C/Captains	1.00
H-01-02/Unemployment	2,000.00	G-04-01/Fire Dist Admin	1.00
H-01-06/Accident & Sickness	1,500.00	H-24-03/Utilities-Telephone	2,500.00
H-01-07/Life Insurance	1,000.00	H-26-05/Truck Repair	10,000.00
		L-02-02/Computer Serv	7,500.00
		L-02-07/Fire Prev Program	1,700.00
		H-05-01/Insurance Package	314.00
		L-01-01/Fire Official	<u>1.00</u>
 TOTAL	 \$ <u>62,017.00</u>	 TOTAL	 \$ <u>62,017.00</u>

MOTION to accept resolution made by Comm. Cinelli, seconded by Comm. Weber, all in favor.

Robert Santorelli, President	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
JoAnn Molnar, Vice Pres	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Stephen Weber, 2 nd V.P.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Mark Cinelli, Treasurer	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Daniel Eagan, Secretary	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Adopted, November 6, 2023

Date

Daniel Eagan, Treasurer

Daniel Eagan

Chiefs report for NOVEMBER commissioners meeting

Total calls for the month of October was:26 and brings our total calls for the year to:268

- 9 fire alarms
- 2 MVA
- 3 drills
- Public assist cat in drain
- 1 down wire
- 3 auto aid
- 1 assist animal control
- 3 co detector
- 1 water leak
- 1 vehicle fire
- 1 hazmat

Past event

- 10/12 fire prevention open house
- 10/24 trunk or treat at PRFD parking lot
- 10/26 trunk or treat at woodbridge center mall
- 10/28 boot drive

All Went well and a good turnout thank you all who attended

Upcoming events

- Light Parade november 25 at 6pm
- PORT READING annual tree lighting 11/29 at 6:00 pm

Port Reading Fire Department



Captains' Report – September 28, 2023 - November 1, 2023

Engine 2-1

10-2-2023 - Red Line installed scratch plates on 2-1 for NY hooks.

10-4-2023 – 2X91 & VFF#125 took to Absolute for service.

10-10-2023 - Engine picked up from Absolute. Back in service.

10-21-2023 – WEJ Consulting removed inoperable trunking radio head and associated hardware and installed a used replacement trunking radio head and associated hardware. Radio currently unusable, needs to be programmed.

10-27-2023 – Radio programmed by WPD Tech Department

Engine 2-2

9-28-2023 - SCBA #FP-20-6 placed out of service, tagged and left on workbench. Unit's PASS alarm will not shut off.

10-2-2023 - SCBA #B-11 placed out of service, tagged and left on workbench. Leak from low pressure hose.

Support Pick-Up 2-3-4

Fire Company Vehicle 2-3-5

Support Unit 2-3-6

Fire Prevention Vehicle 2-3-7

10-23-2023 - Vehicle taken to Danny's Automotive for oil change.

Marine 2-3-8

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Box Trailers, Open Trailer & Decontamination Trailer

Equipment

10-2-2023 - PVFF Karmazyn's SCBA mask broke during Firefighter I class. No replacement in stock. Borrowed SCBA mask from Avenel Fire until new mask is delivered. C8 placed order for two new masks.

10-6-2023 – C11 attended a meeting of the NJ Regional Fireboat Task Force and Division of Fire Safety at Union County Fire Academy. The purpose of the meeting was to discuss the feasibility of creating a shipboard firefighting strike team utilizing the NJRFTF's existing members. OM Small was briefed on the points that came out of the meeting.

10-11-2023 – Ordered replacement extrication gloves for FF DiLeo along with 1 spare pair.

- An email was sent to career personnel regarding start up procedures in reference to the error codes and issues on 2-1.

10-18-2023 - Issued new extrication gloves to 2-4-12. Additional spare placed in stock.

10-23-2023 Small power supply for the combi-tool on Engine 2-1 is not staying on. Unit taken OOS. Call placed to Kraese Repairs to look at the unit. Approved picked up used CO2 extinguisher and gave replacement. NJFE dropped off 2 repaired SCBA.

10-28-2023 One 20 lb. ABC extinguisher used off of Engine 2-1 at vehicle fire. Needs recharge service.

10-31-2023 NJFE delivered 4 new Scott X3 Pro SCBA

Picked up lumber from Home Depot to make cribbing for 2-2

New child/adult AED pads delivered and placed on engines and equipment

Building and Grounds

9-29-2023 - CRC cleaned ice machine

10-4-2023 Prop vehicle removed from Lee St lot.

10-6-2023 - Contacted Fizer Plumbing about issue in ladies' room with toilet and floor drain, approved by OM Small. Fizer Plumbing cleaned out all trap lines in floor, caused by debris clog.

10-16-2023 – Received call from Career Firefighter Applicant who has a conflict with picking up application packet date and time due to fire school attendance. Forwarded contact information to OM Small.

10-17-2023 Airtech here for Furnace start up annual.

10-23-2023 FD Candidate packet pick up in hall 1930.

10-24-2023 0800 Assisted OM Small with securing parking area for upcoming event on Lee Street lot.

0845 C6 and OM Small provided application packet and detailed instructions for prospective Career Firefighter Candidate.

1200 Found sump pump stuck on and leaking from middle fernco check valve coupling. Spraying water on electrical equipment. Secured power. CAD, Hotline and Fire Alarm Back up switch failed. Notified OM Small. Fizer Plumbing replaced couplings with compression fittings and replaced sump pump.
Woodbridge Township IT department

1400 Wetscapes here blowing out sprinkler lines.

10/25/2023 C 8 safety meeting with JIFF rep.

10-27-2023 – ODP, with aid from Woodbridge DPW picked up various items being disposed of at the former Bed Bath and Beyond warehouse. Items placed in bay and have begun utilizing throughout the firehouse.

10-28-2023 ODP and Members of VFC picked up door/window escape prop from Colonia FD and returned it to storage shed at PSEG Central Maintenance.

11-1-2023 Received delivery of DEF from NAPA

Lawn maintenance suspended due to rain and wet conditions.

Fuel

10-2-2023 - Engine 2-1 → 34.1 gallons @ Station #1

10-3-2023 Engine 2-2 29 gallons- Station #1. Township diesel pumps O.O.S.

10-10-2023 - Unit 2-3-4 → 9.876 gallons

10-12-2023 - Engine 2-2 → 32.7 gallons @ Station #1

10-14-2023 - Engine 2-1 → 27.8 gallons @ Station #1. Unit 2-3-6 → 10.245 gallons

10-18-2023 - Unit 2-3-7 → 8.500 gallons

10-26-2023 - Engine 2-1 → 30.0 gallons @ Station #1

10-30-2023 - Unit 2-3-4 → 13.000 gallons. Unit 2-3-6 → 8.000 gallons

Training

9-28-2023 - VFF Bombardier completed SCBA refresher training with C-6. Monthly drill, day and night sessions, MVX Refresher training with C-6.

10-1-2023 C8, 201 & 2412 MVX Refresher training in Lee Street lot.

10-2-2023 - VFF Bombardier completed MVX refresher training with C-12. Live burn training at Middlesex County Fire Academy.

10-3-2023 – Live burn training at MCFA

10-4-2023 -- Emailed completed drill outline for 10-21-23 Buckeye Butane drill.

10-5-2023 249 MVX training complete.

10-28-2023 Emailed Morris county Fire Academy to ascertain availability and FF 1 and 2 course schedule for early 2024 for potential new hires. Awaiting reply.

10-29-2023 Monthly drill – Butane emergency at Buckeye Pipeline.

Disposal List

10-2-2023 - One AV3000 SCBA mask, not repairable.

10-19-2023 – 2 Adult, 3 PED AED pads

Special Details

10-10-2023 - Fire Prevention program @ Station #2 for Port Reading Learning Center

10-12-2023 0845- 1145 School #28 fire prevention public education program provided

1300-1530 School #9 fire prevention public education program provided.

1800-2030 Open house fire prevention public education program provided.

10-18-2023 - Fire Prevention program @ Station #2 for NJID

10-26-2023 - ODP attended Halloween Trunk or Treat at School #9 with 2-1. VFF Matyi and VFF Kreuzsch attended Township Trunk or Treat at Woodbridge Center with 2-3-6.

Officially,

Captains

Paul DeLeo

Richard Fritzsich

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- MobileEyes back office program off line from 10-2-2023 – 10-20-2023. Unable to update to add information into Pre-Plan software program. Unable to view on phones or iPad, however, system is working on tablets in engine only.
- Developed monthly after hours school use calendars for School #9 and #28.

- Set up training dates for all tours on MobileEyes Pre-Plan software program during the month of November.

Respectfully submitted,

Captain Anthony S. Terebetsky