

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
September 6, 2022**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of September 6, 2022 was called to order by Commissioner Santorelli at 7:00pm. 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 August 1, 2022 meeting were reviewed.

MOTION made by Comm. Molnar to accept the August 1 minutes, seconded by Comm. Cinelli. All in favor 5-0.

**TREASURER'S REPORT:**

Balance	\$ 1,179,592.29
Deposits	\$ 1,048,129.69
Interest	\$ 111.67
Payroll	\$ (132,436.29)
Payroll Tax/Adjustments	\$ ( 4,636.99)
Disbursements for the Month	\$ <u>(49,496.24)</u>
Ending Balance	\$ 2,041,264.13

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

**BILLS TO BE PAID:** \$ 49,496.24

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

**CAPTAIN'S REPORT:**

Captain Douglas reported on the bill that was held for "Abilitees Unlimited" last month, explaining that the amount was correct, however, it was coded wrong on the invoice and that it was for XXL shirts, not sweatshirts. Captain Douglas requested a revised invoice.

Captain Terebetsky requested permission to utilize overtime for two men on 9/12 for the Butane Drill at Shell that was rescheduled from last month. Comm. Santorelli approved the overtime.

Captain Douglas reported that they are on schedule with the equipment to mount the tablets on 9/22 and will then be coordinating the installation of the tablets. Captain Douglas looked into a tablet for the Fire Official and received two quotes from Dell for \$2000 and \$1700. Dell could not match the \$1500 that was previously approved.

Captain Douglas reported that they need an AED battery. Comm. Weber stated they should order through "Lifesavers" and that they are on backorder, but to send an email and when they receive it to replace it.

Captain Douglas reported that they have a portable radio that is not functioning and the estimated repair cost is \$355. Comm Weber requested an official quote for repair and will look into it with Operations Manager Small.

Captain Douglas requested permission to order more equipment labels.

Captain Douglas reported that they received the new hand lights. Comm. Weber requested a quote for the mounting of the lights and hooks.

Captain Douglas reported that they saw deficiencies and equipment issues at the recent turnpike incident. Captain Douglas reported on a recent demonstration of a battery-operated small combination extrication tool and that this tool would have been helpful with the bus. Captain Douglas requested that it be put on their wish list if the funds were available and order the extrication tool with two batteries and a charger through "Gunther" at a cost of \$11,000.

Captain Douglas reported that we lack incident command materials and offered his recommendations.

### **FIRE OFFICIAL REPORT:**

The Fire Official's Report was submitted and reviewed.

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

### **TAXPAYER COMMENTS:**

Jeff Kotusky, Flagstone Drive, Port Reading had an item for Executive Session.

There were no comments from the public.

### **CHIEF'S REPORT:**

Chief reported 37 calls for the month and 241 calls for the year.

Chief reported that there would be a 9/11 Ceremony at Woodbridge High School and has requested that everyone meet at Station 2 at 12:15 pm in dress uniform.

Chief reported that the light parade will take place on 11/26 and inquired if a committee has been formed.

Chief reported that he received an email from Captain DeLeo regarding a mandatory safety officer training on 10/8 & 10/9 at the Colonia Firehouse at 0800, however it is the same day as Port Reading Day. Operations Manager Small stated that he was going to bring this up during Executive Session.

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

### **OPERATIONS MANAGER:**

Operations Manager Small stated that Captain Terebetsky requested overtime for two firefighters for the Butane Drill at Shell with Woodbridge Fire Dept. on 9/12 for half day, which was approved.

Operations Manager Small stated that the staff has requested to wear their pink shirts for Breast Cancer Awareness month, which was approved.

Operations Manager Small sent Comm. Cinelli and Comm. Molnar estimates for the electrical work that needs to be done.

### **UNFINISHED BUSINESS:**

Comm. Cinelli reported that the ice machine has been fixed

### **NEW BUSINESS:**

Comm. Molnar inquired about the pink lightbulbs for the bay for the month of October.

MOTION made by Comm. Weber to enter Executive Session at 7:15 pm, seconded by Comm. Eagan. All in favor 5-0.

MOTION out of Executive Session at 8:06 pm.

### **EXECUTIVE SESSION:**

Matters discussed during Executive Session were two personnel issues and other items.

MOTION made by Comm. Molnar to file social security for years 1990, 1991 and 1993, not to exceed \$800, for an employee to correct those years, seconded by Comm. Eagan. All in favor 5-0.

MOTION made by Comm. Cinelli to approve \$965.35 estimate from "Thomas Electric" for subpanel installation, seconded by Comm. Weber. All in favor 5-0.

MOTION made by Comm. Weber to purchase the necessary command incident equipment, not to exceed \$2900, seconded by Comm. Molnar. All in favor 5-0.

MOTION to adjourn meeting at 8:07 pm made by Comm. Molnar 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

September 6, 2022

Treasurer's Report

BEGINNING BALANCE	\$ 1,179,592.29
Deposits	1,048,129.69
Interest	111.67
Payroll	( 132,436.29)
Payroll Tax/Adjustments/Transfers	( 4,636.99)
Disbursements for the Month	<u>( 49,496.24)</u>
 ENDING BALANCE	 \$ 2,041,264.13

**BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2**

**BILL LIST**

**August 3 through September 6, 2022**

09/01/22

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
09/06/2022	2738	Alterman & Associates, LLC	Legal Services - Pension Appeal - Brian Small	-1,145.00
09/06/2022	2739	Approved Fire Protection Co	Gas Meter Calibration	-389.13
09/06/2022	2740	Brian A Bontempo	Monthly Fee - August 2022	-833.26
09/06/2022	2741	COASTAL REFRIGERATIO...	Ice Machine - Replaced Cracked Inlet Water Valve	-195.00
09/06/2022	2742	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-573.62
09/06/2022	2743	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-84.27
09/06/2022	2744	Fords Fire District #7	Dispatch Service - August 2022	-5,975.25
09/06/2022	2745	Gear & Wash	Inspection & Cleaning	-398.00
09/06/2022	2746	GRAINGER	A/C# 887690728 Soap & Toilet Paper Dispenser	-69.17
09/06/2022	2747	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-324.41
09/06/2022	2748	Jessica Rizitis	Website Maintenance - Sept 2022	-207.75
09/06/2022	2749	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 09/17/2022-1...	-893.20
09/06/2022	2750	Maria Bucsanszky, E.A	Monthly Fee -September 2022	-2,653.00
09/06/2022	2751	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service August 2022	-13,709.30
09/06/2022	2752	NEW JERSEY FIRE EQUIP...	7- Hydro Test of SCBA Cylinder	-214.20
09/06/2022	2753	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,282.50
09/06/2022	2754	Staples Business Advantage	Acct#NYC 1054611- Supplies	-49.90
09/06/2022	2755	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -9/01/...	-334.80
09/06/2022	2756	TURNOUT FIRE & SAFETY...	Uniforms/Fritzs	-119.00
09/06/2022	2757	VERIZON WIRELESS	742492817-00001/Cell Phone	-160.04
09/06/2022	2758	WEST MARINE PRO	Hatch Access Clutch	-197.96
09/06/2022	2759	WETSCAPE	Replaced Hunter PGP, Broken Line & Service Call	-197.00
09/06/2022	2760	William Stamato	Reimbursement - Work Shoes	-100.00
09/06/2022	2761	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - Septemb...	-2,059.60
09/06/2022	2762	Approved Fire Protection Co	Annual Fire Extinguisher Inspection	-692.27
09/06/2022	2763	TURNOUT FIRE & SAFETY...	Uniforms/Pereira V	-99.00
09/06/2022	2764	Approved Fire Protection Co	Gas Meter Calibration	-389.13
09/06/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Active 09/01/2022 - 09/3...	-13,013.49
09/06/2022	TEPS	New Jersey State Health Be...	Health & Prescription BenefitsRetiree 09/01/2022 - 09/...	-3,136.99
Total Northfield - Voucher				-49,496.24
<b>TOTAL</b>				<b>-49,496.24</b>

9:16 AM

# BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

09/06/22

## ADD-ON BILLS

Accrual Basis

September 7, 2022

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Northfield - Voucher</b>				
09/07/2022	2765	Approved ...	Gas Meter Calibration	-374.63
09/07/2022	2766	FRANCIS ...	E-mail Hosting/Support - August 2022	-216.00
09/07/2022	2767	FRANCIS ...	E-mail Hosting/Support & Domain Renewal - September 2...	-254.95
Total Northfield - Voucher				-845.58
<b>TOTAL</b>				<b>-845.58</b>

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# Port Reading Fire Department

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## ***Captains' Report – July 28, 2022 - August 31, 2022***

### **Engine 2-1**

8-18-2022 Check engine light on. C11 via "AXIS" system determined misfire of Engine Cylinder #3 and #4. C6 contacted Absolute due to recurring issue. They will be sending a technician from Cummings to address.

8-24-2022 - Cummins here to address issue with check engine light. All error codes cleared out and engine running properly. No paperwork from Cummins as tech stated it is all under warranty.

### **Engine 2-2**

8-29-2022 Discovered exhaust hose torn at the top connection. Placed aside and OM Small and Capt. Fritsch notified in nightly update.

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

8-11-2022 Added 1 quart oil.

### **Fire Company vehicle 2-3-5**

### **Support Unit 2-3-6**

8-16-2022 - Unit taken to C&C Auto Repairs in Fords due to report of vehicle pulling to one side as per 2-L-1.

8-17-2022 - Unit picked up from C&C in Fords and placed back in service.

### **Fire Prevention vehicle 2-3-7**

### **Marine 2-3-8**

### **Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers**

### **LDH Box Trailers, Open Trailer & Decontamination Trailer**

### **Equipment**



8-11-2022 0855 Called Approved to have 1 gas meter serviced.

8-15-2022 1215 1 gas meter reading bad sensor (not the same one from 8/11), Approved called to have serviced.

8-16-2022 - Approved Fire Protection repaired 4-way Gas Meter #2. Found faulty oxygen sensor and faulty board. Repaired and placed back in service on 2-1.

8-17-2022 - NJ Fire Equipment returned 4 SCBA cylinders previously out for repair.

8-17-2022 Gear returned from Minerva, gear washed.

8-24-2022 - Gas Meter #4 reading error code O<sub>2</sub>. Approved called to have repaired.

8-26-2022 - Circular Vent Saw OOS, not starting. Kraese Repairs picked up on 8-28-2022

8-30-2022 - Gas Meter #4 reading error code O<sub>2</sub>. Approved came and repaired.

### **Building and Grounds**

8-1-2022 1 SCBA filled for WFD

8-4-2022 - Wet Scape came and made necessary repairs to lawn sprinkler system.

8-15-2022 Called C & C (Fords) to have support Unit 236 checked for steering issue discovered when operated on call 2022-217. Authorized by the Director.

Electrical issue with the compressor in Bay. Director said he will handle.

8-16-2022 - Filled 1 SCBA bottle for Woodbridge FD.

8-20-2022 - Filled 1 SCBA bottle for Woodbridge FD.

8-24-2022 - Kohler Emergency Generator conducted weekly test.

8-29-2022 1 SCBA filled for WFD

8-30-2022 Ehrlich Pest Control here providing service

### **Fuel**

7-29-2022 - Marine 2-3-8 → 6.007 gallons (\$28.59) from Dockside Bait & Tackle.

8-9-2022 2-1 24.402 gls

8-12-2022 2-1 25.100 gls

8-15-2022 Engine 2-2 23.506 gallons.

8-16-2022 - Unit 2-3-4 → 13.223 gallons.

8-23-2022 Engine 2-1 22.367 gallons

8-28-2022 - Unit 2-3-6 → 8.245 gallons.

8-30-2022 - Engine 2-1 added 25.499

### **Training**

7-28-2022 - Monthly drill held by C-6, (Marine) Remains Recovery training with Marine 2-3-8.

8-2-2022 - C6 enrolled C12 in CBA required Fire Instructor I class at the MCFA beginning September 19 and IMS - 400 beginning December 3.

8-18-2022 - C6 Submitted IMS Level 1 certification application to NJ DFS for VFF#130

8-22-2022 - VFF Candidate #131 Began Firefighter 1 training at the MCFA.

8-26-2022 - C6 Met with Buckeye official to plan Multi-Agency drill with PAFD's foam tender tentatively for October 18 @0900.

Live Burn Drill Application for Department submitted to MCFA requesting October 27.

8-30-2022 - Buckeye Pipeline requesting MOB drill for Friday Sept 2. Will be following up to see what they are requiring of the fire district.

8-31-2022 - Middlesex County Fire Academy confirmed use of the taxpayer building for live burn on October 27 to begin at 1930. Buckeye will be holding a practical Man Overboard drill on Friday September 2, that will include deploying Marine 2-3-8.

### **Disposal List**

Officially,

Captains

Paul DeLeo

Rich Fritsch

Evan Douglas

Anthony Terebetsky

**Compliance Captain's Report**

8-11-2022 0818 Follow up with CRC to see when they will have the ice machine part and finish with repairs.

1250 Received call from CRC, they said they are still waiting on the part. Soon as they receive, they will be out.

8-22-2022 0900 CRC completed repairs to the ice machine.

8/24/2022 Met with Tom, of Thomas Electric regarding estimate / quote for electrical work possibly getting done in Bay. Director Small was updated and is aware.

Respectfully submitted,

Captain Richard J. Fritsch

**Pre-Planning Captain's Report**

- Updated hydrant pre-plans for all residential addresses within District.
- Updated hydrant listing of District to include main size.
- Contacted Middlesex Water Company for updated print of hydrant maps of District since multiple new hydrants have been installed. Middlesex Water Company will be providing new maps.
- Began creating overhead maps of residential streets. Streets completed:
  - A Street
  - B Street
  - Bayberry Court
  - Beacon Street
  - Hemlock Drive
  - Lani Court

Respectfully submitted,

Captain Anthony S. Terebetsky