

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
July 5, 2022**

The Board Accountant read the “Open Meeting Act” requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of June 5, 2022 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 June 6, 2022 meeting were reviewed.

MOTION made by Comm. Eagan to accept the June 6 minutes, seconded by Comm. Molnar. All in favor 5-0.

**TREASURER’S REPORT:**

Balance	\$ 1,474,382.79
Deposits	\$ 54,908.13
Interest	\$ 42.87
Payroll	\$ (92,716.94)
Payroll Tax/Adjustments	\$ (10,043.12)
Disbursements for the Month	\$ <u>(92,475.01)</u>
Ending Balance	\$ 1,354,184.96

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

**BILLS TO BE PAID:** \$ 92,475.01

Comm. Santorelli inquired about “Penguin Management” which is for E-Dispatch as per Comm. Weber.

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

**CHIEF’S REPORT:**

There was no Chief’s report. Captain DeLeo reported that there were 16 calls for the month.

## **CAPTAIN'S REPORT**

Captain DeLeo commended Captain Terebetsky for his pre-plan regarding the 4<sup>th</sup> of July fireworks. Captain DeLeo stated that everyone worked hard and they got a little busy and nervous with the wind direction that changed, but they did a great job.

Captain DeLeo reported that the training for the month will be a combined timed practical in the parking lot here.

Captain DeLeo reported that the Milos Way closure will take place next week and overtime has been approved. Comm. Weber stated it will be discussed further during Executive Session.

Comm. Molnar inquired about the status of the Engine 2-1 warranty. Board Accountant Bucsanszky will look into it and will request another extension if necessary.

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

## **FIRE OFFICIAL REPORT:**

The Fire Official's Report was submitted and reviewed.

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

## **TAXPAYERS COMMENTS:**

There were no taxpayer comments.

## **UNFINISHED BUSINESS:**

Comm. Molnar inquired through the Chair to the Attorney if we heard back from Geico regarding the motor vehicle accident. Attorney Bontempo stated that they acknowledged receipt of the letter and will circle back this week.

Comm. Santorelli inquired about the status with the turnpike issue. Comm. Cinelli stated that there has been a slow down on calls, but will follow up since it is starting to pick up again.

## **NEW BUSINESS:**

Comm. Molnar stated that the Iselin Fire Company 100<sup>th</sup> Anniversary was a very nice event and thanked everyone that attended. Comm. Molnar reported that we won three awards, including "Best Appearing Fire Company in the Township" which was great.

MOTION made by Comm. Eagan to enter Executive Session at 7:08 pm, seconded by Comm. Weber. All in favor 5-0.

MOTION out of Executive Session at 7:49 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel issues and policy change.

MOTION made by Comm. Weber to adopt and place into effect the following policy changes: SRG 1.2, 2.13, 2.2, 2.2.1, 2.2.2 and 2.2.3, seconded by Comm. Cinelli. All in favor 5-0. Comm. Weber thanked the committee.

Comm. Santorelli stated that the overtime has been approved for the railroad crossing project next.

MOTION to adjourn meeting at 7:50 pm made by Comm. Cinelli, seconded by Comm. Eagan. 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**

July 10, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,665,795.75
Deposits	2,500.00
Interest	2,741.93
Payroll	( 130,732.33)
Payroll Tax/Adjustments/Transfers	10,081.04
Disbursements for the Month	<u>( 82,990.31)</u>
 ENDING BALANCE	 \$ 2,467,396.08

10:19 AM

07/10/23

Accrual Basis

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

**ADD-ON BILLS**

July 11, 2023

---

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Northfield - Voucher</b>				
07/11/2023	3100	Approved Fire P...	Gas Meter Calibration	-300.00
07/11/2023	3101	FIREFIGHTER ...	Flotation Bomber Jackets	-929.22
Total Northfield - Voucher				-1,229.22
<b>TOTAL</b>				<b>-1,229.22</b>

---

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

**BILL LIST**

June 6 through July 10, 2023

07/05/23

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
06/06/2023	3067	FRANCIS CAMPBELL	E-mail Hosting/Support - May 2023	-216.00
06/06/2023	3068	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 02/22/2023 - 05/...	-802.73
06/06/2023	3069	PENGUIN MANAGEMENT, I...	Lieutenant Plan (25 Recipients) Unlimited App & Text N...	-972.00
06/06/2023	3070	FRANCIS CAMPBELL	E-mail Hosting/Support - June 2023	-216.00
06/06/2023	3071	Elizabethtown Gas	Account # 2202559020 - Firehouse 04/22/2023 - 05/...	-344.24
06/06/2023	3072	POSTMASTER	PO Box #207 Fee/12 Months	-168.00
07/10/2023	3073	Airpower International Inc	Yearly Service Contract 06/2023 - 05/2024	-1,695.00
07/10/2023	3074	Brian A Bontempo	Monthly Fee - July 2023	-866.67
07/10/2023	3075	Capital One Trade Credit	Truck Crane	-309.98
07/10/2023	3076	Central Jersey Joint Insuran...	Liability & Workers Comp Insurance - 2nd Installment	-25,168.00
07/10/2023	3077	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-569.93
07/10/2023	3078	DANNY'S AUTOMOTIVE C...	2009 Ford Explorer/ Oil Change	-76.98
07/10/2023	3079	Dockside Bait & Tackle	Marine 2-3-8 - Fuel	-37.21
07/10/2023	3080	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-91.85
07/10/2023	3081	Fizer Plumbing & Heating, L...	5/9 Replaced Trap Under Sink in Locker Room & 5/11 I...	-875.00
07/10/2023	3082	Fords Fire District #7	Dispatch Service - July 2023	-6,094.75
07/10/2023	3083	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-256.24
07/10/2023	3084	Jessica Rizitis	Website Maintenance - July 2023	-211.92
07/10/2023	3085	LAWN DOCTOR	Customer#795791 - Fertilization & Grub Prevention	-131.34
07/10/2023	3086	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 07/17/2023-0...	-893.20
07/10/2023	3087	Maria Bucsanszky, E.A	Monthly Fee - July 2023	-2,791.67
07/10/2023	3088	Michael DiLeo	Meeting Room Repairs & Paint Job	-2,000.00
07/10/2023	3089	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service June 2023	-13,717.61
07/10/2023	3090	NEW JERSEY FIRE EQUIP...	Fire Hoses	-1,211.00
07/10/2023	3091	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-994.42
07/10/2023	3092	Stone Mountain Printing	(100) Incident Report Forms	-66.10
07/10/2023	3093	Sureway Battery, LLC	(2) Batteries	-206.50
07/10/2023	3094	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pot#734229 -07/01...	-380.40
07/10/2023	3095	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
07/10/2023	3096	Witmer Public Safety Group	A/C# WOOTWP1 -Decals	-63.99
07/10/2023	3097	DANNY'S AUTOMOTIVE C...	2006 Ford F250/ Oil Change	-95.80
07/10/2023	3098	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
07/10/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active - 07/01/2023 - 0...	-15,706.12
07/10/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Retired - 07/01/2023 - 0...	-3,496.74
07/10/2023	3099	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - July 2023	-2,113.88
Total Northfield - Voucher				-82,990.31
<b>TOTAL</b>				<b>-82,990.31</b>

# Port Reading Fire Department

---



## ***Captains' Report – June 2, 2023 - July 5, 2023***

### **Engine 2-1**

6-13-2023 - Scheduled for PM on 7-10 at Absolute

### **Engine 2-2**

6-13-2023 - Scheduled for PM immediately following 2-1

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

6-14-2023 Taken to Danny's for oil change

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

6-28-2023 - C12 found tires on vehicle in need of replacement due to wear. 2-0-1 advised.

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

6-13-2023 Taken to Danny's for oil change

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

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

6-5-2023 Picked up repainted davit from Glasson's. Placed to dry in bay completely before reassembly and use.

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

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

### **Equipment**

6-13-2023 Received 2 portable radio batteries. One battery given to 2-0-1 and the other placed in service with Watchroom radio.

6-14-2023 Issued 11.5W boots to firefighter candidate for proper fit.

Received 2 50ft lengths 3" hose, 1 50ft length 5" hose (Replacements from Buckeye incident) from New Jersey Fire Equipment.

6-15-2023 C11 fixed issue with tablet in 2-2 not connecting. Also sent out an email regarding connection issues and how to solve them.

6-21-2023 Received final quote for 3 new sets of gear. Quote returned and order finalized.

Scheduled pickup of gear that needs minor repair/cleaning with Minerva.

Approved calibrated (4) gas meters from 2-2.

6-26-2023 1141 NJ Fire Equipment picked up SCBA cylinder in need of service and hydro test.

6-27-2023 0810 Airpower here for quarterly on Cascade.

1210 Gear Wash here to pick up 2 bags of gear.

6-30-2023 Northstar semi-trash pump out of service. Gas tank drain valve rusted out. Contacted Kraese repairs for service.

7-1-2023 0715 Kraese repairs picked up Northstar semi-trash pump.

7-5-2023 - Received invoice for Mustang Bomber jackets for Fire Company members. Delivery expected on 7-6-2023.

### **Building and Grounds**

6-5-2023 Firetex performed kitchen hood service. Paperwork left in Capt. Fritsch's mailbox.

- Fire Company/Commissioners meeting in hall 1800-2000
- New Fire Company member David Betancourt sworn in. Outfitted with full PPE and equipment, signed for in log book.

6-8-2023 - Found toilet in ladies' room not flushing and other toilet running for a prolonged time when flushed. Advised by OM Small to contact Fizer Plumbing for repairs, who came and replaced both flush valves.

6-18-2023 ODP removed weeds from property and sprayed weed killer

6-26-2023 1141 Lawn Doctor here providing service.

### **Fuel**

6-11-2023 2-1 @Station 1 - 33.2 gallons

6-12-2023 - Unit 2-3-4 → 12.000 gallons

6-14-2023 - Gas can 5.17 gallons

6-23-2023 Engine 2-2 26.6 gallons.

6-24-2023 - Engine 2-1 → 34.1 gallons at Station 1

7-2-2023 - Unit 2-3-6 → 7.524 gallons



7-4-2023 - Engine 2-1 added 28.6 gallons

- M238 added 8.7 gallons to main fuel tank

**Training**

6-8-2023 - C-12 completed Customer Service for Fire Department Personnel online class.

6-14-2022 - 0900-1700 New firefighter candidate orientation and in-house training completed.

1700 emailed staff notification for upcoming drill.

6-17-2023 New Fire Company member taken to Station 1 by 2-0-1 for fit testing

6-20-2023 - C-12 & 2-4-12 trained with Stokes basket, webbing and hose head, practicing securing hose head with new webbing, utilizing video from Vector Solutions.

6-22-2023 - 1300 and 1830 Monthly Drill on Hemisphere Nozzle operation and familiarization and Marine Rescue and firefighting operations.

7-4-2023 - C6 assigned Monthly Online Training for Department

7-5-2023 C8 & 249 completed Vector Solutions online Course- Protection of Evidence of Fire Origin and Cause.

**Disposal List**

6-3-2023 Authorized by Director Small to disassemble and discard park bench by the Daycare that was in rough shape, a potential accident waiting to happen.

6-13-2023 2 Portable radio batteries

7-2-2023 - One Minitor V pager battery.

Officially,

Captains

Paul DeLeo

Rich Fritsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

## **Pre-Planning Captain's Report**

- Prepared binder from Dana Transport for ERP of facility.
- Attended pre-plan meeting at Woodbridge Community Center on 6-8-2023 regarding annual Independence Day Fireworks event.
- On 6-20-2023, ODP conducted pre-planning and installed hydrant markers in the following locations where needed: 100 Essex Ave E, 255 Blair Rd, 215 Blair Rd and 191 Blair Rd.
- Pre-planning conducted on 159 Port Reading Ave, 177 Port Reading Ave, 301 Port Reading Ave and 454 Port Reading Ave.
- Created pre-plan for Independence Day Fireworks event on 7-3-2023.
- On 7-5-2023, confirmed with Station #7, they have synced MobileEyes within their computer system and can view our information.
- Currently, information has been entered for businesses and apartment complexes with the letter "A - O" based on their street addresses into MobileEyes. I am continuing to add more information nearly every shift and currently working on businesses on Port Reading Avenue.

Respectfully submitted,

Captain Anthony S. Terebetsky

# Chiefs report for July meeting

Total calls for the month of JUNE was:23 and brings our total calls for the year to:145

- 1 Truck vs wires
- 1 in house standby
- 2 down wires
- 1 smoke
- 1 vehicle fire
- 3 fire alarms
- 3 mva
- 1 gas leak
- 1 mutual aid
- 1 need fd
- 1 gov.agency call
- 1 marine 2-3-8 call
- 1 monthly drill
- 5 auto aid calls
- 1 water rescue

Fireworks went well. Thank you to all involved.