

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
May 1, 2023**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of May 1, 2023 was called to order by Commissioner Santorelli at 7:00 pm. Four Commissioners were present: Comm. Santorelli, Comm. Molnar, Comm. Weber and Comm. Cinelli. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was absent.

Comm. Eagan was absent due to attending a class.

Minutes of the April 3, 2023 meeting were reviewed.

MOTION made by Comm. Molnar to accept the April 3, 2023 minutes, seconded by Comm. Weber. All in favor 4-0.

**TREASURER'S REPORT:**

Balance	\$ 2,219,059.90
Deposits	\$ 16,934.53
Interest	\$ 2,903.18
Payroll	\$ (103,452.07)
Payroll Tax/Adjustments	\$ ( 1,361.32)
Disbursements for the Month	<u>\$ ( 59,360.60)</u>
Ending Balance	\$ 2,074,723.62

MOTION made by Comm. Weber to accept the Treasurer's Report, seconded by Comm. Molnar. All in favor 4-0.

**BILLS TO BE PAID:** \$ 59,360.60

MOTION made by Comm. Weber to pay the bills and add on bills, seconded by Comm. Molnar. All in favor 4-0.

**CAPTAIN'S REPORT:**

The Captain's Report was submitted and reviewed.

Captain DeLeo welcomed back Comm. Santorelli and stated that he is happy to see him back and on the mend.

Comm. Weber reported that he observed and participated in the training evolution for the fire company and fire department with Woodbridge Fire District 1 and Shell for the Man Overboard drill and stated that our members performed “swimmingly”.

MOTION made by Comm. Weber to accept the Captain’s Report, seconded by Comm. Molnar. All in favor 4-0.

**CHIEF’S REPORT:**

The Chief’s Report was submitted and reviewed.

MOTION made by Comm. Weber to accept the Chief’s Report, seconded by Comm. Molnar. All in favor 4-0.

**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. Cinelli. All in favor 4-0.

**TAXPAYER COMMENTS:**

Paul DeLeo, 10 Beacon Street, Port Reading, commended the Commissioners and Brian Small on the wonderful job they did with the beautiful renovations in the meeting room, which was long overdue.

**OPERATIONS MANAGER:**

Operations Manager Small requested approval to purchase bomber jackets for the three volunteers in the fire company who work incredibly hard, at a cost of \$309 per jacket.

Operations Manager Small presented three quotes for a podium and microphones to be used for events like the Memorial Day Service.

Operations Manager Small thanked the Board and all involved for all that they did for the funeral of former Commissioner and Volunteer Firefighter Vinny Martino. Operations Manager Small stated that the career staff and volunteers did a tremendous job.

Operations Manager Small reported on the Buckeye proposition regarding demolition, which would be the same as last month and was approved by Comm. Santorelli.

**UNFINISHED BUSINESS:**

Comm. Weber reported progress.

Comm. Cinelli reported on the AT&T temporary pole that they would like to install on the property for approximately 9-12 months at \$2500 a month.

Comm. Molnar reported that she submitted the names to be put on the monument and they will be inscribed in time for the Memorial Day Service.

Comm. Molnar reported that she has been in contact with Aquila Landscaping for a quote for spring cleanup, which needs to be done before the Memorial Day Service.

Comm. Molnar reported that they received the renewal from Cooper for the generator, which went up 10% and will be \$912.84.

MOTION made by Comm. Molnar to renew the Cooper contract for the generator in the amount of \$912.84, seconded by Comm. Weber. All in favor 4-0.

MOTION made by Comm. Weber to purchase three bomber jackets for the volunteers, not to exceed \$1,000, seconded by Comm. Cinelli. All in favor 4-0.

**NEW BUSINESS:**

Comm. Molnar inquired about the Memorial Day Service, which will take place on Memorial Day at 9:00 am. Comm. Santorelli will invite Father Smith to attend and Operations Manager Small will ask Carmen Margiotto to make breakfast sandwiches to be served inside.

Comm. Molnar inquired about the Woodbridge Fire District 1 Anniversary on Saturday. Comm. Weber stated that all are invited, but no formal invitations were sent out. Comm. Weber suggested sending an engine.

There were no comments from the public.

Motion was made by Comm. Weber to go into Executive Session, seconded by Comm. Cinelli. All in favor 4-0.

MOTION out of Executive Session.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel issues.

MOTION made by Comm. Cinelli to purchase the podium from Staples for \$980.88, seconded by Comm. Weber. All in favor 4-0.

MOTION to adjourn meeting made by Comm. Molnar seconded by Comm. Weber. All in favor  
4-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

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

May 1, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,219,059.90
Deposits	16,934.53
Interest	2,903.18
Payroll	( 103,452.07)
Payroll Tax/Adjustments/Transfers	( 1,361.32)
Disbursements for the Month	<u>( 59,360.60)</u>
ENDING BALANCE	\$ 2,074,723.62

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

**BILL LIST**

April 4 through May 1, 2023

04/27/23

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
04/04/2023	2989	BRIAN SMALL.	Reimbursement - Paint for Meeting Room	-252.66
04/04/2023	2990	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -04/01...	-380.40
04/13/2023	2992	P. C. Richards & Sons	Screen TV	-1,079.00
05/01/2023	2993	Abilitees Unlimited Inc	(21) Bayside T-Shirts	-369.00
05/01/2023	2994	Anthony Terebetsky	Reimbursement- Refreshments for Incident #2023-027	-200.82
05/01/2023	2995	Approved Fire Protection Co	Gas Meter Calibration	-225.00
05/01/2023	2996	Brian A Bontempo	Monthly Fee - May 2023	-866.67
05/01/2023	2997	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-620.82
05/01/2023	2998	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-84.27
05/01/2023	2999	Elizabethtown Gas	Account # 2202559020 - Firehouse 02/22/2023 -03/2...	-674.07
05/01/2023	3000	Fords Fire District #7	Dispatch Service - May 2023	-6,094.75
05/01/2023	3001	FRANCIS CAMPBELL	E-mail Hosting/Support - Feb 2023	-216.00
05/01/2023	3002	GRAINGER	A/C# 887690728 (3) Table Skirting & CLips	-258.47
05/01/2023	3003	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-1,266.81
05/01/2023	3004	Jessica Rizitis	Website Maintenance - May 2023	-211.92
05/01/2023	3005	JoAnn Molnar	Reimbursement - Sympathy Basket - Sent to Eagan	-53.85
05/01/2023	3006	LAWN DOCTOR	Customer#795791 - Weed Control	-65.67
05/01/2023	3007	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 05/17/2023-0...	-893.20
05/01/2023	3008	Maria Bucsanszky, E.A	Monthly Fee - May 2023	-2,791.67
05/01/2023	3009	MIDDLESEX COUNTY TRE...	Mail-In Ballot Printing & Postage - Fire Election Februar...	-995.57
05/01/2023	3010	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service April 2023	-13,727.95
05/01/2023	3011	OSI Batteries	(2) Batteries	-230.51
05/01/2023	3012	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-257.24
05/01/2023	3013	RICHARD FRITZSCH.	Reimbursement - Shoes	-85.96
05/01/2023	3014	Staples Business Advantage	Acct#NYC 1054611- Supplies	-63.93
05/01/2023	3015	TOWNSHIP OF WOODBRI...	Fuel - January 1, 2023 - March 31, 2023	-1,662.66
05/01/2023	3016	TURNOUT FIRE & SAFETY...	Uniforms/Holloway	-106.99
05/01/2023	3017	Tyler Technologies, Inc	C/S# 55417 - Set-Up & Configuration Service & Training	-3,200.00
05/01/2023	3018	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
05/01/2023	3019	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - May 2023	-2,113.88
05/01/2023	3020	Approved Fire Protection Co	Gas Meter Calibration	-554.40
05/01/2023	3021	FRANCIS CAMPBELL	E-mail Hosting/Support - March 2023	-216.00
05/01/2023	3022	Approved Fire Protection Co	Gas Meter Calibration	-41.58
05/01/2023	3023	FRANCIS CAMPBELL	E-mail Hosting/Support - April 2023	-216.00
05/01/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active - 05/01/2023 - 0...	-15,706.12
05/01/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Retirees - 05/01/2023 - ...	-3,496.74
Total Northfield - Voucher				-59,360.60
<b>TOTAL</b>				<b>-59,360.60</b>

9:16 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

05/01/23

ADD-ON BILLS

Accrual Basis

May 2, 2023

---

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
05/02/2023	3024	VALIC.	GROUP #63331 - 2022 LOSAP CONTRIBUTION	-7,744.00
05/02/2023	3025	BRIAN SMALL.	Reimbursement - (2) Tables	-191.88
05/02/2023	3026	THE HARTFOR...	Life Ins Customer#011215320001-2/Pol#734229 -05/01/2...	-380.40
Total Northfield - Voucher				-8,316.28
<b>TOTAL</b>				<b>-8,316.28</b>

---

# Port Reading Fire Department

---



## ***Captains' Report – March 31, 2023 - April 27, 2023***

### **Engine 2-1**

4-8-2023 C6 added temporary indicator labels to clarify foam system operation.

### **Engine 2-2**

4-5-2023 - Absolute Fire Protection worked on front intake valve. The motor is inoperable and it is being recommended that it be rebuilt. Paperwork from Absolute will be emailed with estimate and official recommendation.

4-19-2023 - Replaced 5" intake Storz<sup>®</sup> cap on driver's side of engine.

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

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

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

4-25-2023 - Checked all medical equipment bags in 2-3-6 for upcoming drill and boating season. No issues found, a few items restocked.

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

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

4-12-2023 1500 ODP, VFF 125 & Bob from Glasson's placed M238 in the water- Docked. Trailer at Buckeye.

4-18-2023 ODP found anchor light broken. Temporarily repaired with hose and hose clamps. Ordered a new one from West Marine to be installed by Glasson's when delivered.

4-24-2023 Lubricated davit and place on mount. Covered with plastic. Anchor light placed on boat for service technician to install.

4-26-2023 Experienced loss of hydraulic pressure in davit during MOB Drill. Taken OOS.

4-27-2023 Glassons installing new anchor light

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

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



4-8-2023 ODP was able to temporary fix (Hess's) trailer. Will need extensive repairs, possible replacement.

4-12-2023 Placed Buckeye's 700' of 7 ¼" hose into Colonial Pipeline's trailer due to poor condition of Hess's. There is now 1700' of 7 ¼" on the trailer.

### Equipment

4-8-2023 Ordered turnout boots for VFF#125 as per OM Small.

4-10-2023 New Jersey Fire Equipment started SCBA annual checks, will finish up on Wednesday 4/12.

4-12-2023 0830 Hose, appliance and ladder test conducted by Fail Safe / IIA.

1200 NJFE here to finish SCBA annual testing and repair 2.

1530 Fail Safe / IIA completed testing. ODP placed 7 1/4 inch hose and trailers back at Buckeye for storing.

1540 NJFE completed SCBA annual testing. Tech took 2 SCBA's back to shop for repairs, 1 from engine 2-2 and another from the rack in Bay.

4-13-2023 - Issued VFF #125 new leather boots, Size 8 Medium.

4-15-2023 - C6 reseated valve packing on TFT low-profile intake valve that was leaking. Tested. Not leaking anymore. Placed back on engine 2-1. Spare placed in shed.

4-19-2023 - Partial uniform delivery received from Turnout fire and safety. CFF#248 was sent to Abilitees in Metuchen and picked up uniform Tee-Shirts.

4-21-2023 - Checked and ran NorthStar pump, no issues found

4-22-2023 Added remains recovery bags to M238 - Donated by Chubenko FH

4-24-2023 Combi-tool from engine 2-1 taken out of service and tagged. Repair tech contacted. To be picked up for service.

4-25-2023 - Kraese Repairs picked up combi tool, hose and pump for service.

### Building and Grounds

3-30-2023 Ordered toilet tissue

4-1-2023 - Loaded scrap metal onto flat trailer for disposal.

4-3-2023 0900 Lawn Doctor here to service lawn.

0910 Rep from French & Parrello stopped in regarding a cell tower. Suggested he speak to the board at this evenings meeting.

C8 met with NJTP at 10N & 10S regarding lock and gate issues.

1800 Fire Company meeting in Hall.

1930e Commissioners meeting in Hall.

4-5-2023 - OM Small, Chief Korenski & VFF Matyi conducted improvement work on ceiling in Meeting Hall.

4-7-2023 Received delivery of one pallet of ceiling tiles from Home Depot

Received delivery of table skirts from Grainger

ODP with OM Small completed 66% installation of new ceiling tiles in meeting room.

Painter completed in meeting room

VFF#125 took compiled scrap to recycling center.

4-8-2023 ODP finished installation of remaining ceiling tiles in Hall (34%).

4-12-2023 Start-up of lawn maintenance by ODP.

4-15-2023 ODP returned damaged ceiling tile box to Home Depot.

ODP assisted OM Small with installation of new training monitor in meeting room.

4-18-2023 C6 applied weed killer to need areas of fire house. Ordered 2 more gallons from Home Depot.

4-19-2023 0830 ODP Cut, Weed whacked and edged all lawns.

Furniture cleared from meeting hall as per OM Small for floor service to take place Friday, April 21.

4-21-2023 - Carpet Care Plus came and cleaned floors in Meeting Hall and hallway. Lowered flag, added bunting to building and changed signs for passing of Vinny Martino. Hall set up for use on 4-22-2023.

4-22-2023 ODP installed blinds in large window of meeting room and replaced ceiling water stained ceiling tiles in hallway.

4-23-2023 ODP assisted OM with meeting room organization and discarding items.

4-24-2023 Leak heard in lawn sprinkler line. Secured valve and contacted Royal irrigation for service. Should be coming out on Friday, April 28.

### **Fuel**

4-5-2023 - Engine 2-2 → 22.000 gallons.

4-12-2023 Engine 2-1 28.050 gallons.

4-19-2023 Pickup 2-3-4 added 13.404 gallons added.

2-cycle gas can 4.004 gallons added

4-24-2023 Engine 2-1 added 25.236 gallons

### **Training**

3-31-2023 CFF's C6, 247 & 2412 attended NYPD led water rescue simulator training in Brooklyn, NY.

4-8-2023 CFF#2411 completed annual HazCom online training.

4-12-2023 1830-2100 C8, 249 & VFF 125, walk through and discussion at Freezpac warehouse in District 5.

4-19-2023 Assigned staff Online training class "Fire Alarm Systems" due 4/30.

4-20-2023 Tour 4 completed class "Fire Alarm Systems". Test taken, passed and certificates issued.

4-21-2023 - C-12 & 2-4-12 completed Fire Alarm Systems online class.

4-23-2023 - VFF#125 completed Fire Alarm Systems online class at Station #2

MOB Joint drill outline disseminated and printed in Watchroom for review.

4-25-2023 - Monthly drill C6, C12, 2-4-12, VFF#125 and 201 operated Marine 2-3-8 on the water for training exercise.

### **Disposal List**

Officially,

Captains

Paul DeLeo

Rich Fritsch

Evan Douglas

Anthony Terebetsky

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

- Updated tank information charts for Colonial Pipeline & Buckeye Partners, placed new copies in both Engines.
- Prepared binders from Buckeye Partners for ERAP for both rail and terminal.
- On-going continual work during the month inputting information into MobileEyes Pre-Plans system.

Respectfully submitted,

Captain Anthony S. Terebetsky