

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
November 7, 2022**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of November 7, 2022 was called to order by Commissioner Santorelli at 7:00pm. Three Commissioners were present: Comm. Santorelli, Comm. Molnar and Comm. Eagan. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Commissioner Cinelli had a prior commitment and Commissioner Weber was on vacation.

Minutes of the October 3, 2022 meeting were reviewed.

MOTION made by Comm. Molnar to accept the October 3 minutes, seconded by Comm. Eagan. All in favor 3-0.

The Board Clerk read the Resolution transferring budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$105,289.00.

MOTION made by Comm. Molnar to accept the Resolution to transfer budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$105,289.00. All in favor 3-0.

Roll Call Vote:

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

TREASURER'S REPORT:

Balance	\$ 1,888,067.33
Deposits	\$ 10.19
Interest	\$ 231.73
Payroll	\$ (131,554.31)
Payroll Tax/Adjustments	\$ (4,376.57)
Disbursements for the Month	\$ (60,104.13)
Ending Balance	\$ 1,701,027.38

MOTION made by Comm. Eagan to accept the Treasurer's Report, seconded by Comm. Molnar. All in favor 3-0.

BILLS TO BE PAID: \$ 60,104.13

MOTION made by Comm. Eagan to pay the bills and add on bills, seconded by Comm. Molnar.
All in favor 3-0.

CHIEF'S REPORT:

The Chief submitted his report for review.

MOTION made by Comm. Molnar to accept the Chief's Report, seconded by Comm. Eagan.
All in favor. 3-0.

CAPTAIN'S REPORT:

The Captain's report was submitted and Captain Fritsch stated that he had an item to be discussed during Executive Session.

MOTION made by Comm. Molnar to accept the Captain's Report, seconded by Comm. Eagan.
All in favor 3-0.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Comm. Molnar stated that she would write a formal letter stating that we will no longer be renting the hall to the public. The hall will only be available to members and for community events.

Comm. Molnar thanked Operations Manager Small for having the two bushes in the front removed and stated that Aquila Landscaping will be here next week to do the fall cleanup after the tree is up.

OPERATIONS MANAGER:

Operations Manager Small reported that the Trunk or Treat went very well and thanked all of the organizations that were involved.

Operations Manager Small reported that the Open House was very nice and that the fire officials, career staff and volunteers did a nice job.

Operations Manager Small thanked Dave Mayti, the career staff that was on duty, Captain DeLeo, Firefighter Pereira and Firefighter Stomata for helping with the bushes and reported that the stumps will be taken out by the parks department.

Operations Manager Small reported that on 10/24, the career and volunteer staff responded to a boat fire in Carteret, where three boats were lost and two damaged. Multiple agencies were called and we were the only department on the scene. Operations Manager Small stated this could have been a nightmare if we had not responded and commended the staff.

Operations Manager Small reported that the boat has been pulled out of the water and will be sent out to be winterized.

Operations Manager Small reported that we will need someone to drive the engine for the Tree Lighting, Light Parade and Christmas Parade. Comm. Santorelli authorized any required overtime.

Comm. Santorelli commended the career and volunteer staff on the excellent job they did getting the boat out to the Carteret fire, which could have destroyed the marina.

Comm. Molnar inquired about getting the engine ready for the light parade. Operations Manager Small stated that the engine will still be able to respond and there is no need to take it out of service.

FIRE OFFICIALS REPORT:

The Fire Officials Report was reviewed.

MOTION made by Comm. Eagan to accept the Fire Official's Report, seconded by Comm. Molnar. All in favor 3-0.

TAXPAYER COMMENTS:

There were no comments from the public.

The Board agreed to schedule a Budget Meeting on Tuesday, November 15 at 6:00 pm. The meeting is open to the public, but they can only observe.

MOTION made by Comm. Eagan to enter Executive Session at 7:10 pm, seconded by Comm. Molnar. All in favor 3-0.

MOTION out of Executive Session at 7:30 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were a personnel issue and budget items.

MOTION to adjourn meeting at 7:31 pm made by Comm. Eagan seconded by Comm. Molnar. All in favor 3-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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

November 7, 2022

Treasurer's Report

BEGINNING BALANCE	\$ 1,888,067.33
Deposits	10.19
Interest	231.73
Payroll	(131,554.31)
Payroll Tax/Adjustments/Transfers	4,376.57
Disbursements for the Month	<u>(60,104.13)</u>
ENDING BALANCE	\$ 1,701,027.38

9:44 AM

11/07/22

Accrual Basis

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ADD-ON BILLS

November 8, 2022

Date	Num	Name	Memo	Amount
Northfield - Voucher				
11/08/2022	2830	AIRTEC SERVICE INC	Heat Start Up	-375.00
11/08/2022	2831	Approved Fire Protection Co	Fire Extinguisher Recharged	-117.85
11/08/2022	2832	B. Safe, Inc.	Annual Fire Alarm Monitoring Fee	-159.94
11/08/2022	2833	PORT READING FIRE CO #1	Stipend Funds-Jerseys,Refreshments,Annual Report, Wil...	-4,631.85
11/08/2022	2834	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
11/08/2022	2835	Witmer Public Safety Group	Small Wedges, Streamlight LED & Fire Hooks	-974.83
Total Northfield - Voucher				-6,339.49
TOTAL				-6,339.49

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

11/03/22

October 4 through November 7, 2022

Date	Num	Name	Memo	Amount
Northfield - Voucher				
10/04/2022	2790	STATE OF NJ DEPT OF LA...	Assessment Year End 12/2021 EIN 0-226-002-948/00...	-108.57
10/04/2022	2791	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -10/01...	-334.80
10/04/2022	2792	TURNOUT FIRE & SAFETY...	Uniforms/#238245-01	-70.00
10/04/2022	2793	UNITED STATES TREASURY	22-6002948 - Form 941 - 1990, 1991, 1993	-688.50
11/07/2022	2794	Alterman & Associates, LLC	Legal Services - Pension Appeal - Brian Small	-475.00
11/07/2022	2795	ATLANTIC TIRE & SERVICE	Repaired Flat Tire	-20.00
11/07/2022	2796	Brian A Bontempo	Monthly Fee - November 2022	-833.26
11/07/2022	2797	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-570.16
11/07/2022	2798	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-84.27
11/07/2022	2799	Fords Fire District #7	Dispatch Service - October 2022	-5,975.25
11/07/2022	2800	FRANCIS CAMPBELL	E-mail Hosting/Support - October 2022	-216.00
11/07/2022	2801	Jessica Rizitis	Website Maintenance - November 2022	-207.75
11/07/2022	2802	LAWN DOCTOR	Customer#795791 - Late Summer/Early Fall	-61.95
11/07/2022	2803	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 11/17/2022-1...	-893.20
11/07/2022	2804	Maria Bucsanszky, E.A	Monthly Fee -November 2022	-2,653.00
11/07/2022	2805	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service October 2022	-13,708.30
11/07/2022	2806	NAPA Auto Parts of Colonia	Supplies-Blue Def 205 Gal	-37.98
11/07/2022	2807	NEW JERSEY FIRE EQUIP...	10- Hydro Test of SCBA Cylinder	-306.00
11/07/2022	2808	PORT READING EXEMPT ...	2022 Annual Stipend	-1,250.00
11/07/2022	2809	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-687.13
11/07/2022	2810	SKYLANDS AREA FIRE EQ...	Spider Harness, Carabiner & Shipping	-344.00
11/07/2022	2811	Staples Business Advantage	Acct#NYC 1054611- Supplies	-83.62
11/07/2022	2812	TURNOUT FIRE & SAFETY...	Uniforms/Rasimowicz	-99.00
11/07/2022	2813	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
11/07/2022	2814	Witmer Public Safety Group	A/C# WOOWTP1 - Emergency Highway Blanket	-40.62
11/07/2022	2815	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - Novembe...	-2,059.60
11/07/2022	2816	TURNOUT FIRE & SAFETY...	Uniforms/Holloway	-99.00
11/07/2022	2817	TURNOUT FIRE & SAFETY...	Uniforms/Fizer	-99.00
11/07/2022	2818	TURNOUT FIRE & SAFETY...	Uniforms/Deleo	-99.00
11/07/2022	2819	TURNOUT FIRE & SAFETY...	Uniforms/DiLeo	-99.00
11/07/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Active11/01/2022 - 11/30...	-13,013.49
11/07/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Retired 11/01/2022 - 11/...	-3,136.99
11/07/2022	2820	ALERT ALL CORP	Fire Prevention Material	-3,864.00
11/07/2022	2821	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-141.59
11/07/2022	2822	MIDDLESEX COUNTY FIRE...	Course:Drill Ground Instructor/Terebetsky	-52.00
11/07/2022	2823	NAPA Auto Parts of Colonia	Supplies-Halogen Sealed Beams	-29.38
11/07/2022	2824	TOWNSHIP OF WOODBRI...	Fuel - July 1, 2022 - September 30, 2022	-2,195.47
11/07/2022	2825	Approved Fire Protection Co	Gas Meter Calibration	-374.63
11/07/2022	2826	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -11/01...	-334.80
11/07/2022	2827	Absolute Fire Protection Co...	2008 E-One Pumper (2-2) Repaired Parking Brake	-4,320.50
11/07/2022	2828	Elizabethtown Gas	Account # 2202559020 - Firehouse 09/23/2022-10/24/...	-141.30
11/07/2022	2829	FRANCIS CAMPBELL	E-mail Hosting/Support - November 2022	-216.00
Total Northfield - Voucher				-60,104.13
TOTAL				-60,104.13

RESOLUTION
 BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2022 budget appropriations have insufficient balances to meet the 2022 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	\$ 93,110.00	G-01-C Captain	\$ 18,110.00
H-01-06/Accident & Health	400.00	G-01-R Overtime	75,000.00
H-24-01/Utilities-Electric	2,000.00	H-16-01/Elections	500.00
H-01-01/Social Security	7,000.00	H-24-03/Utilities-Telephone	500.00
H-01-02/Unemployment	2,000.00	H-24-06/Sewer	1,115.00
H-01-09/Medical/Physical	<u>779.00</u>	H-25-1B/Email System Maint	39.00
		H-26-04/Building Repairs	6,000.00
		L-01-01/Fire Inspector	2,500.00
		L-02-04/Membership	25.00
		L-02-07/Fire Prevention Program	<u>1,500.00</u>
TOTAL	\$ <u>105,289.00</u>	TOTAL	\$ <u>105,289.00</u>

MOTION to accept resolution made by Comm. SM, seconded by Comm. DE, 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 type="checkbox"/>	Yes	<input type="checkbox"/>	No <i>Ann</i>
Mark Cinelli, Treasurer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <i>Ann</i>
Daniel Eagan, Secretary	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Adopted, November 7, 2022
 Date

Daniel Eagan, Treasurer *Daniel Eagan*

CHIEF REPORT NOV. MEETING

- TOTAL CALLS FOR THE MONTH OF OCTOBER WAS:32 CALLS
IT BRINGS OUR TOTAL CALLS FOR YEAR TO: 310 CALLS
 - 1 tsa alarm
 - 1 dumpster fire
 - 7 Fire alarm
 - 1 Smoke condition
 - 2 Vehicle fire
 - 3 Mva
 - 3 Co alarm
 - 1 Mutual aid
 - 1 Fire alarm special request into district #1
 - 2 gas odor
 - 1 Water rescue
 - 3 Auto aid into district#1
 - 1 Boat fire into carteret
 - 1 Special detail
 - 1 Explosion investigation
 - 1 dep notification
 - 1 drill
 - 1 live burn drill

- TRUNK OR TREAT WENT WELL

- FIRE PREVENTION/OPEN HOUSE WAS A GREAT TURN OUT

- OCTOBER'S DRILL WAS OUR Annual LIVE BURN
- tree lightings NOV 22
- light Parade NOV 26
- Christmas Parade December 4

Port Reading Fire Department



Captains' Report – September 29, 2022 - November 2, 2022

Engine 2-1

Engine 2-2

10-11-2022 - Tech from the Township IT Dept. came and repaired the tablet, which was not logging into the CAD system. Working properly at this time.

10-19-2022 - Engine rolling while engaging parking brake. Contacted C-11, who advised to contact Sal at Absolute. Sal asked to have engine brought out to Absolute for service. Unit placed out of service and delivered to Absolute for repair.

10-23-2022 - Tablet once again not logging into CAD.

10-24-2022 - Absolute waiting on delivery of parts to repair apparatus. There is an issue with the air cam for the parking brake, and the unit is currently not drivable.

10-26-2022 - Engine repaired and picked up from Absolute

10-27-2022 - Tablet reset, working properly at this time.

Support Pick-Up 2-3-4

10-31-2022 - Found ABS warning light lit on dash board. Contacted C11 and OM Small, who advised to take to Danny's Automotive. Danny scanned vehicle and found issue with a front hub. Will order part and advised to contact him in a few days for repair.

Fire Company Vehicle 2-3-5

10-23-2022 - Vehicle found dead in bay. Jump started with jumper cables and 2-3-4. Also, topped brake fluid, anti-freeze and windshield washer fluid which were low or empty. 2-L-1 came to take vehicle, advised vehicle is out of service.

10-25-2022 - Unit picked up by the township for work on issues. Returned and picked in the evening.

10-26-2022 - FF 127 signed Board issued vehicle use policy regarding 2-3-5.

Support Unit 2-3-6

10-7-2022 - Replaced 9-volt battery in AED.

Fire Prevention Vehicle 2-3-7

11-2-2022 - WT picked up and returned for oil changed.

Marine 2-3-8

10-24-2022 - Perth Amboy FD requested our unit be in service several more days due to their marine unit being out of service. At the Carteret boat fire in the early morning, we were the only marine unit in the region to respond.

10-26-2022 - Glasson's is ready to take delivery of 2-3-8 and place in storage for the winter. They will be doing work on the unit, placing additional equipment storage doors on it, in the off season.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Box Trailers, Open Trailer & Decontamination Trailer

Equipment

10-3-2022 - Issued 2-L-1 used replacement suspenders for his PPE. Current suspenders tore at waist connection.

10-12-2022 FF Matyi's full bailout gear arrived. Training to be coordinated by C6.

10-13-2022 Issued and installed bailout harness and descend device on VFF#125 turnout gear. Will be scheduling training.

10-25-2022 Approved fire protection came and serviced 4-way gas meters. Not scheduled by Fire Staff.

10-27-2022 - Issued C12 new replacement suspenders for his PPE. Current suspenders tore at back connection.

11-2-2022 One CO2 extinguisher picked up for recharge by Approved FP

Ordered new carbide chain for Husqvarna Vent saw for E22 from The Fire Store.
Approved by OM.

Building and Grounds

9-29-2022 - Thomas Electric installed 220 outlet for gear dryer and additional 110 outlet near air compressor and new temporary lights as a sample in apparatus bay.

10-4-2022 - Filled 8 SCBA bottles for Woodbridge FD.

10-6-2022 1000 Learning Junction Daycare here for fire prevention visit.

10-7-2022 - UPS delivery for Fire Prevention. Placed in FPB office.

10-10-2022 Avaya phone system extension #2194 and #2294 inoperable. Notified OM. Stand alone Red phones for #2194 still operational.

Upstairs fridge found running at 52.9. Advised career staff and FA on-duty to check their personal items. Director Small notified.

Added name of recently deceased charter member of PRFA to LED sign.

10-11-2022

- Tech from the Township IT Dept. came and repaired the hotline extensions for both the FD and EMS. Testing was conducted and all audible alerts and lines are working properly.
- Exempts & Relief meetings in Meeting Hall.

10-12-2022 Filled 1 SCBA bottle for WFD

10-13-2022 0900-1030 CRC Refrigeration evaluated kitchen refrigerator

10-19-2022 - Tech from the Township IT Dept. came and worked on fire alarm system. Advised by Tech that fire alarm monitoring will now be done by Woodbridge Police Dept. All information was updated on outside of panel box in Watch Room.

10-20-2022 0836 IT Tech here working on fire alarm panel.

10-24-2022 Former member J. Ruglio dropped off Chief's Bell cap, tie and dress gloves. Picked up by Lt. and put it office downstairs.

10-25-2022 1800-1930 Trunk or Treat event in Lee Street Lot

VFF#125 delivered prop for FPB open house.

10-26-2022 - Fire Prevention Open House from 1700-1930

10-31-2022 - Airtec came and changed filters in air handlers and performed start up to heating system.

11-2-2022 Changed building door codes as per OM and generated non-disclosure sign sheet as per past practice. All agencies notified.

ODP assisted OM and VFF#125 with removal of overgrown and damaged shrubbery adjacent to Father Milos Monument in Michael Tutin/Michael Simeone memorial park.

Fuel

9-29-2022 - Unit 2-3-6 → 7.070 gallons

10-2-2022 - Engine 2-1 → 30.001 gallons

10-6-2022 Engine 2-2 20.000 gallons.

10-11-2022 - Engine 2-1 → 24.591 gallons

10-12-2022 2-3-4 14 gls

10-23-2022 - Engine 2-1 → 25.497 gallons. Unit 2-3-5 → 11.907 gallons

10-26-2022 - Engine 2-2 - 25.316 gls

10-27-2022 - Unit 2-3-5 → 6.500 gallons

10-28-2022 Unit 237 13.00 gallons

10-31-2022 - Unit 2-3-5 → 7.400 gallons

11-2-2022 - Gas Can - 4.21 gallons added

Training

10-6-2022 C8 completed Blood Borne Pathogen refresher training- Certificate issued.

C13 Received his Haz-Mat on Scene Incident Command certificate of completion.

10-13-2022 C6 Submitted applications for VFF#129 Firefighter 2 and CFF#2412 Haz Mat IC to NJ Division of fire Safety.

1100 Completed MVX refresher training for CFF#2411.

10-15-2022 - C12 completed CBA required Drill Ground Instructor class.

10-17-2022 - C11, 247, 248, 2411 attended TIMS training at Station #1.

10-18-2022 - C6, C12, C13, 249, 2412, 2X91 & 2X93 attended TIMS training at Station #1.

10-19-2022 - C11, 247, 248, 2411 completed TIMS training at Station #1.

10-20-2022 - C6, C12, C13, 249, 2412, 2X91 & 2X93 completed TIMS training at Station #1.

10-25-2022 - Secured Perth Amboy Fire for standby for Live Burn Drill.

1000-1200 C6 Attended remote meeting with Coast Guard and Emergency Marine response services for the Port of New York/New Jersey.

10-26-2022 Cancelled PAFD standby with the return of Engine 2-2 to service.

10-27-2022 - Annual live burn training at Middlesex County Fire Academy.

11-2-2022 - C12 completed CBA required Fire Instructor Level 1 class. Final exam test results expected in late-November.

Disposal List

Two sets PPE suspenders.

Officially,

Captains

Paul DeLeo

Rich Fritzsch

Evan Douglas

Anthony Terebetsky

Compliance Captain's Report

10-10-2022 Appointment set for the 26th October to have our sprinkler system winterized by Wet Scape.

Called CRC for servicing our upstairs refrigerator, left message, waiting on a return call. Authorized by Director Small.

10-10-2022 Wet Scape canceled their appointment and reset for the 7th of November.

Respectfully submitted,

Captain Richard J. Fritzsch

Pre-Planning Captain's Report

- Created overhead of the following residential street:
 - Catherine Street
 - Central Avenue
- Received email from Bruce Wolfgram of Tyler Technologies regarding kickoff meeting for MobileEyes pre-plan software program tentatively scheduled for Tuesday, November 15, 2022.
- Received emailed copies of hydrant maps of District from Middlesex Water Company. Hard copies are available to pick up from their office in Iselin. Will make arrangements to pick them up during the month of November.

Respectfully submitted,

Captain Anthony S. Terebetsky