

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
April 3, 2023**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of April 3, 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 present.

Comm. Eagan was absent due a death in the family.

Minutes of the March 6th, 2023 meeting were reviewed.

MOTION made by Comm. Molnar to accept the March 6, 2023 minutes, seconded by Comm. Cinelli. All in favor 4-0.

Comm. Santorelli made the correction in the minutes that he was still in the hospital on March 6 and was not at home.

**TREASURER'S REPORT:**

Balance	\$ 2,751,672.75
Deposits	\$ 17,577.06
Interest	\$ 0.00
Payroll	\$ (119,158.58)
Payroll Tax/Adjustments	\$ ( 1,213.73)
Disbursements for the Month	\$ <u>(432,245.06)</u>
Ending Balance	\$ 2,219,059.90

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

**BILLS TO BE PAID:** \$ 432,245.06

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

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

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

The Chief's Report was submitted and reviewed.

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

### **FIRE OFFICIAL REPORT:**

The Fire Official's Report was submitted and reviewed.

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

### **TAXPAYER COMMENTS:**

There were no comments from the public.

### **UNFINISHED BUSINESS:**

Comm. Weber reported that he is working on the policies with the Operations Manager and reports progress.

### **NEW BUSINESS:**

Comm. Molnar reported that she will be working on getting the names to Shevchenko by the end of the month of the deceased members for the fire department, ladies auxiliary, first aid squad and fire company in time for the Memorial Day Service.

Comm. Molnar reported that she is getting landscaping quotes and is always looking to get the best price. The landscaper must have a valid tax ID number and insurance and she can provide the specs if anyone has a recommendation. Currently using Aquila Landscaping which came in the cheapest last year, however their prices are going up. Comm. Santorelli inquired about Chemlawn, which Comm. Molnar stated that we currently have a contract with them.

Comm. Molnar reported that Captain Fritsch informed her that someone stopped by today from French and Perillo Associates, indicating that they want to put a temporary cell tower to replace power lines that are coming down at PSEG. Comm. Molnar stated that she would look into it.

Comm. Molnar reported that they have begun the process of painting the meeting room.

Operations Manager Small reported that rocks were donated to replace the guardrail out front and thanked Dave Mayti and the parks department that delivered them.

Comm. Santorelli thanked his fellow Commissioners, Brian, Maria, Marianne, Brian and the career staff from the bottom of his heart for all of the well wishes for his recovery and truly appreciated all of the phone calls and visits.

**TAXPAYER COMMENTS:**

There were no comments from the public.

Motion was made by Comm. Molnar to go into Executive Session at 7:09 pm, seconded by Comm. Weber. All in favor 4-0.

MOTION out of Executive Session at 7:56 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session was a personnel issue.

MOTION made by Comm. Cinelli to authorize the money needed to complete the renovations in the meeting room to include the ceiling tiles, TV and anything else necessary, seconded by Comm. Molnar. All in favor 4-0.

MOTION to adjourn meeting at 7:57 pm made by Comm. Weber seconded by Comm. Molnar. 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

April 3, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,751,672.75
Deposits	17,577.06
Interest	0
Payroll	( 119,158.58)
Payroll Tax/Adjustments/Transfers	1,213.73
Disbursements for the Month	<u>( 432,245.06)</u>
ENDING BALANCE	\$ 2,219,059.90

10:09 AM

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

04/03/23

**ADD-ON BILLS**

Accrual Basis

April 4, 2023

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<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 -04/01/2...	-380.40
Total Northfield - Voucher				-633.06
<b>TOTAL</b>				<b>-633.06</b>

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

**BILL LIST**

March 7 through April 3, 2023

03/31/23

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
03/07/2023	2960	Absolute Fire Protection Co...	2001 E-One Pumper (2-1) Water Leak From Pump Rep...	-165.00
03/07/2023	2961	Elizabethtown Gas	Account # 2202559020 - Firehouse 01/25/2023 - 02/2...	-813.81
03/07/2023	2962	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 11/22/2022 - 02/...	-686.63
03/07/2023	2963	Oliver & McClellan	AMERICAN COOLAIR VANE AXIAL BLOWER	-1,495.00
03/07/2023	2964	TOWNSHIP OF WOODBRI...	Acct#62282900-0 Sewer User Fee 2023	-5,481.22
03/07/2023	2965	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
03/24/2023	2967	Stone Mountain Printing	(100) Incident Reports	-55.50
03/31/2023	TEPS	DIVISION OF PENSIONS A...	PERS - 2023 ANNUAL EMPLOYER APPROPRIATION	-20,967.00
03/31/2023	TEPS	DIVISION OF PENSIONS A...	PFRS - 2023 ANNUAL EMPLOYER APPROPRIATION	-320,988.00
04/03/2023	2968	Absolute Fire Protection Co...	2001 E-One Pumper (2-1) Parts & Labor	-511.99
04/03/2023	2969	Brian A Bontempo	Monthly Fee - April 2023	-866.67
04/03/2023	2970	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/April	-623.15
04/03/2023	2971	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-168.54
04/03/2023	2972	Fords Fire District #7	Dispatch Service - April 2023	-6,094.75
04/03/2023	2973	Hackensack Meridian Team ...	Review of OSHA Resp Questionnaires	-405.00
04/03/2023	2974	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-431.67
04/03/2023	2975	Jan. Rasimowicz	Reimbursement - Work Boots	-112.00
04/03/2023	2976	Jessica Rizitis	Website Maintenance - April 2023	-211.92
04/03/2023	2977	JOINT BOARD OF FIRE CO...	2023 Annual Fee	-6,000.00
04/03/2023	2978	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 04/17/2023-0...	-893.20
04/03/2023	2979	Major Police Supply	Parts & Installation - Mobil Data Terminal Dock on 2-1 ...	-2,226.40
04/03/2023	2980	Maria Bucsanszky, E.A	Monthly Fee - April 2023	-2,791.67
04/03/2023	2981	Michael DiLeo	Reimbursement - Work Shoes	-104.99
04/03/2023	2982	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service March 2023	-13,727.95
04/03/2023	2983	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,070.30
04/03/2023	2984	TOWNSHIP OF WOODBRI...	2023 Annual Township Radio Agreement	-22,069.00
04/03/2023	2985	William Stamato	Reimbursement - Work Shoes	-150.00
04/03/2023	2986	Witmer Public Safety Group	A/C# WOOWTP1 - Leather Radio Strap & Holder	-99.54
04/03/2023	2987	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - April 2023	-2,113.88
04/03/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Retired - 04/01/2023 - 0...	-3,496.74
04/03/2023	2988	Witmer Public Safety Group	Fire Hero Ext & Gloves	-1,637.40
04/03/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active - 04/01/2023 - 0...	-15,706.12
Total Northfield - Voucher				<u>-432,245.06</u>
<b>TOTAL</b>				<u><b>-432,245.06</b></u>

# Chiefs report for april meeting

Total cals for the month of march was:20 and brings our total calls for the year to:74

- 3 down wire
- 4 fire alarms
- 2 gas oder
- 2 auto aid
- 4 mva
- 1 Water removal from basement
- 1 smoke
- 1 vehicle fire
- 1 in hose standby for district #1
- 1 drill

st patrick's day parade went well

# Port Reading Fire Department

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## ***Captains' Report – March 3, 2023 - March 30, 2023***

### **Engine 2-1**

3-6-2023 New registration changed out with old.

3-8-2023 - Found large tear in upper portion and peeling in lower portion of Driver's seat. C11 advised.

3-10-2023 Broke one Storz<sup>®</sup> wrench replaced with one from shed.

3-20-2023 - Small HOLMATRO pump won't stay running unless on full chock. Unit then stalls out after use. Unit needs servicing. 5" intake cap on right side of pump has sheared off lug.

3-23-2023 - Valve seats replaced on two low-profile TFT intake valves and added to Engine.

3-27-2023 SCBA #3 taken OOS, issue with emergency activation alarm. NJ Fire notified to repair.

Light battery replaced in Holmatro spreaders.

Small Holmatro pump still experiencing stall issue.

### **Engine 2-2**

3-17-2023 While flushing the engine from the Buckeye detail, the crew discovered the electric control for the front intake valve would not function. The valve is able to be controlled manually. Reached out to Absolute for repair.

As of 3-30-2023 still working on a date for techs to repair. All units will be going in for PM in April/May.

3-18-2023 - Placed new vehicle registration in engine.

3-23-2023 Replaced one missing spanner wrench.

3-27-2023 Oil/ filter still showing needs to be serviced/ changed on generator.

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

3-22-2023 Washed by ODP.

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

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



3-20-2023 - SCBA #8323 has leak from regulator. Tagged out of service and placed on workbench for service.

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

**Marine 2-3-8**

3-29-2023 The unit is ready to be put back in the water. Some minor repair to the canvas has to be done, but will either be done in the shop or once it is back on the water. We are looking for good weather in the next week or two to have the vessel put back and in its slip.

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

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

**Equipment**

3-3-2023 1010 Gear Wash picked up gear needing service, receipt placed in C11's mail bin.

3-6-2023 New batteries for Engine 2-2's Bullard Thermal Imaging Camera Received and switched out.

3-10-2023 - 10 lengths of 1.75", 1 length of 3" and 1 25' 5" pony from rack storage pre-positioned at Buckeye for Standby.

3-11-2023 C8 faxed over contract for Hose testing to Fail Safe / IIA and followed up with an email.

3-14-2023 Minerva returned gear that was sent out for washing and repair. Email notification sent.

3-15-2023 Appointment set for Hose testing with Fail Safe / IIA on April 12<sup>th</sup>.

3-21-2023 ODP cleaned out the storage shed. Numerous items from Hess that were of no use were discarded as well as other items of no importance. The OM was informed and approved all items discarded. All wood that was in the shed was moved to our storage unit at PSEG central maintenance.

All winter items were also placed back in the shed.

3-22-2023 - Valve seat repair kit and swivel repair kit received from NJ Fire Equipment. Low profile TFT intake valves seats replaced and placed on Engine 2-2. Swivel coupling repaired on large TFT intake valve. Spare.

Notified by Chubenko Funeral home that they will be donating recovery bags for M238.

3-26-2023 - Placed two (2) large fully operational TFT intake valves in shed.

**Building and Grounds**

3-6-2023 1800 - Fire Company Meeting in hall

1900 - Fire Commissioner Meeting in hall

3-8-2023 1015 ODP filled one SCBA cylinder for WFD.

3-9-2023 0830-1200 Tyler Technologies training in hall

3-10-2023 Set up tables and chairs for upcoming EMS class

ODP filled 4 SCBA cylinders for WFD

3-11-2023 0800 EMS class held in Hall.

3-14-2023 ODP Assisted set with Standby set up.

CPR skills test provided in meeting hall by EMS

New prospective member picked up application from Chief

Delivery received of new blinds for meeting room

Painting contractor came to formulate estimate to paint meeting room.

3-16-2023 - PSEG came and replaced the electric meter in basement along with multiple other components. Lower flag for Governor's Executive Order #321. Flag to be raised back up sundown on 3-23-2023.

3-17-2023 - Airpower conducted air quality test on cascade

3-21-2023 Township placed 3 large boulders on property near Port Reading Ave/West Ave intersection

3-22-2023 1550 Kitchen refrigerator being repaired by service technician. To return for completion late day 3-23-2023.

3-23-2023 Appointment set with Wetscape, for our sprinkler start up, for April 17<sup>th</sup>.

Called to schedule with NJ Fire Equipment regarding setting up appointment for our annual testing of the District's SCBA units. Waiting on a return call.

1710 Gentleman back to change fridge left door. Tech complete with fridge repairs.

3-27-2023 C8 called again to NJ Fire regarding picking up two SCBA units for repair and to schedule the SCBA annual testing. Still waiting for a return call.

3-28-2023 - NJFE called schedule SCBA testing for Monday, April 10, 2023.

3-29-2023 - Buckeye after action review in hall 1100-1400 attended by representatives from Woodbridge Fire, Buckeye, Atlantic Response, County Hazmat, OEM and county OEM.

### Fuel

3-8-2023 - Unit 2-3-7 → 13.603 gallons.

3-13-2023 - Engine 2-1 → 25.000 gallons.

3-14-2023 Engine 2-2 added 24.000 gallons

3-17-2023 Engine 2-2 - 37.580 gls

3-19-2023 Support Unit 2-3-4 14.687 gallons.

3-20-2023 - Engine 2-1 → 31.869 gallons.

3-28-2023 - Unit 2-3-6 → 10.000 gallons.

3-29-2023 Engine 2-1 23.666 gallons.

### Training

3-7-2023 - C12 & C13 training on MobileEyes software for pre-plans and fire inspections. (0830 - 1200)

3-8-2023 - C12 & C13 training on MobileEyes software for pre-plans and fire inspections. (0830 - 1200)

3-9-2023 - C12 & C13 training on MobileEyes software for pre-plans and fire inspections. (0900 - 1600)

3-14-2023 - C12 & C13 training on MobileEyes software for pre-plans and fire inspections. (1300 - 1500)

3-22-2023 - Received availability for Water craft simulator training from Sean Haas NYPD. Scheduled C6, 247 and 2413 for training on 3/27 & ./31.

Fire Service Instructor Level II certification received for C11.

Received email from BC Minkler for request for participation in MOB drill at Shell on August 26 @ 2000.

3-24-2023 - C12 & C13 training on MobileEyes software for pre-plans and fire inspections. (1100 - 1130)

3-26-2023 - Assigned Fire Department and Company annual Haz-Com refresher training through online training platform Vector solutions. 1900 C6 and VFF #125 completed at Station #2.

3-27-2023 C8 and 249 (T-4) completed Haz-Com refresher, test taken and passed. Received certificates. Placed in respective files.

C6, 247 & 2412 Small watercraft simulator training in NY.

3-28-2023 - Monthly Drill conducted, review and flow tested of WATPs and WPRVs. (1300 - 1530) & (1800 - 2000)

3-29-2023 - Tour 2 attended walkthrough of 2 Paddock St. in Avenel, a cold storage warehouse, which will be part of automatic response.

### **Disposal List**

One 5" Storz spanner wrench. *(Damaged at Buckeye detail)*

One 4" - 5" Storz spanner wrench. *(Damaged at Buckeye detail)*

One pair Large extrication gloves from 2412. Sustained a tear in finger.

Items from the storage shed included 3 tires, old lightbar, old metal storage items, old heat gun, broken and damaged exhaust hose, confined space equipment (give to county hazmat), 2 Sked and 1 reeves (taken by Comm. Weber), old storage bags, old projector screen. Multiple old storage bags and minor equipment taken from Hess that either served no purpose or were useless.

Officially,

Captains

Paul DeLeo

Rich Fritsch

Evan Douglas

Anthony Terebetsky

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

- C12 & C13 have each completed 18.75 hours of training on MobileEyes software for pre-plans and fire inspections. C12 is working on inputting all the pre-plan information and C13 is working on inputting all related information for the Fire Prevention Bureau. System is currently online while data is still being entered. Pre-plan binders will remain in the engine and maintained while system is being created. Once complete, I will offer a review to all members of the Career Division of the Pre-Plan software and CAD system.

- On 3-20-2023, C12 & C13 met with Anthony Ventimiglia from Colonial Pipeline to update pre-plan material within their facility. Updated storage tank info, yard hydrant info and valve set up info for the facility. Placed updated copies in both engines.
- On 3-28-2023, C12 & C13 met with Devyn Nolen from DSV Solutions regarding updating their EAP for their facility. Additionally, discussed updating pre-plan material within their facility.
- Every shift, ongoing data entry into the Pre-Plan software system. Tablets in engines are being updated after every shift on Tour 1 as more information is being entered into the Pre-Plan software system.

Respectfully submitted,

Captain Anthony S. Terebetsky