

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

The Board Clerk read the “Open Meeting Act” requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 2, 2023 was called to order by Commissioner Santorelli at 7:00 pm. Three Commissioners were present: Comm. Santorelli, Comm. Weber and Comm. Cinelli. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Comm. Molnar was absent due to illness.

Comm. Eagan was absent due to attending the Live Burn.

Minutes of the September 5, 2023 meeting were reviewed.

MOTION made by Comm. Cinelli to accept the September 5, 2023 minutes, seconded by Comm. Weber. All in favor 3-0.

The meeting was suspended and the auditor Michael Bart from Bart and Bart, CPA’s presented the annual audit report for the fiscal year ending December 31, 2022. Michael Bart stated that it was a productive year and thanked Board Accountant Bucsanszky and staff for assistance with producing an efficient audit.

Comm. Weber made a correction on the spelling of his first name, which is “Stephen”.

Comm. Santorelli inquired about the surplus amount and if that includes the truck reserve money, which it does as per the Auditor.

The Board Clerk read the Resolution of the annual audit report for the fiscal year ending December 31, 2022.

ROLL CALL VOTE:

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

TREASURER'S REPORT:

Balance	\$ 2,152,089.08
Deposits	\$ 829,896.94
Interest	\$ 2,492.66
Payroll	\$ (114,738.37)
Payroll Tax/Adjustments	\$ 4,029.92
Disbursements for the Month	\$ (59,193.39)
Ending Balance	\$ 2,814,576.84

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

BILLS TO BE PAID: \$ 59,193.39

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

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. Cinelli. All in favor 3-0.

CHIEF'S REPORT:

The Chief's Report was submitted and reviewed.

Operations Manager Small reported that there will be a Trunk or Treat at Woodbridge Center Mall on October 26.

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

TAXPAYER COMMENTS:

There were no comments from the public.

OPERATIONS MANAGER:

Operations Manager Small reported on an order for Firefighter Stamato military service from October 3 – October 25 and will give the order to the Board Accountant for our records.

Operations Manager Small stated that he received a quote for a radio from "WEJ Consulting" on a recommendation from Comm. Weber for the APEX 6500 with a one year warranty for \$2500.

MOTION made by Comm. Weber to purchase the APEX 6500 with a one year warranty from “WEJ Consulting” in the amount of \$2500, seconded by Comm. Cinelli. All in favor 3-0.

Operations Manager Small reported the police department swat team has reached out to Captain DeLeo to go over some breaching methods. Operations Manager Small stated that they train monthly and suggested that the training occurs during the Captain’s shift to avoid overtime.

UNFINISHED BUSINESS:

Comm. Santorelli inquired if there will be Port Reading Day this year. Operations Manager Small reported that there will be Fire Prevention Day on October 12 from 6pm-7:30 pm.

Operations Manager Small reported that there will be Trunk or Treat across the street on Tuesday, October 25.

Operations Manager Small reported that they would like to announce the “Port Reading Citizen of the Year” at the tree lighting ceremony this year.

NEW BUSINESS:

There was no new business.

Motion was made by Comm. Weber to go into Executive Session at 7:24pm, seconded by Comm. Cinelli. All in favor 3-0.

MOTION out of Executive Session at 7:53 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel issue and tentative Budget Workshop date set for November 8 at 6:00 pm.

There were no comments from the public.

MOTION to adjourn meeting made by Comm. Weber at 7:54 pm, seconded by Comm. Cinelli. 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

October 2, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,152,089.08
Deposits	829,896.94
Interest	2,492.66
Payroll	(114,738.37)
Payroll Tax/Adjustments/Transfers	4,029.92
Disbursements for the Month	<u>(59,193.39)</u>
ENDING BALANCE	\$ 2,814,576.84

11:24 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

10/02/23

ADD-ON BILLS

Accrual Basis

October 3, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Northfield - Voucher				
10/03/2023	3167	Bart & Bart CPAs	Completion of 2022 Audit	-7,000.00
10/03/2023	3168	THE HARTFOR...	Life Ins Customer#011215320001-2/Pol#734229 -10/01/2...	-380.40
10/03/2023	3169	FRANCIS CAM...	E-mail Hosting/Support - September 2023	-216.00
10/03/2023	3170	FRANCIS CAM...	E-mail Hosting/Support - October 2023	-216.00
Total Northfield - Voucher				<u>-7,812.40</u>
TOTAL				<u><u>-7,812.40</u></u>

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

September 6 through October 2, 2023

09/28/23

Date	Num	Name	Memo	Amount
Northfield - Voucher				
09/06/2023	3146	Elizabethtown Gas	Account # 2202559020 - Firehouse 07/24/2023 - 08/24...	-8.15
09/06/2023	3147	FIRETEX	Fire System Inspection - TAX EXEMPT	-249.00
09/06/2023	3148	LAWN DOCTOR	Customer#795791 - Late Summer Fertilization	-65.67
09/06/2023	3149	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 05/19/2023 - 08/...	-1,438.35
09/06/2023	3150	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
10/02/2023	3151	Alterman & Associates, LLC	Legal Services - Pension Appeal - Brian Small	-2,060.00
10/02/2023	3152	ATLANTIC TIRE & SERVICE	2018 Ford Interceptor 4 Tires Installed	-189.55
10/02/2023	3153	Brian A Bontempo	Monthly Fee - October 2023	-866.67
10/02/2023	3154	C & C Towing & Auto Repairs	Ford Explorer (2-3-6) 4 Tires Installed	-835.00
10/02/2023	3155	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-600.90
10/02/2023	3156	ESS, Inc	Mobile Radio Service	-820.00
10/02/2023	3157	Ford's Fire District #7	Dispatch Service - October 2023	-6,094.75
10/02/2023	3158	Jessica Rizitis	Website Maintenance - October 2023	-211.92
10/02/2023	3159	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 10/17/2023-11...	-893.20
10/02/2023	3160	LifeSavers, Inc	Defibtech Lifeline AED Adult Defibrillation Pad Package	-44.75
10/02/2023	3161	Maria Bucsanszky, E.A	Monthly Fee - October 2023	-2,791.67
10/02/2023	3162	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service September 2023	-13,717.63
10/02/2023	3163	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,318.40
10/02/2023	3164	RAYMOND KREUSCH	Reimbursement - Pink LED Bulbs	-50.07
10/02/2023	3165	Tyler Technologies, Inc	C/S# 55417 - MobleEyes Annual Service Fee	-4,315.00
10/02/2023	3166	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage -October 2...	-2,135.72
10/02/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Retired- 10/01/2023 - 1...	-3,496.74
10/02/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active 10/01/2023 - 10/...	-16,910.23
Total Northfield - Voucher				-59,193.39
TOTAL				<u>-59,193.39</u>

R E S O L U T I O N

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended DECEMBER 31, 2022, has been completed and filed with the **WOODBRI****DGE TOWNSHIP FIRE DISTRICT #2**, pursuant to N.J.S.A. 40A:14-89, and

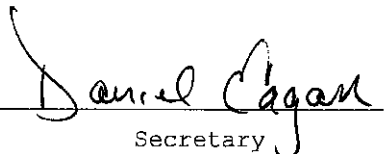
WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

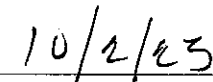
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **WOODBRI****DGE TOWNSHIP FIRE DISTRICT #2**, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended DECEMBER 31, 2022, and specifically has reviewed the sections of the audit report entitled "General Comments" and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON October 2, 2023.


Secretary


Date

Port Reading Fire Department



Captains' Report – September 1, 2023 - September 27, 2023

Engine 2-1

9-10-2023 New AED pads received and changed out with expired ones by ODP.

9-12-2023 - Brake for Federal Q2B siren not working.

9-27-2023 - Red Line installed new mounting brackets and NY Hook on sides of cab.

Engine 2-2

9-1-2023 - Experiencing problem with deck gun mount and extension. Extension will not go down properly and mount cannot be removed. Will follow up for repairs. Unit still operational.

9-27-2023 - Red Line installed four new hand lights in cab.

Support Pick-Up 2-3-4

9-12-2023 - Found blown 20 AMP mini fuse under hood causing lighting issue with HG-1.

Fire Company Vehicle 2-3-5

Support Unit 2-3-6

9-1-2023 - Unit taken to C&C Towing & Auto Repairs in Fords for work. Unit pulling significantly to the right when driving.

9-14-2023 VFF#128 for Wildwood Convention Weekend as per OM Small.

9-16-2023 1816 - Received call from Station #7 that they were notified by WPD Headquarters that unit is being towed from Wildwood.

9-17-2023 - Unit dropped off at C&C Towing & Auto Repairs.

9-18-2023 - Returned to service. Repaired at C&C Towing & Auto Repairs. EMS equipment returned to unit.

Fire Prevention Vehicle 2-3-7

Marine 2-3-8

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

9-1-2023 - Conducted post-drill preventative maintenance on Colonial Pipeline Hired Gun (HG-1). Washed unit, balanced tire pressures, added caps to tire valve stems, wired tied loose Storz caps, lubed Storz fittings, tested lighting and organized tool box.

9-6-2023 - Found spare tire for HG-3 BEP Gun behind shed. Valve stem broken. Sent to Danny's Automotive for repair.

9-8-2023 - Picked up tire for HG-3 from repairs at Danny's.

9-10-2023 C6 and VFF#125 placed repaired tire on to HG-3 and brought over to Atlantic Response for further repairs.

9-14-2023 ODP repositioned both Ambassadors in Buckeye Partners near Millwright Building for storage.

LDH Box Trailers, Open Trailer & Decontamination Trailer

Equipment

9-18-2023 C6 provided gear inspection for 201 for FF2 class. Spare SCBA cylinder for class provided off of rack.

Building and Grounds

9-5-2023 - 1900 Fire Commissioners meeting followed by Fire Company meeting at 2000.

9-24-2023 - Found 52" fan over 2-3-4 and 2-3-6 in bay not working.

9-26-2023 - Township Fire Officers meeting in Meeting Hall.

Fuel

9-11-2023 - Engine 2-1 → 29.8 gallons @ Station #1

9-14-2023 - Support Unit 2-3-6 added 7.719 gallons of gasoline @ WTDWW.

9-16-2023 - Support Unit 2-3-4 added 11.000 gallon of gasoline and filled gas cans 6.00 gallons @ WTDWW.

9-20-2023 - Unit 2-3-6 → 8.000 gallons

9-22-2023 - Engine 2-1 added 39.0 gallons of diesel @ WFD#1

9-25-2023 - Unit 2-3-7 → 9.002 gallons

Training

9-6-2023 ODC assigned monthly Online training to department.

Received request for Butane drill from Buckeye Pipeline to fulfill annual requirement.

9-7-2023 - 2-4-9 completed Rescue & Extrication online class.

9-9-2023 - C-12 completed Rescue & Extrication online class.

9-18-2023 - Cones placed in Lee street lot for pending training props for MVX drill

Received confirmation from MCFA for 201's FF2 Class. Requisite documents provided for attendance. 2-4-12 completed Rescue & Extrication online class.

9-19-2023 C8 completed "Rescue & Extrication" online class.

9-22-2023 Completed code of conduct form for 201' firefighter 2 class enrollment.

9-23-2023 C8 & 249 completed MVX training / video online class.

9-28-2023 Request that the Board enter into a contract with a local salvage company to provide at least one Motor Vehicle as an extrication training prop annually. Cost to be borne by the district. Very difficult to locate logistical support for this mandatory training.

Disposal List

Officially,

Captains

Paul DeLeo

Richard Fritzsich

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- Updated Dana Transport ERP binder; added in 5 SDS documents.
- Obtained classroom numbering system for new wing of Matthew Jago School #28. Began developing new floor plan for tablets.

Respectfully submitted,

Captain Anthony S. Terebetsky

Chiefs report for OCTOBER commissioners meeting

Total calls for the month of SEPTEMBER was 37: and brings our total calls for the year to: 242

- 9 auto aids
- 4 down wires
- 2 co alarms
- 4 mva
- 2 gas odors
- 1 special detail
- 3 DEP notifications
- 3 fire alarms
- 1 confined space notice
- 1 vehicle fire
- 1 open burning
- 2 water rescues
- 1 smoke call
- 2 drills
- 1 flooded basement

Past events

- the 9/11 services went well

Upcoming events

- 10/24 trunk or treat at PRFD parking lot
- 10/26 trunk or treat at woodbridge center mall