

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
March 4, 2024**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of March 4, 2024 was called to order by Commissioner Santorelli at 6:00 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 arrived at 6:11 pm

The Board Clerk read the 2024 Election Certification Resolution.

MOTION made by Comm. Weber to approve the 2024 Election Certification Resolution, seconded by Comm. Molnar.

ROLL CALL VOTE:

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

Commissioner Cinelli was sworn in by Councilman Small. Comm. Cinelli thanked everyone for getting out to vote and getting the budget passed.

MOTION made by Comm. Molnar to keep the Offices of the Commissioners and Committees the same as 2023, seconded by Comm. Cinelli. All in favor 4-0.

Minutes of the February 5, 2024 meeting were reviewed.

MOTION made by Comm. Molnar to accept the February 5, 2024 minutes, seconded by Comm. Cinelli. All in favor 4-0.

TREASURER'S REPORT:

Balance	\$	2,735,282.66
Deposits	\$	816,074.10
Interest	\$	3,349.10
Payroll	\$	(105,845.72)
Payroll Tax/Adjustments	\$	(5,447.51)
Disbursements for the Month	\$	<u>(102,785.64)</u>
Ending Balance	\$	3,340,626.99

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

BILLS TO BE PAID: \$ 102,785.64

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

TAXPAYER COMMENTS:

There were no comments from the public.

OPERATIONS MANAGER :

Operations Manager Small commended the career and volunteer staff on the building preparations for the swearing-in ceremony of the new firefighters, especially Captain DeLeo for the set up in the bay area and Volunteer Dave Mayti for cleaning the downstairs floor and bar area.

Operations Manager Small thanked the Board for the decision to move forward with the hiring of the firefighters to help strengthen the department.

Operations Manager Small reported on behalf of Captain Douglas we will get some cost recovery from a call with Woodbridge for manpower and the engine.

Operations Manager Small reported that the following candidates will be attending Texas A&M training this year, Chief Korenski, Career Firefighter Fizer and Captain Douglas.

UNFINISHED BUSINESS:

Comm. Weber thanked everyone for the get well fruit basket and all of the well wishes.

Comm. Weber happily reported that because of the hiring of additional career staffing and increasing the roles of the volunteer company, there was a need to increase the plan for E-Dispatch by 5 people and will be paying an extra \$15.00 a month.

Comm. Weber reported that the members of the engine committee have been making progress and will meet again later this month.

Comm. Cinelli thanked everyone that took part in the swearing-in ceremony on Thursday and for all involved over the past three years in getting questions passed to make it happen.

Comm. Cinelli reported that he will be meeting with the architect later this week to brainstorm regarding the building.

Comm. Molnar thanked Operations Manager Small for his major role setting up the swearing-in event. Comm. Molnar stated that she spoke to all three candidates today who indicated they had an awesome first day and they are looking forward to tomorrow. Comm. Molnar thanked Captain DeLeo for an outstanding first day of training.

Comm. Santorelli stated that the swearing-in ceremony was an excellent day all around.

NEW BUSINESS:

MOTION made by Comm. Weber to adopt a May Day procedure, to be normal standard practice for the District to be implemented immediately, seconded by Comm. Molnar. All in favor 4-0.

Comm. Weber reported that the District will be looking into some gas detection meters within the next few weeks.

Comm. Weber congratulated the new hires and stated that the building looked phenomenal and looks forward to working with everyone.

Comm. Eagan arrived at 6:11 pm and had no new business to report.

Comm. Cinelli reported that he received the email today regarding enrollment in the pension.

Motion was made by Comm. Eagan to go into Executive Session at 6:12 pm, seconded by Comm. Weber. All in favor 5-0.

MOTION out of Executive Session at 6:19 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel issue.

Comm. Santorelli stated that all funded 2024 positions will remain the same.

MOTION to adjourn meeting made by Comm. Eagan at 6:20 pm, seconded by Comm. Molnar.
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

March 4, 2024

Treasurer's Report

BEGINNING BALANCE	\$ 2,735,282.66
Deposits	816,074.10
Interest	3,349.10
Payroll	(105,845.72)
Payroll Tax/Adjustments/Transfers	(5,447.51)
Disbursements for the Month	<u>(102,785.64)</u>
ENDING BALANCE	\$ 3,340,626.99

1:13 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

03/01/24

ADD-ON BILLS

Accrual Basis

March 5, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Northfield - Voucher				
03/05/2024	3358	MIDDLESEX C...	Course - Firefighter 1 & FireFighter2/Scarano	-500.00
03/05/2024	3359	Witmer Public S...	A/C# WOOWTP1 -Gloves, Airmask	-898.26
03/05/2024	3360	Witmer Public S...	A/C# WOOWTP1 - Fire Hero Extreme	-510.59
03/05/2024	3361	Witmer Public S...	A/C# WOOWTP1 -Gloves, Headband	-379.05
03/05/2024	3362	BRIAN SMALL.	Reimbursement - Refreshments for Swearing In	-315.00
03/05/2024	3363	D'orsi Bakery	Refreshments for Swearing In	-115.00
03/05/2024	3364	Roosevelts Deli	Refreshments for Swearing In	-958.65
Total Northfield - Voucher				<u>-3,676.55</u>
TOTAL				<u>-3,676.55</u>

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

February 6 through March 4, 2024

02/29/24

Date	Num	Name	Memo	Amount
Northfield - Voucher				
02/06/2024	3321	DOCTORS MEDI CENTER	Exam for FireFighters	-3,000.00
02/06/2024	3322	Institute For Forensic Psych...	Psychological Evaluation (3) FF	-1,650.00
02/17/2024	3323	Debbie Gellis	Poll Worker - Fire Election - February 17, 2024	-125.00
02/17/2024	3324	Electec, Inc	Remaining Due- Fire Election Voting Machine/Technicia...	-1,979.37
02/17/2024	3325	MARIE WARD	Poll Worker - Fire Election - February 17, 2024	-125.00
02/17/2024	3326	Melissa Ward	Poll Worker - Fire Election - February 17, 2024	-125.00
02/20/2024	3327	WEJ Consulting LLC	6 - Motorola Portable Radios	-15,000.00
02/20/2024	3328	WEJ Consulting LLC	Portable Radios/Batteries/Chargers	-24,862.00
03/04/2024	TEPS	New Jersey State Health Be...	Health Benefits - Active 03/01/2024 - 03/31/2024	-14,590.34
03/04/2024	TEPS	New Jersey State Health Be...	Health Benefits - Retiree 03/01/2024 - 03/31/2024	-7,092.95
03/04/2024	3329	Absolute Fire Protection Co...	2008 E-One Pumper (2-2) Labor & Travel Time	-297.90
03/04/2024	3330	Brian A Bontempo	Monthly Fee - March 2024	-884.00
03/04/2024	3331	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-671.04
03/04/2024	3332	EHRlich	Commercial Pest General Maintenance Service - AC# 1...	-91.85
03/04/2024	3333	Elizabethtown Gas	Account # 2202559020 - Firehouse 12/20/2023 - 01/24...	-1,035.97
03/04/2024	3334	FLORAL EXPRESSIONS, I...	Order #075865-Basket-Richard Simeone	-70.00
03/04/2024	3335	Fords Fire District #7	Dispatch Service - March 2024	-6,247.08
03/04/2024	3336	FRANCIS CAMPBELL	E-mail Hosting/Support -January 2024	-216.00
03/04/2024	3337	Gannett NY/NJ LocalIQ (HO...	Acct#1120460 Public Notice -2024 Budget Notice	-72.44
03/04/2024	3338	Global Industrial	Infinity 1 Tier 1 Door Locker	-446.89
03/04/2024	3339	Hackensack Meridian Team ...	Review of OSHA Resp Questionnaires	-275.00
03/04/2024	3340	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-607.79
03/04/2024	3341	Jessica Rizitis	Website Maintenance - March 2024	-211.92
03/04/2024	3342	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 03/17/2024-04...	-893.20
03/04/2024	3343	Maria Bucsanszky, E.A	Monthly Fee March 2024	-2,916.67
03/04/2024	3344	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service February 2024	-13,752.20
03/04/2024	3345	New Jersey Door Works, LLC	Repaired Door #4	-688.76
03/04/2024	3346	Peter R Fizer.	Reimbursement- FD Tshirts/Sweatshirts for new hires	-172.00
03/04/2024	3347	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,038.56
03/04/2024	3348	Staples Business Advantage	Acct#NYC 1054611/Supplies	-39.87
03/04/2024	3349	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -03/01...	-380.40
03/04/2024	3350	VERIZON WIRELESS	742492817-00001/Cell Phone 12/24/23-01/23/24	-80.02
03/04/2024	3351	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage -March 2024	-2,135.72
03/04/2024	3352	EHRlich	Commercial Pest General Maintenance Service - AC# 1...	-91.85
03/04/2024	3353	FRANCIS CAMPBELL	E-mail Hosting/Support -February 2024	-240.00
03/04/2024	3354	Witmer Public Safety Group	A/C# WOOWTP1 -Streamlight Survivor Rechargeable	-167.50
03/04/2024	3355	Witmer Public Safety Group	A/C# WOOWTP1 -Defender Gloves	-355.76
03/04/2024	3356	Witmer Public Safety Group	A/C# WOOWTP1 -Ringers Extrication Gloves	-39.59
03/04/2024	3357	Staples Business Advantage	Supplies	-116.00
Total Northfield - Voucher				-102,785.64
TOTAL				-102,785.64

MARCH 4, 2024 – RE-ORGANIZATION MEETING

Fire Commissioners

President –
1st V.P. -
2nd V. P. –
Treasurer –
Secretary –

Committees

Radios & Alarms – Comm.
Personnel & Negotiations – Comms. &
Building & Grounds – Comms. &
Truck Maintenance – Comms. &
Gear & Equipment – Comm.
Health & Safety – Comms. &
Fire Prevention Bureau – Comm.
Hall Rental – Comms. &
Liason to First Aid Squad – Comm. or Comm.

Appointments

Website Coordinator – Jessica Rizitis
Fire Official - Justin Holloway
Banks – Northfield
Accountant – Maria Bucsanszky, EA
Attorney – Brian Bontempo – General Counsel
Auditor – Michael Bart, Bart & Bart CPA
Newspapers – Home News & Star Ledger
LOSAP Coordinator – Maria Bucsanszky
Clerk – Marianne Desantis

WOODBRIIDGE TOWNSHIP BOARD OF FIRE COMMISSIONERS
DISTRICT 2
PORT READING, NJ

RESOLUTION
Election Certification

WHEREAS, the Board of Fire Commissioners, Woodbridge Township District 2, Port Reading held the annual election in accordance with NJSA 40A:17-72 on February 17, 2024, and

WHEREAS, this election was held in the time and manner as prescribed by statute and there were no protests or challenges,

THEREFORE BE IT RESOLVED that the results of the election were as follows:

For Fire Commissioner (3 Year Term):

Mark Cinelli	95 votes
Write In	5 votes

Question #1

“Shall the Fire District No. 2 2024 Fiscal Year Budget be adopted with total revenues of \$3,722,191.45 which includes \$3,553,614.96 to be raised by taxation and total appropriations of \$3,722,191.45?”

Yes	54 votes
No	45 votes

Moved... *SW*
Seconded... *SM*
Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Robert Santorelli	X			
JoAnn Molnar	X			
Stephen Weber	X			
Mark Cinelli	X			X
Daniel Eagan				

March 4, 2024

Port Reading Fire Department



Captains' Report – February 1, 2024 - February 28, 2024

Engine 2-1

2-26-2024 - Four-way gas meters #1 & 2 indicating calibration due.

Engine 2-2

2-22-2024 Washed and bay floor underneath

2-27-2024 - Four-way gas meters #5, 6, 7 & 8 indicating calibration due.

Support Pick-Up 2-3-4

2-16-2024 Installed new gas springs in compartments on 2-3-4.

Fire Company Vehicle 2-3-5

Support Unit 2-3-6

Fire Prevention Vehicle 2-3-7

Marine 2-3-8

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Trailer, Open Trailer, Storage Container & Decontamination Trailer

Equipment

2-5-2024 – M. Barcellona dropped off EMS Equipment. Signed for by C11.

2-7-2024 - Avenel FD washed and dried PPE for C-13 and 2-0-1.

Building and Grounds

2-1-2024 Posted promotional test offering in fire station as per administration's request.

2-7-2024 - Repaired and installed vehicle exhaust hose for Engine 2-2. First Aid Squad meeting in Meeting Hall at 1900 hours.

2-8-2024 - Cooper Power Systems conducted PM check of Kohler Emergency Generator.

2-13-2024 ODP snow removal

2-17-2024 ODP snow removal

1400-2100 Fire District Election

2-21-2024 Posted special meeting notice

Building generator conducting weekly self-check. System OK.

ODP assisted OM Small and Commissioner Eagan with building organization and clean-up.

2-29-2024 - Set up apparatus bay for New Hire Swearing In.

Fuel

2-3-2024 - Engine 2-2 → 22.0 gallons @ Station 1.

2-7-2024 - Unit 2-3-4 → 5.678 gallons. Engine 2-1 → 32.0 gallons @ Station 1.

2-15-2024 - Unit 2-3-6 → 12.345 gallons.

2-16-2024 – Engine 2-1 26.5 gallons @ Station 1

2-19-2024 - Unit 2-3-6 → 13.131 gallons

Training

2-3-2024 - C-12 completed online annual refresher training.

2-9-2024 – C-6 Completed In-house training modules of Hose and Appliances, Ladders and Orientation for New VFFs#134 and 135.

2-13-2024 VFF#136 and CFF#2411 fit tested at Station 1

2-17-2024 - C-6 received training on MobileEyes Pre-Plan system use.

2-21-2024 Received FF2 Certificates for 201. Coordinated application to NJ DFS for State Certification

Emailed supporting documents to Colonial pipeline to facilitate donation for Williams Industrial firefighting class sponsorship.

Training prop used in parking lot for drill and stored in Lee Street Container

Disposal List

2-5-2024 – 3 SCBA Masks (Failed Testing)

2-9-2024 – Old diesel exhaust hose in bay #6.

Special Details

2-21-2024 – One firefighter recall for special detail coverage for special building supply purchase.

Officially,

Captains

Paul DeLeo

Richard Fritsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- On 2-3-2024, updated MobileEyes Pre-Plan software to version #165.
- Met with Capt. F. Della Pietro and Capt. B. Della Pietro from Fords FD on 2-5-2024 to discuss MobileEyes Pre-Plan software with him.
- Began building hydrant mapping into eDispatch alert system.
- Updated Right-to-Know information in MobileEyes for Buckeye Partners, Colonial Pipeline, Conrail, Grover Cleveland Service Area and Thomas Edison Service Area.
- Attended EPCRA tabletop drill hosted by Woodbridge Township and Middlesex County OEM officials at Middlesex County Fire Academy on 2-28-2024. Drill entitled Hazardous Materials incident at Dana Transport, 210 Essex Ave E, Avenel.

Respectfully submitted,

Captain Anthony S. Terebetsky

Chiefs report for MARCH meeting

Total calls for the month of JANUARY was: 20 and brings our total calls for the year to: 42

- 1 down wire
- 1 drill
- 1 entrapment
- 1 water leak
- 2 vehicle fires
- 2 MVAS
- 3 auto aid
- 3 fire alarms
- 3 gas odors
- 1 gas leak
- 1 co detector

Past event

- On 2/29 at 6pm 3 new career staff were sworn in

Upcoming event

- 3/10 at 1330 Saint patrick's day parade meet at fd at 1200