

**Comm. PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
October 7, 2024**

The Board Clerk read the “Open Meeting Act” requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of October 7, 2024 was called to order by Commissioner Santorelli at 6:00 pm. All five Commissioners were present: Comm. Santorelli, Comm. Molnar, Comm. Weber, Comm. Cinelli and Comm. Eagan. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Minutes of the September 3, 2024 meeting were reviewed.

MOTION made by Comm. Molnar to accept the September 3, 2024 minutes, seconded by Comm. Cinelli. All in favor 5-0.

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, 2023. Michael Bart stated that it was a productive year and thanked Board Accountant Bucsanszky and staff for assistance with producing an efficient audit.

The Board Clerk read the Resolution of the annual audit report for the fiscal year ending December 31, 2023.

**ROLL CALL VOTE:**

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

**TREASURER’S REPORT:**

Balance	\$	2,695,226.55
Deposits	\$	963,409.05
Interest	\$	2,965.90
Payroll	\$	( 134,123.47)
Payroll Tax/Adjustments	\$	( 2,327.14)
Disbursements for the Month	\$	( 70,311.44)
Ending Balance	\$	3,454,839.45

MOTION made by Comm. Weber to accept the Treasurer’s Report, seconded by Comm. Eagan. All in favor 5-0.

**BILLS TO BE PAID:** \$ 70,311.44

Comm. Molnar inquired about Bill #1013 for the Middlesex Treasury for the election. Board Accountant Bucsanszky stated that all of the Districts just received the bill for the printing, postage and personnel from the February 2024 election.

Comm. Molnar did not vote on Bill #1033.

MOTION made by Comm. Weber to pay the bills and add on bills, seconded by Comm. Cinelli. All in favor 5-0.

**FIRE OFFICIAL REPORT:**

The Fire Official Report was submitted and reviewed.

Motion made by Comm. Webet to accept the Fire Official Report, seconded by Comm. Eagan. All in favor 5-0.

**CAPTAIN'S REPORT:**

The Captain's Report was submitted and reviewed.

Captain Fritsch reported that the Fire Prevention detail at School #28 today went well and thanked the career staff that attended.

Captain Fritsch reported that the sprinkler maintenance will take place tomorrow.

Captain Fritsch reported that two firefighters attended the Sevo 3 class in Woodbridge for fire apparatus/drivers.

MOTION made by Comm. Eagan to accept the Captain's Report, seconded by Comm. Weber. All in favor 5-0.

**CHIEF'S REPORT:**

The Chief's Report was submitted and reviewed.

Chief reported that the Colonia Fire Department requested assistance with the Junior Fire Academy on 10/18 and 10/19. Comm. Santorelli agreed to sending four members to help with manpower.

MOTION made by Comm. Molnar to accept the Chief's Report, seconded by Comm. Weber. All in favor 5-0.

**TAXPAYER COMMENTS:**

There were no comments from the public.

**UNFINISHED BUSINESS:**

Comm. Weber reported progress with the new truck committee.

**NEW BUSINESS:**

Comm. Weber reported that they received the grant for the boat and thanked Captain Douglas for all of his hard work with the grant writing process.

Comm. Molnar reported that the Fire Prevention event will take place on Wednesday here.

Comm. Molnar reported that the "Trunk or Treat" will take place on 10/29 from 6:00-7:30 pm and stated that the lot will need to be roped off in the am.

MOTION made by Comm. Eagan to enter into Executive Session at 6:22 pm, seconded by Comm. Weber. All in favor 5-0.

MOTION out of Executive Session at 7:05 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were contractual negotiations and personnel issues.

MOTION to adjourn meeting made by Comm. Molnar at 7:05 pm, seconded by Comm. Eagan. 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**

October 7, 2024

Treasurer's Report

BEGINNING BALANCE	\$ 2,695,226.55
Deposits	963,409.05
Interest	2,965.90
Payroll	( 134,123.47)
Payroll Tax/Adjustments/Transfers	( 2,327.14)
Disbursements for the Month	<u>( 70,311.44)</u>
 ENDING BALANCE	 \$ 3,454,839.45

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

**BILL LIST**

October 9, 2024

10/07/24

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Voucher 2 - Northfield</b>				
10/09/2024	1035	JUSTIN HOLLOWAY	Reimbursement - New code book 2018 IFC NJ edition	-225.51
10/09/2024	1036	MIDDLESEX COUNTY FIRE ...	Course Drill ground instructor refresher	-104.00
10/09/2024	1037	NAPA Auto Parts of Colonia	Supplies	-85.93
10/09/2024	1038	SKYLANDS AREA FIRE EQ...	Carabiner	-536.10
10/09/2024	1039	Witmer Public Safety Group	A/C# WOOWTP1 - Haix Fire eagle air boots	-514.58
10/09/2024	1040	Woodbridge Twps Profession...	Reimbursement for retirement dinner	-500.00
Total Voucher 2 - Northfield				-1,966.12
<b>TOTAL</b>				<b>-1,966.12</b>

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BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

**BILL LIST**  
October 8, 2024

10/04/24

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Voucher 2 - Northfield</b>				
10/08/2024	1032	Bart and Bart CPAs	Performance of 12/31/23 audit / Preporation of report, reso...	-7,000.00
10/08/2024	1033	JoAnn Molnar	Reimbursement - Fire convention 9/13/24-9/14/24 mileag...	-679.23
Total Voucher 2 - Northfield				-7,679.23
<b>TOTAL</b>				<b><u>-7,679.23</u></b>

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

**BILL LIST**

10/03/24

**September 4 through October 7, 2024**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Northfield - Voucher</b>				
09/04/2024	3589	CENTRAL JERSEY SECURI...	Remade RJ45 Camera	-125.00
09/04/2024	3590	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -09/01/2...	-349.20
09/04/2024	3591	EHRlich	Commercial Pest General Maintenance Service - AC# 140...	-106.75
09/04/2024	3592	FRANCIS CAMPBELL	E-mail Hosting/Support -July 2024	-240.00
09/04/2024	3593	FRANCIS CAMPBELL	E-mail Hosting/Support -August 2024	-240.00
09/04/2024	3594	FRANCIS CAMPBELL	E-mail Hosting/Support -September 2024	-240.00
Total Northfield - Voucher				<b>-1,300.95</b>
<b>Voucher 2 - Northfield</b>				
10/07/2024	TEPS	New Jersey State Health Ben...	Health Benefits - Retiree 10/01/24-10/31/24	-7,092.95
10/07/2024	TEPS	New Jersey State Health Ben...	Health Benefits - Active - Health and Prescription benefits...	-17,182.86
10/07/2024	1001	AIRTEC SERVICE INC	A/C Repair	-157.50
10/07/2024	1002	ALERT ALL CORP	Fire Prevention Material	-2,840.00
10/07/2024	1003	Brian A Bontempo	Monthly Fee - October 2024	-884.00
10/07/2024	1004	COASTAL REFRIGERATIO...	Ice Machine Cleaning	-395.00
10/07/2024	1005	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV - 9/12...	-653.51
10/07/2024	1006	Dockside Bait and Tackle	Marine 2-3-8 - Fuel	-18.69
10/07/2024	1007	FIRETEX	Fire System Inspection	-1,182.00
10/07/2024	1008	Fords Fire District 7	Dispatch Service - October 2024	-6,247.08
10/07/2024	1009	FORDS LAWN MOWER	Service - Belts / Blades / Pulleys	-65.00
10/07/2024	1010	LAWN DOCTOR	Customer#795791 - Fertilization on 09/09/2024	-67.65
10/07/2024	1011	LIFE INSURANCE COMPAN...	GL 009906-000-000 LIFE INSURANCE - 10/17/2024-11/...	-813.45
10/07/2024	1012	Maria Bucsanszky E A	Monthly Fee - October 2024	-2,916.67
10/07/2024	1013	MIDDLESEX COUNTY TRE...	Mail-In Ballot Printing & Postage - Fire Election February 1...	-1,209.79
10/07/2024	1014	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 05/21/24-08/26/24	-2,227.15
10/07/2024	1015	NAPA Auto Parts of Colonia	Supplies	-70.90
10/07/2024	1016	NEW JERSEY FIRE EQUIP...	Repairs SCOTT Parts	-199.89
10/07/2024	1017	PSEG	ELECTRIC BILL-Summary Account #1301219207	-1,317.43
10/07/2024	1018	Staples Business Advantage	Supplies	-176.87
10/07/2024	1019	STATE OF NEW JERSEY	Assessment 0-226-002-948/000-00 12/2023	-116.00
10/07/2024	1020	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -10/01/2...	-349.20
10/07/2024	1021	Tyler Technologies Inc	C/S# 55417 - MobileEyes Annual Service Fee	-4,315.00
10/07/2024	1022	WEST HUDSON INDUSTRI...	Retirement Plaque V. Pereira	-205.00
10/07/2024	1023	Witmer Public Safety Group	A/C# WOOWTP1 - Fire Dex Pro Gloves	-169.55
10/07/2024	1024	Woodbridge Fire District 1	Reimbursement - Vision & Dental Coverage -October 2024	-2,573.17
10/07/2024	1025	Dockside Bait and Tackle	Marine 2-3-8 - Fuel	-42.50
10/07/2024	1026	FORDS LAWN MOWER	Service - 30" Time Master Curved PP	-1,599.00
10/07/2024	1027	MIDDLESEX WATER COMP...	Acct # 3046515564-Hydrant ServiceSeptember 2024	-13,717.62
10/07/2024	1028	NAPA Auto Parts of Colonia	Supplies	-47.47
10/07/2024	1029	Staples Business Advantage	Acct#NYC 1009573 / Supplies	-56.70
10/07/2024	1030	Witmer Public Safety Group	A/C# WOOWTP1 - Honeywell dyna fit suspenders	-72.01
10/07/2024	1031	NAPA Auto Parts of Colonia	Supplies	-28.88
Total Voucher 2 - Northfield				<b>-69,010.49</b>
<b>TOTAL</b>				<b><u>-70,311.44</u></b>

RESOLUTION

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, 2023, has been completed and filed with the **WOODBRIIDGE TOWNSHIP FIRE DISTRICT #2**, pursuant to N.J.S.A. 40A:14-89, and

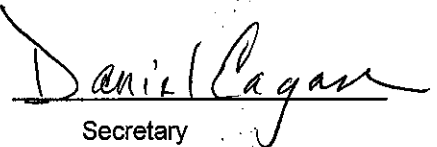
WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled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

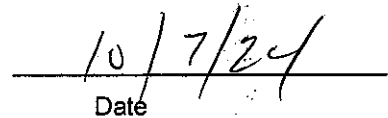
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **WOODBRIIDGE 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, 2023, 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 7, 2024.

  
Secretary

  
Date



# Chiefs report for OCTOBER meeting

Total calls for the month of SEPTEMBER was: 36 and brings our total calls for the year to: 230

## Fire calls

- 2 mutual aid
- 2 vehicle fires
- 1 down wire
- 1 haz-mat
- 4 fire alarms
- 5 auto aid
- 1 water rescue
- 1 sprinkler act
- 3 drill
- 3 gas oder
- 8 mva
- 1 water leak
- 1 need fd
- 1 lockout
- 1 special request
- 1 gas leak

## past event

- 9/11 walk at colonia fire on 9/11
- 9/11 ceremony at woodbridge high school

## Upcoming event

- 10/9 wed from 5:30PM to 8:00PM Fire prevention open house at fd
- 10/24 thursday from 5:00PM to 7:00PM township trunk or treat woodbridge mall at the solar panel parking area
- 10/29 from 6:00PM to 7:30PM PRFA trunk or treat at fd lot across from the firehouse

## Assistance for Colonia Fire Junior Fire Academy

To the District 2 Board of Fire Commissioners,

LT. Peter Theologis from District 12 has inquired about additional assistance with the Colonia Junior Fire Academy. Our members will not be involved with any live fire demonstration, they will only be assisting with some operational demonstration and set up of props. They will only need their gear while assisting with the handling of tools explicitly for certified firefighters. This is a good opportunity for our members to be involved with the youth of our community and other agencies in the township. It also affords our members the chance to expand their knowledge on the operational capabilities of these agencies. A full itinerary has been provided for the event.

Several members from the Port Reading Fire Company have shown interest in this request and would like to have the board's seal of approval to assist in this event.



**Colonia FD**  
**Junior Fire Academy 2024**  
**Incident Action Plan**



**Where:** Colonia FD

**When:** Friday 10/18 (1830-2130) - Saturday 10/19 (0730-1830)

**Graduation:** Saturday 10/19 @ 1900

**Fee:** \$45

**Eligibility:** Grades 7th-10th

**Deadline for Applications:** 10/11

**Friday Stations: (15 min. rotations)**

***IF NO NORTHSTAR:***

- Ambulance
- PPE/ SCBA
- Engine
- PD
- Truck
- Rescue

***IF NORTHSTAR:***

- PPE/ SCBA
- Tour of Fire/EMS/PD cars

**Saturday Stations: (45 min. rotations)**

- Forcible Entry (Inward/ Outward)
- Hoselines (Dumpster Fire/ Blitz)
- Extrication (Spread/ Cut/ Ram)
- Ladders (Roof Prop/ Building)
- Search & Rescue (Smoke Trailer/Prop)
- Fire Extinguishers (Stove)
- Ventilation (Hydraulic Vent)
- Hydrants

## Extra Stations:

- Aerial Tour
- North Star
- Bird House Demo
- County Hazmat
- CPR/ AED

## Map:



## Menu:

<b>Breakfast</b>	Muffins
<b>Lunch</b>	Pizza
<b>Dinner</b>	Colonia BBQ
<b>Drinks</b>	Water/ Gatorade/ OJ

## Schedule:

### NORTHSTAR Friday:

TIME	TASK	IN CHARGE	NOTES
6:00p-6:30p	Check-in	Tony	Gear/ Check In at the same time
6:25p-6:35p	Intros/ Rules	Peter/Tony	
6:35p-7:00p	Groups/Gear	ALL STAFF	
7:05p-7:20p	1st Rotation	ALL STAFF	PPE/ SCBA
7:20p-7:40p	2nd Rotation	ALL STAFF	FIRE/ PD/ EMS
7:40p-7:50p	Ride to CMS	ALL STAFF	LZ established
8:00p-8:45p	NorthStar	ALL STAFF	
8:45p-9:00p	Ride to CFD	ALL STAFF	
9:05p-9:30p	Debrief	Peter/ Tony	Questions

### NO NORTHSTAR Friday:

TIME	TASK	IN CHARGE	NOTES
6:00p-6:30p	Check-in	Tony	Gear/ Check In at the same time
6:25p-6:35p	Intros/ Rules	Peter/Tony	
6:35p-7:00p	Groups/Gear	ALL STAFF	
7:05p-7:20p	1st Rotation	ALL STAFF	PPE/ SCBA
7:25p-7:40p	2nd Rotation	ALL STAFF	Engine
7:45p-8:00p	3rd Rotation	ALL STAFF	Truck
8:05p-8:20p	4th Rotation	ALL STAFF	Rescue
8:25p-8:40p	5th Rotation	ALL STAFF	Ambulance
8:45p-9:00p	6th Rotation	ALL STAFF	PD
9:05p-9:30p	Debrief	Peter/ Tony	Questions

## Saturday:

TIME	TASK	IN CHARGE	NOTES
7:30a-8:00a	Check-In/ Breakfast	Tony/ Peter	Ice Breakers
8:00a-8:10a	Introduction	Peter	
8:15a-9:10a	1st Rotation	ALL STAFF	
9:10a-10:05a	2nd Rotation	ALL STAFF	
10:05a-11:00a	3rd Rotation	ALL STAFF	
11:00a-11:55p	4th Rotation	ALL STAFF	
12:00p-12:45p	Lunch	ALL STAFF	
12:45p-01:40p	5th Rotation	ALL STAFF	
01:40p-02:35p	6th Rotation	ALL STAFF	
02:35p-03:30p	7th Rotation	ALL STAFF	
03:30p-04:25p	8th Rotation	ALL STAFF	
04:30p-05:30p	Aerial Tour/Clean Up	ALL STAFF	
05:30p-06:10p	Dinner	ALL STAFF	
06:10p-06:40p	Clean Up/ Prepare for Graduation	ALL STAFF	
7:00p-8:00p	Graduation	ALL STAFF	

## Items Needed:

- Shirts
- Door Prop (Keasbey)
- Car (Extrication)
- Smoke Trailer (Township)
- Pallets