

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

The Board Clerk read the “Open Meeting Act” requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of November 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 was on vacation.

Minutes of the October 7, 2024 meeting were reviewed.

MOTION made by Comm. Molnar to accept the October 7, 2024 minutes, seconded by Comm. Cinelli. All in favor 4-0.

TREASURER’S REPORT:

Balance	\$	3,454,839.45
Deposits	\$	0
Interest	\$	3,862.30
Payroll	\$	(103,333.11)
Payroll Tax/Adjustments	\$	(22,699.62)
Disbursements for the Month	\$	<u>(73,455.94)</u>
Ending Balance	\$	3,304,612.32

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

BILLS TO BE PAID: \$ 73,455.94

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

The Board Clerk read the Resolution to transfer 2024 budget line items with excesses to be authorized to budget line items with insufficient balances in the amount of \$32,700.

MOTION made by Comm. Weber to accept the Resolution to transfer 2024 budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$32,700, seconded by Comm. Cinelli. All in favor 4-0.

ROLL CALL VOTE:

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

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. Molnar. All in favor 4-0.

CAPTAIN’S REPORT:

The Captain’s Report was submitted and reviewed.

Captain Fritsch reported that they installed a bell for the First Aid Room today.

MOTION made by Comm. Weber to accept the Captain’s Report, seconded by Comm. Cinelli. All in favor 4-0.

FIRE OFFICIAL REPORT:

The Fire Official Report was submitted and reviewed.

Motion made by Comm. Weber to accept the Fire Official Report, seconded by Comm. Molnar. All in favor 4-0.

TAXPAYER COMMENTS:

There were no comments from the public.

UNFINISHED BUSINESS:

Comm. Weber thanked the Chief, Captain and Staff for their assistance with the various Trunk or Treats.

NEW BUSINESS:

Comm. Molnar reported that the Annual Tree Lighting will take place on Tuesday, November 26 at 6:30 pm, the Light Parade will be Saturday, November 30 and the Woodbridge Christmas Parade is Sunday, December 1.

Comm. Molnar reported that Captain Terebetsky is working with the Children's Hospital to have the toys delivered on December 13.

MOTION made by Comm. Weber to enter into Executive Session at 6:06 pm, seconded by Comm. Molnar. All in favor 4-0.

MOTION out of Executive Session at 6:53 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were personnel issues.

Comm. Santorelli stated that the 2025 Budget Workshop would take place immediately after the meeting is adjourned.

MOTION to adjourn meeting made by Comm. Cinelli at 6:54 pm, 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

November 4, 2024

Treasurer's Report

BEGINNING BALANCE	\$ 3,454,839.45
Deposits	0
Interest	3,862.30
Payroll	(103,333.11)
Payroll Tax/Adjustments/Transfers	(22,699.62)
Disbursements for the Month	<u>(73,455.94)</u>
ENDING BALANCE	\$ 3,304,612.32

8:44 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

11/01/24

ADD-ON BILLS

Accrual Basis

November 5 - 6, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Voucher 2 - Northfield				
11/05/2024	1071	ENFORSYS INC	Annual maintenance - subscription fee	-2,015.00
Total Voucher 2 - Northfield				-2,015.00
TOTAL				-2,015.00

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

October 8 through November 4, 2024

10/31/24

Date	Num	Name	Memo	Amount
Voucher 2 - Northfield				
10/08/2024	1032	Bart and Bart CPAs	Performance of 12/31/23 audit / Preparation of report, reso...	-7,000.00
10/08/2024	1033	JoAnn Molnar	Reimbursement - Fire convention 9/13/24-9/14/24 mileag...	-679.23
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
10/10/2024	1041	NJ E-ZPass	Violation#'s T062430913562-01	-27.50
10/16/2024	1042	Approved Fire Protection Co	Fire Extinguisher Recharge	-259.51
11/04/2024	TEPS	New Jersey State Health Ben...	Health Benefits - Active - Health and Prescription benefits...	-17,182.86
11/04/2024	TEPS	New Jersey State Health Ben...	Health Benefits - RETIREE - Health and Prescription ben...	-7,092.95
11/04/2024	1043	Brian A Bontempo	Monthly Fee - November 2024	-884.00
11/04/2024	1044	C and C Towing and Auto Re...	Car #2-3-5 front disc pads & rotors	-787.76
11/04/2024	1045	EHRlich	Commercial Pest General Maintenance Service - AC# 140...	-106.75
11/04/2024	1046	Erika Michie	Reimbursement - FPB Open house	-194.62
11/04/2024	1047	ESI Equipment Inc	PM Service	-125.00
11/04/2024	1048	Fords Fire District 7	Dispatch Service - November2024	-6,247.08
11/04/2024	1049	JUSTIN HOLLOWAY	Reimbursement - Food Refreshments - Open house	-211.67
11/04/2024	1050	LAWN DOCTOR	Customer#795791 -Late summer early fall	-67.65
11/04/2024	1051	LIFE INSURANCE COMPAN...	GL 009906-000-000 LIFE INSURANCE - 11/17/2024-12/...	-813.45
11/04/2024	1052	Maria Bucsanszky E A	Monthly Fee - November 2024	-2,916.67
11/04/2024	1053	MIDDLESEX WATER COMP...	Acct # 3046515564-Hydrant Service October 2024	-15,800.66
11/04/2024	1054	PORT READING EXEMPT F...	2024 Annual Stipend	-1,250.00
11/04/2024	1055	Staples Business Advantage	Acct#NYC 1009573 / Supplies	-60.23
11/04/2024	1056	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -11/01/2...	-349.20
11/04/2024	1057	VERIZON WIRELESS	742492817-00001/Cell Phone 08/24/24-09/23/24	-80.02
11/04/2024	1058	WETSCAPE	Winterize Zone 1	-124.75
11/04/2024	1059	Witmer Public Safety Group	A/C# WOOWTP1 - Cairns NFPA bourkes and defender v...	-529.18
11/04/2024	1060	Woodbridge Fire District 1	Reimbursement - Vision & Dental Coverage -November 20...	-2,573.17
11/04/2024	1061	C and C Towing and Auto Re...	Ford Explorer #2-3-7 lube, oil, filter	-55.00
11/04/2024	1062	Dockside Bait and Tackle	Marine 2-3-8 - Fuel	-30.22
11/04/2024	1063	Maria Bucsanszky E A	2024 LOSAP Administration	-1,000.00
11/04/2024	1064	PORT READING LADIES A...	2024 Stipend	-1,000.00
11/04/2024	1065	TOWNSHIP OF WOODBRI...	Fuel 07/01/2024- 09/30/2024	-1,666.05
11/04/2024	1066	Absolute Fire Protection Com...	2021 E-One pumper 2-1	-603.47
11/04/2024	1067	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV - 10/1...	-654.48
11/04/2024	1068	PSEG	ELECTRIC BILL-Summary Account #1301219207	-999.53
11/04/2024	1069	Gannett NY NJ LocalIQ HOM...	Acct#1120460 Public Notice -2024 workshop Meeting 11/...	-17.16
11/04/2024	1070	Gannett NY NJ LocalIQ HOM...	Acct#1120460 Public Notice -Audit year end 2023-2022	-100.00
Total Voucher 2 - Northfield				<u>-73,455.94</u>
TOTAL				<u>-73,455.94</u>

Port Reading Fire Department



Captains' Report – October 3, 2024 - October 30, 2024

Engine 2-1

10-8-2024 - Found possible leak on Holmatro spreader on 2-1. Wiped all fluid off tool, reconnected and tested. Will check in morning for any fluid leak.

10-10-2024 Air leak heard behind grill and in air brake shore line.

10-16-2024 - Absolute (Larry) came to work on issues with engine. Replaced governor valve which repaired air leak issue. Inspected orange Holmatro hose and spreaders and did not find a source for the leak. Recommended follow up with Holmatro for that issue. Additionally, while cab was tilted, Larry found an anti-freeze leak from unknown location. Larry contacted Sal, service manager from Absolute, who advised engine can be used but anti-freeze level must be checked daily. C-11 also contacted and advised to contact Sal to schedule appointment for engine to go for repair at South Plainfield shop.

10-17-2024 Small Holmatro power unit for mini combi tool tested and placed back in service on engine 2-1.

10-20-2024 - Anti-freeze leak still on-going, fresh fluid found on bay floor and front apron during apparatus check. Water leaking coming from 5" right side intake valve.

11-2-2024 – Absolute is aware of our ongoing issues and are working on completing repairs and freeing up space on site to have the engine in to repair as soon as possible.

Engine 2-2

10-8-2024 - Unable to log into CAD on tablet. No cellular connection.

10-11-2024 Matt from township IT Department came and took tablet with him for repair.

Matt returned tablet. USB drive was the problem. He recommends we remove the usb (key) after signing in and that we get a repeater for the Bay, which he is going to look into.

10-14-2024 While responding to mutual aid incident 2024-244 high wind conditions dislodged 5" supply hose from bed and was dragged behind engine. One length of hose failed upon return and testing. Incident report filed and OM Small notified.

10-28-2024 - YubiKey (USB) for logging into CAD system on tablet broken. Contacted Township IT who will be programming a new fob.

10-29-2024 – New encryption key dropped off for tablet. Personnel instructed not to keep key attached to tablet to prevent damage.

Support Pick-Up 2-3-4

Fire Company Vehicle 2-3-5

10-7-2024 - Unit dropped off at C&C in Fords for repairs.

10-8-2024 - Unit picked up from C&C, replaced both front & rear brake pads & rotors.

Support Unit 2-3-6

Fire Prevention Vehicle 2-3-7

Marine 2-3-8

11-2-2024 – The Marine unit is tentatively scheduled to come out of the water mid November (The same as last year). The unit will be placed in storage and winterized at Glassons.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Trailer, Open Trailer, Storage Container & Decontamination Trailer

Equipment

10-5-2024 - Bin of AV3000 SCBA masks donated by Woodbridge FD returned to them due to issue with their current mask stock. 24 masks returned.

10-9-2024 – Could not get Generac generator started. Taken OOS for repairs. Comm Egan notified. Old gas siphoned out by ODP

10-11-2024 Placed second call to Approved Fire Protection regarding 4-way gas meter service.

10-17-2024 Holmatro serviced spreader with hydraulic fluid issue. They could not replicate the issue but cleaned and serviced the tool. Fluid in the power unit is full. They asked us to monitor and notify them for any problem.

10-18-2024 ODP Ran and checked North Star Semi-Trash pump

10-22-2024 Approved fire protection picked up two extinguishers for service.

10-24-2024 - Condemned SCBA #OK 186155, 15+ year limit, tagged and removed from service. Approved Fire Protection returned two (2) CO2 extinguishers from service. Replaced regulator cup on SCBA #B-9. Gear washed at Avenel FD for 2-0-1, VFF Ethan Chick, VFF Evan Chick and 2-4-12.

Building and Grounds

10-7-2024 1800 Commissioners meeting

1830 Fire Company meeting.

10-8-2024 - Wetscape blew out lawn sprinkler system for the winter. Relief & Exempts meetings in Meeting Hall.

10-14-2024 Engine committee meeting in hall.

10-18-2024 Filled 6 SCBA cylinders for WFD#1

10-29-2024 Trunk or Treat event in Lee St. lot from 1800-1930.

Fuel

10-8-2024 - Unit 2-3-6 → 9.000 gallons. Unit 2-3-5 → 6.400 gallons.
Engine 2-1 → 23.000 gallons.

10-10-2024 Engine 2-2 added 21.00 gallons of fuel at WTWW.

10-15-2024 Engine 2-2 18 gallons.

10-18-2024 Engine 2-1 added 25.69 gallons at WTWW

10-20-2024 - Unit 2-3-6 → 6.666 gallons. Unit 2-3-4 → 12.543 gallons.

10-24-2024 - Engine 2-2 → 25.000 gallons.

10-25-2024 - Unit 2-3-7 → 8.509 gallons.

10-26-2024 - Engine 2-1 → 23.11 gallons

Training

10-5-2024 - C-6 & C-12 attended Drill Ground Instructor refresh class at Middlesex County Fire Academy. 0900-1400 hours.

10-14-2024 Reviewed building construction focus points with 2415.

ODP brought door/ladder dive/low profile escape prop into bays temporarily for repairs and borrowing by district 12.

Continued live burn drill outline and secured FA-14 for live burn drill.

10-16-2024 - C-12, 2-4-12, 2-4-16 & VFF Evan Chick used door prop for training on forcible entry using irons, discussed use for K-Tool and Hydraulic Ram, performed ladder dives and low-profile escapes.

10-17-2024 Colonia Fire Department picked up door prop for Junior fire academy.

10-18-2024 C6 reviewed fire tactics and strategies with 2415.

10-21-2024 C11, 247, 2414 along with FF's Kreuzsch and Matyi conducted training on Key Ct. on pump operations, multiple line deployment/operation and water supply.

10-22-2024 Monthly drill in Station parking lot. Fire attack and water supply.

10-23-2024 - Annual live burn at Middlesex County Fire Academy.

11-2-2024 – C6 is currently researching live burn training at Union County Fire Academy for next year.

Disposal List

One (1) length of 5" supply hose from Engine 2-2.

One (1) SCBA bottle. Condemned due to 15 year limit.

Special Details

10-7-2024 - Fire Prevention Week show at Matthew Jago School #28.

10-8-2024 - Fire Prevention Week show at Port Reading School #9.

10-9-2024 – Fire Prevention Open House at Station 2.

10-11-2024 Fire Prevention detail here at Station 2 with next door Daycare.

10-24-2024 - Engine 2-1 with Career and Volunteer personnel participated in annual Township Trunk or Treat at Woodbridge Center Mall.

11-1-2024 Engine 2-2 at 800 Port Reading Ave for Fire Prevention Detail from 1800-2200.

Officially,

Captains

Paul DeLeo

Richard Fritzsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- On 10-20-2024, updated MobileEyes Pre-Plan software to version #170.

Respectfully submitted,

Captain Anthony S. Terebetsky

Chiefs report for NOVEMBER meeting

Total calls for the month of OCTOBER was: 42 and brings our total calls for the year to: 272

Fire calls

- 1 water rescue
- 1 need fd
- 1 brush
- 1 unk type fire
- 2 vehicle fire
- 2 mutual aid
- 2 mva
- 3 drills
- 4 special details
- 12 auto aid
- 2 standby
- 3 fire alarms
- 3 smoke
- 1 co detector
- 1 down wire
- 1 brush fire
- 1 dep notification

Past events

- 10/9 wed Fire prevention open house at fd
- 10/24 thursday township trunk or treat woodbridge mall
- 10/29 PRFA trunk or treat at fd lot across from the firehouse

Upcoming events

- Tree lighting
- Light parade

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2024 budget appropriations have insufficient balances to meet the 2024 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	\$ 14,000.00	G-01-C/Captains	\$ 14,000.00
H-10-06/Community Information	250.00	H-01-09/Medical/Physical	200.00
H-01-01/Social Security	<u>18,450.00</u>	H-05-01/Insurance Package	6,000.00
		H-25-01/Office Supplies	3,000.00
		H-26-03/Building Maintenance	7,000.00
		H-26-04/Building Repairs	1,000.00
		H-23-04/Fire Equip Test & Insp	500.00
		L-02-01/Badges & Uniforms	100.00
		L-02-02/Computer Serv & Program	<u>900.00</u>
 TOTAL	 \$ <u>32,700.00</u>	 TOTAL	 \$ <u>32,700.00</u>

MOTION to accept resolution made by Comm. SW, seconded by Comm. MC, 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 checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Mark Cinelli, Treasurer	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Daniel Egan, Secretary	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No ABSENT

Adopted, November 4, 2024
Date

Daniel Egan, Treasurer _____