

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
February 5, 2024**

The Board Clerk read the “Open Meeting Act” requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of February 5, 2024 was called to order by Commissioner Santorelli at 6:00 pm. Four Commissioners were present: Comm. Santorelli, Comm. Molnar, Comm. Cinelli and Comm. Eagan. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Comm. Weber was home recovering from surgery and doing better.

Minutes of the January 2, 2024 meeting were reviewed.

MOTION made by Comm. Eagan to accept the January 2, 2024 minutes, seconded by Comm. Molnar. All in favor 4-0.

TREASURER’S REPORT:

Balance	\$	2,936,472.66
Deposits	\$	209.07
Interest	\$	3,218.26
Payroll	\$	(142,078.20)
Payroll Tax/Adjustments	\$	8,652.29
Disbursements for the Month	\$	<u>(71,191.42)</u>
Ending Balance	\$	2,735,282.66

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

BILLS TO BE PAID: \$ 71,191.42

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

CAPTAIN’S REPORT:

The Captain’s Report was submitted and reviewed.

Captain DeLeo stated that the training schedule for the new hires is on the outlook calendar.

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

CHIEF'S REPORT:

The Chief's Report was submitted and reviewed.

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

The Board Clerk read the Resolution to hire three new firefighters, Amanda Felicies, Emily Kolarick and Robert Mazza, with an official starting date of March 4, 2024.

MOTION made by Comm. Molnar to approve the resolution to hire three new firefighters, Amanda Felicies, Emily Kolarick and Robert Mazza, with an official starting date of March 4, 2024, seconded by Comm. Cinelli. All in favor 4-0.

UNFINISHED BUSINESS:

Comm. Eagan reported that the engine committee met and reported progress.

Comm. Molnar reported that the radios were ordered as per Comm. Weber.

NEW BUSINESS:

Comm. Molnar stated that Comm. Weber wanted to express his thanks for the get well basket and he plans on attending the swearing in ceremony. Comm. Molnar reported that the swearing in ceremony will be here on February 29 at 6pm and there will be hospitality afterwards.

Comm. Santorelli reported that the fire commissioner election is 2/17 and we will need to hire poll workers. Comm. Cinelli is running for re-election without opposition and there is a proposed budget question. Comm. Molnar stated that we need to work hard to get the budget passed.

MOTION made by Comm. Molnar to hire poll workers for the 2/17/24 election, seconded by Comm. Eagan. All in favor 4-0.

TAXPAYER COMMENTS:

There were no comments from the public.

Motion was made by Comm. Molnar to go into Executive Session at 6:15 pm, seconded by Comm. Eagan. All in favor 4-0.

MOTION out of Executive Session at 6:54pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were personnel issues.

MOTION made by Comm. Cinelli to approve a \$2000 per month stipend for three months for Captain DeLeo for moving to a daily shift for training, seconded by Comm. Molnar. All in favor 4-0.

MOTION to adjourn meeting made by Comm. Molnar at 6:56 pm, seconded by Comm. Eagan. 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

February 5, 2024

Treasurer's Report

BEGINNING BALANCE	\$ 2,936,472.66
Deposits	209.07
Interest	3,218.26
Payroll	(142,078.20)
Payroll Tax/Adjustments/Transfers	8,652.29
Disbursements for the Month	<u>(71,191.42)</u>
ENDING BALANCE	\$ 2,735,282.66

9:05 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

02/05/24

ADD-ON BILLS

Accrual Basis

February 6, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Northfield - Voucher				
02/06/2024	3321	DOCTORS MED...	Exam for FireFighters	-3,000.00
02/06/2024	3322	Institute For For...	Psychological Evaluation (3) FF	-1,650.00
Total Northfield - Voucher				-4,650.00
TOTAL				-4,650.00

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

January 3 through February 5, 2024

02/01/24

Date	Num	Name	Memo	Amount
Northfield - Voucher				
01/03/2024	3279	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -01/01/2...	-380.40
01/03/2024	3280	Bart & Bart CPAs	2024 Budget Prep	-1,800.00
01/15/2024	3282	Witmer Public Safety Group	Inv#248406/Haix Men's Fire Hero, #252177 Defender Vis...	-1,081.68
02/05/2024	TEPS	New Jersey State Health Ben...	Health Benefits - Retirees 02/01/2024 - 02/29/2024	-7,092.95
02/05/2024	TEPS	New Jersey State Health Ben...	Health Benefits - Active 02/01/2024 - 02/29/2024	-14,590.34
02/05/2024	3283	Absolute Fire Protection Com...	2008 E-One Pumper (2-2) Parts & Labor	-281.99
02/05/2024	3284	Approved Fire Protection Co	Service Call/Swap Fire Ext	-98.13
02/05/2024	3285	Brian A Bontempo	Monthly Fee - February 2024	-884.00
02/05/2024	3286	CORE BTS, INC	Repair for Sum Pump Failure/ Reimbursement Check	-7,057.96
02/05/2024	3287	Electec, Inc	Deposit - Fire Election Voting Machine/Technician/Authorit...	-1,979.38
02/05/2024	3288	Elizabethtown Gas	Account # 2202559020 - Firehouse 11/27/2023 - 12/20/2...	-355.46
02/05/2024	3289	Fire-Dex, GW, LLC	Inspection & Cleaning Gear	-1,513.25
02/05/2024	3290	Fords Fire District #7	Dispatch Service - February 2024	-6,247.08
02/05/2024	3291	GRAINGER	A/C# 887690728 Mineral Spirits	-28.04
02/05/2024	3292	Jessica Rizitis	Website Maintenance - February 2024	-211.92
02/05/2024	3293	LIFE INSURANCE COMPAN...	GL 009906-000-000 LIFE INSURANCE - 02/17/2024-03/...	-893.20
02/05/2024	3294	Maria Bucsanszky, E.A	Monthly Fee February 2024	-2,916.67
02/05/2024	3295	Michael DiLeo	Reimbursement - Work Shoes	-94.95
02/05/2024	3296	MIDDLESEX WATER COMP...	Acct # 3046515564-Hydrant Service January 2024	-13,717.61
02/05/2024	3297	New Jersey Door Works, LLC	Repaired Broken Springs Overhead Door	-1,694.25
02/05/2024	3298	Staples Business Advantage	Acct#NYC 1054611/Supplies	-112.95
02/05/2024	3299	TURNOUT FIRE & SAFETY ...	Uniform/Dileo	-130.00
02/05/2024	3300	VERIZON WIRELESS	742492817-00001/Cell Phone 11/24/23-12/23/23	-80.02
02/05/2024	3301	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage -February 2024	-2,135.72
02/05/2024	3302	Maria Bucsanszky, E.A	Reimbursement 2 Rolls of Stamps	-132.00
02/05/2024	3303	TOWNSHIP OF WOODBRI...	Fuel - October 1, 2023 - December 31, 2023	-640.22
02/05/2024	3304	TURNOUT FIRE & SAFETY ...	Uniform/Stamato	-130.00
02/05/2024	3305	TURNOUT FIRE & SAFETY ...	Uniform/Rasimowicz	-149.67
02/05/2024	3306	TURNOUT FIRE & SAFETY ...	Uniform/Pereira	-155.00
02/05/2024	3307	TURNOUT FIRE & SAFETY ...	Uniforms/Dileo/Fritzschn	-79.99
02/05/2024	3308	TURNOUT FIRE & SAFETY ...	Uniform/Fizer	-130.00
02/05/2024	3309	TURNOUT FIRE & SAFETY ...	Uniform/Holloway	-130.00
02/05/2024	3310	TURNOUT FIRE & SAFETY ...	Uniform/Holloway	-58.00
02/05/2024	3311	TURNOUT FIRE & SAFETY ...	Uniform/Deleo	-176.75
02/05/2024	3312	TURNOUT FIRE & SAFETY ...	Uniform/Deleo	-175.00
02/05/2024	3313	TURNOUT FIRE & SAFETY ...	Uniform/Terebetsky	-58.00
02/05/2024	3314	TURNOUT FIRE & SAFETY ...	Uniform/Douglas	-140.00
02/05/2024	3315	JoAnn Molnar	Reimbursement - Get Well Wishes Brian & Steve	-221.51
02/05/2024	3316	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -02/01/2...	-380.40
02/05/2024	3317	Amanda's Affordable Events Inc	1 - 48" Decorated WreathEvent Date11/29/23	-175.00
02/05/2024	3318	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-627.75
02/05/2024	3319	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-1,266.06
02/05/2024	3320	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-988.12
Total Northfield - Voucher				<u>-71,191.42</u>
TOTAL				<u>-71,191.42</u>

Chiefs report for FEBRUARY meeting

Total calls for the month of JANUARY was: 22 and brings our total calls for the year to: 22

- 2 down wires
- 1 mva
- 6 fire alarms
- 1 smoke
- 1 sprinkler water flow
- 1 need fd
- 1 arcing wire
- 4 vehicle fires
- 1 drill
- 1 special detail
- 3 auto aid

Upcoming event

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

Port Reading Fire Department



Captains' Report – December 31, 2023 - February 1, 2024

Engine 2-1

1-8-2024 ODP Washed and associated bay floor.

Engine 2-2

1-26-2024 - Absolute Fire Protection (Larry) came and checked issues with generator not starting properly. Technician checked all components and found unit low on fluid. Tech topped unit with 2 quarts of ATF Dexron. Unit started and operating properly and all codes cleared out at this time.

Support Pick-Up 2-3-4

1-8-2024 Placed rescue boat in bed; pending storm.

1-10-2024 - Removed rescue boat from unit. Replaced worn windshield wiper blades.

1-16-2024 – Mobile unit making alert tone intermittently. Notified C11.

Fire Company Vehicle 2-3-5

1-18-2024 - Issued new vehicle insurance card from Township.

Support Unit 2-3-6

1-30-2024 - Unit indicating oil change required. Mobile radio not working properly, keeps turning on and off on its own.

Fire Prevention Vehicle 2-3-7

1-18-2024 - Issued new vehicle insurance card from Township.

Marine 2-3-8

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

1-26-2024 - HG-1 moved to warehouse at Colonial Pipeline for safekeeping.

LDH Trailer, Open Trailer, Storage Container & Decontamination Trailer

1-2-2024 - Removed Santa sleigh from trailer and placed in bay. Open trailer moved outside behind dumpster.

1-8-2024 – ODP completed emptying storage container and loading of dumpster. DPW notified.

1-26-2024 - 7 ¼" hose trailer moved to warehouse at Colonial Pipeline for safekeeping.

Equipment

1-10-2024 - Took County Mutual Aid radio to County Fire Marshal's office for reprogramming and battery replacement.

1-23-2024 – C11 met with representatives from Colonial Pipeline and it was agreed they would store our hose trailer and HG-1 ambassador in their heated garage in the front of their property. We will work on a check schedule that fits within their work environment and ensure we have access when needed to the location.

1-31-2024 – Received delivery of (14) APX 7000XE portable radios. (28) APX batteries. (1) Motorola APX Rack Charger. (5) APX Desktop Chargers. (14) APX Fire Fighter Microphones. Awaiting delivery of (1) APX Vehicular charger. Units will need to be programmed. Reached out to Township IT for programming service.

- Items ordered for new hires (Gloves, Boots, Extrication Gloves, Hoods, Mask Bags, Handlight. New Accountability tags ordered for new and existing personnel.
- Some department t-shirts provided to new hires on 1-31-24 taken out of stock purchased by CFF#247. Voucher submitted for reimbursement.

Building and Grounds

1-2-2024 - DFO Neroda from Avenel Fire Prevention conducted Fire Re-Inspection. Certificate of Inspection left. Commissioners Meeting in Meeting Hall at 1800 hours, Fire Company Meeting in basement. Filled four (4) SCBA bottles for Woodbridge FD.

1-4-2024 – Township disassembled Christmas tree and placed in small shed.

- Township dropped off dumpster for items in new storage container

1-7-2024 – Fire Company took down and placed Christmas decorations in storage.

1-12-2024- Meeting room set up for training.

1-16-2024 – Plowed and performed snow removal from properties.

0715 Notified by previous shift that Bay door #4 was inoperable. C8 contacted NJ Doorworks for repair. OM Small notified. NJ Doorworks responded and replaced worn chain drive sprocket.

Notified by OM Small of the passing of Former Fire Commissioner and Volunteer Firefighter Richard A. Simeone. Signage adjusted and Flag lowered to half-staff for 30-day period.

1-23-2024 – Filled (9) bottles for WFD.

1-24-2024 – Ordered two (2) additional personal lockers for future hires as per OM Small.

1-27-2024 – While going through the gear closet ODP discovered numerous items had mold on them. Several items were marked for disposal by FF Fizer and several gear items are to be sent out for cleaning. The condemned gear is all either extremely old or in very poor condition.

1-30-2024 – Administrators preliminary meeting with prospective new hires. Career Staff assisted with the aforementioned and two new prospective Volunteer Firefighters for future outfitting for service.

1930 Engine Committee meeting in hall.

1-31-2024 – While filling (6) bottles for WFD Cascade unit had burning oil smell and uncommon noises. Unit shut down for service.

2-1-2024 – Contacted Airpower about problem with Cascade. Phone consult with service tech. Ran unit with no issues. Service tech believes it may have just been a relief valve operating. Unit okay.

Fuel

1-2-2024 - Unit 2-3-6 → 9.002 gallons.

1-6-2024 - Engine 2-1 → 29.8 gallons @ Station 1

1-9-2024 Engine 2-2 25 gallons @ station 1.

1-18-2024 - Unit 2-3-4 → 11.500 gallons. Engine 2-1 → 28.6 gallons @ Station 1.

1-31-3024 Engine 2-1 31.6 gls @ Station 1.

Training

1-8-2024 Continued development of ppt. for NJ Turnpike response familiarization.

1-12-2024 Completed ppt. for NJ Turnpike familiarization.

1-16-2024 Assigned annual bloodborne pathogen, Hazard Communication and Confined space awareness to staff on online. Due February 16.

1-17-2024 - C-8 received training on MobileEyes Pre-Plan system use.

C-8 and 249 completed annual bloodborne pathogen, Hazard Communication and Confined space awareness.

1-22-2024 - C-13 completed online annual refresher training.

1-24-2024 – Completed CPR certifications received and filed.

EPCRA table top drill notification to take place on February 28, 2024 received. OM Small notified. C12 to attend.

2-4-12 completed online annual refresher training.

Disposal List

SCBA bottles (end of life span, 15 years) #OK348478 and OK348524

Two Bags of assorted condemned turn out gear and accessories. (1 Bunker jacket, 1 Bunker pants, 2 gear bags, 8 firefighting gloves, 1 extrication gloves, 2 work gloves, 9 fire helmets)

1 Steam Light and charger #710065.

Special Details

Officially,

Captains

Paul DeLeo

Richard Fritzsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- On 1-10-2024, provided County Fire Marshal Gallagher copy of Mutual Aid Run Card for 2024, as well as, yearly contact information for Department.
- On 1-24-2024, updated MobileEyes Pre-Plan software to version #160.
- Meeting with Capt. B. Della Pietro from Fords FD on 2-5-2024 to discuss MobileEyes Pre-Plan software with him.
- 2023 Year-End Pre-Planning Report:
 - Residential Street Pre-Plans Updated - 35 of 77
 - Business Pre-Plans Updated - 104
 - Site Maps Created - 16
 - Solar Panel Notifications - 18
 - Oxygen Notifications - 2
 - Automatic Aid Calls in Port Reading District #2 - 23
 - Automatic Aid Responses into Woodbridge District #1 - 46
 - Automatic Aid Responses into Avenel District #5 - 6
 - Special Requests into Woodbridge District #1 - 7
 - Special Requests into Avenel District #5 - 1
 - Special Requests into Fords District #7 - 1
 - Created school after hours calendars for Matthew Jago School #28 and Port Reading School #9, effective October 2023.

Respectfully submitted,

Captain Anthony S. Terebetsky

RESOLUTION

WHEREAS the Fire Commissioners of Fire District No. 2 of the Township of Woodbridge are at all times desirous of maintaining a high level of fire suppression and fire prevention within the Fire District No. 2 of the Township;

WHEREAS, the Fire Department personnel has increased in size over the years to keep pace with growing demands of the District; and

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. 2 of the Township of Woodbridge that pursuant to N.J.S.A. 40A:14-7; 40A:14-81 and 40A:14-81.1 the Board has approved the hiring of three (3) paid positions for the Fire Department from the certified Civil Service list of eligible employees through the New Jersey Civil Service Commission.

BE IT FURTHER RESOLVED by the Board of Fire Commissioners of Fire District No. 2 of the Township of Woodbridge has approved the hiring of Amanda Felicies, Emily Kolarick and Robert Mazza with an official start date of March 4, 2024.

MOTION TO APPROVE RESOLUTION made by Comm. Molnar, seconded by Comm. Cinelli, all in favor.

I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District #2, Township of Woodbridge at their swearing in meeting held on February 5, 2024.

Marianne DeSantis

Marianne DeSantis - Clerk