

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
February 4, 2025**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of February 4, 2025 was called to order by Commissioner Santorelli at 6:00 pm. All 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 excused.

Minutes of the January 6, 2025 Meeting were reviewed.

MOTION made by Comm. Weber to accept the January 6, 2025 minutes, seconded by Comm. Eagan. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$	3,765,234.00
Deposits	\$	2,629.29
Interest	\$	4,450.82
Payroll	\$	(98,309.57)
Payroll Tax/Adjustments	\$	14,550.93
Disbursements for the Month	\$	<u>(63,344.49)</u>
Ending Balance	\$	3,625,210.98

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

BILLS TO BE PAID: \$63,344.49

MOTION made by Comm. Weber to pay the bills and add on bills, including the IT bills for the township, seconded by Comm. Molnar. All in favor 5-0.

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. Weber. All in favor 5-0.

CAPTAIN'S REPORT:

The Captain's Report was submitted and reviewed.

Captain DeLeo reported that two chemical companies in our district would like to sponsor three more firefighters to attend the Texas A&M Fire Academy training June 3-June 8 and all expenses will be paid.

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

FIRE PREVENTION:

The Fire Prevention Report was submitted and reviewed.

MOTION made by Comm. Molnar to accept the Fire Prevention Report, seconded by Comm. Weber. All in favor 5-0.

TAXPAYER COMMENTS:

There were no comments from the Taxpayers.

UNFINISHED BUSINESS:

Comm. Weber reported that everything with IT has been moving along and will have the emails situated in the spring. Comm. Molnar commented on the decreased Comcast bill, which is a result of this IT change.

Comm. Santorelli reported that the elections will take place on Saturday, February 15 from 2pm-9pm at the firehouse. Comm. Molnar and Comm. Weber are the candidates that filed and that there were no other nominations and the budget will be voted on. Comm. Santorelli will contact the poll clerks for the election, with the Board's approval.

NEW BUSINESS:

MOTION was made by Comm. Weber to enter into Executive Session at 6:06pm, seconded by Comm. Molnar. All in favor 5-0.

EXECUTIVE SESSION:

Matters discussed during Executive Session were legal issues, personnel issues and budgetary items.

MOTION to adjourn meeting made by Comm. Molnar, 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

February 3, 2025

Treasurer's Report

BEGINNING BALANCE	\$ 3,765,234.00
Deposits	2,629.29
Interest	4,450.82
Payroll	(98,309.57)
Payroll Tax/Adjustments/Transfers	14,550.93
Disbursements for the Month	<u>(63,344.49)</u>
ENDING BALANCE	\$ 3,625,210.98

12:31 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

02/03/25

ADD-ON BILLS

Accrual Basis

February 4, 2025

Date	Num	Name	Memo	Amount
Voucher 2 - Northfield				
02/04/2025	1165	Electec Inc	Voting Machines/Technicians -02/15/2025	-4,835.00
02/04/2025	1166	LAWN DOCTOR	Customer#795791 -Lawn mainyainer program 6 services	-67.65
02/04/2025	1167	LifeSavers Inc	Defib AED battery pak	-149.95
02/04/2025	1168	TURNOUT FIRE...	Full zip job shirt	-102.99
02/04/2025	1169	Witmer Public Sa...	Customer ID#2454 - Haux Fire hero	-525.51
02/04/2025	1170	PAUL DELEO..	To Replenish Petty Cash Amount	-216.67
02/04/2025	1171	THE HARTFOR...	Life Ins Customer#011215320001-2/Pol#734229 -02/15/202...	-349.20
Total Voucher 2 - Northfield				-6,246.97
TOTAL				-6,246.97

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

January 7 through February 3, 2025

01/29/25

Date	Num	Name	Memo	Amount
Voucher 2 - Northfield				
01/07/2025	1140	Approved Fire Protection Co	Gas meter Calibration	-1,000.00
01/07/2025	1141	Bart and Bart CPAs	Assistance with preparation of 2025 budget ,discussion wi...	-1,800.00
01/07/2025	1142	Cooper Electric Supply Corp	Acct#68966 - PM Contract	-958.48
01/07/2025	1143	FRANCIS CAMPBELL	E-mail Hosting/Support -January 2025	-319.50
01/07/2025	1144	Amanda's Affordable Events Inc	1 - 48" Decorated Wreath	-175.00
02/03/2025	TEPS	New Jersey State Health Ben...	RETIREE - Health and Prescription Benefits 02/01/25-02/...	-8,333.62
02/03/2025	TEPS	New Jersey State Health Ben...	ACTIVE - Health and Prescription Benefits 02/01/25-02/2...	-15,634.17
02/03/2025	1145	AIRTEC SERVICE INC	2024 Heat Inspection	-375.00
02/03/2025	1146	Brian A Bontempo	Monthly Fee -February 2025	-901.68
02/03/2025	1147	Comcast of New Jersey	Internet	-45.01
02/03/2025	1148	Elizabethtown Gas	Account # 2202559020 - Firehouse 11/21/24 -12/26/24	-963.85
02/03/2025	1149	Fizer Plumbing and Heating, L...	Service call - Toilet repair	-169.00
02/03/2025	1150	Fords Fire District 7	Dispatch Service - February 2025	-6,403.33
02/03/2025	1151	Gannett NY NJ LocalIQ HOM...	Acct#1120460-2025 Meeting Schedule Notice	-27.30
02/03/2025	1152	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-554.67
02/03/2025	1153	JUSTIN HOLLOWAY	Reimbursement - Postage - Certified letters - L/H/U Outst...	-34.24
02/03/2025	1154	LIFE INSURANCE COMPAN...	GL 009906-000-000 LIFE INSURANCE - 02/17/2025 - 3/...	-813.45
02/03/2025	1155	Maria Bucsanszky E A	Monthly fee - February 2025	-2,975.00
02/03/2025	1156	Michael DiLeo	Reimbursement - Work Shoes	-106.57
02/03/2025	1157	MIDDLESEX WATER COMP...	Acct # 3046515564-Hydrant Service January 2025	-15,800.66
02/03/2025	1158	PSEG	ELECTRIC BILL-Summary Account #1301219207	-1,105.36
02/03/2025	1159	Staples Business Advantage	Acct#NYC 1009573 / Supplies	-199.99
02/03/2025	1160	TOWNSHIP OF WOODBRI...	Fuel - 10/01/24 - 12/31/24	-1,428.87
02/03/2025	1161	VERIZON WIRELESS	742492817-00001/Cell Phone 1	-80.02
02/03/2025	1162	Witmer Public Safety Group	Customer ID#2454 - Full zip jobshirt (3)	-166.05
02/03/2025	1163	Woodbridge Fire District 1	Reimbursement - Vision & Dental Coverage -February 2025	-2,573.17
02/03/2025	1164	AIRTEC SERVICE INC	Furnace - Replaced Faulty Ignitor	-400.50
Total Voucher 2 - Northfield				-63,344.49
TOTAL				-63,344.49

Chiefs report for FEBRUARY meeting

Total calls for the month of JANUARY was:34 and brings our total calls for the year to34:

Fire calls

- 6 mvas
- 3 smoke
- 3 auto aids
- 2 drills
- 1 water leak
- 1 structure fire
- 3 co alarms
- 2 arcing power lines
- 1 ems assists
- 6 gas odor
- 1 snow stand by
- 1 car fire
- 2 fire alarms
- 1 lockout

Port Reading Fire Department



Captains' Report – January 2, 2025 - January 30, 2025

Engine 2-1

1-12-2025 - 5" right side intake leaking, Kussman Battery Charger not indicating a level when shoreline is plugged in, 4-way gas meter still OOS or missing, unit needs charger for larger 4-way gas meter, battery level at 2/3.

1-14-2025 5" Officer's side intake leaking.

1-21-2025 – Auto charge not functioning on engine. Absolute contacted for repair.

- 5" officer's side intake removed and replaced with spare from equipment shed. Notified New Jersey Fire Equipment for repair.

1-22-2025 – Absolute repaired auto charge issue.

Engine 2-2

Support Pick-Up 2-3-4

1-6-2025 Outfitted with plow and repositioned to Apparatus bay #3.

Fire Company Vehicle 2-3-5

1-28-2025 - Jumpstarted unit and let run for 20 minutes.

Support Unit 2-3-6

1-3-2025 Taken to DMV for inspection by ODP- Passed.

Fire Prevention Vehicle 2-3-7

Marine 2-3-8

OOS for the season.

Ford F-350 Utility

1-4-2025 - Jumpstarted unit and let run for 20 minutes. Began pre-planning equipment placement of unit.

1-8-2025 - Started and ran for 20 minutes.

1-10-2025 – Ran for 20 minutes

1-16-2025 - Started and ran for 20 minutes.

1-20-2025 - Started and ran for 20 minutes.

1-26-2025 - Started and ran for 20 minutes

1-28-2025 - Started and ran for 20 minutes.

1-30-2025 - Started and ran for 20 minutes

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Trailer, Open Trailer, Storage Container & Decontamination Trailer

Equipment

1-6-2025 ODP bought case for new belay system and placed in bailout prop

1-24-2025 – Minerva picked up gear for 249 to be cleaned from fire.

1-29-2025 – Replacement Structural boots ordered for C6.

1-29-2025 – C11 submitted required quarterly financial report and Period of Performance report for Port Securities Grant.

- Boat committee met to begin finalizing vessel spec. Anticipated completion and recommendations next week.

Building and Grounds

1-6-2025 ODP organized commissioners office and set up for commissioner meeting in hall.

ODP performed snow removal and plowing.

1800 Commissioner meeting in hall.

1-8-2025 - Heat not working properly in Meeting Hall, thermostat blinking "HEAT", temperature at 63°. Advised OM Small and contacted Airtec. Airtec found gas ignitor faulty. Manually overrode system to provide heat. Will return on 1-9-2025 with replacement part.

1-14-2025 Chair in watch room broken. Purchased replacement from Staples as per OM.

1-16-2025 - Picked up boxes and file folder from Maria's office. File folder placed into box #20 and boxes #21 and #28, all in Commissioners' office.

1-18-2025 – ODP picked up and installed new air line for the apparatus bay compressor.

Fuel

1/2/2025 Engine 2-2 added 18.33 gallons of fuel at WTWW.

1/14/2025 Engine 2-1 added 25.47 gallons of fuel at WTWW.

1-15-2025 - Unit 2-3-7 → 12.790 gallons.

1/22/2025 Engine 2-1 added 23.10 gallons of fuel at WTWW.

1-30-2025 Ford F-350 Donated Vehicle added 19.361 Gallons @ Petro Depot

Training

1-4-2025 - 2-4-12 & 2-4-16 completed Bloodborne Pathogens, Confined Space & Haz-Mat refresher online classes.

1-5-2025 C11, 247 and 2414 completed Bloodborne Pathogens, Confined Space & Haz-Mat refresher online classes.

1-6-2025 ODP completed Bloodborne Pathogens, Confined Space & Haz-Mat refresher online classes. As well as 2025 Pump Operator Competency Assessment.

1-7-2025 - C-12 completed Bloodborne Pathogens online class.

1-8-2025 - C-12, 2-4-12 & 2-4-16 completed Driver Operator competency refresher. C-12 completed Confined Space Entry refresher online class.

1-9-2025 - C-12 completed Haz-Mat refresher online class.

C11, 247 and 2414 completed Driver/Operator assessments.

Tour 2 conducted preplan walkthrough of ASCO on rt. 9 with WFD personnel.

1-11-2025 Super Saturday career and volunteer members. SCBA classroom and hands on. All career members completed. 4 VFC members still need the training, Chief aware.

Tour 4 completed Bloodborne Pathogens, Confined Space & Haz-Mat refresher online classes.

C8 & C13 fit testing in District 1.

1-13-2025 – C11, 247, 2414 and FF 125 completed fit testing at Station 1.

1-14-2025 C6, 249 and 2415 successfully fit tested at District 1.

Reminder email sent out for Monthly Drill for January.

1-16-2025 - C-12, 2-4-12 & 2-4-16 completed fit testing at Woodbridge FD. All passed.

1300 & 1830 Monthly drill – ventilation practices

1-17-2025 – ODP reviewed ventilation practices and smoke ejector door hanging procedures.

1-18-2025 – ODP reviewed ventilation practices and smoke ejector door hanging procedures.

1-23-2025 C8, C13 & 2411 tour of ASCO (Acetylene, propane and supplies) in District 1.

1-25-25 C11 conducted annual dept. refresher training with Fire Company FF 133.

1-26-25 C6 provided annual SCBA refresher training and JPR for VFF 130.

1-29-2025 Secured dates for Coney Island simulator training for CFFs 2414, 2415 and 2416. February 24th and 25th 2025. OM Small confirmed

Confirmed donation of training sponsorship by Colonial Pipeline for two members and Buckeye Pipeline for One member at Texas A&M Williams Industrial Firefighting. Training will take place June 3rd to June 8th. OM Small confirmed.

Disposal List

Special Details

Officially,

Captains

Paul DeLeo

Richard Fritzsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

Pre-Planning Captain's Report

- 1-9-2025 - Pre-Planning event at Asco, 475 Route 9 South, attended by Tour #2 (C-11. 2-4-7 & 2-4-14).
- 1-16-2025 - Pre-Planning event at Asco, 475 Route 9 South, attended by Tour #1 (C-12. 2-4-12 & 2-4-16).
- 1-23-2025 - Pre-Planning event at Asco, 475 Route 9 South, attended by Tour #4 (C-8. C-13 & 2-4-11).
- Updated all businesses in MobileEyes by adding Hazardous Substance Fact Sheets (HSFS) where applicable.
- On going CAD updates regarding corrections to Triple Response areas. Counts are as follows:
 - 1-4-2025 Addresses Updated - 16 Business Updated - 42
 - 1-8-2025 Addresses Updated - 20 Business Updated - 44
 - 1-12-2025 Addresses Updated - 7 Business Updated - 21
 - 1-16-2025 Addresses Updated - 5 Business Updated - 35
 - 1-20-2025 Addresses Updated - 25 Business Updated - 32
 - 1-28-2025 Addresses Updated - 5 Business Updated - 5

Respectfully submitted,

Captain Anthony S. Terebetsky