

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
May 6, 2025**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of May 6, 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 present

Minutes of the April 7, 2025 Meeting were reviewed.

MOTION made by Comm. Eagan to accept the April 7, 2025 minutes, seconded by Comm. Weber. All in favor 5-0.

**TREASURER'S REPORT:**

Balance	\$	3,679,148.36
Deposits	\$	31,500.00
Interest	\$	4,540.73
Payroll	\$	( 111,470.81)
Payroll Tax/Adjustments	\$	
Disbursements for the Month	\$	<u>( 91,031.55)</u>
Ending Balance	\$	3,512,686.73

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

**BILLS TO BE PAID:** 91,031.55

Comm. Molnar requested that Bill #1250 for Elizabethtown Gas in the amount of \$2,239.61 be held and voided since it is a duplicate payment.

MOTION made by Comm. Weber to pay the bills and add on bills, with the exception of Bill #1250, seconded by Comm. Molnar. All in favor 5-0.

**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. Eagan. All in favor 5-0.

**FIRE PREVENTION:**

The Fire Prevention Report was submitted and reviewed.

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

**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. Eagan All in favor 5-0.

**TAXPAYER COMMENTS:**

There were no comments from the Taxpayers.

**OPERATIONS MANAGER:**

Operations Manager Small was just informed by Captain Douglas that Captain DeLeo is in need of new gear. Comm. Weber stated that he will work with Operations Manager Small and Captain Douglas on the new gear.

Operations Manager Small inquired about the Memorial Day Services, which will take place on Monday, 5/26 ay 9:00am. Comm. Santorelli will organize with the Ladies Auxiliary regarding the food and Comm. Molnar is working with Schevchenko Monuments on the names to be added.

**UNFINISHED BUSINESS:**

MOTION made by Comm. Weber to proceed with the disposable items on the Captain's Report, seconded by Comm. Molnar. All in favor 5-0.

Comm. Weber congratulated Captains Terebetsky, Douglas and Holloway on completing the "Bail Out Train the Trainer" and now we have three new instructors in house and also a thank you to everyone that has attended the special details throughout the township.

Comm. Weber reported that the Joint Board Fire Commissioners will be meeting here on May 12 at 7pm.

**NEW BUSINESS:**

MOTION was made by Comm. Weber to enter into Executive Session at 6:07pm, seconded by Comm. Molnar. All in favor 5-0.

Out of Executive Session at 6:30pm.

**EXECUTIVE SESSION:**

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

MOTION to adjourn meeting, made by Comm. Weber at 6:31pm, 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**

May 5, 2025

**Treasurer's Report**

BEGINNING BALANCE	\$ 3,679,148.36
Deposits	31,500.00
Interest	4,540.73
Payroll	( 111,470.81 )
Payroll Tax/Adjustments/Transfers	
Disbursements for the Month	<u>( 91,031.55 )</u>
ENDING BALANCE	\$ 3,512,686.73

11:48 AM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

05/05/25

ADD-ON BILLS

Accrual Basis

May 6, 2025

Date	Num	Name	Memo	Amount
<b>Voucher 2 - Northfield</b>				
05/06/2025	1268	VALIC.	GROUP #63331 - 2024 LOSAP CONTRIBUTION	-6,423.00
05/06/2025	1269	EHRlich	Commercial Pest General Maintenance Service - AC# 1405...	-113.16
05/06/2025	1270	Elizabethtown Gas	Account # 2202559020 - Firehouse - 03/24/2025 - 04/23/2...	-1,521.91
05/06/2025	1271	HAAS ALERT	Safety Cloud Srvc Annual and Digital Alerting transponder	-2,995.00
05/06/2025	1272	PORT READING...	2025 Stipend Funds- / food / groceries / clothes/briefcase/en...	-2,814.67
05/06/2025	1273	Staples Business...	Acct#NYC 1009573 / Supplies	-277.05
Total Voucher 2 - Northfield				-14,144.79
<b>TOTAL</b>				<b>-14,144.79</b>

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

**BILL LIST**

April 8 through May 5, 2025

05/01/25

Date	Num	Name	Memo	Amount
<b>Voucher 2 - Northfield</b>				
04/08/2025	1240	Metuchen Mower	Carburetor Assy and Air Cleaner	-362.49
04/08/2025	1241	PAUL DELEO..	Reimbursement - Airfare for Industrial FF Training 07/03/2...	-1,966.86
04/08/2025	1242	Santo Grasso	Electrical work Firehouse meeting room	-1,200.00
04/08/2025	1243	Williams Fire and Hazard Con...	Tuition and Hotel and car rental (3) - 06/03/2025 - 06/08/2...	-14,331.86
05/05/2025	1244	TURNOUT FIRE and SAFET...	UNIFORMS	-1,980.00
05/05/2025	1245	TURNOUT FIRE and SAFET...	UNIFORMS	-965.25
05/05/2025	1246	Brian A Bontempo	Monthly Fee -May 2025	-901.68
05/05/2025	1247	Comcast of New Jersey	Account #8499 05 340 0759643-Internet/TV - 04/12/2025...	-367.54
05/05/2025	1248	Edison Lock & Door, INC	1 Alarm Lock	-1,300.00
05/05/2025	1249	EHRlich	Commercial Pest General Maintenance Service - AC# 140...	-106.75
05/05/2025	1250	Elizabethtown Gas	Account # 2202559020 - Firehouse - 02/21/2025 - 03/24...	-2,239.61
05/05/2025	1251	Fords Fire District 7	Dispatch Service -May 2025	-6,403.33
05/05/2025	1252	FRANCIS CAMPBELL	E-mail Hosting/Support -April 2025	-319.50
05/05/2025	1253	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-1,373.27
05/05/2025	1254	JUSTIN HOLLOWAY	Reimbursement - replacement charger for 4-gas meter	-41.97
05/05/2025	1255	LIFE INSURANCE COMPAN...	GL 009906-000-000 LIFE INSURANCE - 05/18/2025 -06/...	-797.50
05/05/2025	1256	Maria Bucsanszky E A	Monthly fee - May 2025	-2,975.00
05/05/2025	1257	MIDDLESEX WATER COMP...	Acct # 3046515564-Hydrant Service April 2025	-15,990.16
05/05/2025	1258	NAPA Auto Parts of Colonia	Supplies	-13.29
05/05/2025	1259	PSEG	ELECTRIC BILL-Summary Account #1301219207	-1,112.81
05/05/2025	1260	Safety & Survival Training LLC	Personal escape system - trainer 2 days 16 hrs lecture an...	-2,550.00
05/05/2025	1261	SKYLANDS AREA FIRE EQ...	30 hoods	-3,750.00
05/05/2025	1262	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -05/01/2...	-349.80
05/05/2025	1263	TOWNSHIP OF WOODBRI...	Fuel 1/01/2025 - 03/31/2025	-849.75
05/05/2025	1264	Witmer Public Safety Group	SUPPLIES	-890.09
05/05/2025	1265	COOPER POWER SYSTEMS	Cont# 25575 Generator - PM Agreement 05/01/2025 - 04/...	-1,015.98
05/05/2025	TEPS	New Jersey State Health Ben...	ACTIVE - Health and Prescription Benefits 05/01/25-05/3...	-15,634.17
05/05/2025	1266	SKYLANDS AREA FIRE EQ...	Spider Harness	-336.10
05/05/2025	1267	Woodbridge Fire District 1	Reimbursement - Vision & Dental Coverage -May 2025	-2,573.17
05/05/2025	TEPS	New Jersey State Health Ben...	RETIREE- Health and Prescription Benefits 05/01/25-05/...	-8,333.62
Total Voucher 2 - Northfield				-91,031.55
<b>TOTAL</b>				<b>-91,031.55</b>

# Port Reading Fire Department

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## ***Captains' Report – April 3, 2025 May 2, 2025***

### **Engine 2-1**

4-14-2025 - 4-way gas meter #2 showing "Error O2". Placed out of service and tagged for repair. Placed new TFT FoamJet LX foam nozzle adapter in water compartment.

4-22-2025 - Received delivery of charger for large 4-wat gas meter. Placed in service.

4-28-2025 – Washed and bay floor under. Tilted cab to shut recirculator valves for the season.

5-2-2025 – CFF 2415 Lubricated Ronson Roll-up doors

### **Engine 2-2**

4-14-2025 - Placed new TFT FoamJet LX foam nozzle adapter in water compartment.

4-28-2025 Tilted cab to shut recirculator valves for the season.

### **Support Utility 2-3-3**

4-4-2025 Reconnected inverter. Working properly and tested with old mobile VHF radio. Radio left in unit.

4-10-2025 - Started and ran for 20 minutes.

4-16-2025 Registered. Documents in center console

Gas Fob attained and added to key ring

Added vehicle to EzPass account. Tag mounted in windshield.

Added ball mount extension to hitch

4-22-2025 - Checked all vehicle fluids. Added windshield washer fluid, antifreeze, power steering fluid and DOT3 brake fluid. Placed large 4x8' mat in rear compartment. Balanced tire pressures to 80psi. Dashboard still showing a "tire pressure monitor fault".

4-28-2025 Battery Dead. Jump started and ran.

5-1-2025 Mobile VHF radio intermittent power failures

**Support Pick-Up 2-3-4**

**Fire Company Vehicle 2-3-5**

**Support Unit 2-3-6**

4-27-2025 - Unit indicating oil change needed.

**Fire Prevention Vehicle 2-3-7**

**Marine 2-3-8**

4-4-2025 Launched and placed in service for the season.

4-5-2025 - Depth finder not working. Port side navigation light not working.

4-18-2025 - Added head immobilizer pad and blocks to backboard. Blocks placed under helm.

**Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers**

**LDH Trailer, Open Trailer, Storage Container & Decontamination Trailer**

**Equipment**

4-8-2025 ODP picked up battery operated power washer, from Home Depot

ODP returned incorrect trailer ball mount for F350 to Grainger. Order corrected.

4-10-2025 - IIA conducted hose, ladder and appliance testing.

4-14-2025 - EMS kits on 2-1, 2-2 & 2-3-6 purged of expired items and restocked.

4-17-2025 Replacement mask issued and signed for by 201.

4/21/2025 Quarterly contract for 4-gas meters maintenance, emailed to Approved Fire Protection.

4-22-2025 - Found 2 batteries not holding charge for XTS2500 radios in Watch Room. Discarded batteries and brought up two batteries from old radios in gear room as replacement. All six radios, again, working at this time.

4-30-2025 - NJ Fire Equipment conducted SCBA testing. Air Pack #B7 repaired and returned to service.

**Building and Grounds**



4-3-2025 - Electrician began installation of recessed lighting in Meeting Hall.

4-4-2025 Electrician completed installation of recessed lighting in Hall.

Received delivery of Job Shirt for C11 from turnout.

Minerva picked up gear for cleaning.

4-6-2025 - Removed Memorial bunting and name from Memorial plaque.

4-8-2025 Received delivery of cleansing wipes from Home Depot.

Received delivery from Turnout Fire & Safety pants for CFF# 2415

4-10-2025 - Taped off Lee Street parking lot for upcoming Easter flower sale. PSE&G repaired street light on pole near dumpster in parking lot.

4-11-2025 - Washing machine in apparatus bay not properly draining.

4-16-2025 Keyless entry lock added to West Avenue firehouse hallway door. Same model and access codes.

4/21/2025 Generator contract for maintenance (2025) renewed and emailed to Cooper.

Confirmed with Staples regarding tv purchased, used for cameras should arrive Wednesday/ Thursday.

4-25-2025 - Installed new monitor for cameras in Captain's office.

4-28-2025 – Lowered flag and raised bunting. Name added to signs for past FA Captain.

4-30-2025- Multiple technological communication failures in the firehouse. WTIT here working on problem.

5-1-2025 All communications and systems restored.

5-1-2025 VFF 125 cleaned bay doors inside and out.

### **Fuel**

4-8-2025 Engine 2-2 added 19 gallons of fuel at WTDWW

4-10-2025 - Engine 2-1 → 28.00 gallons. Unit 2-3-4 → 15.508 gallons. Unit 2-3-5 → 4.399 gallons. Unit 2-3-6 → 9.000 gallons.

4-16-2025 Unit 2-3-3 added 20.433 gallons at WTDWW.

4-18-2025 - Engine 2-2 → 23.00 gallons. Marine 2-3-8 → 11.67 gallons at Dockside.

4-19-2025 - Engine 2-1 → 30.24 gallons.

4-22-2025 - Unit 2-3-4 → 12.000 gallons.

4-25-2025 - Engine 2-1 → 22.00 gallons.

4-30-2025 - Engine 2-2 → 21.28 gallons

### **Training**

4-4-2025 Received training funding from CP. Check to be forwarded to Board on Monday, 4-7.

4-11-2025 C11, C12, C13 here with Safety and Survival for Bailout Train the Trainer class.

PIW Drill outline generated and emailed to all stakeholders.

4-12-2025 - Annual Bailout refresher training for Department.

4-13-2025 Make up Bailout refresher for 201 with C8 & C13.

4-17-2025 Make up Bailout refresher for 2411 & 134 with C8 & C13.

1300 Day time drill- Water rescue man overboard with M238.

1900 Evening drill- Water rescue man overboard with M238.

4-28-2025 Received email for TTT Bailout escape systems certificates for C11, 12 and 13. Placed in personnel files.

5-1-2025 PIW Multi-agency Drill for Buckeye Pipeline.

### **Disposal List**

4-4-2025 Old desktop PC in bunk room.

4-10-2025 - 100' length of 5" LDH. From failed hose testing in 2024.

4-22-2025 - 2 Motorola NTN9857C Radio batteries.

4-25-2025 - Inoperable camera monitor from Captain's office.

### **Special Details**

4-13-2025 1100-1600 Special fire prevention detail @ 800 Port Reading Avenue.

4-23-2025 - 1000-1445 hours: Engine 2-2 with 2-4-12 & VFF Evan Chick participated in Big Wheels Day @ Woodbridge Center.

4-24-2025 - 1300 hours: Engine 2-2 attended community outreach at Red Oak Manor. Unable to attend for the entire event due to fire call.

4-28-2025 1300 Engine 2-1 and FA-14 attended "Bubble Day" at Matthew Jago School 28.

Officially,

Captains

Paul DeLeo

Richard Fritzsich

Evan Douglas

Anthony Terebetsky

Justin Holloway

### **Pre-Planning Captain's Report**

- Created floor plan maps for 46 Marion St. former Center Bar.
- On 4-18-2025, updated MobileEyes Pre-Plan software to version #190.
- Completed needed information for upcoming ISO visit during May 2025.
- On going CAD updates regarding corrections to Triple Response areas. Counts are as follows:
  - 4-10-2025    Addresses Updated - 10    Business Updated - 12
  - 4-22-2025    Addresses Updated - 6    Business Updated - 9
  - 4-26-2025    Addresses Updated - 30    Business Updated - 130
  - 4-27-2025    Addresses Updated - 3    Business Updated - 29
  - 4-30-2025    Addresses Updated - 6    Business Updated - 7

Respectfully submitted,

Captain Anthony S. Terebetsky