



Forest Grove Board of Fire Commissioners October 22, 2019 - Meeting Minutes

1. Call to Order: 19:00

1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Samuel Scapellato - Vice Chairman arrived @
- X Mykola "Nick" Myronowskyj - Secretary
- X Joseph Scapellato - Treasurer
- X Thomas Bellone Sr. - Commissioner

Public Present & Others:

None.

2. Reading of the minutes of the previous meeting

A motion to accept minutes as read was made by Joseph Scapellato and seconded by Thomas Bellone Sr. No changes to be made.

3. Communications

None

4. Treasurers Report & Bills against the Commission

Joseph Scapellato reported that there was a \$50.00 discrepancy in our favor with the Courier Post. We reviewed the bills and payments made and cannot determine how this happened, other than a possible clerical mistake with the Courier Post. Since this is in our favor, we will allow this to go through 1 additional billing cycle before calling to report the error.

Refer to the attached files for list of all bills paid.

A motion to pay all bills and to accept the Treasurers report was made by Mykola Myronowskyj and was seconded by Andrew Bellone Jr.

5. Old Business

The Commissioners were reminded to check and clear their mailboxes each month.

Mykola Myronowskyj continues to review the package regarding the laws governing the retention of documents. Once the review has been completed, we can purge unneeded files from the new filing system. We will go through the document and determine what applies to our Board.

A new ST-5 tax exempt form was signed by Joseph Scapellato, Treasurer. This form will now replace all other forms signed by previous Treasurers.



Forest Grove Board of Fire Commissioners October 22, 2019 - Meeting Minutes

5. Old Business continued

On September 8, 2019 utility truck 43-57 was involved in a minor traffic incident in a parking lot. 3 Fire Company members were going to fire school when the incident occurred. The driver of the other vehicle refused to remain at the scene while we waited for the police. There was no damage to 43-57 and minor damage to the front of the other driver's vehicle. The damage to the other driver's vehicle was difficult to identify as there was previous damage to the same location on their vehicle. Our Claim number NJCM19100641-00001. The other driver's insurance company reached out with a claim. We contacted our insurance adjuster and they provided the Board with Title 59 Invoke Immunity Form. This form was passed to the Board members. Andrew Bellone Jr, Joseph Scapellato and Thomas Bellone Sr. signed the form. This form will be e-mailed to our claim's adjuster.

The Board was advised that starting with insurance policies effective and renewing January 1, 2020 and later, all Property & Casualty insurance policies for VFIS will be transitioning from American Alternative Insurance Corporation (AAIC) to National Union Fire Insurance Company of Pittsburgh, PA. (an AIG company) as they renew.

We received the Fire Company's requested rent adjustment for the 2020 budget. This request is in the lease and was reviewed during the budget workshop. The full 2% increase was granted for the 2020 calendar year.

Mykola Myronowskyj will looked into the purchase of a stamp machine for the Board. It was determined that the machine and associated fees were far too expensive for the small amount that we process, and we will stay with the purchase and use of physical stamps.

6. New Business

The 43-52 Generator requires an emergency repair, resulting from the discovery of a transmission fluid leak. Mykola Myronowskyj made a motion to authorize the repair now and the invoice when received will be paid from excess budget line item funds. Andrew Bellone Jr. seconded the motion, all Commissioners voted Aye and the motion passed. The estimated cost for the repair is \$15,000.00.

The 2020 Proposed budget was reviewed and will be revised to now include the 2% cap increase. This was due to the unexpected and emergency repair of the generator on 43-52. The revised budget will be sent to Ball Buckley & Seher (Ed Paul) for review.



Forest Grove Board of Fire Commissioners October 22, 2019 - Meeting Minutes

6. New Business Continued

The insurance signage and wording for the placards that will be posted in the fire department have been completed. These will be provided to the Chief so that they can be posted through out the fire house. They are attached below.

The Board received correspondence from a legal office in California requesting information on a call that the Forest Grove Volunteer Fire Company was called in as a mutual aid and to provide assistance. I spoke to our solicitor regarding this issue and forwarded the information to him. Our solicitor will be the liaison between us and any other parties.

VFIS insurance renewal questionnaire was received and will be completed for review during the November 2019 meeting. Once approved, it will be sent to Glenn Insurance.

New member application for Emily Mallon was received. The criminal background check cleared, and the application was reviewed by the Board. All Board members signed the application. It will now be returned to the Chief for further processing.

Petitions for Samuel Scapellato and Thomas Bellone Jr will be printed and delivered to the Board members. Once the petitions are completed and notarized, their names will be printed on the ballots for the 2020 fire district elections.

7. Public Comments

Chief of the Fire Department: Not Present

President of the Fire Department: Not Present

Others: Not Present

8. Adjournment

A motion to adjourn the meeting was made by Joseph Scapellato and seconded by Andrew Bellone Jr.

Meeting was adjourned at 19:40 hours.

Respectfully Submitted,
Mykola "Nick" Myronowskyj
Secretary of the Board
Board of Fire Commissioners, District 4
Township of Franklin, Gloucester County NJ



Forest Grove Board of Fire Commissioners October 22, 2019 - Meeting Minutes

1:07 PM
10/22/19
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-10,589.61
Newfield Savings 9924	445,527.48
Total Checking/Savings	434,937.87
Total Current Assets	434,937.87
Fixed Assets	
Amnt Provide Retire Gen LTD	35,000.00
Due From Capital Fund	14,500.00
Due From General Operating Fund	38,454.00
Fixed Assets	902,188.00
Total Fixed Assets	990,142.00
TOTAL ASSETS	1,425,079.87
LIABILITIES & EQUITY	
Liabilities	444,258.62
Equity	
Cap Fund Bal Design For Debt Se	11,589.83
Central Fund Bal	37,433.04
Fixed Bal. -Undesignated	-68,761.61
Invest in Gen. Fund Assets	1,012,277.37
Oper Fund Bal Designated	4,119.00
Retained Earnings	149,146.72
Net Income	-164,983.10
Total Equity	980,821.25
TOTAL LIABILITIES & EQUITY	1,425,079.87



Forest Grove Board of Fire Commissioners October 22, 2019 - Meeting Minutes

1:06 PM
10/22/19
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of October 31, 2019

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	10/22/2019	12184	Comcast (Xfinity)	-16.97
Bill Pmt -Check	10/22/2019	12183	Comcast 569	-206.58
Bill Pmt -Check	10/22/2019	12182	Dennis Allonnardo	-160.66
Bill Pmt -Check	10/22/2019	12181	DTA Solutions LLC	-110.00
Bill Pmt -Check	10/22/2019	12180	Emergency Equipment Sales, L...	-883.11
Bill Pmt -Check	10/22/2019	12179	Eurofin's	-241.68
Bill Pmt -Check	10/22/2019	12178	Forest Grove Fire Co	-2,585.83
Bill Pmt -Check	10/22/2019	12177	Frank Corsiglia	-50.00
Bill Pmt -Check	10/22/2019	12176	Glenn Insurance, Inc.	-8,808.00
Bill Pmt -Check	10/22/2019	12175	Major Petroleum Ind.	-1,159.53
Bill Pmt -Check	10/22/2019	12174	My-Lor Inc	-149.26
Bill Pmt -Check	10/22/2019	12173	Mykola Myronowskyj	-480.46
Bill Pmt -Check	10/22/2019	12172	Nat Alexander Company, Inc.	-2,552.08
Bill Pmt -Check	10/22/2019	12171	Staples	-1,703.83
Bill Pmt -Check	10/22/2019	12170	TransUnion	-50.00
Bill Pmt -Check	10/22/2019	12169	Verizon Wireless 197	-60.32
Bill Pmt -Check	10/22/2019	12168	Vineland Ace Hardware	-326.10
Bill Pmt -Check	10/22/2019	12167	Vineland Auto Electric	-286.30
Bill Pmt -Check	10/22/2019	12166	Wheat Road Coldcuts	-200.61
Total Newfield Na Bk 0505				-20,031.32
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-20,031.32



Forest Grove Board of Fire Commissioners
October 22, 2019 - Meeting Minutes

**Members are prohibited from use of
the lounge areas or fire halls for
personal events.**

**No personal business shall be done on
Fire Department computers or
telephones.**



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October 22, 2019 - Meeting Minutes

The fire department building shall only be used by Fire Department or Board of Fire Commissioners District 4 District personnel for activities connected with the Fire Department or the District. These may include but not be limited to training, public meetings, open houses, fire hall tours or public safety education courses.



Forest Grove Board of Fire Commissioners
October 22, 2019 - Meeting Minutes

Fire department personnel are prohibited from using fire department facilities, apparatus, or equipment for personal use or personal financial gain. This provision does not prohibit the use of fire department facilities, apparatus or equipment to benefit others as part of the member's official duties.