

April 14, 2016

Meeting duly advertised and called to order at 8:00pm with reading of the Open Public Meetings statement and Pledge of Allegiance.

Commissioners' Poppe Jr., Rubio, Flemming, and Redington in attendance. Also Attorney Rich Braslow, Fire Dist Administrator S. Rauch.

CVFC was represented by Assistant Chief, and Company President. WVFC was represented by the Chief and Company President. Career FF's were represented by J Mergner.

Motion to accept March 2016 minutes by Commissioner Poppe, 2nd by Commissioner Flemming; approved.

Attorney Braslow discussed and updated Board on current legislative issues as well as DCA concerns.

Again, no bids received for roof project. It is now OK to negotiate a contract without the bid process but the requirements cannot be substantially different than the initial bid package.

Administrator's Report (Attached). Purchase request for Pump School (IFSTA) materials approved; Purchase Request for EMT Training, with costs shared with District 3, approved; Purchase request for EMT Core sessions denied.

The Bureau of Fire Safety conducted an audit and will be forwarding a report to the Board regarding any issues found.

WVFC Report Progress.

CVFC Report Progress. The Board was questioned as to the division of the training and gear monies. The Board suggested that both Companies get together and plan out anticipated expenses.

Old Business Prices were received on a replacement generator. Coop and/or state contracts will be looked into.

Still haven't received a 3rd quote on the concrete work at 56-1 but both quotes received to date are approximately \$20,000.

Attorney advised that only a resolution is required to use a Qualified Purchasing Agent and that no contract is needed.

Commissioner Redington advised further as to meeting with Division of Fire Safety. Fire Official issue needs to be addressed and the year-end report will be re-submitted.

Sidewalk lights to be removed and prices obtained to add additional lighting on building if required (to ensure sidewalk is illuminated). CVFC FF R. Ericsson advised that he can install.

An estimate to be obtained to remove fuel UG storage tank. Also try to repair fill/pickup to use the rest of the oil for the generator.

Motion to pay bills by Commissioner Poppe, 2nd by Commissioner Fleming; approve

Motion to go to closed session by Commissioner Poppe, 2nd by Commissioner Redington; approved at 2040 hours

April 14, 2016

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Motion by Commissioner Poppe, 2nd by Commissioner Redington to appoint Scott Rauch District Administrator; approved.

Motion by Commissioner Redington, 2nd by Commissioner Poppe to appoint Scott Rauch Fire Official; approved.

Motion by Commissioner Poppe, 2nd by Commissioner Flemming to adjourn at 2120 hours; approved.

3:29 PM

District 2 Board of Fire Commissioners

Approve to Pay

April 2016

04/14/16

Accrual Basis

Date	Num	Name	Memo	Amount
Apr 16				
04/14/2016	20524	A T & T	0205973458001	-50.16
04/14/2016	20525	Active911		-505.25
04/14/2016	20526	Advanced Air Systems		-1,059.00
04/14/2016	20527	Attention to Detail		-260.00
04/14/2016	20528	Beehive Heating & Cooling		-841.04
04/14/2016	20529	Braslow, Richard		-1,350.00
04/14/2016	20530	Cablevision		-366.67
04/14/2016	20531	Continental Fire & Safety Inc		-587.50
04/14/2016	20532	County Line Hardware		-240.88
04/14/2016	20533	CVFC		-6,531.80
04/14/2016	20534	Ed Brown's Heating & Cooling		-90.00
04/14/2016	20535	Electronic Measurement Labs		-426.49
04/14/2016	20536	Emergency Equipment Sales LLC		-25,932.30
04/14/2016	20537	Erik's Military and Industrial Surplus		-135.25
04/14/2016	20538	Fleming, Caitlin		-934.00
04/14/2016	20539	Freehold Cartage Inc.	VOID: 60066000	0.00
04/14/2016	20540	GPS Trackit		-125.00
04/14/2016	20541	Greater Media Newspapers		-16.10
04/14/2016	20542	Home Depot	VOID: 6035322500449628	0.00
04/14/2016	20543	Hunter Pest Services LLC		-135.00
04/14/2016	20544	Hunter Peterbilt		-1,351.45
04/14/2016	20545	Interstate Mobile Care Inc.		-7,530.00
04/14/2016	20546	Jackson First Aid		-600.00
04/14/2016	20547	Jackson Township DPW		-1,175.96
04/14/2016	20548	Jersey Central Power & Light	VOID: 100015400045	0.00
04/14/2016	20549	Jersey Coast Fire Equipment		-323.75
04/14/2016	20550	Lane J Biviano Esq		-1,215.00
04/14/2016	20551	LaQuinta Inn Indianapolis East		-1,537.26
04/14/2016	20552	Leaf Capital Funding	VOID:	0.00
04/14/2016	20553	M and E Tire & Service	989214799	-34.60
04/14/2016	20554	Mergner, Joseph		-85.67
04/14/2016	20555	Micromedia Publications Inc.		-480.00
04/14/2016	20556	Moore Medical		-286.03
04/14/2016	20557	NJ Casualty Ins Co		-11,520.00
04/14/2016	20558	NJ Natural Gas	VOID: 22-0013-5208-06	0.00
04/14/2016	20559	POPPE III, JOHN		-197.00
04/14/2016	20560	snj DOL		-50.00
04/14/2016	20561	Speedway Fleet	VOID: 0461-00-716420-5	0.00
04/14/2016	20562	Travelers	VOID: 6JUB-901X864-6-15	0.00
04/14/2016	20563	Twin Rocks Spring Water		-12.50
04/14/2016	20564	United Communications Corp		-296.21
04/14/2016	20565	USG Insurance Services Inc		-839.84
04/14/2016	20566	Venom Graphics Inc.		-750.00
04/14/2016	20567	Verizon	VOID: 732928910034807Y	0.00
04/14/2016	20568	Verizon Wireless		-87.05
04/14/2016	20569	Vickers Consulting		-600.00
04/14/2016	20570	WB Mason		-202.91
04/14/2016	20571	Witmer Public Safety Group/The Fire...		-905.99
04/15/2016	SNJHB042016	NJSHBP	Health Benefits Monthly Billing	-17,092.86
04/14/2016	2016024	Freehold Cartage Inc.	60066000	-237.80
04/14/2016	2016025	Home Depot	6035322500449628	-739.53
04/14/2016	2016026	Jersey Central Power & Light	100015400045	-1,869.56
04/14/2016	2016027	Leaf Capital Funding		-203.00
04/14/2016	2016028	NJ Natural Gas	22-0013-5208-06	-1,298.14
04/14/2016	2016029	Speedway Fleet	0461-00-716420-5	-1,290.69
04/14/2016	2016030	Travelers	6JUB-901X864-6-15	-8,890.34
04/14/2016	2016031	Verizon	732928910034807Y	-170.42
Apr 16				-101,460.00

3:13 PM

04/14/16

Accrual Basis

District 2 Board of Fire Commissioners

Cash Balances

All Transactions

	<u>Apr 15, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.1 · TD BANK - Business checking	31,592.45
100.2 · TD Payroll	47,652.11
100.3 · TD Money Market (Cap Impr)	239,911.46
100.4 · TD Bank - Money Market #2	1,854,370.29
Total Checking/Savings	<u>2,173,526.31</u>
Total Current Assets	<u>2,173,526.31</u>
TOTAL ASSETS	<u><u>2,173,526.31</u></u>
LIABILITIES & EQUITY	0.00



2120 West County Line Road
 Jackson, NJ 08527
 732-364-0088

ACCOUNT: PAGE: 1
 11000510 03/31/2016

001587

JACKSON TWSP BOARD OF
 FIRE COMM.-DIST 1 30
 81 S. HOPE CHAPEL RD 0
 JACKSON NJ 08527 0

=====
 Business Mobile Banking has arrived!
 With your qualified mobile device you are able to:
 . View account balances & recent history
 . Transfer funds between your Harmony Accounts
 . Secure and Easy to use
 . Coming Soon-Business Mobile Deposit for qualified businesses
 Stop by your local branch for more information regarding this service
 now available.

=====
 Harmony Business Checking ACCOUNT 11000510
 =====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			02/29/16	524,595.41
BALANCE THIS STATEMENT			03/31/16	524,595.41
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			

----- I N T E R E S T -----

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

--- ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES ---

*		TOTAL FOR	TOTAL *
*		THIS PERIOD	YEAR TO DATE *
-----*			
* TOTAL OVERDRAFT FEES:		\$.00	\$.00 *
-----*			
* TOTAL RETURNED ITEM FEES:		\$.00	\$.00 *



District 2 Board of Fire Commissioners
Profit & Loss Budget Performance

January through December 2016

3:33 PM
04/14/16

Accrual Basis

	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Income					
B-2 Total Anticipated Revenue					
A-7 Total UFSA Revenues					
Annual Registration Fees					
311.2 - D2 Local Reg Fees Current Yr.	3,102.50		3,102.50		
311.2.1 - D1 Local Reg Fees Current Yr	1,957.50		1,957.50		
311.3 - D2 Permit Fees Current Year	1,046.00		1,046.00		
311.3.1 - D1 Permit Fees Current Year	84.00		84.00		
311.4.1 - D1 Other UFSA Fees	225.00		225.00		
311.5 - Penalties - Current Year D2	1,010.00		1,010.00		
311.5.1 - Penalties Current Year D1	317.50		317.50		
312.1 - LEA Fees (State) Prior Year D2	941.20		941.20		
312.1.1 - LEA Fees (State) Prior Year D 1	1,445.93		1,445.93		
312.2 - Local Reg Fees Prior Year D2	1,790.00		1,790.00		
312.2.1 - Local Reg Fees Prior Year D 1	847.50		847.50		
312.3 - Permit Fees Prior Year D2	126.00		126.00		
312.3.1 - Local Permit Fees Prior Year D	42.00		42.00		
Total Annual Registration Fees	12,937.13		12,937.13		
314.6 - Dedicated Penalties D2	500.00	71,973.00	500.00	71,973.00	71,973.00
A-7 Total UFSA Revenues - Other	0.00		0.00		
Total A-7 Total UFSA Revenues	13,437.13	71,973.00	13,437.13	71,973.00	71,973.00
R-1 Total Fund Balance Utilized	0.00	221,000.00	0.00	221,000.00	221,000.00
A-1 Unrestricted Fund Balance					
Total R-1 Total Fund Balance Utilized	0.00	221,000.00	0.00	221,000.00	221,000.00
R-2 Total Misc Revenues Anticip					
A-4 Interest on Investments	1,008.41	3,000.00	1,008.41	3,000.00	3,000.00
Rental Income	2,125.50	18,000.00	2,125.50	18,000.00	18,000.00
302.1 - Rental Income	1,062.75		1,062.75		
Rental Income - Other					
Total Rental Income	3,186.25	18,000.00	3,186.25	18,000.00	18,000.00
Total R-2 Total Misc Revenues Anticip	4,196.66	21,000.00	4,196.66	21,000.00	21,000.00
R-5 Raised by Taxation					
302 - Township Tax Income	314,473.44	1,479,875.00	314,473.44	1,479,875.00	1,479,875.00
Total R-5 Raised by Taxation	314,473.44	1,479,875.00	314,473.44	1,479,875.00	1,479,875.00
Total B-2 Total Anticipated Revenue	332,107.23	1,793,848.00	332,107.23	1,793,848.00	1,793,848.00
49900 - Uncategorized Income	390.00		390.00		
Total Income	332,497.23	1,793,848.00	332,497.23	1,793,848.00	1,793,848.00
Cost of Goods Sold					
50000 - Cost of Goods Sold	37,603.76	50,000.00	37,603.76	50,000.00	50,000.00
435.1 - Insurance Premiums/Work Comp		4,000.00		4,000.00	4,000.00
Total COGS	37,603.76	54,000.00	37,603.76	54,000.00	54,000.00
Gross Profit	294,893.47	1,739,848.00	294,893.47	1,739,848.00	1,739,848.00
Expense					
A-11 Administration Other Expen					
418 - Professional Services	10,599.00	50,000.00	10,599.00	50,000.00	50,000.00
420 - Office Supplies	1,532.45	4,000.00	1,532.45	4,000.00	4,000.00
421.3 - Election	1,023.15	1,500.00	1,023.15	1,500.00	1,500.00
422 - Travel Expense	0.00	200.00	0.00	200.00	200.00
Total A-11 Administration Other Expen	13,153.60	55,700.00	13,153.60	55,700.00	55,700.00
A-9 Salary & Wages					
Administration Fringe Benefits					
413.2 - Social Security - Admin	2,595.88		2,595.88		
413.3 - Medicare - Admin	607.04		607.04		
414.1 - Unemployment - Admin	255.08		255.08		
414.3 - Disability Ins - Admin	85.05		85.05		
427.1 - Health Ins - Admin	56,944.81		56,944.81		
Administration Fringe Benefits - Other	0.00	194,494.00	0.00	194,494.00	194,494.00
Total Administration Fringe Benefits	60,487.86	194,494.00	60,487.86	194,494.00	194,494.00

District 2 Board of Fire Commissioners
Profit & Loss Budget Performance

January through December 2016

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04/14/16
Accrual Basis

	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
412.2 - Office Staff (G. Jamison)	17,880.85		17,880.85		
412.21 - Rauch	24,625.16		24,625.16		8,750.00
419.1 - Commissioner Salaries	2,187.50	8,750.00	2,187.50	439,682.00	439,682.00
A-9 Salary & Wages - Other	0.00	439,682.00	0.00		
Total A-9 Salary & Wages	105,181.37	642,926.00	105,181.37	642,926.00	642,926.00
Cost of Operations and Maintena					
A-10 Salary & Wages					
Operational Fringe Benefits					
Health In					
Medicar	-5,401.48		-5,401.48		
Social Se	1,539.91		1,539.91		
414 - Unemployment	6,584.40		6,584.40		
414.2 - Disability Insurance	669.66		669.66		
416 - unknown fringe benefits	223.24		223.24		
Operational Fringe Benefits - Other	66,208.00	64,644.00	66,208.00	64,644.00	64,644.00
Total Operational Fringe Benefits	69,823.73	64,644.00	69,823.73	64,644.00	64,644.00
412.1 - Lieutenant (Mergner)	28,726.08		28,726.08		
412.11 - Firefighter (Poppe)	20,664.16		20,664.16		
412.12 - Firefighter (Henson)	19,230.46		19,230.46		
412.15 - Firefighter (Poppe A)	15,959.60		15,959.60		
412.16 - Firefighter (Zimmerman)	25,016.80		25,016.80		
412.2.2 - (Per Diem)	960.00		960.00		
412.3 - Overtime	144.93		144.93		
A-10 Salary & Wages - Other	0.00		0.00		
Total A-10 Salary & Wages	181,125.76	225,550.00	181,125.76	225,550.00	225,550.00
A-12 Total costs of Operations					
Purchase of Assets (Not Capital					
445 - Replacement of Equipment	439.00	54,400.00	439.00	54,400.00	54,400.00
445.1 - Extrication Equipment	0.00	7,500.00	0.00	7,500.00	7,500.00
445.2 - SCBA	0.00	25,000.00	0.00	25,000.00	25,000.00
445.3 - Hose	0.00	5,000.00	0.00	5,000.00	5,000.00
445.5 - Pagers	-1,415.00	5,000.00	-1,415.00	5,000.00	5,000.00
Total Purchase of Assets (Not Capital	-976.00	96,900.00	-976.00	96,900.00	96,900.00
421.5 - Advertising	960.10	2,500.00	960.10	2,500.00	2,500.00
421.6 - Rental Charges	0.00	36,000.00	0.00	36,000.00	36,000.00
421.7 - Supplies Expense	4,692.44	10,000.00	4,692.44	10,000.00	10,000.00
421.7.1 - Fuel	0.00	25,000.00	0.00	25,000.00	25,000.00
424 - Training	1,806.93	15,000.00	1,806.93	15,000.00	15,000.00
425 - Other Rentals	7,500.00	40,500.00	7,500.00	40,500.00	40,500.00
428 - Clothing/PPE	2,166.49	25,000.00	2,166.49	25,000.00	25,000.00
433 - Utilities	11,594.16	60,000.00	11,594.16	60,000.00	60,000.00
435 - Insurance	11,065.66	155,000.00	11,065.66	155,000.00	155,000.00
435.2 - Physicals	7,530.00	5,000.00	7,530.00	5,000.00	5,000.00
442 - Maintenance and Repair					
442.1 - Building Maintenance	13,561.27		13,561.27		
442.2 - Radio Repair	1,771.36		1,771.36		
442.3 - R & M SCBA	1,369.21		1,369.21		
442.4 - R & M Apparatus	33,688.15		33,688.15		
442.5 - R & M Extinguishers	178.90		178.90		
442 - Maintenance and Repair - Other	500.42		500.42		
Total 442 - Maintenance and Repair	51,066.33	140,000.00	51,066.33	140,000.00	140,000.00
444 - Fire Bureau Expense	0.00	4,777.00	0.00	4,777.00	4,777.00
Total A-12 Total costs of Operations	97,441.15	620,677.00	97,441.15	620,677.00	620,677.00
480 - LOSAP	0.00	40,000.00	0.00	40,000.00	40,000.00
Total Cost of Operations and Maintena	278,566.91	886,227.00	278,566.91	886,227.00	886,227.00
E-3 Total Approp offset with Re					
460 - Shared Services Amendment 2015					
461 - Salary-Fire Inspector	2,322.00	40,000.00	2,322.00	40,000.00	40,000.00
461.0.0 - Fringe Benefits Dist 1 09272015	10,789.00		10,789.00		
461.1 - Fire Bureau Fringe Benefits					
461.1.1 - Social Security-PT Fire Inspect	143.97		143.97		
461.1.2 - Medi-PT Fire Inspector	33.69		33.69		
461.1.3 - Unempl-PT Fire Inspector	13.94		13.94		
461.1.4 - Disability-PT Fire Inspector	4.65		4.65		
461.1 - Fire Bureau Fringe Benefits - Other	0.00	4,400.00	0.00	4,400.00	4,400.00
Total 461.1 - Fire Bureau Fringe Benefits	196.25	4,400.00	196.25	4,400.00	4,400.00

District 2 Board of Fire Commissioners
 Profit & Loss Budget Performance

January through December 2016

3:33 PM
 04/14/16
 Accrual Basis

	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
462 - Fire Bureau Operational Expense	7,583.00	27,573.00	7,583.00	27,573.00	27,573.00
Total 460 - Shared Services Amendment 2015	20,890.25	71,973.00	20,890.25	71,973.00	71,973.00
Total E-3 Total Approp offset with Re	20,890.25	71,973.00	20,890.25	71,973.00	71,973.00
E-9 TOTAL DEBT SERVICE APPROPRI					
Capital Leases	48,197.22	113,813.00	48,197.22	113,813.00	113,813.00
456.1 - Fire Apparatus	15,574.66	23,209.00	15,574.66	23,209.00	23,209.00
457.1 - Fire Apparatus Interest	63,771.88	137,022.00	63,771.88	137,022.00	137,022.00
Total Capital Leases	63,771.88	137,022.00	63,771.88	137,022.00	137,022.00
Total E-9 TOTAL DEBT SERVICE APPROPRI	63,771.88	137,022.00	63,771.88	137,022.00	137,022.00
66000 - Payroll Expenses	1,515.56		1,515.56		
Total Expense	483,079.57	1,793,848.00	483,079.57	1,793,848.00	1,793,848.00
Net Income	-188,186.10	0.00	-188,186.10	0.00	0.00

District 2 Monthly Report for April 2016

Calls for March

Districtwide: Fires – 63, EMS – 36

Day Shift

Station 56-1

Total Runs: 39
EMS: 23
Fire: 16
Out of First Due Area: 5
Drills: 4

Station 57

Total Runs: 31
EMS: 13
Fire: 18
Out of First Due Area: 14
Drills: 3

Companies;

Station 56

Total Runs: 40
Out of First Due Area: 11, 4 out of town
Drills: 3

Station 57

Total Runs: 32
Out of First Due Area: 16, 1 out of town
Drills: 2

Company Reports;

Station 56

See Chief for further details

Station 57

See Chief for further details

Station Needs;

Station 56-1

Generator. Have two quotes.

1. Warhauser; two prices, 45kW NG Generator - \$73k and a 125kW NG Generator \$150k. There is a note on the quote that this is an estimate on the complete installation of the system.
2. Cooper Power Systems; 100kW NG Generator - \$80,645 appears to be complete, not including any site plans

Water Heater. Installation is completed. Backtracking for permits

Sidewalk repair. Third vendor was notified but never showed.

Roof Replacement.

Station 57

Lighting on Apparatus floor. Still waiting for quote and specs from vendor.

Training Room needs to keep an eye on the budget to find monies for the work.

LOSAP;

Need to discuss with Braslow recent Comptroller report and any changes needed for compliance.

Physicals;

Final on site physicals will be April 28th at Miller Ave. Two members from the previous visits are still unable to respond to calls, all others have since been cleared. However I am expecting an update over the next few days and will pass it on as soon as I know.

Apparatus;

Annual Pump, Ground Ladder, and Hose Testing is completed. Aerial Testing to be completed 04/13 and 04/14

All major issues found during the P/M's have been taken care of with the exception of 5605's hydraulic leaks. That is being held off until after the Aerial testing.

All other issues are minor in nature and should be able to be handled in house

Equipment;

Repairs made in house to a few pieces of equipment.

Meters on 5701 and 5708 were calibrated.

Lost a few lengths of 5" hose during testing. Some spare and some off the apparatus. Once we receive the completed report, we will put together an inventory and be able to pinpoint a replacement schedule.

SCBA Bench Testing will begin this month

Cylinder hydro testing will also begin this month

Training;

FDIC is set and ready to go

Members who participate in this training will be required to bring back what they learned to the companies and career staff. They will hold a one night session where they will review what they participated in and what they learned.

NJ Weekend. The member who participated is working on setting up a day time and night time training session to pass on what he learned.

The Day crews have been attending EMS training over the last few years courtesy of District 3. The crews would like to host their own training, making it available to the other Districts.

Night crews would also like to host EMT Core Session training that is needed for renewal for their cards.

Both Companies require Basic Pump as a prerequisite for both being a driver and officer. In order to make it easier, discussions have been held to have a course available in District. Utilizing the District's own NJDFS certified Instructors and set up annual classes for those who need the course to advance within their own company. Minimum class size would be five to six.

Bureau;

Station 56 Area

Inspections: 16
Reinspections: 19
Permits: 0

Station 57 Area

Inspections: 13
Reinspections: 43
Complaints: 2
Permits: 1

SFGA/Outlet Mall:

Inspections: 112
Reinspections: 31
Permits: 6

Closing Meeting was held with the DFS. Bob Redington attended as a rep from the Board. A formal letter will follow and we will have 30 days from the date of the letter to submit a corrective action plan.

Purchases;

None that hasn't already been approved

Requests to Purchase

- Less Stress Instructional Services. Four day time EMT CEU classes (four hrs each)
\$1000
- Less Stress Instructional Services. A/B/C EMT Core Sessions for Renewal. Six evening classes, 24 hrs total. 15 EMT's max, not expecting 15
Not to exceed \$2,775
- IFSTA. Pumping Apparatus Driver Instructor Resource Kit and Student Book.
\$333.00