



**Forest Grove Board of Fire Commissioners  
May 26<sup>th</sup>, 2015 - Meeting Minutes**

**Date: May 26<sup>th</sup>, 2015**

**1. Call to Order: 19:00**

**1. Members Present**

- X Andrew Bellone Jr. - Chairman**
- X Joseph Jagers - Co Chairman**
- X Thomas Bellone - Treasurer**
- X Mykola "Nick" Myronowskyj - Secretary**
- X Samuel Scapellato – Asst. Secretary**

**Public present:**

**David Cella - Deputy Chief**  
**Mark Mastro - President**  
**Ken Hack - Resident**  
**David Allonardo - Resident**

**2. Reading of the minutes of the previous meeting**

**a. Motion to accept minutes as read**

- 1. Samuel Scapellato**
- 2. Andrew Bellone Jr.**

**Changes: None**

**3. Communications - None**

**4. Bills against the Commission (refer to file for list of all bills paid)**

**a. Motion to pay all bills**

- 1. Mykola "Nick" Myronowskyj**
- 2. Andrew Bellone Jr.**

**Notes: Bills will be paid on May 29<sup>th</sup>, 2015. DTA Solutions will make a special trip to the Commissioners office to pay the monthly bills.**

**5. Treasurers Report - Tabled to the next meeting. This is due to the bookkeeper not able to be present as she has a personal family matter.**



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**6. Old Business**

The purchase of the Porta Count fit testing machine will be handled by David Cella, Deputy Chief. When the pricing is resolved, he will submit a PO for approval to the Board. In the interim, he may also be able to rent one.

The Morton building locks were purchased and will be installed ASAP.

The new lease agreement discussion will be tabled until the next meeting. There are certain specific matters that need to be discussed in an Executive session before bringing the information to the President of the Fire Company.

Courier Post pricing schedule; we are still waiting for the pricing schedule from the Courier Post legal advertisements department.

A representative of the Board of Fire Commissioners, District 4 did not go to the last Newfield Town Council meeting. This was due to the Fire Company hosting the County Chief's meeting.

South Jersey Gas bill - The reconciliation was completed and the current bill is accurate. A motion was made by Andrew Bellone Jr. to pay the South Jersey Gas bill in full. Mykola "Nick" Myronowskyj seconded the motion. All members were in favor and the motion passed. This remaining balance will be paid in full when the monthly bills are paid.

The shared services agreement between the Board of Fire Commissioners, District 4 and the Borough of Newfield final changes were completed. A printed copy of this final agreement was given to all Board members for review. At the next meeting, this agreement will be signed by all 5 members of the Board of Fire Commissioners, District 4. Once this agreement is signed, it will be submitted to the Mayor of Newfield for review.

Deputy Chief David Cella will submit an operational plan if the shared services agreement goes into effect. This plan will detail all fire company services and apparatus that may be dispatched to the Borough of Newfield during the time that the shared services agreement is active.

Lou Musto is no longer the bookkeeper. His final invoice was received and will be paid with the monthly bills. This was a mutual agreement between the Board and himself.

DTA Solutions has been hired as the new bookkeeping company. DTA Solutions will train Mykola "Nick" Myronowskyj and Tom Bellone Sr. how to use the bookkeeping software.



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**7. New Business**

The Fire Company generator maintenance contract has expired. The company that was providing the service was found to be much too expensive. After much research, Mykola "Nick" Myronowskyj was able to find a potential new company. Atlantic Switch and Generator is a New Jersey based company. A complete packet with their company information and a proposed maintenance contract was given to the Board for review. The proposed new maintenance contract is approximately half of the previous maintenance contract and provides more services. Samuel Scapellato questioned the pricing and rate schedule of services outside of the maintenance contract. That information was not in the packet. Mykola "Nick" Myronowskyj will reach out to Atlantic Switch and Generator and will obtain this pricing and rate schedule for the next meeting.

Fire Department gear lockers. The President and membership may be purchasing the new gear lockers for the Fire Company. This will remove this obligation from the Board of Fire Commissioners, District 4.

A discussion and review of the applicable areas of NJSA Title 40, 40a and the SoNJ Uniform Code of Ethics was done. All members of the Board of Fire Commissioners, District 4 were reminded that we all need to be cognizant of these laws. We also discussed that when talking to fire company members, we must remind that members that our comments are our own views and opinions and not necessarily the views or opinions of the rest of the Board of Fire Commissioners.

The current fire Chief, Dennis Allonardo will be retiring as Chief effective May 31<sup>st</sup>, 2015, Deputy Chief David Cella will be the Acting Chief until the next Fire Company election. Assistant Chief Edward Conrow will be acting as the Deputy Chief. The Assistant Chief title will be left vacant. The Fire line numbers will not change at this time.

There was a discussion regarding the command vehicles and their transition to the new Chief's. Samuel Scapellato made a motion to transition the vehicles down to the Acting Chief and the Acting Deputy Chief. Mykola "Nick" Myronowskyj seconded the motion. Four members were in favor and the motion passed. Andrew Bellone Jr. abstained from the vote.

The Chiefs Command vehicle will be transitioned to the Acting Chief David Cella. The Deputy Chiefs Command vehicle will be transitioned to the Acting Deputy Chief Edward Conrow.

Mykola "Nick" Myronowskyj made a motion to have an Executive session immediately after the adjournment of this meeting. Samuel Scapellato seconded the motion. All members were in favor and the motion passed.



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**7. New Business - continued**

Three PO's were received from the Chief for new vehicle emergency lighting. The PO's were not approved by the Board. The PO's were not properly completed and there were questions related to the invoices that were submitted with each PO. The PO's will be returned to the Chief.

The first drawl (deposit) of money from the Township has not been received. Tom Bellone Sr. will look into this matter.

The order of business will be changed and the public comments section will be moved to the end of the meeting to allow for the public to make comments on the meeting. This public comments section will include specific sections for the Chief and President of the Fire Department.

**8. Public Comments**

**Chief of the Fire Department:**

The Deputy Chief brought a copy and reviewed his operational plan that will go into effect once he takes over as Acting Chief on June 1<sup>st</sup>, 2015. This plan includes a program to phase in new turn out gear, replacement of the radios, revised response plans, new accountability tags, and the purchasing of new fire equipment.

The Deputy Chief asked the Board for their opinion regarding mutual aid companies and their response to our fire local with junior members. The Deputy Chief wants to make the rule that mutual aid companies cannot respond with junior members. All members of the Board agreed with this proposed change. The Deputy Chief, when he becomes the Acting Chief will impose this change.

The Fire Company will be researching a policy and program for zero tolerance for drugs and alcohol. This will also include a process and training of certain personnel for identification of potential "under the influence" and a medical method for determining that a member was actually "under the influence".

The Fire Company will be researching a policy and program for medical physical program for all Fire Company members.



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**8. Public Comments - continued**

**President of the Fire Department:**

At 19:56, Fire Company President Mark Mastro alerted us to a text message that he had received notifying him that Frank Capozzi had passed away today. The Board of Fire Commissioners, District 4 had a moment of silence for Mr. Capozzi. Mr. Frank Capozzi had a long and distinguished career with 50+ years of service to the Fire Company, he held many positions including a District 4 Fire Commissioner.

Andrew Bellone Jr. Made a motion that the Board of Fire Commissioners, District 4 send a floral arrangement specifically from the Board. Mykola "Nick" Myronowskyj seconded the motion. All members were in favor and the motion passed.

**8. Public Comments continued**

**Others:**

None

**9. Adjournment**

**a. Motion to adjourn**

- 1. Mykola "Nick" Myronowskyj**
- 2. Thomas Bellone Sr.**

**Meeting was adjourned at: 20:20.**

*Respectfully Submitted,*  
*Mykola "Nick" Myronowskyj*  
*Secretary*  
*Board of Fire Commissioners, District 4*

05/29/15

Accrual Basis

## Franklin Township Fire District No 4

## Transactions This Month

As of May 31, 2015

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	05/26/2015	10796	Action Uniform Co	-50.00
Bill Pmt -Check	05/26/2015	10773	Atlantic City Electric	-432.41
Bill Pmt -Check	05/26/2015	10774	BW Stetson	-33.75
Bill Pmt -Check	05/26/2015	10775	Cumberland County Fire Acade...	-300.00
Bill Pmt -Check	05/26/2015	10772	Dennis Allonnardo	-41.60
Bill Pmt -Check	05/26/2015	10771	DTA Solutions Enterprises LLC	-110.00
Bill Pmt -Check	05/26/2015	10770	Emergency Systems Services ...	-1,084.00
Bill Pmt -Check	05/26/2015	10769	Fire Engineering	-29.00
Bill Pmt -Check	05/26/2015	10776	Forest Grove Fire Co	-366.84
Bill Pmt -Check	05/26/2015	10777	Gloucester County Fire Academy	-375.00
Bill Pmt -Check	05/26/2015	10778	Hamilton Fire and Safty Equip.	-463.00
Bill Pmt -Check	05/26/2015	10779	Lou Musto	-110.00
Bill Pmt -Check	05/26/2015	10780	Major Petroleum Ind.	-604.23
Bill Pmt -Check	05/26/2015	10781	Mes PA	-611.00
Bill Pmt -Check	05/26/2015	10782	Public Saftey Outfitters	-756.91
Bill Pmt -Check	05/26/2015	10783	Sam Scapellato	-35.66
Bill Pmt -Check	05/26/2015	10784	Santander Leasing LLC	-47,807.50
Bill Pmt -Check	05/26/2015	10785	South Jersey Gas	-4,551.04
Bill Pmt -Check	05/26/2015	10786	SOUTH JERSEY WELDING S...	-196.50
Bill Pmt -Check	05/26/2015	10787	Tekk Comm Communications	-1,497.19
Bill Pmt -Check	05/26/2015	10788	The Borelli Agency	-644.75
Bill Pmt -Check	05/26/2015	10789	Verizon Wireless 197	-209.46
Bill Pmt -Check	05/26/2015	10790	Vineland Ace Hardware	-160.89
Bill Pmt -Check	05/26/2015	10791	Vineland Auto Electric	-1,922.01
Bill Pmt -Check	05/26/2015	10792	Weber's Power Equipment Inc.	-91.95
Bill Pmt -Check	05/26/2015	10793	Wheat Road Coldcuts	-400.00
Bill Pmt -Check	05/26/2015	10794	Wireless Communications	-392.00
Bill Pmt -Check	05/26/2015	10795	Witmer Public Safety Group Inc	-32.00
Total Newfield Na Bk 0505				-63,308.69
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				
<b>TOTAL</b>				<b>-63,308.69</b>

11:32 AM  
05/29/15  
Accrual Basis

Franklin Township Fire District No 4  
**Balance Sheet**  
As of May 26, 2015

	<u>May 26, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Newfield Na Bk 0505	-43,790.10
Newfield Savings 9924	223,338.61
<b>Total Checking/Savings</b>	<u>179,548.51</u>
<b>Total Current Assets</b>	179,548.51
<b>Fixed Assets</b>	<u>990,142.00</u>
<b>TOTAL ASSETS</b>	<u><b>1,169,690.51</b></u>
<b>LIABILITIES &amp; EQUITY</b>	1,169,690.51