

February 12, 2015

Meeting duly advertised and called to order at 7:00pm with reading of the Open Public Records statement and Pledge of Allegiance.

Commissioners' Rubio, Wickham, Symons, Ryan and Poppe Jr., in attendance, as well as Attorney Rich Braslow.

**Attorney's Report** Several court cases relative to volunteer fire companies were passed on. All legal notices reference the budget/election have been advertised.

**Treasurer's Report** Motion by Commissioner Poppe to pay bills (attached), 2<sup>nd</sup> by Commissioner Wickham; approved.

**Secretary's Report** Motion to accept previous month's minutes by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Wickham; approved.

**Chief's Report/ CVFC** Chief expressed good relations and thanks to the career staff. The fire company has received a donation of a command cabinet from Station 32. Department of Labor report completed. Purchase request for new K12 saw tabled and awaiting new plan. Purchase request for accountability boards approved for 4. Percentages to be provided monthly – will have next month. Commissioner Symons stated that the Board doesn't have a problem with the career staff assisting with fire company paperwork but it's not to become full time.

No progress on emergency generator – looking into grants (emergency shelters) for same.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Wickham to issue a check for \$80 to register the 5 ton; approved. Will be titled to Jackson Township for now and that can be changed after the first year.

Drug Policy – Progress

Chief advised that in order to use the simulcaster, we need a radio to first receive the digital broadcast (which then transmits to the simulcaster) The purpose is for members to be able to monitor Fire Ops 1. The total cost is \$4,225. Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Wickham; approved. Cost of simulcaster to be shared.

Commissioner Poppe reminded all that smoking inside the firehouse must stop.

Fire Official Frank McDonnell presented the Board with a letter and requested an extension of the shared services agreement. He feels that the consolidation of Districts 1 and 2 and subsequently picking back up of the Bureau responsibilities in those 2 districts is "personally hurtful". District 3 Commissioner Reider also spoke to the work Frank does both in starting the Bureau and the 'behind the scenes' work. Commissioner Symons thanked Frank and advised him that everything is still open/on the table. Commissioner Rubio added that this is no reflection on the job Frank does. The Board will keep him up to date and if they have any questions, he will be invited to the Joint Board meeting.

**Career Lt/FF Report** Updated Board Members on maintenance and repairs. Questioned who to contact reference truck repairs. Board advised to go to Hunter Peterbilt until issues with Blaze resolved. Quotes to be obtained to replace exterior building doors, bay doors, and door openers. Board requests that Joe Howell (Blaze) be present at the March meeting.

Motion by Commissioner Wickham, 2<sup>nd</sup> by Commissioner Poppe to go to closed session; approved 2025.

Motion to reopen meeting by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Wickham. Meeting reopened at 2100 hours.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Ryan to adjourn at 2100 hours; approved.

<b>MONTHLY BUDGET RECONCILIATION</b>				
2/11/2015 0:00	<b>2015 TEMPORARY</b>	<b>2015 YTD EXPENSES</b>	<b>2015 BUDGET BALANCES</b>	
<b>OPERATING APPROPRIATIONS</b>	<b>BUDGET</b>			
Salaries/Wages	51,222.00	56,135.00	(4,913.00)	
Salaries/Wages - OT	0.00	890.00	(890.00)	
Salaries/Wages - Commissioners	0.00		0.00	
Fringe Benefits	27,672.00	21,454.00	6,218.00	
Rental Charges (Hydrant)	2,520.00		2,520.00	
Other Rentals	4,200.00		4,200.00	
Insurance Premiums **Incl WC - YTD	12,600.00	13,400.00	(800.00)	
LOSAP			0.00	
Utilities & Related Services	7,000.00	5,993.00	1,007.00	
Professional Services	7,000.00	3,894.00	3,106.00	
Other Outside Services			0.00	
Advertising	420.00	746.00	(326.00)	
Travel Expense	28.00		28.00	
Elections	168.00	921.00	(753.00)	
Membership/Dues	42.00		42.00	
Training & Education	2,800.00	667.00	2,133.00	
Convention Expense (in-house line item only)				
Uniforms & Personnel Equipment	3,500.00	1,357.00	2,143.00	
Maintenance & Repairs	14,000.00	6,810.00	7,190.00	
Other Operating Materials & Supplies	4,900.00	1,335.00	3,565.00	
Office Supplies/Postage	420.00	184.00	236.00	
Purchase of Non-Bondable Assets***	3,815.00		3,815.00	
Replacement Equipment	5,635.00		5,635.00	
Extrication Equipment	1,050.00		1,050.00	
			0.00	
UFSG Expenses	651.00		651.00	
Contingent	350.00		350.00	
District Expense	7,000.00		7,000.00	
			0.00	
<b>TOTAL OPERATING APPROPRIATIONS</b>	<b>156,993.00</b>	<b>113,786.00</b>	<b>43,207.00</b>	
<b>CAPITAL APPROPRIATIONS</b>				
Capital Outlay (New Apparatus)	0.00		0.00	
Capital Improvement (Firehouse)			0.00	
Capital Reserve-Future Outlay			0.00	
Debt Service (Principal)	43,090.00	45,572.00	(2,482.00)	
Debt Service (Interest)	20,681.00	18,200.00	2,481.00	
<b>TOTAL CAPITAL APPROPRIATIONS</b>	<b>63,771.00</b>	<b>63,772.00</b>	<b>-1.00</b>	
<b>TOTAL BUDGET APPROPRIATIONS</b>	<b>220,764.00</b>	<b>177,558.00</b>	<b>43,206.00</b>	
<b>CASH BALANCES</b>				
Cash (Regular Checking)	16,060.61	02/11/15		
Cash (Money Market)	875,065.01	02/11/15		
Cash (Payroll Checking)	24,521.17	02/11/15		
Cash (Capital Improvement Account)	239,503.14	02/11/15		
<b>TOTAL CASH BALANCES</b>	<b>1,155,149.93</b>			
2/15 15:16	<b>2015 BUDGET</b>	<b>RECEIVED</b>	<b>ANTICIPATED</b>	<b>BALANCE</b>
<b>REVENUE/INCOME</b>				
Fund Balance Utilized	0.00			0.00
Basic Entitlement Grant	4,648.00			4,648.00

Shared Services	25,000.00			25,000.00
Rental Income	60,000.00	5,592.27		54,407.73
Interest on Investments	1,500.00	210.86		1,289.14
Sale of Equipment	0.00			0.00
Other (Unanticipated) Income				0.00
Reimbursement of Expenses - Salary (FF)				
Reimbursement of Expenses - Other				0.00
Amount to be Raised by Taxation	1,131,931.00			1,131,931.00
TOTAL	1,223,079.00	5,803.13	0.00	1,217,275.87
	<b>2015 BUDGET</b>	<b>2015 YTD EXPENSES</b>	<b>2015 BUDGET BALANCES</b>	<b>BALANCE</b>
<b>***NON-BONDABLE ASSETS</b>				
Hose	700.00		700.00	700.00
Power Tools			0.00	0.00
Extrication Equipment			0.00	0.00
Radios/Pagers	1,400.00		1,400.00	1,400.00
SCBA	1,715.00		1,715.00	1,715.00
Vehicle			0.00	0.00
TOTAL	3,815.00	0.00	3,815.00	3,815.00
<b>NOTES</b>				
<b>***Radio Equipment***To be taken from CVFC Trust Account</b>				
<b>***CVFC TRUST ACCOUNT*** (Training/Education-Fire Equipment) (Non-Budget Item)</b>	22,452.01			22,452.01
<b>Capital Reserve (Non-Budget Item) Roof</b>		3,950.00		-3,950.00

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02/11/15

Accrual Basis

## District 2 Board of Fire Commissioners

# Approve to Pay

February 2015

Date	Num	Name	Memo	Amount
<b>Feb 15</b>				
2/11/2015		Fleet One LLC	434981	-1,266.54
2/11/2015		Freehold Cartage Inc.	60066000	-118.90
2/11/2015		Jersey Central Power & Light	100015400045	-1,944.98
2/11/2015		Leaf Capital Funding		-203.00
2/11/2015		NJ Natural Gas	22-0013-5208-06	-2,861.39
2/11/2015		Travelers	901X8646	-6,373.71
2/11/2015		Verizon	732928910034807Y	-157.74
2/13/2015	SNJHB0215	NJSHBP	Health Benefits Monthly Billing	-9,992.97
2/11/2015	20027	A T & T	0205973458001	-49.83
2/11/2015	20028	Absolute Fire Protection		-316.42
2/11/2015	20029	Attention to Detail		-220.00
2/11/2015	20030	Braslow, Richard		-1,350.00
2/11/2015	20031	Cablevision		-149.85
2/11/2015	20032	CASSVILLE VOL FIRE CO NO. 1		-335.00
2/11/2015	20033	County Line Hardware		-500.05
2/11/2015	20034	Custom Bandag Inc	0034233	-1,864.52
2/11/2015	20035	Electronic Measurement Labs		-462.53
2/11/2015	20036	Global Industrial Equipment	1631722	-308.20
2/11/2015	20037	GPS Trackit		-125.00
2/11/2015	20038	Greater Media Newspapers		-14.00
2/11/2015	20039	Hanson, Justin		-35.00
2/11/2015	20040	HealthQuest Community Education		-110.00
2/11/2015	20041	Hunter Peterbilt		-911.85
2/11/2015	20042	Jackson First Aid		-600.00
2/11/2015	20043	Jackson Municipal Utilities Authority	Account No 475038-0	-539.50
2/11/2015	20044	Kansas State Bank	3342091	-63,771.88
2/11/2015	20045	Koerner & Koerner PA	Client No. 31110	-1,194.00
2/11/2015	20046	Lakewood FMBA Local 80		-130.00
2/11/2015	20047	Mergner, Joseph		-35.00
2/11/2015	20048	Micromedia Publications Inc.		-732.00
2/11/2015	20049	Middlesex County Fire Academy		-52.00
2/11/2015	20050	MONOC Education Services		-250.00
2/11/2015	20051	Moore Medical		-68.43
2/11/2015	20052	Municipal Emergency Services Inc	47918	-909.88
2/11/2015	20053	Nat Alexander Co		-949.00
2/11/2015	20054	National Parts Supply Co	LW3100	-58.20
2/11/2015	20055	Ocean County Clerk		-675.44
2/11/2015	20056	POPPE III, JOHN		-35.00
2/11/2015	20057	Poppe, Adam		-35.00
2/11/2015	20058	Quaranta, A. Anthony		-52.10
2/11/2015	20059	R & H Spring & Truck Repair Inc.		-169.22
2/11/2015	20060	Skylands		-57.00
2/11/2015	20061	Twin Rocks Spring Water		-6.00
2/11/2015	20062	WB Mason		-124.48
2/11/2015	20063	Witmer Public Safety Group/The Fire...		-45.80
2/11/2015	20064	HealthQuest Community Education		-30.00
2/11/2015	20065	Atlantic Printing & Graphics		-245.90
<b>Feb 15</b>				<b>-100,437.31</b>

**District 2 Board of Fire Commissioners  
Transaction Detail By Account  
January through December 2015**

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02/11/15  
Accrual Basis

Type	Date	Name	Memo	Amount
<b>Cost of Operations and Maintena</b>				
<b>A-12 Total costs of Operations</b>				
<b>424 · Training</b>				
Bill	1/8/2015	Plumsted FMBA Local 89	Poppe III	50.00
Bill	1/8/2015	Treasurer, State of NJ	License/Cert Fire Inspector (Hanson)	45.00
Bill	1/15/2015	Lakewood FMBA Local 80	Training/Chief John Norman Seminar (Poppe, III / Hanson)	130.00
Bill	1/29/2015	HealthQuest Community Education	CPR Cards (22)	110.00
Bill	2/11/2015	HealthQuest Community Education	CPR Cards (6)	30.00
Bill	2/11/2015	MONOC Education Services	Prehospital Trauma Life Support course/J Hanson	250.00
Bill	2/11/2015	Middlesex County Fire Academy	'Nothing But Knots' course - A Quaranta	52.00
Total 424 · Training				667.00
<b>428 · Clothing/PPE</b>				
Bill	1/15/2015	Witmer Public Safety Group/The Fire Store	Radio Straps	93.80
Bill	1/15/2015	CASSVILLE VOL FIRE CO NO. 1	Reimbursement - Turnout Gear (Boots)	335.00
Bill	1/15/2015	Skylands	Turnout Gear Repair - Hanson	57.00
Bill	2/5/2015	Witmer Public Safety Group/The Fire Store	Safety Vests-Chief & Asst Chief	110.00
Bill	2/11/2015	Municipal Emergency Services Inc	Turnout Gear-Helmets	761.64
Total 428 · Clothing/PPE				1,357.44
Total A-12 Total costs of Operations				2,024.44
Total Cost of Operations and Maintena				2,024.44
<b>TOTAL</b>				<b>2,024.44</b>