



## Forest Grove Board of Fire Commissioners July 23, 2019 - Meeting Minutes

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

#### 1. Members Present

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

Public Present & Others:

**Tamara Ardito – DTA Solutions**

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

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

### 3. Communications

The Board received an e-mail from MES, a vendor, notifying that they once again have not received payments that had been sent. This communications will be handled under the Treasurers Report.

### 4. Treasurers Report & Bills against the Commission

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

Our Treasurer received a letter from the Ball Buckley & Seher. This letter was a certification of accounts for the 2018 audit and will need to be verified and sent to Newfield National Bank.

Cynthia from MES e-mailed the Board in reference to 2 invoices they were waiting payment for. We verified that their invoice (1332919 & 1337889) in the amount of \$363.50 was paid at the last meeting (PO's 5720 & 5733) with check number 12056. These payments had not yet cleared the bank. We verified that the payments are being sent to the correct address. Mykola Myronowskyj will e-mail MES and assist the Treasurer with reconciling the problem.

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



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### **5. Old Business**

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

The petty cash fund in the amount of \$300.00 will be created. Mykola Myronowskyj will create the form and will purchase a petty cash lock box for the Board. The petty cash fund will be completed once the new office is finished and the Board of Fire Commissioners have a proper safe.

The new Board of Fire Commissioners District 4 office construction is nearly complete. The Board will have its meetings in the meeting room instead of the office. This will allow for a more open and public forum for our public meetings. Mykola Myronowskyj is working on moving the furniture and files from the old office to the new office.

The annual review of the insurance policies was completed. Brian Kenny from Glenn Insurance reviewed our coverages and a number of questions that came up:

1. We are still waiting on an answer regarding what status must a member be in, in order for the Workman's Compensation insurance to cover them at the firehouse.
2. We received the wording regarding the written policy regarding the personal use of the firehouse by members and the wording needed for signage advising personnel that personal use of the FD is strictly prohibited. The working was passed around and will be forwarded to the Chief to have the proper signage created and installed.

Atlantic switch & generator has provided a quote for the generator repair. Andrew Bellone Jr. approved the repair from another company and the sending unit was replaced. The quote will be set aside.

### **6. New Business**

Thomas Bellone asked if the insurance coverage extended to nonmembers riding in fire company apparatus. This includes ride along guests and kids in trucks. Mykola Myronowskyj will e-mail Brian to obtain the answer.

Ed Paul of Ball, Buckley and Seher has been contacting the Board via e-mail regarding the audit. There was equipment purchased and he needed to know which vehicles the equipment is being housed. Mykola Myronowskyj provided the needed answers.

Ed Paul also had a question regarding helmet purchases and the wide range in prices. Ed Paul will be e-mailing the Board the invoices for us to review.



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### 6. New Business continued

Ed Paul provided the Board with a draft of a new style of purchase order to be used as a voucher and a purchase order. The Board reviewed the proposed change and decided at this time that it does not want to change the current purchase order style.

The refrigerator on Rescue 43-58 failed. First Priority came to troubleshoot the problem and found that the unit was not repairable, out of warranty and needed to be replaced. Mykola Myronowskyj asked Chief Dennis Allonardo to get a price quote. This quote was almost \$1,000.00. Mykola Myronowskyj contacted NorCold, the manufacturer. He explained to them the ongoing problems with the unit. NorCold looked at our serial number and found that there were multiple calls from First Priority to NorCold reporting that the unit was failing. According to NorCold, there were multiple requests for First Priority to troubleshoot and respond with the result. To date, none of those requests have been honored. Mykola Myronowskyj worked with NorCold and they have agreed that since there was a history of issues, and the vendor did not perform the required troubleshooting, that NorCold would reopen the warranty. We were instructed to take the refrigerator to a local authorized repair facility for troubleshooting. This facility found that the compressor had failed and NorCold agreed to replace the entire unit. The new unit was ordered and when it is received it will be installed.

### 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 Andrew Bellone Jr., and seconded by Samuel Scapellato.

Meeting was adjourned at 19:32 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 July 23, 2019 - Meeting Minutes

3:57 PM  
07/23/19  
Accrual Basis

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

	Jul 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Newfield Na Bk 0505	-11,037.41
Newfield Savings 9924	391,586.94
<b>Total Checking/Savings</b>	380,549.53
<b>Total Current Assets</b>	380,549.53
<b>Fixed Assets</b>	990,142.00
<b>TOTAL ASSETS</b>	<b>1,370,691.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	444,258.62
<b>Equity</b>	
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	-219,371.44
<b>Total Equity</b>	926,432.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,370,691.53</b>



## Forest Grove Board of Fire Commissioners July 23, 2019 - Meeting Minutes

3:55 PM  
07/23/19  
Accrual Basis

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

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	07/23/2019	12094	Brewin Flooring LLC	-270.42
Bill Pmt -Check	07/23/2019	12095	Comcast (Xfinity)	-16.97
Bill Pmt -Check	07/23/2019	12096	Comcast 569	-410.68
Bill Pmt -Check	07/23/2019	12097	Dennis Allonnardo	-84.12
Bill Pmt -Check	07/23/2019	12098	DTA Solutions LLC	-110.00
Bill Pmt -Check	07/23/2019	12099	Eurofin's	-167.50
Bill Pmt -Check	07/23/2019	12100	First Priority Emergency Vehicles	-220.00
Bill Pmt -Check	07/23/2019	12101	Forest Grove Fire Co	-2,837.55
Bill Pmt -Check	07/23/2019	12102	Glenn Insurance, Inc.	-8,818.00
Bill Pmt -Check	07/23/2019	12103	Major Petroleum Ind.	-275.85
Bill Pmt -Check	07/23/2019	12104	Mes PA	-137.00
Bill Pmt -Check	07/23/2019	12105	MRA Mobile Truck & Trailer Re...	-774.44
Bill Pmt -Check	07/23/2019	12106	My-Lor Inc	-149.26
Bill Pmt -Check	07/23/2019	12107	Mykola Myronowskyj	-253.64
Bill Pmt -Check	07/23/2019	12108	Staples	-925.31
Bill Pmt -Check	07/23/2019	12109	TransUnion	-50.00
Bill Pmt -Check	07/23/2019	12110	Verizon Wireless 197	-60.32
Bill Pmt -Check	07/23/2019	12111	Vineland Ace Hardware	-1,145.15
Bill Pmt -Check	07/23/2019	12112	Vineland Auto Electric	-1,152.68
Total Newfield Na Bk 0505				-17,858.89
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				
<b>TOTAL</b>				<b>-17,858.89</b>