



**Forest Grove Board of Fire Commissioners
April 26, 2016 - Meeting Minutes**

1. Call to Order: 19:02

1. Members Present

- X Andrew Bellone Jr. - Chairman**
- X Samuel Scapellato - Co Chairman**
- X Mykola “Nick” Myronowskyj - Secretary**
- X Thomas Bellone Sr. - Treasurer**
- X Scott Graiff**

Public Present & Others:

None

2. Reading of the minutes of the previous meeting

- a. Motion to accept minutes as read Samuel Scapellato
2nd Scott Graiff

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 - Mykola Myronowskyj
2nd Thomas Bellone Sr.

Notes:

MES Invoice 00660685 for \$120.00 to be paid. This is for a boot order from 8-18-15.

Action Uniform invoicing problems. 2 invoices were accidentally sent to the Board, these invoices were forwarded to the Fire Company President for payment.

TLOXP & Gannett – Payment vouchers must be sent with all payments or the payments may not be properly credited to our outstanding balance and account.

5. Treasurers Report

Please refer to the attached report.

- a. Motion to accept Treasurers report as read _____
2nd _____

Notes:

Tabled to next meeting, bookkeeper not present and the report will not available until 4-27-16.



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6. Old Business

The Board of Fire Commissioners, District 4 and 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” in the event of an incident.

The Board of Fire Commissioners, District 4 and the Fire Company will be researching a policy and program for medical physical program for all Fire Company members.

The Fire Company incorporation needs to be renewed. The Fire Company President is meeting with the appropriate personnel and agencies to have the incorporation completed by the end of the year.

The Fire Company President has provided the new tax ID number for the Fire Company. A copy of the tax letter was given to the Chairman and it will be filed.

The Fire Company President has provided the 501c3 paperwork to the board to be filed.

Atlantic Switch & Generator performed the major annual PM on the generator. All systems passed with the exception of 2 gauges / readings. The temperature and fuel sending units are working correctly, however the readings on the gauges are making radical reading changes. The technician believes that there are 2 possible reasons. The panel could be faulty, this panel was replaced in 2010, or the most likely problem is a bad ground. They offered 2 solutions to repair the problem, either a quoted repair or a time & material repair. Andrew Bellone motioned that the repair should be time and material, Samuel Scapellato seconded. Mykola Myronowskyj contacted Atlantic Switch & Generator, the hourly rate is \$108.00 per hour. Mykola will reach out again to schedule the repair to be done with the next regular service.

7. New Business

The 2017 Government census was completed for the Board. A copy of the certification of completion was given to the Chairman.

The credit application and the Local Finance Board application certification for the new rescue truck were completed and sent to Ed Paul for processing.

NJMVC is denying blue light applications from the Board of Fire Commissioners. NJMVC is requiring that the mayor of Vineland sign the applications even though the Mayor and town council of Vineland are not the governing body for the fire company. Mykola will be creating a letter for the Board to sign advising NJMVC of this fact.



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7. New Business continued

Mykola went to meet with Ed Paul (Auditor) to review questions that Ed had with the audit. There were a few action items that Ed needed to complete the report. Mykola has provided Ed with this information and the 2015 audit report should be completed soon.

The Fire Company President was advised that their accountant must provide the solar leasing company with the information that they need to process their lease application. The Board of Fire Commissioners cannot provide the information as we do not own the building and only lease the space within the building.

We received a notice from Borelli insurance that the contents coverage limit is \$40,786.00 for the contents of the fire company. Borelli Agency provided 2 additional coverage limits and their associated costs. Increasing to a limit of \$75,000.00 would be an additional annual cost of \$188.00, increasing the limit to \$100,000.00 would be an additional annual cost of \$325.00. The Board discussed options and agrees to increase the limit to the \$100,000.00. Andrew Bellone Jr. made a motion to increase the limit; Thomas Bellone Sr. seconded the motion. All members voted "Aye", and the motion carries. Mykola will contact Borelli insurance and advise them.

All members of the Board of Fire Commissioners have completed their 2016 financial disclosures. Copies of the confirmations were given to the Chairman.

A resolution to cancel old checks from previous years was read and approved. A copy of that resolution is attached.

The new signature pages for the Newfield National Bank have been provided by Thomas Bellone Sr. All Commissioners have signed the forms and Thomas will submit these documents to the bank this week. All Commissioners are signatories for the Newfield National bank accounts.

8. Public Comments

Chief of the Fire Department: Not present

President of the Fire Department: Not present

Others: None present.



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9. Adjournment

- a. Motion to adjourn Samuel Scapellato
2nd Thomas Bellone Sr.

Meeting was adjourned at: 19:41

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



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5:55 PM
04/27/16
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of April 30, 2016

	Apr 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-99,326.69
Newfield Savings 9924	405,132.61
Total Checking/Savings	305,805.92
Total Current Assets	305,805.92
Fixed Assets	990,142.00
TOTAL ASSETS	1,295,947.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	432,082.52
Long Term Liabilities	12,000.00
Total Liabilities	444,082.52
Equity	851,865.40
TOTAL LIABILITIES & EQUITY	1,295,947.92



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5:49 PM
04/27/16
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of April 30, 2016

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	04/01/2016	11075	Weber's Power Equipment Inc.	-115.67
Bill Pmt -Check	04/01/2016	11076	Patrick Spring	-600.00
Bill Pmt -Check	04/01/2016	11077	U.S.Postal Service	-196.00
Bill Pmt -Check	04/27/2016	11078	Action Uniform Co	-800.00
Bill Pmt -Check	04/27/2016	11079	Allonardo Bros.	-123.11
Bill Pmt -Check	04/27/2016	11080	Atlantic City Electric	-602.00
Bill Pmt -Check	04/27/2016	11081	Bordentown IAFF 5065	-300.00
Bill Pmt -Check	04/27/2016	11082	Comcast	-176.16
Bill Pmt -Check	04/27/2016	11083	Comcast 569	-172.10
Bill Pmt -Check	04/27/2016	11084	Continental Fire and Safety Inc.	-322.45
Bill Pmt -Check	04/27/2016	11085	Dennis Allonardo	-97.92
Bill Pmt -Check	04/27/2016	11086	DTA Solutions Enterprises LLC	-110.00
Bill Pmt -Check	04/27/2016	11087	Emergency Equipment Sales, L...	-750.00
Bill Pmt -Check	04/27/2016	11088	Forest Grove Fire Co	-7,548.89
Bill Pmt -Check	04/27/2016	11089	Genna Electric	-120.00
Bill Pmt -Check	04/27/2016	11090	KS State Bank	-76,530.69
Bill Pmt -Check	04/27/2016	11091	Major Petroleum Ind.	-212.30
Bill Pmt -Check	04/27/2016	11092	Mes PA	-1,182.00
Bill Pmt -Check	04/27/2016	11093	My-Lor Inc	-29.74
Bill Pmt -Check	04/27/2016	11094	Nat Alexander Company, Inc.	-134.00
Bill Pmt -Check	04/27/2016	11095	National Pen Co. LLC	-126.40
Bill Pmt -Check	04/27/2016	11096	Pizza Joe's	-91.10
Bill Pmt -Check	04/27/2016	11097	Public Saftey Outfitters	-777.00
Bill Pmt -Check	04/27/2016	11098	South Jersey Gas	-281.50
Bill Pmt -Check	04/27/2016	11099	Staples	-208.64
Bill Pmt -Check	04/27/2016	11100	Steven Pratt	-277.00
Bill Pmt -Check	04/27/2016	11101	Tekk Comm Communications	-4,089.00
Bill Pmt -Check	04/27/2016	11102	Tent Craft	-1,767.00
Bill Pmt -Check	04/27/2016	11103	The Borelli Agency	-9,183.00
Bill Pmt -Check	04/27/2016	11104	TransUnion	-25.00
Bill Pmt -Check	04/27/2016	11105	Verizon Wireless 197	-190.96
Bill Pmt -Check	04/27/2016	11106	Vineland Ace Hardware	-608.51
Bill Pmt -Check	04/27/2016	11107	Vineland Auto Electric	-492.24
Bill Pmt -Check	04/27/2016	11108	Weber's Power Equipment Inc.	-114.15
Total Newfield Na Bk 0505				-108,354.53
Newfield Savings 9924				
Total Newfield Savings 9924				-
TOTAL				-108,354.53



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**RESOLUTION 2016- RESOLUTION OF THE TOWNSHIP OF FRANKLIN FIRE DISTRICT NO.4
CANCELLING PRIOR YEARS OUTSTANDING CHECKS**

WHEREAS, during the audit of the Township of Franklin Fire District No. 4 for the year ending December 31.2015, it was determined that three checks issued in prior years were still outstanding as follows:

Check #9545 Dated 6/28/11	\$	50.00
Check #9623 Dated 10/03/11	\$	1,930.00
Check #10537 Dated 7/29/14	\$	7.34

WHEREAS, the Commissioners of the Township of Franklin Fire District No.4 have determined that the above listed checks are no longer able to be cash due to the length of time since being issued.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Township of Franklin Fire District No.4 that the above stated outstanding prior years' checks are hereby cancelled and the funds shall be deemed

Adopted at the regular meeting of the Board of Fire Commissioners of the Township of Franklin Fire District No. 3 this 26th day of April, 2016


Andrew Bellone Jr., Chairman

Attest this 26th day of April, 2016

Mykola Myronowskyj, Secretary