



Forest Grove Board of Fire Commissioners January 23, 2018 - Meeting Minutes

1. Call to Order: 19:00

1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Samuel Scapellato - Co Chairman
- X Mykola “Nick” Myronowskyj - Secretary
- X Thomas Bellone Sr. - Treasurer
- __ Vacant – To be filled ASAP

Public Present & Others:

Tamara Ardito – DTA Solutions
Joseph Scapellato – Fire Company Treasurer
Greg DeForge – First Priority Sales – New Command Vehicle
Dennis Allonardo – Chief of the Fire Department

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 Sr. No changes to be made.

3. Communications

None

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

A motion to pay all bills was made by Andrew Bellone Jr. and was seconded by Mykola Myronowskyj.
Please refer to the attached report.

5. Treasurers Report

The Board received a check in the amount of \$12.00 from the Constables office of NJ for information that was provided under subpoena. This check will be deposited.

A motion to accept Treasurers report as read was made by Andrew Bellone Jr. and was seconded by Samuel Scapellato.



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6. Old Business

The final deliverable from First Priority is the breakdown of the funds that were used for the mounting of the tools and equipment was received. The Board has agreed that the file for the KME Rescue truck can be considered closed.

There is still as \$2,500.00 grant that was received that was not applied. The Board believes that the funds were for the replacement SCBA's, or for the purchase of the SCBA fit testing machine. The Board forwarded the funds in advance of the grant to pay for the SCBA's. The grant should have been applied to that expenditure. Thomas Bellone Sr. went through the records to determine if this is correct. Thomas was unable to confirm if these funds were for the SCBA grant. Thomas Bellone Sr. will reach out to Ed Paul to find a resolution to this matter.

A copy of the fully signed and executed lease between the Board of Fire Commissioners and the Fire Company was given to the Chairman and is now on file.

Scott Graiff has not yet completed his required financial disclosure forms for 2017. Scott was advised that he needs to respond to the e-mail that he was sent and change his password in order to access his account and complete the required forms.

7. New Business

The Board had a special meeting to adopt the 2018 amended budget on 01-16-18. The amended budget removed the new command vehicle for the Chief. The new command vehicle will need to be placed on the ballot as a capitol purchase and will require voter approval and then Local Finance Board approval if the voters approve. The State of New Jersey, DCA sent the Board a conditional certification of budget approval letter stating that if the above were completed, that the 2018 budget would be conditionally approved.

The Board received a payment summary and the vehicle schedule for the vehicle insurance renewal. The vehicle breakdown that was on the renewal was incorrect. Mykola Myronowskyj reached out to the insurance policy and spoke to Kelly. She stated that they were going to make the needed corrections and resend out the revised policy.

The Board passed a resolution approving a temporary budget for the 2018 year. The amount of \$89,832.50 was transferred to the 2018 budget year as a temporary budget to cover the expenses until the fire company election and the passing of the budget on 2-17-2018. The resolution vote was "aye" and was unanimous.



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8. Public Comments

Chief of the Fire Department:

The Chief advised the Board that the work that Joe Hoffman performed for the subpoena was done pro bono. The Chief will make a copy of Mr. Hoffman's letter and the Board will send out a thank you letter.

A question was brought up regarding the new workman's comp insurance. The Board would like to have the contact name and number as well as the list of forms that are required when submitting a claim. The Board will reach out to the insurance carrier to obtain this information.

The Chief used the returned funds from the rescue truck to purchase a new ISG thermal imaging camera for the new rescue truck.

The Chief had Greg DeForge from First Priority review the lease package for the new command vehicle. The lease will be through the HGHC contract, much the same way that the new rescue truck was purchased. A few different leasing options were provided. The Board requested additional leasing option terms as the terms and payments were over the amount that the Board had budgeted. The terms of any lease must also include that the first payment is not due until March of 2019. This is to eliminate the possibility that the first payment could be received late. Greg will e-mail additional options to the Board for us to review prior to the next meeting.

The Chief is also looking into options to purchase new fire turnout gear. Some of the gear will be expiring and is not safe for fire fighting per the NFPA and PEOSH guidelines. The purchase will be phased in and the Chief will rotate gear between non-active and active members to reduce the initial cost as much as possible. The Board will work with the Chief to work out a budget plan. The Chief will also look into a possible grant to help pay for the new gear.

President of the Fire Department: Not Present.

Others: Not Present

9. Adjournment

A motion to adjourn the meeting was made by Mykola Myronowskyj and was seconded by Andrew Bellone Jr. The meeting was adjourned at 19:40.

Respectfully Submitted,

Mykola "Nick" Myronowskyj

Secretary

Board of Fire Commissioners, District 4

Township of Franklin, Gloucester County NJ



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7:04 PM
01/23/18
Accrual Basis

Franklin Township Fire District No 4 Profit & Loss Budget vs. Actual 2017 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
Administrative			
Office Supplies & Postage	387.89		
Professional Services	135.00		
Promotion/Public Relations	540.28		
Total Administrative	1,063.17		
Operating			
Equipment	6,501.72		
Maintenance			
Building	2,180.73		
Servicing of Equipment	465.00		
Trucks	5,811.00		
Total Maintenance	8,456.73		
Rent Expense	2,300.00		
Supplies/Misc Gas, Diesel F	925.24		
Training & Education	66.65		
Utilities			
Phone/Cell	359.47		
Heating	996.71		
Total Utilities	1,356.18		
Total Operating	19,606.52		
Total Expense	20,669.69		
Net Ordinary Income	-20,669.69		
Net Income	-20,669.69		



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7:00 PM

01/23/18

Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of January 31, 2018

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	01/02/2018	11643	Gloucester County chief Assoc	-280.00
Bill Pmt -Check	01/23/2018	11664	C&S Graphics Shop	-340.00
Bill Pmt -Check	01/23/2018	11663	Comcast (Xfinity)	-6.00
Bill Pmt -Check	01/23/2018	11662	Comcast 569	-205.47
Bill Pmt -Check	01/23/2018	11661	Courier Post	-96.08
Bill Pmt -Check	01/23/2018	11660	Dennis Allonnardo	-497.66
Bill Pmt -Check	01/23/2018	11659	DTA Solutions LLC	-110.00
Bill Pmt -Check	01/23/2018	11658	Fire Apparatus Repair Inc.	-5,811.00
Bill Pmt -Check	01/23/2018	11657	Forest Grove Fire Co	-2,468.02
Bill Pmt -Check	01/23/2018	11656	Genna Electric	-450.00
Bill Pmt -Check	01/23/2018	11655	Major Petroleum Ind.	-925.24
Bill Pmt -Check	01/23/2018	11654	Mes PA	-125.00
Bill Pmt -Check	01/23/2018	11653	Moore Medical Corp	-168.65
Bill Pmt -Check	01/23/2018	11652	MRA Mobile Truck & Trailer Re...	-110.00
Bill Pmt -Check	01/23/2018	11651	Nat Alexander Company, Inc.	-6,295.50
Bill Pmt -Check	01/23/2018	11650	Pizza Joe's	-100.40
Bill Pmt -Check	01/23/2018	11649	Signature Security LLC	-241.46
Bill Pmt -Check	01/23/2018	11648	South Jersey Gas	-996.71
Bill Pmt -Check	01/23/2018	11647	Staples	-387.89
Bill Pmt -Check	01/23/2018	11646	TransUnion	-25.00
Bill Pmt -Check	01/23/2018	11645	Verizon Wireless 197	-70.32
Bill Pmt -Check	01/23/2018	11644	Vineland Ace Hardware	-959.29
Total Newfield Na Bk 0505				-20,669.69
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-20,669.69