

December 10, 2015

Meeting duly advertised and called to order at 7:30pm with reading of the Open Public Records statement and Pledge of Allegiance.

Commissioners' Poppe Jr., Ryan, Rubio and Wickham in attendance as well as Attorney Rich Braslow, District 1 Commissioners R. Redington and M. Fleming, Fire Dist 1 Employee S. Rauch.

CVFC Chief and Assistant Chief were not in attendance.

Motion by Commissioner Ryan, 2nd by Commissioner Rubio to approve November meeting minutes; approved.

Attorney's Report Attorney Braslow advised that election petition deadline is 1/22/16. All required election and budget notices have been advertised.

Motion by Commissioner Poppe to adopt temporary budget, 2nd by Commissioner Ryan, approved.

Motion by Commissioner Poppe to make budget transfers and encumbrances, 2nd by Commissioner Ryan; approved.

The CVFC discipline hearing held on 12/4/15 was reported on and briefly discussed.

The 2016 Budget was introduced by Commissioner Poppe and 2nd by Commissioner Ryan. The final totals will remain the same with some line items to be adjusted.

Career Lt/FF Report Apparatus maintenance and repair; progress. Purchase Requests were submitted and approved as follows: 1) SCBA Packs/Bottles; 2) Gemtor Harnesses; 3) Instructor books (1st Aid Basic and Blood Borne Pathogens); and 4) Lights for 5601 & 5605.

The 2016 Training Schedule was submitted to the Board from CVFC.

Motion to pay bills by Commissioner Poppe, 2nd by Commissioner Rubio; approved.

Attorney Braslow will contact another fire district who's replacing a roof to obtain information. The specs need to be put into bid specs.

The Board will not be purchasing the truck that was being looked at since it's a 2006 with a Ford 6.0 engine in it.

Motion by Commissioner Poppe, 2nd by Commissioner Ryan to go to close session; approved at 2000 hours.

Motion to reopen meeting by Commissioner Poppe, 2nd by Commissioner Rubio. Meeting reopened at 2100 hours.

Motion to adjourn by Commissioner Ryan, 2nd by Commissioner Poppe at 2105 hours.

MONTHLY BUDGET RECONCILIATION				
12/7/2015 0:00	2015 BUDGET	2015 YTD EXPENSES	2015 BUDGET BALANCES	
OPERATING APPROPRIATIONS				
Salaries/Wages	361,010.00	358,707.00	2,303.00	
Salaries/Wages - OT	20,000.00	14,128.00	5,872.00	
Salaries/Wages - Commissioners	8,750.00	8,750.00	0.00	
Fringe Benefits	190,700.00	123,987.00	66,713.00	
Rental Charges (Hydrant)	18,000.00	16,520.00	1,480.00	
Other Rentals	30,000.00	30,000.00	0.00	
Insurance Premiums **Incl WC - YTD	115,000.00	121,098.00	(6,098.00)	
LOSAP	15,000.00		15,000.00	
Utilities & Related Services	40,000.00	25,573.00	14,427.00	
Professional Services	50,000.00	35,559.00	14,441.00	
Other Outside Services			0.00	
Advertising	3,000.00	1,978.00	1,022.00	
Travel Expense	200.00		200.00	
Elections	1,200.00	2,033.00	(833.00)	
Membership/Dues	300.00		300.00	
Training & Education	20,000.00	11,818.00	8,182.00	
Convention Expense (in-house line item only)				
Uniforms & Personnel Equipment	25,000.00	17,690.00	7,310.00	
Maintenance & Repairs	100,000.00	95,948.00	4,052.00	
Other Operating Materials & Supplies	35,000.00	16,301.00	18,699.00	
Office Supplies/Postage	4,000.00	4,591.00	(591.00)	
Purchase of Non-Bondable Assets***	27,250.00	17,715.00	9,535.00	
Replacement Equipment	30,250.00	1,111.00	29,139.00	
Extrication Equipment	7,500.00	5,249.00	2,251.00	
Fire Prevention Bureau Exp	38,300.00	7,391.00	30,909.00	
Fire District 1 Payroll Expense		45,861.00		
UFSG Expenses	4,648.00		4,648.00	
Contingent	2,500.00		2,500.00	
Joint District Expense	50,000.00		50,000.00	
			0.00	
TOTAL OPERATING APPROPRIATIONS	1,197,608.00	962,008.00	281,461.00	
CAPITAL APPROPRIATIONS				
Capital Outlay (New Apparatus)	0.00		0.00	
Capital Improvement (Firehouse)			0.00	
Capital Reserve-Future Outlay			0.00	
Debt Service (Principal)	45,572.00	45,572.00	0.00	
Debt Service (Interest)	18,199.00	18,200.00	(1.00)	
TOTAL CAPITAL APPROPRIATIONS	63,771.00	63,772.00	-1.00	
TOTAL BUDGET APPROPRIATIONS	1,261,379.00	1,025,780.00	281,460.00	
CASH BALANCES				
Cash (Regular Checking)	27,498.85	12/07/15		
Cash (Money Market)	1,846,448.09	12/07/15		
Cash (Payroll Checking)	47,191.51	12/07/15		
Cash (Capital Improvement Account)	239,832.08	12/07/15		
TOTAL CASH BALANCES	2,160,970.53			
12/7/2015 16:00	2015 BUDGET	RECEIVED	ANTICIPATED	BALANCE
REVENUE/INCOME				
Fund Balance Utilized	0.00			0.00

Basic Entitlement Grant	4,648.00	3,256.00		1,392.00
Shared Services***Bureau Income (Temporary)	25,000.00	16,260.00		8,740.00
Shared Services - Budget Amendment	38,300.00			
Rental Income	60,000.00	1,139,240.90		(1,079,240.90)
Interest on Investments	1,500.00	2,711.48		(1,211.48)
Sale of Equipment	0.00			0.00
Other (Unanticipated) Income				0.00
Reimbursement of Expenses - Salary (FF)				
Reimbursement of Expenses - Other		844.05		(844.05)
Amount to be Raised by Taxation	1,131,931.00	778,202.57		353,728.43
TOTAL	1,261,379.00	1,940,515.00	0.00	-717,436.00
	2015 BUDGET	2015 YTD EXPENSES	2015 BUDGET BALANCES	BALANCE
***NON-BONDABLE ASSETS				
Hose	5,000.00	3,420.00	1,580.00	1,580.00
Power Tools			0.00	0.00
Extrication Equipment			0.00	0.00
Radios/Pagers	10,000.00	4,520.00	5,480.00	5,480.00
SCBA	12,250.00	9,775.00	2,475.00	2,475.00
Vehicle			0.00	0.00
TOTAL	27,250.00	17,715.00	9,535.00	9,535.00
NOTES				
CVFC TRUST ACCOUNT (Training/Education-Fire Equipment) (Non-Budget Item)	22,452.01			22,452.01
Capital Reserve (Non-Budget Item) Roof (2014 exp)		3,950.00		-3,950.00

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District 2 Board of Fire Commissioners

Approve to Pay

December 2015

12/07/15

Accrual Basis

Date	Num	Name	Memo	Amount
Dec 15				
12/07/2015	20382	Attention to Detail		-260.00
12/07/2015	20383	Braslow, Richard		-1,350.00
12/07/2015	20384	Cablevision		-149.85
12/07/2015	20385	Communications Specialists Inc.		-104.50
12/07/2015	20386	County Line Hardware		-127.90
12/07/2015	20387	CVFC		-7,141.80
12/07/2015	20388	DJB Welding		-2,000.00
12/07/2015	20389	Emergency Equipment Sales LLC		-1,401.00
12/07/2015	20390	FF1 Professional Safety Services		-507.76
12/07/2015	20391	GPS Trackit		-125.00
12/07/2015	20392	Greater Media Newspapers		-9.80
12/07/2015	20393	Jackson Municipal Utilities Authority		-4,130.00
12/07/2015	20394	Joseph Fazzio Wall LLC	WBFC#2	-67.90
12/07/2015	20395	Koerner & Koerner PA	Client No. 31110	-2,070.50
12/07/2015	20396	Lane J Biviano Esq		-1,275.00
12/07/2015	20397	LINCOLN FINANCIAL GROUP		-10,800.00
12/07/2015	20398	Moore Medical		-1,196.03
12/07/2015	20399	Municipal Emergency Services Inc	47918	-697.50
12/07/2015	20400	Nat Alexander Co		-636.00
12/07/2015	20401	National Parts Supply Co	LW3100	-221.42
12/07/2015	20402	Poppe, John Jr.		-437.50
12/07/2015	20403	Rubio, Vinny		-437.50
12/07/2015	20404	Ryan, John		-437.50
12/07/2015	20405	Symons, Jason		-437.50
12/07/2015	20406	Tasc Fire Apparatus Inc		-912.10
12/07/2015	20407	Twin Rocks Spring Water		-3.00
12/07/2015	20408	VFIS Specialty Benefits	GC38624	-2,133.33
12/07/2015	20409	Wickham, Keith		-437.50
12/07/2015	20410	Witmer Public Safety Group/The Fire...		-90.58
12/15/2015	PFRS 112016	NJSHBP	Health Benefits Monthly Billing	-19,786.10
12/07/2015	2015074	Freehold Cartage Inc.	60066000	-118.90
12/07/2015	2015075	Home Depot	6035322500449628	-130.89
12/07/2015	2015076	Jersey Central Power & Light	100015400045	-851.46
12/07/2015	2015077	Leaf Capital Funding		-203.00
12/07/2015	2015078	NJ Natural Gas	22-0013-5208-06	-235.43
12/07/2015	2015079	Speedway Fleet	0461-00-716420-5	-828.68
12/07/2015	2015080	Travelers	6JUB-901X864-6-15	-7,249.01
12/07/2015	2015081	Verizon	732928910034807Y	-165.35
Dec 15				-69,167.29

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

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 12/07/15
 Accrual Basis

Type	Date	Name	Memo	Amount
Cost of Operations and Maintena				
A-12 Total costs of Operations				
Purchase of Assets (Not Capital)				
445 · Replacement of Equipment				
Bill	03/12/2015	Mergner, Joseph	Chair	106.99
Bill	06/19/2015	FF1 Professional Safety Services	Applicances / Apparatus	496.47
Bill	11/20/2015	FF1 Professional Safety Services	RIT Systems	507.76
Total 445 · Replacement of Equipment				1,111.22
445.1 · Extrication Equipment				
Bill	09/08/2015	Specialty Rescue Inc.	Strut Kit	5,249.00
Total 445.1 · Extrication Equipment				5,249.00
445.2 · SCBA				
Bill	03/19/2015	Nat Alexander Co	SCBA	9,293.00
Bill	03/19/2015	Nat Alexander Co	SCBA ADD-ON	210.00
Bill	03/31/2015	Nat Alexander Co	SCBA Facepiece	272.00
Total 445.2 · SCBA				9,775.00
445.3 · Hose				
Bill	07/24/2015	Emergency Equipment Sales LLC	Replacement Hose	3,420.63
Total 445.3 · Hose				3,420.63
445.5 · Pagers				
Bill	06/19/2015	Battery Clearance LLC	Portable chargers (6)	450.00
Bill	07/24/2015	Allcom Technologies	Pagers (6)	3,570.00
Bill	09/08/2015	CASSVILLE VOL FIRE CO NO. 1	(4) used Kenwood Mobile Radios	500.00
Total 445.5 · Pagers				4,520.00
Total Purchase of Assets (Not Capital)				24,075.85
424 · Training				
Bill	01/08/2015	Plumsted FMBA Local 89	Poppe III	50.00
Bill	01/08/2015	Treasurer, State of NJ	License/Cert Fire Inspector (Hanson)	45.00
Bill	01/15/2015	Lakewood FMBA Local 80	Training/Chief John Norman Seminar (Poppe, III / Hanson)	130.00
Bill	01/29/2015	HealthQuest Community Education	CPR Cards (22)	110.00
Bill	02/11/2015	HealthQuest Community Education	CPR Cards (6)	30.00
Bill	02/11/2015	MONOC Education Services	Prehospital Trauma Life Support course/J Hanson	250.00
Bill	02/11/2015	Middlesex County Fire Academy	'Nothing But Knots' course - A Quaranta	52.00
Bill	03/04/2015	Treasurer, State of NJ	Renewal/Mergner/Fire Inspector	45.00
Bill	03/12/2015	MONOC Education Services	PTLS Course - R Suiter	250.00
Bill	05/07/2015	HealthQuest Community Education	CPR Cards	20.00
Bill	06/09/2015	Middlesex County Fire Academy	Rescue/Rigging - Quaranta	210.00
Bill	06/11/2015	CASSVILLE VOL FIRE CO NO. 1	Reimb/EMT Books (4 members)	660.00
Bill	06/19/2015	Less Stress Instructional Services	EMS CORE REFRESH/MERGNER	185.00
Bill	07/24/2015	Middlesex County Fire Academy	mv extrication - Quaranta	262.00

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

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 Accrual Basis

Type	Date	Name	Memo	Amount
Bill	07/24/2015	FF1 Professional Safety Services	RIC	3,890.00
Bill	09/08/2015	CASSVILLE VOL FIRE CO NO. 1	Cube & Hotel rooms	1,928.30
Bill	09/14/2015	All Hands Fire Equipment	Gemtor Harness Training	2,050.00
Bill	09/14/2015	On-Scene Training Associates LLC	Hot Fires	1,600.00
Bill	10/08/2015	POPPE III, JOHN	Reimb-meals	50.88
Bill	10/08/2015	FF1 Professional Safety Services	Water rescue - 2 members	0.00
Total 424 - Training				11,818.18
428 - Clothing/PPE				
Bill	01/15/2015	Witmer Public Safety Group/The Fire Store	Radio Straps	93.80
Bill	01/15/2015	CASSVILLE VOL FIRE CO NO. 1	Reimbursement - Turnout Gear (Boots)	335.00
Bill	01/15/2015	Skylands	Turnout Gear Repair - Hanson	57.00
Bill	02/05/2015	Witmer Public Safety Group/The Fire Store	Safety Vests-Chief & Asst Chief	110.00
Bill	02/11/2015	Municipal Emergency Services Inc	Turnout Gear-Helmets	761.64
Bill	03/12/2015	D.E. Williams Shields	Helmet Shields	487.30
Bill	03/12/2015	D.E. Williams Shields	Helmet Shields	90.00
Bill	03/12/2015	Emergency Equipment Sales LLC	Accountability Boards	622.46
Bill	03/19/2015	Witmer Public Safety Group/The Fire Store	Helmet repair (parts)	0.00
Bill	03/19/2015	Municipal Emergency Services Inc	Clothing allowance/Hanson	0.00
Bill	03/19/2015	Witmer Public Safety Group/The Fire Store	Return	0.00
Bill	03/31/2015	Municipal Emergency Services Inc	Uniforms/Clothing allowance A Poppe	164.50
Bill	04/09/2015	Emergency Equipment Sales LLC	Hood	43.95
Bill	04/09/2015	Municipal Emergency Services Inc	Clothing allowance-J Poppe III	318.49
Bill	04/09/2015	Municipal Emergency Services Inc	Clothing Allowance	270.25
Bill	04/13/2015	Municipal Emergency Services Inc	Turnout Gear Hangars	92.99
Bill	04/29/2015	CASSVILLE VOL FIRE CO NO. 1	Clothing allowance reimb	56.24
Bill	04/29/2015	POPPE III, JOHN	Clothing Allowance (boots)	56.25
Bill	05/05/2015	POPPE, Adam	Clothing Allowance/Hanson	564.00
Bill	05/05/2015	Municipal Emergency Services Inc	Clothing Allowance/Hanson	255.50
Bill	07/24/2015	Lion Total Care	Turnout Gear repair & maintenance	6,410.34
Bill	07/24/2015	Reading Fire Equipment Inc.	Turnout Gear/3 sets	84.00
Bill	08/04/2015	Municipal Emergency Services Inc	Clothing Allowance	99.00
Bill	08/13/2015	Municipal Emergency Services Inc	Boots	1,240.00
Bill	09/08/2015	FF1 Professional Safety Services	Gloves	238.00
Bill	09/08/2015	Municipal Emergency Services Inc	Clothing Allowance-Poppe III	79.50
Bill	09/10/2015	Lion Total Care	Turnout Gear Repair/Cleaning	998.00
Bill	09/14/2015	Municipal Emergency Services Inc	Helmets / Turnout Gear	123.00
Bill	09/17/2015	Municipal Emergency Services Inc	Clothing allowance-A Poppe	1,065.50
Bill	10/08/2015	Emergency Equipment Sales LLC	Boots	358.00
Bill	10/16/2015	Municipal Emergency Services Inc	Clothing Allowance-A Poppe	426.02
Bill	10/16/2015	Municipal Emergency Services Inc	Hoods (12)	697.50
Bill	11/02/2015	Municipal Emergency Services Inc	Clothing Allowance/Mergher	1,401.00
Bill	11/20/2015	Emergency Equipment Sales LLC	Turnout Gear-Boots	90.58
Bill	12/07/2015	Witmer Public Safety Group/The Fire Store		
Total 428 - Clothing/PPE				17,689.81
Total A-12 Total costs of Operations				53,583.84

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

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 Accrual Basis

Type	Date	Name	Memo	Amount
Total Cost of Operations and Maintena				53,583.84
TOTAL				53,583.84