



**Forest Grove Board of Fire Commissioners
August 25, 2015 - Meeting Minutes**

1. Call to Order: 19:00

1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Joseph Jagers - Co Chairman
- X Thomas Bellone Sr. - Treasurer
- X Mykola "Nick" Myronowskyj - Secretary
- ___ Samuel Scapellato – Asst. Secretary

Other: Tamara Ardito – DTA Solutions

Public present: None

2. Reading of the minutes of the previous meeting

- a. Motion to accept minutes as read
 - 1. Thomas Bellone Sr.
 - 2. Andrew Bellone Jr.

Changes: None

3. Communications

Letter received from the NJ MVC regarding the BoFC District 4 Corpcode and address. The MVC has an error in their system and is mistaking the BoFC District 4 with the City of Vineland. Andrew Bellone Jr. will be sending the required documentation to the NJ MVC to correct the issue.

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

- a. Motion to pay all bills
 - 1. Mykola Myronowskyj
 - 2. Thomas Bellone Sr.

Notes: None

5. Treasurers Report

Please refer to the attached report.

- a. Motion to accept Treasurers report as written
 - 1. Andrew Bellone Jr.
 - 2. Joseph Jagers

Notes: None



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6. Old Business

The new lease agreement discussion will be tabled until the next meeting because the Fire Company President is not present.

The new Fire Company generator maintenance contract is now in effect. Atlantic Switch & Generator has already performed the first minor PM (preventative maintenance schedule) and the reports have been filed. The next PM (major) and is scheduled for February 2016.

The new application and the process for new fire company members is now in effect. This process includes a new application form. Thomas Bellone Sr. made a motion to accept the new application form and Andrew Bellone Jr seconded the motion. This form is located on the website for download and printed copies will be available.

The background check process is being worked on and will be implemented ASAP.

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 issue of using PO forms vs. vouchers has been resolved. The voucher system will be used for all recurring bills that the BoFC District 4 is responsible for. The Fire Company and the Chief will still need to submit individual PO forms for their purchases.

A new set of By-Laws for the BoFC District 4 is currently being worked on.

7. New Business

The use of Fire Company vehicles being used for members 18 years or older to travel to an approved fire school or course was discussed. It was determined that the BoFC District 4 will no longer allow Fire Company vehicles to be used by individuals to travel to schools. This is due to the need for the apparatus for an emergency call. This policy will not apply when the Fire Company uses the apparatus for a mass training session such as live burn training. Individual members will instead be paid the mileage to travel from the Fire Company to their schools. The members going to school will report to the Fire Company to pick up their PPE and then travel to the school. A mileage payment will be \$0.52 per mile.



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7. New Business - continued

The member will be required to submit a travel form with the dates and location of their schools. Once the member passes the course, the member will be reimbursed for the travel costs. Mykola Myronowskyj will obtain actual mileage using Google maps to be used for verification. He will also create the reimbursement form.

Several single purchases were identified by the auditor. Single purchases by the Fire Department are not authorized and the Chief was notified of this information.

Training costs for members that are going to fire school were discussed.

For the members that are solely members of Forest Grove Fire Department, the costs for the school will initially be the responsibility of the member. Once the member passes the course, and provides the required certification documents, the member will be fully reimbursed for the school.

For the members that are joint members of Forest Grove Fire Department and another department, the costs for the school will initially be the responsibility of the member. Once the member passes the course, and provides the required certification documents, the member will be reimbursed half of the cost of the school. The remaining balance will be the responsibility of the member to obtain from the other department.

In the event that the member quits the school prior to completion and receiving their certificate, the costs for the school will be the sole responsibility of the member.

8. Public Comments

Chief of the Fire Department: Not Present

President of the Fire Department: Not Present

Others: None Present

9. Adjournment

Motion to adjourn

1. Mykola Myronowskyj
2. Thomas Bellone Sr.

Meeting was adjourned at: 19:44

Respectfully Submitted,

Mykola "Nick" Myronowskyj

Secretary

Board of Fire Commissioners, District 4

6:59 PM

08/25/15

Accrual Basis

Franklin Township Fire District No 4

Transactions This Month

As of August 31, 2015

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	08/25/2015	10876	Action Uniform Co	-468.00
Bill Pmt -Check	08/25/2015	10875	Air Power Internatinal Inc	-1,160.00
Bill Pmt -Check	08/25/2015	10873	Atlantic City Electric	-619.59
Bill Pmt -Check	08/25/2015	10872	C&S Graphics Shop	-194.00
Bill Pmt -Check	08/25/2015	10871	Comcast	-10.00
Bill Pmt -Check	08/25/2015	10870	D&H Auto Supplies	-39.99
Bill Pmt -Check	08/25/2015	10869	Dallas Clevenger	-77.68
Bill Pmt -Check	08/25/2015	10868	Dennis Allonnardo	-215.74
Bill Pmt -Check	08/25/2015	10867	Douglas Perry	-44.71
Bill Pmt -Check	08/25/2015	10866	DTA Solutions Enterprises LLC	-110.00
Bill Pmt -Check	08/25/2015	10865	Eurofin's	-104.50
Bill Pmt -Check	08/25/2015	10864	Fire Engineering	-29.00
Bill Pmt -Check	08/25/2015	10863	Forest Grove Fire Co	-5,955.73
Bill Pmt -Check	08/25/2015	10862	Genna Electric	-123.00
Bill Pmt -Check	08/25/2015	10861	Major Petroleum Ind.	-251.83
Bill Pmt -Check	08/25/2015	10860	Mes PA	-120.00
Bill Pmt -Check	08/25/2015	10859	My-Lor Inc	-29.74
Bill Pmt -Check	08/25/2015	10858	Pizza Joe's	-321.82
Bill Pmt -Check	08/25/2015	10857	Signature Security LLC	-540.00
Bill Pmt -Check	08/25/2015	10856	South Jersey Gas	-30.13
Bill Pmt -Check	08/25/2015	10855	Tekk Comm Communications	-2,795.00
Bill Pmt -Check	08/25/2015	10853	Vineland Ace Hardware	-118.24
Bill Pmt -Check	08/25/2015	10852	Vineland Auto Electric	-1,154.90
Bill Pmt -Check	08/25/2015	10851	Vineland Electric Supply	0.00
Bill Pmt -Check	08/25/2015	10877	Vineland Auto Electric	-181.72
Total Newfield Na Bk 0505				-14,695.32
Newfield Savings 9924				
Deposit	08/25/2015			5.00
Total Newfield Savings 9924				5.00
TOTAL				-14,690.32

Franklin Township Fire District No 4
Balance Sheet
As of August 25, 2015

	<u>Aug 25, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-9,647.90
Newfield Savings 9924	389,338.60
Total Checking/Savings	<u>379,690.70</u>
Total Current Assets	379,690.70
Fixed Assets	<u>990,142.00</u>
TOTAL ASSETS	<u><u>1,369,832.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	<u>432,258.62</u>
Total Liabilities	432,258.62
Equity	<u>937,574.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,369,832.70</u></u>