

January 14, 2016

Meeting duly advertised and called to order at 7:00pm with reading of the Open Public Records statement and Pledge of Allegiance.

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

CVFC was represented by Chief, Assistant Chief, Lt. and Company President.

WVFC was represented by the Chief.

**Attorney's Report** Attorney Braslow advised that election petition deadline is 1/22/16 and he'll need the names at that time to have the ballots prepared.

**CVFC Report** List of 2016 Officers given to the Board. RIT procedures being formed. Chief feels that CVFC member who addressed the Board at the December meeting circumvented the Fire Company. He further states that under the NJ Administrative Code every CVFC Officer is legitimate. In the future credentials will be checked for those running for office. The Asst Chief requested a copy of the Chief's Vehicle Policy which the Chief advised was previously given to him but will provide him with another. President advised that a new contract was done in 2013 and still needs to be signed. Will do another firehouse rental agreement. Whitesville VFC members are to receive reimbursement for gym costs within the same policy as CVFC members. WVFC members receive a clothing allowance through the fire company and not the Board. CVFC rent checks will now be issued the month after the quarter ends, upon receipt of member points/status.

**WVFC Report** Stats for the month and apparatus status provided. LOSAP percentages are completed.

**Career Lt/FF Report** Approved for CEVO training (career staff). The generator replacement is tabled for now to review available funds.

It was discussed and agreed upon to set up a guest internet connection with the use of a password and agreement page.

**2000 Hours** Motion to open public budget hearing by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio. No questions or comments. Motion to Close hearing by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio to adopt proposed budget; approved.  
Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio to adopt agreement with Whitesville Volunteer Fire Company; approved.

New/updated SOP's to be established. Commissioner Poppe, M Fleming and the 2 Chiefs will work on it and they should be done in 6 months.

The Social Media Policy is to be passed on to the 2 Chiefs.

A resolution to adopt the new LOSAP program will be completed next month.

A letter including a career roster was sent to Civil Service advising that all employees have been retained.

The Chief's will now go through the Administrator for requests, etc...

CVFC Chief requested email accounts through the District site for all the CVFC Officers.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio to advertise for roof bids, to be opened on February 26, 2016.

**New Business** 2016 Elections will be held at the Miller Rd Firehouse.

Motion by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio to go to closed session at 2015 hours.

Motion to reopen meeting by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Rubio. Meeting reopened at 2045 hours.

Motion to adjourn by Commissioner Poppe, 2<sup>nd</sup> by Commissioner Wickham at 2047 hours.

2:27 PM

## District 2 Board of Fire Commissioners

## Approve to Pay

January 2016

01/14/16

Accrual Basis

Date	Num	Name	Memo	Amount
Jan 16				
01/14/2016		Lester Glen	VOID:	0.00
01/15/2016	SNJHBF0116	NJSHBP	Health Benefits Monthly Billing	-17,092.86
01/14/2016	20411	Lester Glen		-1,562.12
01/14/2016	20412	A T & T	0205973458001	-106.24
01/14/2016	20413	All Hands Fire Equipment		-2,460.00
01/14/2016	20414	Attention to Detail		-260.00
01/14/2016	20415	Barnabas Health Corporate Care		-110.00
01/14/2016	20416	Blaze Emergency Equipment LLC		-390.00
01/14/2016	20417	Braslow, Richard		-4,087.50
01/14/2016	20418	Cablevision		-355.98
01/14/2016	20419	Channing Bete Inc		-245.25
01/14/2016	20420	Charles O'Connor		-365.00
01/14/2016	20421	County Line Hardware		-245.53
01/14/2016	20422	Edwards Tire		-222.95
01/14/2016	20423	Emergency Equipment Sales LLC		-608.00
01/14/2016	20424	GPS Trackit		-125.00
01/14/2016	20425	Hunter Pest Services LLC		-90.00
01/14/2016	20426	Hunter Peterbilt		-8,767.22
01/14/2016	20427	Jackson Township DPW		-1,595.84
01/14/2016	20428	Jamison, Ginniex		-540.25
01/14/2016	20429	Micromedia Publications Inc.		-824.00
01/14/2016	20430	Municipal Emergency Services Inc	47918	-240.25
01/14/2016	20431	National Parts Supply Co	LW3100	-15.10
01/14/2016	20432	NJ DCA BFCE-DORES		-250.00
01/14/2016	20433	NJ Fire Equipment		-14,255.00
01/14/2016	20434	Quaranta, A. Anthony		-120.00
01/14/2016	20435	Rocky Mountain Comm Systems Inc		-116.47
01/14/2016	20436	Sustainable Supply Co LLC		-146.38
01/14/2016	20437	Trademaster		-678.00
01/14/2016	20438	Twin Rocks Spring Water		-3.00
01/14/2016	20439	Verizon Wireless		-61.43
01/14/2016	20440	VFIS	VFP 4331-1647D-01	-9,625.84
01/14/2016	20441	Waste Management		-314.24
01/14/2016	20442	WB Mason		-190.90
01/14/2016	20443	Weeks-Lerman Group LLC		-58.78
01/14/2016	20444	Yorgy Supply		-1,439.00
01/14/2016	20445	Micromedia Publications Inc.		-275.00
01/14/2016	20446	National Parts Supply Co	LW3100	-631.94
01/14/2016	2016001	Freehold Cartage Inc.	60066000	-118.90
01/14/2016	2016002	Home Depot	6035322500449628	-174.83
01/14/2016	2016003	Jersey Central Power & Light	100015400045	-1,109.82
01/14/2016	2016004	Leaf Capital Funding		-203.00
01/14/2016	2016005	NJ Natural Gas	22-0013-5208-06	-1,274.25
01/14/2016	2016006	Speedway Fleet	0461-00-716420-5	-1,094.11
01/14/2016	2016007	Travelers	6JUB-901X864-6-15	-7,249.02
01/14/2016	2016008	Verizon	732928910034807Y	-165.35
Jan 16				<b>-79,864.35</b>

<b>MONTHLY BUDGET RECONCILIATION</b>				
1/14/2016 0:00	2016 TEMP BUDGET	2016 YTD EXPENSES	2016 BUDGET BALANCES	
<b><u>OPERATING APPROPRIATIONS</u></b>				
Salaries/Wages	56,246.00			56,246.00
Salaries/Wages - OT				0.00
Salaries/Wages - Commissioners				0.00
Fringe Benefits	26,698.00	17,317.00		9,381.00
Rental Charges (Hydrant)	2,520.00			2,520.00
Other Rentals	4,200.00			4,200.00
Insurance Premiums **Incl WC - YTD	16,100.00	9,625.00		6,475.00
LOSAP	0.00			0.00
Utilities & Related Services	5,600.00	176.00		5,424.00
Professional Services	7,000.00	1,350.00		5,650.00
Other Outside Services				0.00
Advertising	420.00			420.00
Travel Expense	28.00			28.00
Elections	168.00			168.00
Membership/Dues	42.00			42.00
Training & Education	2,800.00			2,800.00
Convention Expense (in-house line item only)				
Uniforms & Personnel Equipment	3,500.00			3,500.00
Maintenance & Repairs	14,000.00	3,038.00		10,962.00
Other Operating Materials & Supplies	4,900.00			4,900.00
Office Supplies/Postage	560.00	440.00		120.00
Purchase of Non-Bondable Assets***	3,815.00			3,815.00
Replacement Equipment	4,235.00			4,235.00
Extrication Equipment	1,050.00			1,050.00
Fire Prevention Bureau Exp	3,682.00			3,682.00
Fire District 1 Payroll Expense				
UFGS Expenses	651.00			651.00
Contingent	350.00			350.00
Joint District Expense	7,000.00			7,000.00
				0.00
<b><u>TOTAL OPERATING APPROPRIATIONS</u></b>	<b>165,565.00</b>	<b>31,946.00</b>		<b>133,619.00</b>
<b><u>CAPITAL APPROPRIATIONS</u></b>				
Capital Outlay (New Apparatus)	0.00			0.00
Capital Improvement (Firehouse)				0.00
Capital Reserve-Future Outlay				0.00
Debt Service (Principal)	0.00	0.00		0.00
Debt Service (Interest)	0.00	0.00		0.00
<b><u>TOTAL CAPITAL APPROPRIATIONS</u></b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b><u>TOTAL BUDGET APPROPRIATIONS</u></b>	<b>165,565.00</b>	<b>31,946.00</b>		<b>133,619.00</b>
<b><u>CASH BALANCES</u></b>				
Cash (Regular Checking)	22,634.50	01/14/16		
Cash (Money Market)	2,030,343.86	01/14/16		
Cash (Payroll Checking)	46,745.17	01/14/16		
Cash (Capital Improvement Account)	239,841.79	01/14/16		
<b><u>TOTAL CASH BALANCES</u></b>	<b>2,339,565.32</b>			
1/14/2016 14:36	2016 BUDGET	RECEIVED	ANTICIPATED	BALANCE
<b><u>REVENUE/INCOME</u></b>				
Fund Balance Utilized	0.00			0.00



<b>MONTHLY BUDGET RECONCILIATION</b>				
1/14/2016 0:00	2015 BUDGET	2015 YTD EXPENSES	2015 BUDGET BALANCES	
<b><u>OPERATING APPROPRIATIONS</u></b>				
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	
<b><u>TOTAL OPERATING APPROPRIATIONS</u></b>	<b>1,197,608.00</b>	<b>962,008.00</b>	<b>281,461.00</b>	
<b><u>CAPITAL APPROPRIATIONS</u></b>				
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)	
<b><u>TOTAL CAPITAL APPROPRIATIONS</u></b>	<b>63,771.00</b>	<b>63,772.00</b>	<b>-1.00</b>	
<b><u>TOTAL BUDGET APPROPRIATIONS</u></b>	<b>1,261,379.00</b>	<b>1,025,780.00</b>	<b>281,460.00</b>	
<b><u>CASH BALANCES</u></b>				
Cash (Regular Checking)				
Cash (Money Market)				
Cash (Payroll Checking)				
Cash (Capital Improvement Account)				
<b><u>TOTAL CASH BALANCES</u></b>	<b>0.00</b>			
3/11/2016 13:40	2015 BUDGET	RECEIVED	ANTICIPATED	BALANCE
<b><u>REVENUE/INCOME</u></b>				
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
	<b>2015 BUDGET</b>	<b>2015 YTD EXPENSES</b>	<b>2015 BUDGET BALANCES</b>	<b>BALANCE</b>
<b>***NON-BONDABLE ASSETS</b>				
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
<b>NOTES</b>				
***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

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

2:27 PM  
01/14/16  
Accrual Basis

Type	Date	Name	Memo	Amount
<b>Cost of Operations and Maintena</b>				
<b>A-12 Total costs of Operations</b>				
<b>Purchase of Assets (Not Capital</b>				
<b>445 - Replacement of Equipment</b>				
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
<b>445.1 - Extrication Equipment</b>				
Bill	09/08/2015	Specialty Rescue Inc.	Strut Kit	5,249.00
Total 445.1 - Extrication Equipment				5,249.00
<b>445.2 - SCBA</b>				
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
Bill	12/21/2015	NJ Fire Equipment	SCBA	14,255.00
Total 445.2 - SCBA				24,030.00
<b>445.3 - Hose</b>				
Bill	07/24/2015	Emergency Equipment Sales LLC	Replacement Hose	3,420.63
Bill	12/21/2015	Emergency Equipment Sales LLC	Hose	608.00
Total 445.3 - Hose				4,028.63
<b>445.5 - Pagers</b>				
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
<b>Total Purchase of Assets (Not Capital</b>				
Total 445.5 - Pagers				38,938.85
<b>424 - Training</b>				
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



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

2:27 PM  
01/14/16  
Accrual Basis

Type	Date	Name	Memo	Amount
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
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
Bill	12/22/2015	Channing Bete Inc	First Aid Books	245.25
Total 424 - Training				12,063.43
<b>428 - Clothing/PPE</b>				
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	164.50
Bill	03/31/2015	Municipal Emergency Services Inc	Uniforms/Clothing allowance A Poppe	43.95
Bill	04/09/2015	Emergency Equipment Sales LLC	Hood	318.49
Bill	04/09/2015	Municipal Emergency Services Inc	Clothing allowance-J Poppe III	270.25
Bill	04/09/2015	Municipal Emergency Services Inc	Clothing Allowance	92.99
Bill	04/13/2015	CASSVILLE VOL FIRE CO NO. 1	Turnout Gear Hangars	56.24
Bill	04/29/2015	POPPE III, JOHN	Clothing allowance reimb	56.25
Bill	04/29/2015	Poppe, Adam	Clothing Allowance (boots)	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	Emergency Equipment Sales LLC	Clothing Allowance/Mergner	2,460.00
Bill	11/19/2015	All Hands Fire Equipment	Gemtor Harness (12)	1,401.00
Bill	11/20/2015	Emergency Equipment Sales LLC	Turnout Gear-Boots	100.00
Bill	12/01/2015	Municipal Emergency Services Inc	Uniform Poppe III (Coat/Hat)	90.58
Bill	12/07/2015	Witmer Public Safety Group/The Fire Store		

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

2:27 PM  
 01/14/16  
 Accrual Basis

Type	Date	Name	Memo	Amount
Bill	12/23/2015	Municipal Emergency Services Inc	Clothing Allowance - Hanson	240.25
Total 428 - Clothing/PPE				20,490.06
Total A-12 Total costs of Operations				71,492.34
Total Cost of Operations and Maintena				71,492.34
<b>TOTAL</b>				<b>71,492.34</b>