



## Forest Grove Board of Fire Commissioners February 22, 2022 - Meeting Minutes

### 1. Call to Order: 19:00

#### 1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Samuel Scapellato - Vice Chairman
- X Mykola “Nick” Myronowskyj - Secretary
- X Joseph Scapellato - Treasurer
- X Thomas Bellone Sr. – Commissioner

#### Public Present & Others:

None Present

Point of order – Due the Fire District Elections we are required to have a reorganization, nominations and election of Officers.

The reorganization meeting of the Forest Grove Board of Fire Commissioners, Fire District # 4 Township of Franklin was held on February 22, 2022.

Joseph Scapellato nominated Andrew Bellone Jr. for Chairman; the nomination was seconded by Mykola Myronowskyj. All Board members voted Aye.

Andrew Bellone Jr. nominated Samuel Scapellato for Vice-Chairman; the nomination was seconded by Joseph Scapellato. All Board members voted Aye.

Samuel Scapellato nominated Mykola Myronowskyj for Secretary; the nomination was seconded by Thomas Bellone Sr. All Board members voted Aye.

Andrew Bellone Jr. nominated Joseph Scapellato for Treasurer; the nomination was seconded by Samuel Scapellato. All Board members voted Aye.

Andrew Bellone nominated Thomas Bellone Sr. as Commissioner, the nomination was seconded by Joseph Scapellato. All members voted Aye.

### 2. Reading of the minutes of the previous meeting

A motion to accept minutes as read was made by Samuel Scapellato and seconded by Andrew Bellone Jr. No changes to be made.



## Forest Grove Board of Fire Commissioners

### February 22, 2022 - Meeting Minutes

#### **3. Treasurers Report & Bills against the Commission**

Joseph Scapellato reported:

A new petty cash PO was completed to refresh the petty cash fund in the amount of \$300.00.

Command truck and workman's compensation insurance payments were made.

The payment to GenServe to renew the maintenance contract was reported lost by GenServe. We have stopped payment on the check.

A motion to pay all bills and to accept the Treasurers report was made by Mykola Myronowskyj and seconded by Thomas Bellone Sr.

#### **4. Old Business**

Mykola Myronowskyj filing of documents that he is able to locate from 2011 and prior. The files that are being archived are being organized, then scanned and then filed.

Mykola Myronowskyj is still currently working on the Forest Grove equipment audit.

The MUA's draft for the surrounding locals was submitted to the Board for review. The draft was approved and the MUA's were being sent out to the individual municipalities and Commissions for joint approval. The Chief was questioned by a Fire District regarding the levels of training that were being required on appendix B.

On Monday January 24<sup>th</sup> 2022, the Commissioners held a workshop with the Chief to review the Mutual Aid Agreement training needs. It was determined the only training requirement that could be removed was the CBRNE training.

The Board received a notice that Major Petroleum will be closing their Main Road facility on Monday January 17<sup>th</sup>, 2022. The Board will be looking into other options and other fuel vendors for our fuel needs. Mykola Myronowskyj worked with Riggins Fuel to open a new fleet account. Riggins will be sending the required forms needed in order to open the account.

Mykola Myronowskyj received information that GenServe has reported that they were not able to locate the annual maintenance contract payment. After weeks of waiting and confirmation of the remit address GenServe suggested that we stop payment on the check. The day after we stopped payment, GenServe contacted us to advise that they had received the lost check. They were advised not to submit the canceled check to the bank.



## Forest Grove Board of Fire Commissioners February 22, 2022 - Meeting Minutes

### **4. Old Business continued**

At the last meeting Andrew Bellone Jr. reported that he had contacted the Police Department to help the Board retrieve a portable radio from Daniel Walters Jr. Mr. Several attempts to retrieve the portable radio from Mr. Walters, all attempts were rebuffed by Mr. Walters. The radio was valued at over \$2,000.00 and was paid for with tax payer money.

Following the meeting, Daniel Walters Jr. came to the Firehouse and returned the radio and charger to Andrew Bellone Jr.

### **5. New Business**

Mykola Myronowskyj reported the following:

The February 19, 2022 Fire District election official election results were not available at the time of the meeting. The unofficial results as reported by the Election Board are as follows: 21 voters cast ballots at the polling location and we do not have the count of voters that cast mail in ballots.

Budget Public question - 70 voted YES and 21 voted NO

New Pumper Purchase Public question – 73 voted YES and 18 voted NO.

Mykola “Nick” Myronowskyj and Joseph S Scapellato were each re-elected for another 3-year term as a Fire Commissioner.

The Board received the 2021 workman’s compensation insurance premium audit from the carrier. We are not due a refund of premium for the past policy period.

The P&L statement was updated with the current budget line items and their amounts. One correction of the date at the top of the form will need to be done before the next meeting.

Comcast Communications requested a new ST-5 form. A new form was updated and will be mailed to Comcast.

Glenn insurance sent the Board a request to verify the valuation of each vehicle on the policy. The Board members went through the list and agreed that the current values that Glenn insurance has on file are correct.

The Chief of the department needed to upgrade the iPads in all of the apparatus. The Chief was advised to obtain 3 quotes for the hardware and submit them to the Board for approval. Verizon had the lowest price. The Chief was authorized to make the purchase and upgrade the hardware as needed. The cost of the new iPads will be incorporated into the monthly Verizon bill.



**Forest Grove Board of Fire Commissioners  
February 22, 2022 - Meeting Minutes**

**5. New Business continued**

The CPI report for 2022 Fire Districts was received. The CPI for the current year is 0.96%. The LOSAP payments will be adjusted accordingly.

The Board received a quote from GenServe to replace the leaking generator fuel pump. The quote that was received was almost \$6,000.00. This price seemed excessive. Mykola Myronowskyj reached out to MRA to provide a reference quote and see if the cost was similar. The quote received from MRA was significantly lower. A third quote was not received because no other generator company could provide a quote. After raising the concerns with GenServe and speaking to upper management regarding the handling of our account, it was found that the service manager at GenServe had quoted the incorrect part. The Board was accidentally quoted the price for the injector pump instead of the lift pump. The revised quote was now under \$1,000.00.

The annual maintenance contract check was reissued and sent to GenServe under the same PO.

The Board is still waiting for the invoice for the generator battery replacement. Per GenServe the person that handles the invoicing is not available and will process the invoice upon her return.

Thomas Bellone Sr. asked if there were any updates regarding the new station truck. The new truck should be built in February, and would be at the dealer in the middle of March.

**6. Public Comments**

**Chief of the Fire Department:** Not Present

**President of the Fire Department:** Not Present

**Others:** Not Present.

**7. Adjournment**

A motion to adjourn the meeting was made by Andrew Bellone Jr. and seconded by Samuel Scapellato.

Meeting was adjourned at 19:46 hours.

*Respectfully Submitted,  
Mykola "Nick" Myronowskyj  
Secretary of the Board  
Board of Fire Commissioners, District 4  
Township of Franklin, Gloucester County NJ*



## Forest Grove Board of Fire Commissioners February 22, 2022 - Meeting Minutes

5:11 PM  
02/22/22  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of February 28, 2022

	<b>Feb 28, 22</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Newfield Na Bk 0505	-119,018.97
Newfield Savings 9924	834,223.20
<b>Total Checking/Savings</b>	715,204.23
<b>Total Current Assets</b>	715,204.23
<b>TOTAL ASSETS</b>	<b>715,204.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Restricted Fund Future Cap	378,748.54
<b>Total Other Current Liabilities</b>	378,748.54
<b>Total Current Liabilities</b>	378,748.54
<b>Long Term Liabilities</b>	
Future Capital	12,000.00
Truck Loan	-95,223.90
<b>Total Long Term Liabilities</b>	-83,223.90
<b>Total Liabilities</b>	295,524.64
<b>Equity</b>	
Opening Bal Equity	44,604.16
Retained Earnings	520,022.71
Net Income	-144,947.28
<b>Total Equity</b>	419,679.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>715,204.23</b>



**Forest Grove Board of Fire Commissioners  
February 22, 2022 - Meeting Minutes**

5:10 PM  
02/22/22  
Accrual Basis

**Franklin Township Fire District No 4  
Transactions This Month  
As of February 28, 2022**

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	02/22/2022	12788	Capital One Trade Credit	-266.24
Bill Pmt -Check	02/22/2022	12787	Charles V. Paladino	-203.00
Bill Pmt -Check	02/22/2022	12786	Comcast (Xfinity)	-26.98
Bill Pmt -Check	02/22/2022	12785	Comcast 569	-219.01
Bill Pmt -Check	02/22/2022	12784	Courier Post	-297.16
Bill Pmt -Check	02/22/2022	12783	Dennis Allonnardo	-422.10
Bill Pmt -Check	02/22/2022	12782	DTA Solutions LLC	-125.00
Bill Pmt -Check	02/22/2022	12781	F&T Products	-900.00
Bill Pmt -Check	02/22/2022	12780	Fire and Safety Services, LTD	-555.28
Bill Pmt -Check	02/22/2022	12779	Forest Grove Fire Co	-2,705.24
Bill Pmt -Check	02/22/2022	12777	Glenn Insurance, Inc.	-3,462.00
Bill Pmt -Check	02/22/2022	12778	Major Petroleum Ind.	-448.46
Bill Pmt -Check	02/22/2022	12776	Mark A Cifaloglio	-510.00
Bill Pmt -Check	02/22/2022	12775	Mes PA	-877.00
Bill Pmt -Check	02/22/2022	12774	Mykola Myronowskyj	0.00
Bill Pmt -Check	02/22/2022	12773	On Star	-159.83
Bill Pmt -Check	02/22/2022	12772	Santander Leasing LLC	-12,221.97
Bill Pmt -Check	02/22/2022	12771	Staples	-694.98
Bill Pmt -Check	02/22/2022	12770	TransUnion	-75.00
Bill Pmt -Check	02/22/2022	12769	Verizon Wireless 197	-60.32
Bill Pmt -Check	02/22/2022	12768	Wells Fargo Equipment Finance	-98,372.05
Bill Pmt -Check	02/22/2022	12767	Wireless Communications	-1,221.31
Bill Pmt -Check	02/22/2022	12789	Mykola Myronowskyj	-305.88
Total Newfield Na Bk 0505				-124,128.81
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				
<b>TOTAL</b>				<b>-124,128.81</b>