

# BOARD OF FIRE COMMISSIONERS

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## Special End-of-Year Meeting Agenda

December 29, 2020

### I. Call to Order

(A) This meeting of the Board of Fire Commissioners, Gloucester Township Fire District #5 has been properly advertised in the Courier Post and posted at the Gloucester Township Municipal Building and this fire station. This meeting is being held in accordance with the Open Public Meeting Law NJSA 10:4-6 through 10:4-21.

(B) Pledge of Allegiance

(C) Roll Call-

Commissioner DeRosa

Commissioner Lloyd

Commissioner Moran

Commissioner Rinaldi

Chairman Engelbert

Solicitor Carlamere

### Resolution 2020-18      Transfer Line Items

**II. Treasurer's Report** - Submission of bills for balance of the month of December in the amount of **\$ 40,857.55**.

**III. Minutes-** Motion to approve the minutes for the December 1, 2020 meeting.

**IV. Motion needed to accept the 2nd Reading of Approval for the 2021 Budget**

**V. Clerk's Report-**

**VI. Career Report-**

**VII. Fire Marshall's Report**

**VIII. Chief's Report-**

**IX. President's Report-**

**X. Commissioners' Report**

**XI. Public Portion**

(If needed)

RESOLUTION TO EXCLUDE THE PUBLIC FROM DISCUSSION OF EXEMPTED SUBJECT MATTER AT A REGULAR OR SPECIAL SESSION OF THE BOARD OF FIRE COMMISSIONERS, GLOUCESTER TOWNSHIP FIRE DISTRICT #5, PURSUANT TO N.J.S.A. 10. 4-6 ET SEQ OF THE OPEN PUBLIC MEETINGS ACT.

Adjournment

**NEXT MEETING -January 5, 2021**

**6:30PM Workshop**

**7:00PM Meeting**

# **Board of Fire Commissioners**

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## **Resolution 2020-18**

### **Line Item Transfers**

**WHEREAS**, the Board of Fire Commissioners has determined the necessity of making end-of-year line item transfers, and

**WHEREAS**, the laws of the State of New Jersey permits said transfers,

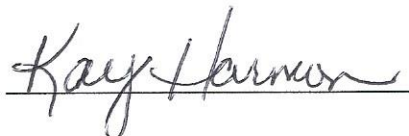
**NOW THEREFORE**, it is herein RESOLVED that the line item transfers, in accordance with the attached schedule, which schedule has been reviewed and approved by the Board of Fire Commissioners, be and is hereby APPROVED.

DATED: December 29, 2020

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY GLOUCESTER TOWNSHIP FIRE DISTRICT NO. 5 HELD AT A MEETING ON December 29, 2020.

  
\_\_\_\_\_  
Kay Harmon, Recording Secretary

Gloucester Township Fire District #5  
Line Item Transfers  
2020

Account #	Account Name	To	From	
60103	Clerk Salary	3862.13		
60112	Firefighter KB	1470.40		
60111	Alternates & Subs	37167.18		
60116	Firefighter JR	1405.84		
60117	Fire Official RD	1463.84		
60153	Comm-Secretary	116.00		
60202	FICA Admin	713.95		
60205	Medical Ins Admin	2003.32		
60206	Dental/Vision Admin	48.13		
60303	FICA Operations	3936.83		
60307	Dental/Vision Operations	3544.56		
60401	Election	616.86		
62300	Mtce & Repr Bldgs & Grounds	4338.19		
62800	Mtce & Repr Vehicles	18309.17		
62850	Mtce & Repr Fire Equipment	727.22		
63400	Computer	5141.47		
63810	FSA Clerk	2328.00		
60120	Firefighter NA	624.08		
60118	Administrator		9071.53	
60106	Firefighter SS		34736.28	
60109	Operations OT		14876.45	
60501	Insurance		616.86	
63200	Radios		5141.47	
62403	Hydrant Rental		3695.40	
62500	Training & Education		7720.00	
62600	Uniforms		8742.40	
62900	Mtce & Rpr Gear		3216.78	
		87817.17	87817.17	0.00

GLOUCESTER TOWNSHIP  
FIRE DISTRICT #5  
JOURNAL ENTRIES  
12/31/2017

	ACCOUNT #	ACCOUNT NAME	DB	CR
JE #1 TO RECLASSIFY		64100 Cap Lease Principal		
		64200 Cap Lease Interest		

11:12 AM

12/29/20

Accrual Basis

## BOFC, Gloucester Twp Fire Dist.5

## CHECK REGISTER

December 29, 2020

Type	Date	Num	Name	Memo	Account	Amount
Dec 29, 20						
Bill Pmt -Check	12/29/2020	549	AQUA NEW JERS...	00100335007...	10008 · The Bank o...	-87.06
Bill Pmt -Check	12/29/2020	550	Barry D. Engelbert	2020 Medical...	10008 · The Bank o...	-328.93
Bill Pmt -Check	12/29/2020	551	Camden County Co...	Bill # 282	10008 · The Bank o...	-350.00
Bill Pmt -Check	12/29/2020	552	CAMDEN COUNTY...	150134773	10008 · The Bank o...	-88.00
Bill Pmt -Check	12/29/2020	553	Campbell Supply C...		10008 · The Bank o...	-1,265.19
Bill Pmt -Check	12/29/2020	554	COURIER POST	073737	10008 · The Bank o...	-40.12
Bill Pmt -Check	12/29/2020	555	Dell Marketing LP	Invoice 1045...	10008 · The Bank o...	-1,917.08
Bill Pmt -Check	12/29/2020	556	FIRST RESPONDE...	2021 First Ins...	10008 · The Bank o...	-28,248.00
Bill Pmt -Check	12/29/2020	557	GOLD MEDAL ENV...	Acct # 234484	10008 · The Bank o...	-214.50
Bill Pmt -Check	12/29/2020	558	KATHRYN HARMON	Notary applic...	10008 · The Bank o...	-30.00
Bill Pmt -Check	12/29/2020	559	LAMBS TERRACE ...		10008 · The Bank o...	-4,991.86
Bill Pmt -Check	12/29/2020	560	MARGARET A. LE ...	12/10, 12/28	10008 · The Bank o...	-100.00
Bill Pmt -Check	12/29/2020	561	MID-ATLANTIC FIR...	invoice 72506	10008 · The Bank o...	-80.89
Bill Pmt -Check	12/29/2020	562	MOTOROLA SOLU...	Trans # 1613...	10008 · The Bank o...	-1,000.00
Bill Pmt -Check	12/29/2020	563	NOT JUST PIZZA	12/5, 12/7, 1...	10008 · The Bank o...	-406.36
Bill Pmt -Check	12/29/2020		OHD	QuickBooks ...	10008 · The Bank o...	0.00
Bill Pmt -Check	12/29/2020	568	OHD	invoice 73001	10008 · The Bank o...	-185.00
Bill Pmt -Check	12/29/2020	564	STEVE SCHWEGE...	60306	10008 · The Bank o...	-242.98
Bill Pmt -Check	12/29/2020	565	TOWNSHIP OF GL...	PW 2020-11	10008 · The Bank o...	-371.39
Bill Pmt -Check	12/29/2020	566	VERIZON WIRELE...	Acct # 74226...	10008 · The Bank o...	-815.04
Bill Pmt -Check	12/29/2020	567	WB MASON	C1123372	10008 · The Bank o...	-95.15
Dec 29, 20						-40,857.55



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12/29/20

Accrual Basis

**BOFC, Gloucester Twp Fire Dist.5**  
**Profit & Loss Budget vs. Actual**  
**January 1 through December 29, 2020**

	Jan 1 - Dec 29, 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40300 Fire District Tax	1,703,710.00	1,703,710.00	0.00	100.0%
40320 Interest Income	820.59	700.00	120.59	117.2%
40330 Fire Inspect Fees	0.00	0.00	0.00	0.0%
40340 SFS Grant Received	1,938.61	1,938.00	0.61	100.0%
40350 UFSA Ann Insp Fees	0.00	8,500.00	-8,500.00	0.0%
40351 LEA Rebates fr State	15,631.86	0.00	15,631.86	100.0%
40360 UFSA Penalties & Fine	1,000.00	500.00	500.00	200.0%
40361 UFSA DED Penalties	0.00	0.00	0.00	0.0%
40365 UFSA Permits	736.00	3,000.00	-2,264.00	24.5%
40370 UFSA NLH Fees	7,368.00	9,500.00	-2,132.00	77.6%
40375 UFSA Smoke Detector Fee	9,805.00	5,000.00	4,805.00	196.1%
40380 UFSA Other Revenue	0.00	0.00	0.00	0.0%
40381 Fire Reports	0.00	0.00	0.00	0.0%
40383 Sale of Equipment	0.00	0.00	0.00	0.0%
40384 Void Checks	0.00	0.00	0.00	0.0%
40385 Miscellaneous Income	0.00	0.00	0.00	0.0%
40390 Utilize Fund Balance	0.00	0.00	0.00	0.0%
40391 Unrestricted Fund Bal	0.00	131,049.00	-131,049.00	0.0%
40392 Restricted Fund Balance	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,741,010.06</b>	<b>1,863,897.00</b>	<b>-122,886.94</b>	<b>93.4%</b>
<b>Cost of Goods Sold</b>				
50000 Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>1,741,010.06</b>	<b>1,863,897.00</b>	<b>-122,886.94</b>	<b>93.4%</b>
<b>Expense</b>				
60100 Personnel Director	34,316.04	34,316.00	0.04	100.0%
60101 Treasurer	5,916.00	6,316.00	-400.00	93.7%
60102 Other Commissioners	7,032.00	13,248.00	-6,216.00	53.1%
60103 Clerk Salary	12,811.31	8,500.00	4,311.31	150.7%
60104 Mechanic	0.00	20,000.00	-20,000.00	0.0%
60105 Fire Fighters	0.00	0.00	0.00	0.0%
60106 Firefighter SS	62,043.52	93,195.00	-31,151.48	66.6%
60107 Fire Official OT	0.00	0.00	0.00	0.0%
60108 Supervisor	0.00	0.00	0.00	0.0%
60109 Operations OT	7,401.36	25,000.00	-17,598.64	29.6%
60110 Subst Fire Inspector	0.00	0.00	0.00	0.0%
60111 Alternates & Subs	64,172.68	25,500.00	38,672.68	251.7%
60112 Firefighter KB	100,174.40	95,048.00	5,126.40	105.4%
60113 Overtime Training	0.00	0.00	0.00	0.0%
60114 New Fire Fighter	0.00	0.00	0.00	0.0%
60115 Fire Fighter GF	94,265.60	94,268.00	-2.40	100.0%
60116 Firefighter JR	96,053.44	91,142.00	4,911.44	105.4%
60117 Fire Official RD	99,889.44	94,780.00	5,109.44	105.4%
60118 Administrator	0.00	10,000.00	-10,000.00	0.0%
60119 Health Ins Opt Out	10,000.00	10,000.00	0.00	100.0%
60151 Accountant	8,000.00	8,000.00	0.00	100.0%
60152 Solicitor	4,795.00	5,600.00	-805.00	85.6%
60153 Comm-Secretary	4,116.00	4,000.00	116.00	102.9%
60201 Pers admin	4,462.00	4,462.00	0.00	100.0%
60202 FICA Admin	5,537.95	4,824.00	713.95	114.8%
60203 NJUC Admin	0.00	0.00	0.00	0.0%
60204 Workers Comp Admin	0.00	0.00	0.00	0.0%
60205 Medical Ins. Admin	32,535.25	30,203.00	2,332.25	107.7%
60206 Dental/Vision Admin	1,231.13	1,183.00	48.13	104.1%
60301 PERS Operations	10,140.00	10,140.00	0.00	100.0%
60302 Police & Fire Operations	107,037.00	107,037.00	0.00	100.0%
60303 FICA Operations	46,166.73	40,608.00	5,558.73	113.7%
60304 NJUC Operations	7,253.90	7,774.00	-520.10	93.3%
60305 Worker's Comp Operations	59,957.00	46,440.00	13,517.00	129.1%
60306 Medical Ins Operations	89,756.89	90,781.00	-1,024.11	98.9%
60307 Dental/Vision--Operation	6,977.70	3,430.00	3,547.70	203.4%

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12/29/20

Accrual Basis

**BOFC, Gloucester Twp Fire Dist.5**  
**Profit & Loss Budget vs. Actual**  
**January 1 through December 29, 2020**

	Jan 1 - Dec 29, 20	Budget	\$ Over Budget	% of Budget
60308 Medical Ins. Retirees	36,931.44	58,301.00	-21,369.56	63.3%
60401 Election	1,616.86	1,000.00	616.86	161.7%
60501 Insurance	58,809.20	48,000.00	10,809.20	122.5%
60601 Memberships & Dues	765.00	3,000.00	-2,235.00	25.5%
60701 Office Expense	14,311.48	15,000.00	-688.52	95.4%
60801 Professional Fees	14,478.60	23,000.00	-8,521.40	63.0%
60901 Travel Expense	270.68	1,000.00	-729.32	27.1%
62001 Reimbursements	10,700.00	8,000.00	2,700.00	133.8%
62100 Administrative Bank Char	0.00	0.00	0.00	0.0%
62200 Advertising	483.40	1,000.00	-516.60	48.3%
62300 Mtce & Repr Bldgs & Groun	45,969.50	39,000.00	6,969.50	117.9%
62310 Repair Fire Equipment	0.00	0.00	0.00	0.0%
62320 Repair FF Gear	0.00	0.00	0.00	0.0%
62401 Fire Co. Rental	15,000.00	15,000.00	0.00	100.0%
62403 Hydrant Rental	136,485.60	140,181.00	-3,695.40	97.4%
62500 Training & Education	3,130.00	10,500.00	-7,370.00	29.8%
62600 Uniforms	8,257.60	17,000.00	-8,742.40	48.6%
62700 Utilities	38,359.93	39,000.00	-640.07	98.4%
62800 Mtce & Rpr Vehicles	59,945.75	40,000.00	19,945.75	149.9%
62850 Mtce & Rpr Fire Equip	6,178.11	5,000.00	1,178.11	123.6%
62900 Mtce & Rpr Gear	110.00	4,000.00	-3,890.00	2.8%
63100 Purchase Fire Equipment	22,076.61	43,000.00	-20,923.39	51.3%
63200 Radios	4,687.29	10,000.00	-5,312.71	46.9%
63300 Purchase FF Gear	9,481.44	12,000.00	-2,518.56	79.0%
63400 Computer	16,058.55	9,000.00	7,058.55	178.4%
63500 Other Non-Bondable Assets	0.00	6,500.00	-6,500.00	0.0%
63600 SFS Grant Expenditure	0.00	1,938.00	-1,938.00	0.0%
63700 Fire Prevention	4,155.33	8,780.00	-4,624.67	47.3%
63800 Fire Off-FSA Rev Suppo	0.00	1,220.00	-1,220.00	0.0%
63810 FSA Clerk	17,665.60	15,000.00	2,665.60	117.8%
64100 Cap Lease-Principal	47,842.00	47,842.00	0.00	100.0%
64200 Cap Lease-Interest	12,890.11	12,890.00	0.11	100.0%
64201 Bond Principal	100,000.00	100,000.00	0.00	100.0%
64202 Bond Interest	11,500.00	11,500.00	0.00	100.0%
64300 FSA Prevention	0.00	0.00	0.00	0.0%
64400 FSA Suppression	0.00	1,200.00	-1,200.00	0.0%
64800 First Aid Squad	0.00	0.00	0.00	0.0%
65000 Vehicle Fund	37,864.00	38,000.00	-136.00	99.6%
66000 Building Fund	0.00	0.00	0.00	0.0%
66000 Payroll Expenses	0.00	0.00	0.00	0.0%
66900 Reconciliation Discr	0.00	0.00	0.00	0.0%
68000 P/Y DEFERRED CHARGES	0.00	0.00	0.00	0.0%
68400 PY CASH DEFICIT	0.00	0.00	0.00	0.0%
69000 RES - FUTURE CAP/OUTL	0.00	0.00	0.00	0.0%
80000 Station-Cap App	0.00	0.00	0.00	0.0%
x	0.00	0.00	0.00	0.0%
60120 · Fire Fighter NA	42,941.28	40,750.00	2,191.28	105.4%
60121 · Fire Fighter-New 2020	0.00	42,500.00	-42,500.00	0.0%
60154 · Secretary-JT	0.00	4,000.00	-4,000.00	0.0%
60155 · Secretary Subs	0.00	4,000.00	-4,000.00	0.0%
<b>Total Expense</b>	<b>1,761,007.70</b>	<b>1,863,897.00</b>	<b>-102,889.30</b>	<b>94.5%</b>
<b>Net Income</b>	<b>-19,997.64</b>	<b>0.00</b>	<b>-19,997.64</b>	<b>100.0%</b>



# **Board of Fire Commissioners**

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## **Regular Meeting Minutes**

**December 29, 2020**

- I.** The meeting of the Board of Fire Commissioners was called to order by Chairman Engelbert at 6:00pm with the Pledge of Allegiance to the flag.

Roll Call: Present: Commissioner DeRosa, Commissioner Lloyd, Commissioner Moran, Chairman Engelbert. Excused: Commissioner Rinaldi. Absent: Solicitor Carlamere. Commissioner Rinaldi arrived 6:15pm.
- II. Introduction of Resolution - 2020-18 Transfer of Line Items.** Motion to approve was made by Commissioner Moran, seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.
- III. Treasurer's Report** – Commissioner DeRosa submitted bills for the month of December in the amount of **\$40,857.55**. A motion to approve was made by Commissioner DeRosa, seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.
- IV. Minutes** – A motion to approve the minutes for December 1, 2020 was made by Commissioner Moran; seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.
- V. Motion to accept Approval for the 2021 Budget** - Motion was made by Commissioner DeRosa to approve the 2nd Reading of the 2021 Budget, seconded by Commissioner Moran. Roll Call: 4-0 Motion carried.
- VI. Clerks Report** – Clerk Harmon reported the budget has been submitted and accepted by the State. Chairman Engelbert thanked Clerk Pat Davis for her service and presented her with flowers. Pat thanked the members and expressed that she will miss everyone.
- VII. Career Report** – Nothing to report.
- VIII. Fire Marshall's Report** – Nothing to report.
- IX. Chief's Report – Attached** – Nothing to report.
- X. Commissioners' Report**  
**Commissioner Engelbert** – An additional \$2,700 has been added to the Volunteer's stipend. A Saturday incentive bonus program will be implemented



running from January 1 – November 30, not to exceed \$14,000. For every 24-hour shift there will be a \$24 bonus. If less than 6 hours of service there is no bonus. Volunteers must be at the fire hall by 8:00pm in order for the shift to count. Motion to approve by Commissioner Rinaldi, second by Commission Moran. Roll Call: 5-0 Motion Carried.

**Commissioner Moran** reported that the one side of the boat has been repaired and deflated and will need to be flipped over to fix the other side. The Coast Guard has inspected it. The boat must be cleaned after each use and the engine must be run once a month. It will need to be put on a regular maintenance schedule. Approximately 30-40 thank you calls were received for the Santa run.

**Commission Rinaldi** wished everyone a Happy New Year and expressed a great job on this year's Santa run.

**Commissioner Lloyd** wished everyone a Happy New Year!

**Commissioner DeRosa** expressed that we will miss Pat and wished her well in her retirement. Happy New Year!

**Commissioner Engelbert** stated that all three trucks and the boat will need to be inspected daily. It was a good year, despite COVID. The Santa run was a huge success. There were many more residents outside to greet the fire trucks and Santa on the sleigh than in previous years. Thank you to the Saturday crew for doing a good job, just be careful. We will miss Pat.

**XI. Public Portion** – Nothing to report.

**XII. Adjournment** – Motion to adjourn was made by Commissioner Engelbert, seconded by Commissioner Rinaldi. All in favor. Motion carried.

Meeting was adjourned at 6:22pm.

Respectfully Submitted



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Kay Harmon  
Recording Secretary