

BOARD OF FIRE COMMISSIONERS

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

Regular Meeting Agenda

April 6, 2021

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 Carlamer

II. Treasurer's Report- Submission of bills for the month of April in the amount of **\$78,845.21** which includes \$34,121.40 for 2nd Qtr Hydrant Rental and \$ 28, 248.00 for 2nd Installment for JIF Insurance.

III. Minutes- Motion to approve the minutes for the month of March.

IV. Clerk's Report

V. Career Report

VI. Fire Marshall's Report-Attached

VII. Chief's Report

VIII. President's Report

IX. Commissioners' Report

X. 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 – May 4, 2021

6:30pm Workshop

7:00pm Meeting

5:35 PM

BOFC, Gloucester Twp Fire Dist.5

04/06/21

CHECK REGISTER

Accrual Basis

April 6, 2021

Type	Date	Num	Name	Memo	Account	Amount
Apr 6, 21						
Bill Pmt -Check	04/06/2021	625	AQUA NEW JERS...	00100335007...	10008 · The Bank o...	-74.16
Bill Pmt -Check	04/06/2021	626	AQUA NEW JERS...	000999087 0...	10008 · The Bank o...	-34,121.40
Bill Pmt -Check	04/06/2021	627	ATLANTIC CITY EL...	5501 1970 104	10008 · The Bank o...	-932.20
Bill Pmt -Check	04/06/2021	628	AUTOMOTIVE SH...	invoice 13636	10008 · The Bank o...	-489.30
Bill Pmt -Check	04/06/2021	629	CAMDEN COUNTY...	150134773	10008 · The Bank o...	-88.00
Bill Pmt -Check	04/06/2021	630	CANON FINANCIA...	138365	10008 · The Bank o...	-128.11
Bill Pmt -Check	04/06/2021	631	CAPRI PIZZA	lunch on 3/19...	10008 · The Bank o...	-31.73
Bill Pmt -Check	04/06/2021	632	COMCAST	8499 05 149 ...	10008 · The Bank o...	-202.59
Bill Pmt -Check	04/06/2021	633	COURIER POST	073737	10008 · The Bank o...	-77.84
Bill Pmt -Check	04/06/2021	634	FIRE & SAFETY S...	Invoice SI21-...	10008 · The Bank o...	-437.50
Bill Pmt -Check	04/06/2021	635	FIRST RESPONDE...	2nd Installme...	10008 · The Bank o...	-28,248.00
Bill Pmt -Check	04/06/2021	636	GEORGE J. FLINN ...	invoice 2136	10008 · The Bank o...	-504.00
Bill Pmt -Check	04/06/2021	637	GOLD MEDAL ENV...	invoice 4119...	10008 · The Bank o...	-214.50
Bill Pmt -Check	04/06/2021	638	Justin Mastalski	invoice 224	10008 · The Bank o...	-712.50
Bill Pmt -Check	04/06/2021	652	LAMBS TERRACE ...	reimbursemen...	10008 · The Bank o...	-714.65
Bill Pmt -Check	04/06/2021	639	MARGARET A. LE ...	3/17, 3/29	10008 · The Bank o...	-100.00
Bill Pmt -Check	04/06/2021	640	MID-ATLANTIC FIR...		10008 · The Bank o...	-2,274.50
Bill Pmt -Check	04/06/2021	641	NOT JUST PIZZA	lunch 3/2, 3/2...	10008 · The Bank o...	-180.30
Bill Pmt -Check	04/06/2021	642	RICH DONATO	reimburseme...	10008 · The Bank o...	-45.00
Bill Pmt -Check	04/06/2021	643	SAFEGUARD	P2V06C	10008 · The Bank o...	-325.45
Bill Pmt -Check	04/06/2021	644	SOUTH JERSEY G...	8641030000	10008 · The Bank o...	-900.00
Bill Pmt -Check	04/06/2021	645	TOWNSHIP OF GL...	invoice PW-2...	10008 · The Bank o...	-1,072.89
Bill Pmt -Check	04/06/2021	646	Township of Glouce...	invoice 6921,...	10008 · The Bank o...	-5,644.72
Bill Pmt -Check	04/06/2021	647	V. E. RALPH & SO...	invoice 416484	10008 · The Bank o...	-109.38
Bill Pmt -Check	04/06/2021	648	VCI EMERGENCY ...	Parts Ticket ...	10008 · The Bank o...	-177.00
Bill Pmt -Check	04/06/2021	649	VERIZON WIRELE...	Acct # 74226...	10008 · The Bank o...	-801.72
Bill Pmt -Check	04/06/2021	650	WB MASON	C1123372	10008 · The Bank o...	-84.42
Bill Pmt -Check	04/06/2021	651	WIRELESS ELECT...	invoice C21Z...	10008 · The Bank o...	-153.35
Apr 6, 21						-78,845.21

BOFC, Gloucester Twp Fire Dist.5
Profit & Loss Budget vs. Actual
 January through December 2021

April 6, 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
40300 Fire District Tax	434,279.00	1,737,784.20	-1,303,505.20	25.0%
40320 Interest Income	149.96	1,500.00	-1,350.04	10.0%
40330 Fire Inspect Fees	195.00			
40351 LEA Rebates fr State	0.00	11,000.00	-11,000.00	0.0%
40360 UFSA Penalties & Fine	0.00	500.00	-500.00	0.0%
40365 UFSA Permits	54.00	3,000.00	-2,946.00	1.8%
40370 UFSA NLH Fees	2,586.00	9,500.00	-6,914.00	27.2%
40375 UFSA Smoke Detector Fee	2,245.00	5,000.00	-2,755.00	44.9%
40391 Unrestricted Fund Bal	0.00	146,954.00	-146,954.00	0.0%
Total Income	439,508.96	1,915,238.20	-1,475,729.24	22.9%
Gross Profit	439,508.96	1,915,238.20	-1,475,729.24	22.9%
Expense				
60100 Personnel Director	11,438.68	34,316.00	-22,877.32	33.3%
60101 Treasurer	1,972.00	6,316.00	-4,344.00	31.2%
60102 Other Commissioners	2,344.00	13,248.00	-10,904.00	17.7%
60103 Clerk Salary	2,092.19	10,000.00	-7,907.81	20.9%
60104 Mechanic	0.00	20,000.00	-20,000.00	0.0%
60106 Firefighter SS	27,420.00	95,059.00	-67,639.00	28.8%
60109 Operations OT	8,748.03	25,000.00	-16,251.97	35.0%
60111 Alternates & Subs	7,474.25	25,500.00	-18,025.75	29.3%
60112 Firefighter KB	27,966.00	96,949.00	-68,983.00	28.8%
60115 Fire Fighter GF	27,738.00	96,153.00	-68,415.00	28.8%
60116 Firefighter JR	26,814.00	92,965.00	-66,151.00	28.8%
60117 Fire Official RD	27,888.00	96,676.00	-68,788.00	28.8%
60118 Administrator	0.00	10,000.00	-10,000.00	0.0%
60119 Health Ins Opt Out	5,000.00	10,000.00	-5,000.00	50.0%
60151 Accountant	2,000.00	8,000.00	-6,000.00	25.0%
60152 Solicitor	1,198.75	5,600.00	-4,401.25	21.4%
60153 Comm-Secretary	1,372.00	4,000.00	-2,628.00	34.3%
60201 Pers admin	0.00	4,462.00	-4,462.00	0.0%
60202 FICA Admin	0.00	6,324.00	-6,324.00	0.0%
60205 Medical Ins. Admin	8,191.38	30,996.00	-22,804.62	26.4%
60206 Dental/Vision Admin	394.28	1,183.00	-788.72	33.3%
60301 PERS Operations	0.00	11,967.00	-11,967.00	0.0%
60302 Police & Fire Operations	0.00	131,740.00	-131,740.00	0.0%
60303 FICA Operations	14,594.94	45,000.00	-30,405.06	32.4%
60304 NJUC Operations	1,716.62	8,000.00	-6,283.38	21.5%
60305 Worker's Comp Operations	14,834.00	46,000.00	-31,166.00	32.2%
60306 Medical Ins Operations	22,110.22	87,936.00	-65,825.78	25.1%
60307 Dental/Vision--Operation	1,958.80	4,447.00	-2,488.20	44.0%
60308 Medical Ins. Retirees	10,297.50	36,930.91	-26,633.41	27.9%
60401 Election	0.00	1,700.00	-1,700.00	0.0%
60501 Insurance	13,414.00	48,000.00	-34,586.00	27.9%
60601 Memberships & Dues	480.00	3,000.00	-2,520.00	16.0%
60701 Office Expense	5,072.64	15,000.00	-9,927.36	33.8%
60801 Professional Fees	0.00	23,000.00	-23,000.00	0.0%
60901 Travel Expense	0.00	1,000.00	-1,000.00	0.0%
62001 Reimbursements	0.00	8,000.00	-8,000.00	0.0%
62200 Advertising	243.20	1,000.00	-756.80	24.3%
62300 Mtce & Repr Bldgs & Groun	4,083.54	44,000.00	-39,916.46	9.3%
62401 Fire Co. Rental	0.00	15,000.00	-15,000.00	0.0%
62403 Hydrant Rental	68,242.80	140,000.00	-71,757.20	48.7%
62500 Training & Education	755.00	20,000.00	-19,245.00	3.8%
62600 Uniforms	0.00	16,999.94	-16,999.94	0.0%
62700 Utilities	11,867.39	39,000.00	-27,132.61	30.4%
62800 Mtce & Rpr Vehicles	13,391.83	45,000.00	-31,608.17	29.8%
62850 Mtce & Rpr Fire Equip	2,714.12	5,000.00	-2,285.88	54.3%
62900 Mtce & Rpr Gear	0.00	4,000.00	-4,000.00	0.0%
63100 Purchase Fire Equipment	2,546.04	48,000.00	-45,453.96	5.3%
63200 Radios	271.00	10,000.00	-9,729.00	2.7%
63300 Purchase FF Gear	171.34	16,000.00	-15,828.66	1.1%
63400 Computer	0.00	14,500.00	-14,500.00	0.0%

5:34 PM

04/06/21

Accrual Basis

BOFC, Gloucester Twp Fire Dist.5
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
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	0.00	8,780.00	-8,780.00	0.0%
63800 Fire Off-FSA Rev Suppo	0.00	1,220.00	-1,220.00	0.0%
63810 FSA Clerk	5,371.20	15,000.00	-9,628.80	35.8%
64100 Cap Lease-Principal	47,842.00	49,502.00	-1,660.00	96.6%
64200 Cap Lease-Interest	12,890.11	11,230.00	1,660.11	114.8%
64201 Bond Principal	100,000.00	100,000.00	0.00	100.0%
64202 Bond Interest	4,600.00	6,900.00	-2,300.00	66.7%
64400 FSA Suppression	0.00	1,200.00	-1,200.00	0.0%
66000 Payroll Expenses	0.00			
60120 · Fire Fighter NA	12,834.00	44,500.00	-31,666.00	28.8%
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%
65600 · Garage Doors	0.00	35,000.00	-35,000.00	0.0%
Total Expense	562,353.85	1,915,237.85	-1,352,884.00	29.4%
Net Income	-122,844.89	0.35	-122,845.24	-35,098,540.0%

Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

Regular Meeting Minutes

April 6, 2021

- I.** The meeting of the Board of Fire Commissioners was called to order by Chairman Engelbert at 7:00pm with the Pledge of Allegiance to the flag.

Roll Call: Present: Commissioner DeRosa, Commissioner Lloyd, Commissioner Moran, Commissioner Rinaldi, Chairman Engelbert, Solicitor Carlamere.

- II. Treasurer's Report** – Commissioner DeRosa submitted bills for the month of April in the amount of **\$78,845.21**. A motion to approve was made by Commissioner DeRosa, seconded by Commissioner Rinaldi.
Roll Call: 5-0 Motion carried.

- III. Minutes** – A motion to approve the minutes for March 2, 2020 minutes was made by Commissioner Lloyd; seconded by Commissioner Rinaldi.
Roll Call: 5-0 Motion carried.

- IV. Clerks Report** – Nothing to report.

- V. Career Report** – Firefighter Bonk reported that the floor scrubber is broken. Chairman Engelbert requested a price. Firefighter Donato will contact Karcher for a quote.

- VI. Fire Marshall's Report** – Attached.

- VII. Chief's Report – Attached** – The Saturday run report was submitted. ♦ A memo was received from Winslow Fire Department's Chief requesting three fire staff to arrive on scene together on one apparatus. ♦ Appointment for the ladder test, hose test and pump test are being scheduled.

- VIII. President's Report** – President Moreno followed up on the letter that was sent to the Board in March 2020 regarding training, which was tabled due to COVID-19. Chairman Engelbert agreed to restart training. ♦ President Moreno also inquired about purchasing polo shirts for the volunteers. Action offers the best price. Chairman Engelbert requested pricing.

IX. Commissioners' Report

Commissioner Moran reported that he is working on an Excel report of the department's equipment.

Commissioner Rinaldi had nothing to report.

Commissioner Lloyd had nothing to report.

Commissioner DeRosa asked for everyone to wear a mask and be safe.

X. Public Portion – No one wished to speak.

XI. Appointment – Commission Rinaldi motioned to appoint Firefighter Schwegel as Health and Safety Director, seconded by Commission Moran. Roll Call: 5-0 Motion carried.

XII. Adjournment – Motion to adjourn was made by Commissioner DeRosa, seconded by Commissioner Moran. All in favor. Motion carried.

The meeting was adjourned at 7:09pm.

Respectfully Submitted



Barbara Moore
Recording Secretary

Bureau of Fire Prevention

FIRE DISTRICT 5

*Gloucester Township
1781 Sicklerville Rd
Sicklerville, New Jersey 08081
Phone: (609) 228-0678
Fax: (609) 374-0424*

APRIL 2021 GTFD5 BUREAU OF FIRE PREVENTION REPORT

1. Annual bills were mailed out.
2. Need to purchase ink for the FM's computer.
3. 4 new businesses have opened within district 5.
4. Deputy FM Schwegel checking the keys in the Knox boxes.
5. Met with the Township Fire Sub Code Official to address some issues.
6. Smoke/CO inspections will stay as is for now.
7. Business inspections going well.
8. Sent Thank you letters to Elmwood Hills and Migali Industries.

Lambs Terrace Fire Company
 Receipts Ledger for the period: 03/01/2021 to 03/31/2021
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Date	Business/Payor Name	ID/Fee Type	Invoice	Check Number	Check Amt.	Daily Total	MTD Totals	YTD Total
3/01/2021	Cameron Davis	SMOKE DETECTOR		Money Order	\$ 70.00	\$ 70.00		
3/02/2021	Lisa Flick	SMOKE DETECTOR		594	\$ 35.00	\$ 35.00		
3/08/2021	George Flinn	SMOKE DETECTOR			\$ 0.00			
3/08/2021	Kristen Farley-Rambo	SMOKE DETECTOR		2097	\$ 35.00			
3/08/2021	Tierra Carter	SMOKE DETECTOR		512	\$ 70.00			
3/08/2021	James Mellon	SMOKE DETECTOR		cash	\$ 125.00			
3/08/2021	Mary Lou Roselli	SMOKE DETECTOR		555	\$ 35.00	\$ 265.00		
3/09/2021	Brian Menchel	SMOKE DETECTOR		119	\$ 35.00	\$ 35.00		
3/11/2021	Jeana V Bunting	SMOKE DETECTOR		1085	\$ 35.00	\$ 35.00		
3/15/2021	Renee & Vincent Kelly	SMOKE DETECTOR			\$ 35.00	\$ 35.00		
3/17/2021	Revere Run	SMOKE DETECTOR		cash	\$ 35.00			
3/17/2021	Revere Run	SMOKE DETECTOR		cash	\$ 35.00	\$ 70.00		
3/22/2021	Accessible Property Investment	SMOKE DETECTOR		534	\$ 35.00			
3/22/2021	Howard & Cathy Becker	SMOKE DETECTOR		1235	\$ 35.00			
3/22/2021	Antonina H Batten	SMOKE DETECTOR		152	\$ 35.00			
3/22/2021	Antonina H Batten	SMOKE DETECTOR		153	\$ 35.00	\$ 140.00		
3/23/2021	Kylene Froehlich	SMOKE DETECTOR		1004	\$ 35.00			
3/23/2021	Modern Graphics	S037	21-1045	995824	\$ 58.00			
3/23/2021	P.R. Sanders	0046	21-1052	68805	\$ 58.00			
3/23/2021	Primo Hoagies	E088	21-1055	2715	\$ 86.00			
3/23/2021	Whitman Dry Cleaners LLC.	A089	21-1077	6803	\$ 58.00			
3/23/2021	Pauls Towing	0097	21-1054	6962	\$ 58.00			
3/23/2021	Marksman Landscaping	0106	21-1042	7898	\$ 86.00			
3/23/2021	Tractor Supply	C134	21-6366	3008977	\$ 166.00			
3/23/2021	Matteo's Italin Foods Inc	A115	21-1043	11537	\$ 58.00			
3/23/2021	Matteo's Italin Foods Inc	A115	21-6354	11537	\$ 42.00			
3/23/2021	Nguyen & Lovelace Dental	B213	21-1049	4362	\$ 86.00			
3/23/2021	Consulting Engineer Service In	B204	21-1010	15616	\$ 144.00			
3/23/2021	Lucky 7 Deli	AG001	21-1039	1415	\$ 86.00			
3/23/2021	Lucky 7 Deli	AG001	21-6353	1416	\$ 214.00			
3/23/2021	M. S. Reality Managment LLC	B245	21-1040	1142	\$ 58.00	\$ 1,293.00		
3/24/2021	YCS Aging in Sicklerville	0072	21-6373	74154	\$ 42.00	\$ 42.00		
3/28/2021	Crystal Clune	SMOKE DETECTOR		1077	\$ 35.00			
3/28/2021	PNC Bank (Timothy Perry)	SMOKE DETECTOR		3650777	\$ 35.00	\$ 70.00		
3/29/2021	CB Flaherty realty Group, LLC	SMOKE DETECTOR		12110	\$ 35.00			
3/29/2021	Joanne Kirschner	PERMIT	21-6374	cash	\$ 54.00	\$ 89.00		
3/30/2021	Brian Pricskett	SMOKE DETECTOR		1101	\$ 125.00			
3/30/2021	Turnersville Assembly Hall	0001	21-6367	1244	\$ 42.00			
3/30/2021	Joy Cleaners	N008	21-1034	4108	\$ 58.00			
3/30/2021	Canals Liquors	N009	21-1007	3039	\$ 86.00			
3/30/2021	Canals Liquors	N009	21-6342	3018	\$ 166.00			
3/30/2021	Charming Nails	N010	21-1008	884	\$ 58.00			
3/30/2021	Goddard School -A Plus Prescho	0015	21-6350	1244	\$ 214.00			
3/30/2021	Timber Creek High School	0020	21-6364	29595	\$ 84.00			
3/30/2021	TD Bank	0023	21-1070	24703	\$ 58.00			
3/30/2021	CVS #2264	0026	21-1006	50567591	\$ 144.00			
3/30/2021	CVS #2196	R027	21-1005	50567591	\$ 144.00			
3/30/2021	Economy Self Storage	N030	21-1017	1032	\$ 144.00			
3/30/2021	Dan Higgins Wood Flooring	S032	21-1013	42542	\$ 58.00			
3/30/2021	Rite Aid #10467	A112	21-1059	7380192	\$ 144.00			
3/30/2021	Capri Pizza	A118	21-6343	3990	\$ 42.00			
3/30/2021	Wild Ginger	AG002	21-1079	5571	\$ 58.00			
3/30/2021	Wild Ginger	AG002	21-6371	5570	\$ 42.00			
3/30/2021	Bertucci's	C133	21-6339	2670	\$ 42.00			
3/30/2021	General Nutrition Center #8146	C140	21-1023	980526	\$ 58.00			
3/30/2021	Tulip Nails	A144	21-1075	811	\$ 58.00			
3/30/2021	Nick's Pizza & Steak House	E145	21-1050	1972	\$ 86.00			
3/30/2021	Nick's Pizza & Steak House	E145	21-6357	1973	\$ 42.00			
3/30/2021	Go Wireless Verizon	C148	21-1027	2110	\$ 58.00			
3/30/2021	Hello Gorgeous	C107	21-1030	5208	\$ 86.00			
3/30/2021	Revere Run Apartments	B223	21-1058	556190	\$ 58.00			
3/30/2021	Anthony J Hair Studio	B202	21-0995	1704	\$ 58.00			

Lambs Terrace Fire Company
 Receipts Ledger for the period: 03/01/2021 to 03/31/2021
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<u>Date</u>	<u>Business/Payor Name</u>	<u>ID/Fee Type</u>	<u>Invoice</u>	<u>Check Number</u>	<u>Check Amt.</u>	<u>Daily Total</u>	<u>MTD Totals</u>	<u>YTD Total</u>
3/30/2021	Utopia Spa - Nails and Waxing	B221	21-1076	879	\$ 58.00			
3/30/2021	SJS	B233	21-1061	970	\$ 58.00			
3/30/2021	Float Therapy	B234	21-1021	1595	\$ 58.00	\$ 2,387.00	\$ 4,566.00	\$ 6,146.00

Fee receipts by type of fee:

SMOKE DETECTOR	21	\$	950.00
Registration	31	\$	2,424.00
Permit	13	\$	1,192.00
Total for the period	<u>65</u>	\$	<u>4,566.00</u>