

# BOARD OF FIRE COMMISSIONERS

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## Regular Meeting Agenda

January 5, 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 Moran  
Commissioner DeRosa  
Commissioner Lloyd  
Commissioner Rinaldi  
Chairman Engelbert  
Solicitor Carlamere

**Resolution 2021-1**

**Resolution 2021-2**

**Resolution 2021-3**

**Adoption of the 2021 Temporary Budget**

**Procedures for the Adoption of the Fire District Budget**

**Adoption of the Fire District Budget**

**II. Treasurer's Report-** Submission of bills for the month of January in the amount of **\$ 1,505.94.**

**III. Minutes-** Motion to approve the minutes from the December 29, 2020 meeting.

**IV. Clerk's Report**

**V. Fire Marshal Report (attached)**

**VI. Chief's Report**

**VII. President's Report**

**VIII. Commissioners' Report**

**IX. 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.

**X. Adjournment**

**NEXT MEETING - February 2, 2021**

**6:30 Workshop**

**7:00 Meeting**

# Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## RESOLUTION 2021-01 ADOPTION OF TEMPORARY BUDGET

**WHEREAS,** N.J.S.A. 40:14-78.17, mandates the adoption of a temporary budget for appropriations to provide for the period between the beginning of the Fire District fiscal year and the adoption of the Fire District budget, and

**WHEREAS,** The Statute provides that the total of appropriations so made shall not exceed 14% of the total appropriations made for all purposes in the budget for the preceding year, excluding appropriations for interest and debt redemption and capital improvements.


**NOW THEREFORE,** It is herein resolved and approved that the Board of Fire Commissioners does hereby adopt a temporary budget for the fiscal year in an amount not to exceed 14% of the total appropriations for the preceding fiscal year.

DATED: January 5, 2021

  
CHAIRMAN

  
SECRETARY

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY GLOUCESTER TOWNSHIP FIRE DISTRICT NO. 5 AT A MEETING HELD ON January 5, 2021.

  
Kay Harmon, Recording Secretary

# Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## Resolution 2021-2 Regarding Procedures for the Adoption of the Fire District Budget

**WHEREAS**, N.J.S.A. 40:14-78.2, establishes certain procedures that must be followed by Fire Districts in the adoption of a budget, and

**WHEREAS**, said New Jersey Statute requires the passing of a resolution declaring that the conditions set forth in the statute have been met.

**NOW THEREFORE**, It is herein resolved and approved as follows:

1<sup>st</sup>. The Board of Fire Commissioners have introduced in writing a proposed, said introduction and first reading and approval was given not later than 60 days prior to the annual election to be held pursuant to N.J.S.A. 40A:14-72.

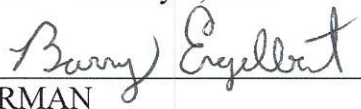
2<sup>nd</sup>. The Board of Fire Commissioners then set a time and place for the holding of a public hearing on the budget, which time and place, and notice of the availability of copies of the budget, was published at least 10 days prior to the hearing, and notice posted in a public place one week prior to the said hearing.

3<sup>rd</sup>. The public hearing and second reading of the budget was adopted at the second reading, all of which was not later than 25 days prior to the annual election.

4<sup>th</sup>. The adopted budget is authorized to be advertised by publishing at least once in a newspaper at least 7 days prior to the annual election.

5<sup>th</sup>. This resolution is adopted in compliance with N.J.S.A. 40:14-78.2 et al.

DATED: January 5, 2021

  
CHAIRMAN

  
SECRETARY

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY GLOUCESTER TOWNSHIP FIRE DISTRICT NO. 5 AT A MEETING HELD ON January 5, 2021.

 Kay Harmon, Recording Secretary



# Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## RESOLUTION 2021-03 ADOPTION OF FIRE DISTRICT BUDGET

**WHEREAS,** N.J.S.A. 40:14-78.2 establishes certain procedures that must be followed by Fire Districts in the adoption of a budget, and

**WHEREAS,** said New Jersey statute requires the passing of a resolution declaring that the conditions set forth in the statute have been met.

**NOW THEREFORE,** it is herein resolved and approved as follows:

1<sup>st</sup>. The Board of Fire Commissioners have introduced in writing a proposed, said introduction and first reading and approval was given not later than 60 days prior to the annual election to be held pursuant to N.J.S.A. 40A:14-72.

2<sup>nd</sup>. The Board of Fire Commissioners then set a time and place for the holding of a public hearing on the budget, was published at least 10 days prior to the said hearing.

3<sup>rd</sup>. The public hearing and second reading of the budget was held not less than 28 days after the first reading and approval, and the budget was adopted at the second reading, all of which was not later than 25 days prior to the annual election.

4<sup>th</sup>. The adopted Budget is authorized to be advertised by publishing at least once in a newspaper at least 7 days prior to the annual election.


5<sup>th</sup>. This resolution is adopted in compliance with N.J.S.A. 40A: 14-78.2 et al.

Dated: January 5, 2021

  
CHAIRMAN

  
SECRETARY

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY GLOUCESTER TOWNSHIP FIRE DISTRICT NO. 5 AT A MEETING HELD ON January 5, 2021.

  
Kay Harmon, Recording Secretary

9:59 AM

## BOFC, Gloucester Twp Fire Dist.5

## CHECK REGISTER

January 5, 2021

01/05/21

Accrual Basis

Type	Date	Num	Name	Memo	Account	Amount
Jan 5, 21						
Bill Pmt -Check	01/05/2021	569	GT MUA	2021 Sewer ...	10008 · The Bank o...	-184.00
Bill Pmt -Check	01/05/2021	570	NICK ANGELOZZI	2021 expense	10008 · The Bank o...	-363.00
Bill Pmt -Check	01/05/2021	571	NOT JUST PIZZA	lunch 1/2/21	10008 · The Bank o...	-31.46
Bill Pmt -Check	01/05/2021	572	RICH DONATO	3 yr NAFI me...	10008 · The Bank o...	-135.00
Bill Pmt -Check	01/05/2021	573	VERIZON WIRELE...	Acct # 74226...	10008 · The Bank o...	-792.48
						<u>-1,505.94</u>
Jan 5, 21						

9:59 AM

01/05/21

Accrual Basis

**BOFC, Gloucester Twp Fire Dist.5**  
**Profit & Loss Budget vs. Actual**  
**January 1 - 5, 2021**

	Jan 1 - 5, 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40300 Fire District Tax	0.00	0.00	0.00	0.0%
40320 Interest Income	0.00	0.00	0.00	0.0%
40330 Fire Inspect Fees	0.00	0.00	0.00	0.0%
40340 SFS Grant Received	0.00	0.00	0.00	0.0%
40350 UFSA Ann Insp Fees	0.00	0.00	0.00	0.0%
40351 LEA Rebates fr State	0.00	0.00	0.00	0.0%
40360 UFSA Penalties & Fine	0.00	0.00	0.00	0.0%
40361 UFSA DED Penalties	0.00	0.00	0.00	0.0%
40365 UFSA Permits	0.00	0.00	0.00	0.0%
40370 UFSA NLH Fees	0.00	0.00	0.00	0.0%
40375 UFSA Smoke Detector Fee	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
40392 Restricted Fund Balance	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Expense</b>				
60100 Personnel Director	2,859.67	0.00	2,859.67	100.0%
60101 Treasurer	493.00	0.00	493.00	100.0%
60102 Other Commissioners	586.00	0.00	586.00	100.0%
60103 Clerk Salary	0.00	0.00	0.00	0.0%
60104 Mechanic	0.00	0.00	0.00	0.0%
60105 Fire Fighters	0.00	0.00	0.00	0.0%
60106 Firefighter SS	1,828.00	0.00	1,828.00	100.0%
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	0.00	0.00	0.00	0.0%
60110 Subst Fire Inspector	0.00	0.00	0.00	0.0%
60111 Alternates & Subs	360.00	0.00	360.00	100.0%
60112 Firefighter KB	1,864.40	0.00	1,864.40	100.0%
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	1,849.20	0.00	1,849.20	100.0%
60116 Firefighter JR	1,787.60	0.00	1,787.60	100.0%
60117 Fire Official RD	1,859.20	0.00	1,859.20	100.0%
60118 Administrator	0.00	0.00	0.00	0.0%
60119 Health Ins Opt Out	2,500.00	0.00	2,500.00	100.0%
60151 Accountant	0.00	0.00	0.00	0.0%
60152 Solicitor	0.00	0.00	0.00	0.0%
60153 Comm-Secretary	343.00	0.00	343.00	100.0%
60201 Pers admin	0.00	0.00	0.00	0.0%
60202 FICA Admin	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
60206 Dental/Vision Admin	0.00	0.00	0.00	0.0%
60301 PERS Operations	0.00	0.00	0.00	0.0%
60302 Police & Fire Operations	0.00	0.00	0.00	0.0%
60303 FICA Operations	1,278.10	0.00	1,278.10	100.0%
60304 NJUC Operations	103.23	0.00	103.23	100.0%
60305 Worker's Comp Operations	0.00	0.00	0.00	0.0%
60306 Medical Ins Operations	-478.93	0.00	-478.93	100.0%
60307 Dental/Vision--Operation	363.00	0.00	363.00	100.0%



9:59 AM

01/05/21

Accrual Basis

**BOFC, Gloucester Twp Fire Dist.5**  
**Profit & Loss Budget vs. Actual**  
**January 1 - 5, 2021**

	Jan 1 - 5, 21	Budget	\$ Over Budget	% of Budget
60308 Medical Ins. Retirees	0.00	0.00	0.00	0.0%
60401 Election	0.00	0.00	0.00	0.0%
60501 Insurance	0.00	0.00	0.00	0.0%
60601 Memberships & Dues	135.00	0.00	135.00	100.0%
60701 Office Expense	31.46	0.00	31.46	100.0%
60801 Professional Fees	0.00	0.00	0.00	0.0%
60901 Travel Expense	0.00	0.00	0.00	0.0%
62001 Reimbursements	0.00	0.00	0.00	0.0%
62100 Administrative Bank Char	0.00	0.00	0.00	0.0%
62200 Advertising	0.00	0.00	0.00	0.0%
62300 Mtce & Repr Bldgs & Groun	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
62403 Hydrant Rental	0.00	0.00	0.00	0.0%
62500 Training & Education	0.00	0.00	0.00	0.0%
62600 Uniforms	0.00	0.00	0.00	0.0%
62700 Utilities	976.48	0.00	976.48	100.0%
62800 Mtce & Rpr Vehicles	0.00	0.00	0.00	0.0%
62850 Mtce & Rpr Fire Equip	0.00	0.00	0.00	0.0%
62900 Mtce & Rpr Gear	0.00	0.00	0.00	0.0%
63100 Purchase Fire Equipment	0.00	0.00	0.00	0.0%
63200 Radios	0.00	0.00	0.00	0.0%
63300 Purchase FF Gear	0.00	0.00	0.00	0.0%
63400 Computer	0.00	0.00	0.00	0.0%
63500 Other Non-Bondable Assets	0.00	0.00	0.00	0.0%
63600 SFS Grant Expenditure	0.00	0.00	0.00	0.0%
63700 Fire Prevention	0.00	0.00	0.00	0.0%
63800 Fire Off-FSA Rev Suppo	0.00	0.00	0.00	0.0%
63810 FSA Clerk	0.00	0.00	0.00	0.0%
64100 Cap Lease-Principal	0.00	0.00	0.00	0.0%
64200 Cap Lease-Interest	0.00	0.00	0.00	0.0%
64201 Bond Principal	0.00	0.00	0.00	0.0%
64202 Bond Interest	0.00	0.00	0.00	0.0%
64300 FSA Prevention	0.00	0.00	0.00	0.0%
64400 FSA Suppression	0.00	0.00	0.00	0.0%
64800 First Aid Squad	0.00	0.00	0.00	0.0%
65000 Vehicle Fund	0.00	0.00	0.00	0.0%
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	855.60	0.00	855.60	100.0%
60121 · Fire Fighter-New 2020	0.00	0.00	0.00	0.0%
60154 · Secretary-JT	0.00	0.00	0.00	0.0%
60155 · Secretary Subs	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>19,594.01</b>	<b>0.00</b>	<b>19,594.01</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-19,594.01</b>	<b>0.00</b>	<b>-19,594.01</b>	<b>100.0%</b>

# **Board of Fire Commissioners**

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## **Regular Meeting Minutes**

**January 5, 2021**

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

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

**II. Introduction of the following Resolutions:**

**2021-1 Adoption of the 2021 Temporary Budget**

Motion to approve was made by Commissioner Rinaldi, seconded by Commissioner Moran. Roll Call: 4-0 Motion carried.

**2021-2 Procedures for the Adoption of the Fire District Budget**

Motion to approve was made by Commissioner Rinaldi, seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.

**2021-3 Adoption of the Fire District Budget**

Motion to approve was made by Commissioner Moran, seconded by Commissioner Rinaldi. Roll Call: 4-0 Motion carried.

- III. Treasurer's Report** – Commissioner DeRosa submitted bills for the month of December in the amount of **\$1,505.94**. A motion to approve was made by Commissioner Moran, seconded by Commissioner Rinaldi. Roll Call: 4-0 Motion carried.

- IV. Minutes** – A motion to approve the minutes for December 29, 2020 was made by Commissioner Lloyd; seconded by Commissioner Rinaldi. Roll Call: 4-0 Motion carried.

- V. Clerks Report** – Clerk Harmon reported the budget has been approved by the State. Awaiting further instruction regarding the fire election which has been moved to April.

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

- VIII. Chief's Report – Attached** – There were 920 calls last year. Yearly report has been submitted to the State. Volunteers must work 325 hours per year.



**IX. Commissioners' Report**

**Commissioner Rinaldi** wished everyone well in 2021.

**Commissioner Lloyd** wished everyone a Happy New Year and stay healthy.

**Commissioner Moran** reported that the boat has a slow leak and more seams are popping. He will be researching a new boat.

**Commissioner DeRosa** feels sorry for everyone in this current situation. Wishing a better year for the world now that there is a vaccine. Thank you to the Volunteers. Be safe and wear a mask.

**X. Public Portion** – Rich Donato reported that he spoke with GT Police Chief Harkins. The State's COVID-19 website allows for pre-registration of the COVID vaccine.

**XI. Adjournment** – Motion to adjourn was made by Commissioner Moran, seconded by Commissioner Lloyd. All in favor. Motion carried.

Meeting was adjourned at 7:08pm.

Respectfully Submitted

A handwritten signature in blue ink that reads "Barbara Moore". The signature is written in a cursive style and is positioned above a horizontal line.

Barbara Moore  
Recording Secretary

# *Bureau of Fire Prevention*

## FIRE DISTRICT 5

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

### JANUARY 2021 GTFD5 BUREAU OF FIRE PREVENTION REPORT

1. Submitting 2020 year end report to the state of New Jersey
2. 2021 business inspections set to start February 1<sup>st</sup>.
3. New smoke/co application now in effect.
4. Happy New Year to all!

Lambs Terrace Fire Company  
 Receipts Ledger for the period: 12/01/2020 to 12/31/2020  
 Printed: 01/04/2021 Page: 1

Date	Business/Payor Name	ID/Fee Type	Invoice	Check Number	Check Amt.	Daily Total	MTD Totals	YTD Total
12/01/2020	Elmwood Hills	E3001		57012	\$ 1,000.00	\$ 1,000.00		
12/03/2020	Angela Miller	SMOKE DETECTOR		1202	\$ 35.00			
12/03/2020	Vanguard Realty Group Inc	SMOKE DETECTOR		1772	\$ 35.00			
12/03/2020	Tony Santos	SMOKE DETECTOR		133	\$ 35.00	\$ 105.00		
12/07/2020	Lisa Flick	SMOKE DETECTOR		585	\$ 35.00	\$ 35.00		
12/08/2020	Omni and Brook Holdings	SMOKE DETECTOR		832	\$ 35.00			
12/08/2020	Angelica Tapia	SMOKE DETECTOR		246	\$ 35.00	\$ 70.00		
12/10/2020	David Nnawuihe	SMOKE DETECTOR		M096238033-7	\$ 35.00	\$ 35.00		
12/14/2020	Rafael Collazo	SMOKE DETECTOR		782	\$ 35.00			
12/14/2020	4 Sale Realty/Michael Lawrence	SMOKE DETECTOR		218521	\$ 35.00	\$ 70.00		
12/16/2020	Shawn Davidson	SMOKE DETECTOR		141	\$ 35.00	\$ 35.00		
12/21/2020	Bryce Lemke	SMOKE DETECTOR		270	\$ 35.00			
12/21/2020	Ryan Andrews	SMOKE DETECTOR		578	\$ 35.00	\$ 70.00		
12/29/2020	Nicholas Turdo	SMOKE DETECTOR		179	\$ 35.00	\$ 35.00	\$ 1,455.00	\$ 19,150.00

Fee receipts by type of fee:

Penalty	1	\$ 1,000.00
SMOKE DETECTOR	13	\$ 455.00
Total for the period	14	\$ 1,455.00