

# **BOARD OF FIRE COMMISSIONERS**

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## **Regular Meeting Agenda**

**June 1, 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 Carlamere

**II. Treasurer's Report-** Submission of bills for the month of June in the amount of **\$ 22, 494.13.**

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

**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 – July 6, 2021** 6:30pm Workshop  
7:00pm Meeting

10:01 AM

## BOFC, Gloucester Twp Fire Dist.5

06/01/21

## CHECK REGISTER

Accrual Basis

June 1, 2021

Type	Date	Num	Name	Memo	Account	Amount
Jun 1, 21						
Transfer	06/01/2021			Funds Transf...	10008 The Bank o...	-9,983.82
Bill Pmt -Check	06/01/2021	681	AQUA NEW JERS...	00100335007...	10008 The Bank o...	-25.80
Bill Pmt -Check	06/01/2021	682	ATLANTIC CITY EL...	5501 1970 104	10008 The Bank o...	-794.12
Bill Pmt -Check	06/01/2021	683	Auto Zone, Inc	Invoice 6770...	10008 The Bank o...	-65.94
Bill Pmt -Check	06/01/2021	684	BOWMAN & COMP...	2020 Annual...	10008 The Bank o...	-10,600.00
Bill Pmt -Check	06/01/2021	685	CANON FINANCIA...	138365	10008 The Bank o...	-178.49
Bill Pmt -Check	06/01/2021	686	COMCAST	8499 05 149 ...	10008 The Bank o...	-202.61
Bill Pmt -Check	06/01/2021	687	Dell Marketing LP	Invoice 1048...	10008 The Bank o...	-2,183.70
Bill Pmt -Check	06/01/2021	688	FAIL SAFE TESTIN...	Invoice INV-0...	10008 The Bank o...	-4,233.20
Bill Pmt -Check	06/01/2021	689	FIRE & SAFETY S...	Invoice S119...	10008 The Bank o...	-1,005.17
Bill Pmt -Check	06/01/2021	690	George W. Flinn	RX reimburs...	10008 The Bank o...	-40.00
Bill Pmt -Check	06/01/2021	691	MARGARET A. LE ...	Office cleanin...	10008 The Bank o...	-100.00
Bill Pmt -Check	06/01/2021	692	MONSTER STOMP...	2nd qtr	10008 The Bank o...	-225.00
Bill Pmt -Check	06/01/2021	693	NICK ANGELOZZI	Dental Reimb...	10008 The Bank o...	-15.00
Bill Pmt -Check	06/01/2021	694	NOT JUST PIZZA	lunch-5/10, 5/...	10008 The Bank o...	-221.52
Bill Pmt -Check	06/01/2021	695	SAFEGUARD	P2V06C	10008 The Bank o...	-181.90
Bill Pmt -Check	06/01/2021	696	TOWNSHIP OF GL...	invoice PW 2...	10008 The Bank o...	-509.99
Bill Pmt -Check	06/01/2021	697	Township of Glouce...	invoice 6932	10008 The Bank o...	-1,405.97
Bill Pmt -Check	06/01/2021	698	WB MASON	C1123372	10008 The Bank o...	-47.94
Jun 1, 21						<u><u>-32,020.17</u></u>

Horizon BC+BS - (JUNE, 2021)

457.78

22,494.13

10:00 AM

06/01/21

Accrual Basis

June 1, 2021

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40300 Fire District Tax	434,279.00	1,737,784.20	-1,303,505.20	25.0%
40320 Interest Income	271.48	1,500.00	-1,228.52	18.1%
40330 Fire Inspect Fees	195.00			
40351 LEA Rebates fr State	1,110.85	11,000.00	-9,889.15	10.1%
40360 UFSA Penalties & Fine	0.00	500.00	-500.00	0.0%
40365 UFSA Permits	106.00	3,000.00	-2,894.00	3.5%
40370 UFSA NLH Fees	7,342.00	9,500.00	-2,158.00	77.3%
40375 UFSA Smoke Detector Fee	3,373.00	5,000.00	-1,627.00	67.5%
40391 Unrestricted Fund Bal	0.00	146,954.00	-146,954.00	0.0%
<b>Total Income</b>	<b>446,677.33</b>	<b>1,915,238.20</b>	<b>-1,468,560.87</b>	<b>23.3%</b>
<b>Gross Profit</b>	<b>446,677.33</b>	<b>1,915,238.20</b>	<b>-1,468,560.87</b>	<b>23.3%</b>
<b>Expense</b>				
60100 Personnel Director	17,158.02	34,316.00	-17,157.98	50.0%
60101 Treasurer	2,958.00	6,316.00	-3,358.00	46.8%
60102 Other Commissioners	3,516.00	13,248.00	-9,732.00	26.5%
60103 Clerk Salary	3,015.86	10,000.00	-6,984.14	30.2%
60104 Mechanic	0.00	20,000.00	-20,000.00	0.0%
60106 Firefighter SS	42,044.00	95,059.00	-53,015.00	44.2%
60109 Operations OT	12,518.67	25,000.00	-12,481.33	50.1%
60111 Alternates & Subs	12,917.00	25,500.00	-12,583.00	50.7%
60112 Firefighter KB	42,881.20	96,949.00	-54,067.80	44.2%
60115 Fire Fighter GF	42,531.60	96,153.00	-53,621.40	44.2%
60116 Firefighter JR	41,114.80	92,965.00	-51,850.20	44.2%
60117 Fire Official RD	42,761.60	96,676.00	-53,914.40	44.2%
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	4,000.00	8,000.00	-4,000.00	50.0%
60152 Solicitor	2,397.50	5,600.00	-3,202.50	42.8%
60153 Comm-Secretary	2,058.00	4,000.00	-1,942.00	51.5%
60201 Pers admin	4,462.00	4,462.00	0.00	100.0%
60202 FICA Admin	0.00	6,324.00	-6,324.00	0.0%
60205 Medical Ins. Admin	13,652.30	30,996.00	-17,343.70	44.0%
60206 Dental/Vision Admin	591.42	1,183.00	-591.58	50.0%
60301 PERS Operations	11,967.00	11,967.00	0.00	100.0%
60302 Police & Fire Operations	131,740.00	131,740.00	0.00	100.0%
60303 FICA Operations	22,155.05	45,000.00	-22,844.95	49.2%
60304 NJUC Operations	3,853.39	8,000.00	-4,146.61	48.2%
60305 Worker's Comp Operations	14,834.00	46,000.00	-31,166.00	32.2%
60306 Medical Ins Operations	37,601.56	87,936.00	-50,334.44	42.8%
60307 Dental/Vision-Operation	2,698.46	4,447.00	-1,748.54	60.7%
60308 Medical Ins. Retirees	21,580.60	36,930.91	-15,350.31	58.4%
60401 Election	3,034.02	1,700.00	1,334.02	178.5%
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	7,279.89	15,000.00	-7,720.11	48.5%
60801 Professional Fees	10,600.00	23,000.00	-12,400.00	46.1%
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	314.88	1,000.00	-685.12	31.5%
62300 Mtce & Repr Bldgs & Groun	5,487.36	44,000.00	-38,512.64	12.5%
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	800.00	20,000.00	-19,200.00	4.0%
62600 Uniforms	0.00	16,999.94	-16,999.94	0.0%
62700 Utilities	15,892.33	39,000.00	-23,107.67	40.7%
62800 Mtce & Rpr Vehicles	17,670.52	45,000.00	-27,329.48	39.3%
62850 Mtce & Rpr Fire Equip	6,947.32	5,000.00	1,947.32	138.9%
62900 Mtce & Rpr Gear	0.00	4,000.00	-4,000.00	0.0%
63100 Purchase Fire Equipment	3,106.55	48,000.00	-44,893.45	6.5%
63200 Radios	271.00	10,000.00	-9,729.00	2.7%
63300 Purchase FF Gear	535.34	16,000.00	-15,464.66	3.3%
63400 Computer	2,183.70	14,500.00	-12,316.30	15.1%

10:00 AM

06/01/21

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	425.00	6,500.00	-6,075.00	6.5%
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	8,158.80	15,000.00	-6,841.20	54.4%
64100 Cap Lease-Principal	49,502.00	49,502.00	0.00	100.0%
64200 Cap Lease-Interest	11,230.11	11,230.00	0.11	100.0%
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	19,678.80	44,500.00	-24,821.20	44.2%
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%
<b>Total Expense</b>	<b>891,862.45</b>	<b>1,915,237.85</b>	<b>-1,023,375.40</b>	<b>46.6%</b>
<b>Net Income</b>	<b>-445,185.12</b>	<b>0.35</b>	<b>-445,185.47</b>	<b>-127,195,748.6%</b>

# Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

## Regular Meeting Minutes

June 1, 2021

- I. The meeting of the Board of Fire Commissioners was called to order by Chairman Engelbert at 7:00 pm with the Pledge of Allegiance to the flag.
- Roll Call:** Present: Commissioner DeRosa, Commissioner Lloyd, Commissioner Moran, Chairman Engelbert, and Solicitor Carlamere.  
Absent: Commission Rinaldi
- II. **Treasurer's Report** – Commissioner DeRosa submitted bills for the month of June in the amount of **\$22,494.13**. A motion to approve was made by Commissioner DeRosa, seconded by Commissioner Moran. Roll Call: 4-0 Motion carried.
- III. **Minutes** – A motion to approve the May 4, 2021 minutes was made by Commissioner Moran; seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.
- IV. **Clerks Report** – Clerk Harmon stated that Financial Disclosure Forms are due by June 30th. ♦ The bank accounts for April have been reconciled. ♦ Clean Air Company Exhaust System Inspection agreement received. Chief Goins asked Clerk Harmon to contact them and asked if they will inspect not clean. Clerk Harmon was told that there was an error on the quote which stated quantity of 1 line but should be 3 lines; however, they will honor the quote.  
Clerk Moore relayed that file retention and destruction are in progress with the State through Artemis.
- V. **Career Report** – Firefighter Donato stated the boat is out of service. There are only 5 firefighters trained to use it. It was previously voted to purchase a new boat. Commissioner Moran said to take it out of service. Chairman Engelbert agreed to take the boat out of service and dispose of it. Motion made by Commissioner Moran to decommission and dispose of the boat; seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried. Chief Goins will advise the County of the status of the boat. Chairman Engelbert requested Chief Goins obtain quotes for a new boat. Firefighter Donato requested to get training started for qualifying in the boat as not everyone has been trained. Firefighter Schwegel spoke about the person who took payment for the engine bay floor jacking and didn't finished the work. Numerous phone calls were made with no response. He will contact the person who will be fixing the floor and finishing the work. ♦ The quote obtained for the FOB system is \$19,000. Awaiting a lower quote. ♦ The COVID policy is updated and will be out tomorrow which will state no masks required in house if a member is vaccinated, except on calls. The public will be required to wear a mask if they enter the office. No temperature checks required. There is 1 volunteer/fill-in firefighter who is not vaccinated and not abiding by the mask policy.

# *Bureau of Fire Prevention*

FIRE DISTRICT 5

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

## JUNE 2021 GTFD5 BUREAU OF FIRE PREVENTION REPORT

1. COVID -19 smoke/co inspections are still in effect.
2. Business inspections are up to date.
3. Working with FM 84 on a fire prevention plan.
4. IAAI training is rescheduled for October 2021.

Lambs Terrace Fire Company  
 Receipts Ledger for the period: 05/01/2021 to 05/31/2021  
 Printed: 05/31/2021 Page: 1

Date	Business/Payor Name	ID/Fee Type	Invoice	Check Number	Check Amt.	Daily Total	MTD Totals	YTD Total
05/04/2021	Ruehle PMI LLC	SMOKE DETECTOR		154	\$ 35.00			
05/04/2021	Ann Mullen Middle School	0022	21-6338	122405	\$ 42.00	\$ 77.00		
05/06/2021	Matthew Glodowski	SMOKE DETECTOR		145	\$ 70.00	\$ 70.00		
05/10/2021	Joanne Krishchner	PERMIT	21-6379	cash	\$ 52.00			
05/10/2021	Susan Fago	SMOKE DETECTOR		5009	\$ 35.00	\$ 87.00		
05/11/2021	On The Grind Tattoo	B254	21-1087	1001	\$ 58.00	\$ 58.00		
05/13/2021	Kamal Jonnalagadda	SMOKE DETECTOR		1812	\$ 35.00			
05/13/2021	Stephanie Murchison	SMOKE DETECTOR		183	\$ 35.00	\$ 70.00		
05/17/2021	Robert Jordan	SMOKE DETECTOR		4125	\$ 35.00			
05/17/2021	Troy M Allen	SMOKE DETECTOR		Money Order	\$ 35.00	\$ 70.00		
05/18/2021	Loft	C139	21-1038	625443	\$ 86.00	\$ 86.00		
05/19/2021	Greystripe Est. LLC	SMOKE DETECTOR		187	\$ 125.00	\$ 125.00		
05/24/2021	Kelly Skay Gillies	SMOKE DETECTOR		3844	\$ 35.00			
05/24/2021	James Adams	SMOKE DETECTOR		Money Order	\$ 35.00	\$ 70.00		
05/25/2021	Jessica Moore	SMOKE DETECTOR		575	\$ 35.00			
05/25/2021	Timothy Perry	SMOKE DETECTOR		3700191/172	\$ 125.00	\$ 160.00		
05/27/2021	Deborah Lemon	SMOKE DETECTOR		5222	\$ 35.00			
05/27/2021	Charles McBride	SMOKE DETECTOR		149	\$ 35.00			
05/27/2021	Gloucester Twp MUA (Orr Rd Sit	0065	21-1025	12503	\$ 58.00			
05/27/2021	Gloucester Twp M.U.A. (ORR ROA	0066	21-1024	12503	\$ 58.00	\$ 186.00	\$ 1,059.00	\$ 11,248.00

Fee receipts by type of fee:

SMOKE DETECTOR	14	\$	705.00
Permit	2	\$	94.00
Registration	4	\$	260.00
Total for the period	20	\$	1,059.00