

BOARD OF FIRE COMMISSIONERS

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

Regular Meeting Agenda

September 7, 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 September in the amount of **\$36,312.54.**

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

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 – October 5, 2021

6:30pm Workshop

7:00pm Meeting

11:13 AM

BOFC, Gloucester Twp Fire Dist.5

09/07/21

CHECK REGISTER

Accrual Basis

September 7, 2021

| Type | Date | Num | Name | Memo | Account | Amount |
|-----------------|------------|-----|-----------------------|--------------------|----------------------|------------|
| Sep 7, 21 | | | | | | |
| Transfer | 09/07/2021 | | | Funds Transf... | 10008 The Bank of... | 10,424.20 |
| Bill Pmt -Check | 09/07/2021 | 751 | ACTION UNIFORM ... | invoice 37792 | 10008 The Bank of... | -970.00 |
| Bill Pmt -Check | 09/07/2021 | 752 | AQUA NEW JERSE... | 00100335007... | 10008 The Bank of... | -493.54 |
| Bill Pmt -Check | 09/07/2021 | 753 | ATLANTIC CITY EL... | 5501 1970 104 | 10008 The Bank of... | -2,685.76 |
| Bill Pmt -Check | 09/07/2021 | 754 | Auto Zone, Inc | invoice 67704... | 10008 The Bank of... | -380.39 |
| Bill Pmt -Check | 09/07/2021 | 755 | CANON FINANCIAL... | 138365 | 10008 The Bank of... | -128.11 |
| Bill Pmt -Check | 09/07/2021 | 756 | COMCAST | 8499 05 149 ... | 10008 The Bank of... | -202.61 |
| Bill Pmt -Check | 09/07/2021 | 757 | DIVAL Safety Equip... | invoice 29622... | 10008 The Bank of... | -11,412.69 |
| Bill Pmt -Check | 09/07/2021 | 758 | FIRE & SAFETY SE... | invoice SI21-1... | 10008 The Bank of... | -270.00 |
| Bill Pmt -Check | 09/07/2021 | 759 | George W. Flinn | RX, supplies r... | 10008 The Bank of... | -42.78 |
| Bill Pmt -Check | 09/07/2021 | 760 | GOLD MEDAL ENV... | acct 234484 | 10008 The Bank of... | -248.88 |
| Bill Pmt -Check | 09/07/2021 | 761 | MARGARET A. LE ... | office cleanin... | 10008 The Bank of... | -100.00 |
| Bill Pmt -Check | 09/07/2021 | 762 | McNeil & Company I... | 11VLF8149702 | 10008 The Bank of... | -7,860.20 |
| Bill Pmt -Check | 09/07/2021 | 763 | MES-PA | invoice IN158... | 10008 The Bank of... | -716.24 |
| Bill Pmt -Check | 09/07/2021 | 764 | MONSTER STOMP... | 3rd Qtr | 10008 The Bank of... | -225.00 |
| Bill Pmt -Check | 09/07/2021 | 765 | NICK ANGELOZZI | Medicl Reimb... | 10008 The Bank of... | -87.20 |
| Bill Pmt -Check | 09/07/2021 | 766 | NOT JUST PIZZA | lunch 8/4, 8/7,... | 10008 The Bank of... | -313.84 |
| Bill Pmt -Check | 09/07/2021 | 767 | SOUTH JERSEY G... | 8641030000 | 10008 The Bank of... | -1,800.00 |
| Bill Pmt -Check | 09/07/2021 | 768 | STATE OF NJ, DIVI... | subs renewal... | 10008 The Bank of... | -30.00 |
| Bill Pmt -Check | 09/07/2021 | 769 | TD Bank | 2021 Debt Se... | 10008 The Bank of... | -2,300.00 |
| Bill Pmt -Check | 09/07/2021 | 770 | TOWNSHIP OF GL... | PW 2021-6, ... | 10008 The Bank of... | -1,556.36 |
| Bill Pmt -Check | 09/07/2021 | 771 | Township of Glouce... | invoice 6951 | 10008 The Bank of... | -1,285.73 |
| Bill Pmt -Check | 09/07/2021 | 772 | VERIZON WIRELE... | Acct 7422627... | 10008 The Bank of... | -1,597.21 |
| Bill Pmt -Check | 09/07/2021 | 773 | WB MASON | C1123372 | 10008 The Bank of... | -71.92 |
| Sep 7, 21 | | | | | | -45,202.66 |

Horizon BC+BS
Sept. ACH

482.93

IRS - 2020 Q4

1,051.15
36,312.54

11:12 AM

09/07/21

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 |
|---------------------------------|-------------------|---------------------|----------------------|--------------|
| Income | | | | |
| 40300 Fire District Tax | 868,558.00 | 1,737,784.20 | -869,226.20 | 50.0% |
| 40320 Interest Income | 440.20 | 1,500.00 | -1,059.80 | 29.3% |
| 40330 Fire Inspect Fees | 195.00 | | | |
| 40351 LEA Rebates fr State | 11,983.08 | 11,000.00 | 983.08 | 108.9% |
| 40360 UFSA Penalties & Fine | 0.00 | 500.00 | -500.00 | 0.0% |
| 40365 UFSA Permits | 430.00 | 3,000.00 | -2,570.00 | 14.3% |
| 40370 UFSA NLH Fees | 7,749.00 | 9,500.00 | -1,751.00 | 81.6% |
| 40375 UFSA Smoke Detector Fee | 5,918.00 | 5,000.00 | 918.00 | 118.4% |
| 40391 Unrestricted Fund Bal | 0.00 | 146,954.00 | -146,954.00 | 0.0% |
| Total Income | 895,273.28 | 1,915,238.20 | -1,019,964.92 | 46.7% |
| Gross Profit | 895,273.28 | 1,915,238.20 | -1,019,964.92 | 46.7% |
| Expense | | | | |
| 60100 Personnel Director | 25,737.03 | 34,316.00 | -8,578.97 | 75.0% |
| 60101 Treasurer | 4,437.00 | 6,316.00 | -1,879.00 | 70.3% |
| 60102 Other Commissioners | 7,332.00 | 13,248.00 | -5,916.00 | 55.3% |
| 60103 Clerk Salary | 4,660.51 | 10,000.00 | -5,339.49 | 46.6% |
| 60104 Mechanic | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 60106 Firefighter SS | 67,636.00 | 95,059.00 | -27,423.00 | 71.2% |
| 60109 Operations OT | 13,344.62 | 25,000.00 | -11,655.38 | 53.4% |
| 60111 Alternates & Subs | 27,717.25 | 25,500.00 | 2,217.25 | 108.7% |
| 60112 Firefighter KB | 68,982.80 | 96,949.00 | -27,966.20 | 71.2% |
| 60115 Fire Fighter GF | 65,098.11 | 96,153.00 | -31,054.89 | 67.7% |
| 60116 Firefighter JR | 66,141.20 | 92,965.00 | -26,823.80 | 71.1% |
| 60117 Fire Official RD | 68,790.40 | 96,676.00 | -27,885.60 | 71.2% |
| 60118 Administrator | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 60119 Health Ins Opt Out | 7,500.00 | 10,000.00 | -2,500.00 | 75.0% |
| 60151 Accountant | 6,000.00 | 8,000.00 | -2,000.00 | 75.0% |
| 60152 Solicitor | 3,596.25 | 5,600.00 | -2,003.75 | 64.2% |
| 60153 Comm-Secretary | 1,029.00 | 4,000.00 | -2,971.00 | 25.7% |
| 60201 Pers admin | 4,462.00 | 4,462.00 | 0.00 | 100.0% |
| 60202 FICA Admin | 2,635.00 | 6,324.00 | -3,689.00 | 41.7% |
| 60205 Medical Ins. Admin | 21,843.68 | 30,996.00 | -9,152.32 | 70.5% |
| 60206 Dental/Vision Admin | 788.56 | 1,183.00 | -394.44 | 66.7% |
| 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 | 32,728.92 | 45,000.00 | -12,271.08 | 72.7% |
| 60304 NJUC Operations | 5,014.48 | 8,000.00 | -2,985.52 | 62.7% |
| 60305 Worker's Comp Operations | 44,503.00 | 45,999.99 | -1,496.99 | 96.7% |
| 60306 Medical Ins Operations | 60,991.94 | 87,936.00 | -26,944.06 | 69.4% |
| 60307 Dental/Vision--Operation | 3,499.29 | 4,447.00 | -947.71 | 78.7% |
| 60308 Medical Ins. Retirees | 34,528.96 | 36,930.91 | -2,401.95 | 93.5% |
| 60401 Election | 3,034.02 | 1,700.00 | 1,334.02 | 178.5% |
| 60501 Insurance | 48,102.20 | 48,000.00 | 102.20 | 100.2% |
| 60601 Memberships & Dues | 510.00 | 3,000.00 | -2,490.00 | 17.0% |
| 60701 Office Expense | 9,885.30 | 15,000.00 | -5,114.70 | 65.9% |
| 60801 Professional Fees | 13,100.00 | 23,000.00 | -9,900.00 | 57.0% |
| 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% |
| 62100 Administrative Bank Char | 2,300.00 | | | |
| 62200 Advertising | 314.88 | 1,000.00 | -685.12 | 31.5% |
| 62300 Mtce & Repr Bldgs & Groun | 13,697.42 | 44,000.00 | -30,302.58 | 31.1% |
| 62401 Fire Co. Rental | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 62403 Hydrant Rental | 102,364.20 | 140,000.00 | -37,635.80 | 73.1% |
| 62500 Training & Education | 3,140.00 | 20,000.00 | -16,860.00 | 15.7% |
| 62600 Uniforms | 2,483.44 | 16,999.94 | -14,516.50 | 14.6% |
| 62700 Utilities | 28,428.00 | 39,000.00 | -10,572.00 | 72.9% |
| 62800 Mtce & Rpr Vehicles | 24,167.26 | 45,000.00 | -20,832.74 | 53.7% |
| 62850 Mtce & Rpr Fire Equip | 9,012.16 | 5,000.00 | 4,012.16 | 180.2% |
| 62900 Mtce & Rpr Gear | 95.00 | 4,000.00 | -3,905.00 | 2.4% |
| 63100 Purchase Fire Equipment | 18,247.74 | 48,000.00 | -29,752.26 | 38.0% |
| 63200 Radios | 700.00 | 10,000.00 | -9,300.00 | 7.0% |
| 63300 Purchase FF Gear | 2,282.54 | 16,000.00 | -13,717.46 | 14.3% |
| 63400 Computer | 2,933.70 | 14,500.00 | -11,566.30 | 20.2% |
| 63500 Other Non-Bondable Assets | 425.00 | 6,500.00 | -6,075.00 | 6.5% |

11:12 AM

09/07/21

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 |
|-------------------------------|---------------------|---------------------|--------------------|------------------------|
| 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 | 12,801.60 | 15,000.00 | -2,198.40 | 85.3% |
| 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 | 31,657.20 | 44,500.00 | -12,842.80 | 71.1% |
| 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 | 1,287,718.77 | 1,915,237.84 | -627,519.07 | 67.2% |
| Net Income | -392,445.49 | 0.36 | -392,445.85 | -109,012,636.1% |

Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

Regular Meeting Minutes

September 7, 2021

- I. The meeting of the Board of Fire Commissioners was called to order at 7:02 p.m. Chairman Engelbert delivered the Sunshine Notice and led the Pledge of Allegiance to the flag.

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

- II. **Treasurer's Report** – Commissioner Rinaldi read the Treasurer's report and the submission of bills for the month of September in the amount of **\$36,312.54**. A motion to approve was made by Commissioner Rinaldi, seconded by Commissioner Lloyd.
Roll Call: 4-0 Motion carried.

- III. **Minutes** – A motion to approve the August 3, 2021 minutes was made by Commissioner Moran; seconded by Commissioner Lloyd.
Roll Call: 4-0 Motion carried.

- IV. **Clerks Report** – Clerk Harmon reported that the bank accounts have been reconciled to date and the budget is in line with the year. She asked Fire Marshal Donato about smoke inspections, which remains on hold for now. ♦ Clerk Moore is working on the package for the overhead garage door bid specifications.

- V. **Career Report** – Firefighter Schwegel fixed the ice maker and changed the filter on the refrigerator. He inquired about Adobe Writer and approval was granted to obtain the program. He requested approval to wear pink shirts in October for breast cancer awareness month, which was approved.

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

- VII. **Chief's Report** – Chief Goins reported that Firefighter Angelozzi along with five other firefighters will be attending forcible entry training at Blackwood Fire Department. There is a boater's safety class being held at Washington Township Ambulance Hall in two weeks in which four members will be attending. A purchase order for AIRPOWER INTERNATIONAL was submitted to Clerk Harmon. We will be using them now for the cascade air system.

VIII. President's Report – No report.

IX. Commissioners' Report

Commissioner Lloyd had nothing to report.

Commissioner Rinaldi had nothing to report.

Commissioner Moran indicated there is a roof leak that needs to be addressed. Firefighter Schwegel stated the gutters are not clogged. Commissioner Moran inquired about fixing the floor. Chairman Engelbert reported that one company is coming out to lift the floor and another company is coming out to fix it. Commissioner Moran reported the vehicle repair spreadsheet is almost complete and will be live soon.

Chairman Engelbert stated the Christmas party along with the retirement party will be held on October 5th. We will need a headcount for food. Firefighter Angelozzi and Firefighter Schwegel chose carpet for the stairwell at a cost of \$400. The sides of the stairs will be painted black.

X. Public Portion –

Clerk Harmon reminded everyone that the 9/11 memorial events will be held on Saturday. ♦ Firefighter Schwegel stated there will be a ceremony at Timber Creek High School at 9am on Friday, September 10th and we have been invited to attend. The flag will be lowered to half-staff. ♦ Chairman Engelbert reported that we fared well with the hurricane/tornado. Firemen personal items need to be removed.

XI. Adjournment – Chairman Engelbert asked for a motion to adjourn which was made by Commissioner Rinaldi, seconded by Commissioner Moran. All in favor. Motion carried.

The meeting was adjourned at 7:11 p.m.

Respectfully Submitted,



Barbara Moore, Recording Secretary

SEPTEMBER 2021 GTFD5 BUREAU OF FIRE PREVENTION REPORT

1. Fire prevention materials have been ordered for the day cares.
2. "C " Platoon will visit the two day cares with in the district for fire prevention.
3. Donato, Rosado, and Schwegel will be attending the IAAI conference in A.C. on
October 6-8, 2021.
4. There will be NO fire prevention program for the public due to COVID-19.

Lambs Terrace Fire Company
 Receipts Ledger for the period: 08/01/2021 to 08/31/2021
 Printed: 08/31/2021 Page: 1

| Date | Business/Payor Name | ID/Fee Type | Invoice | Check Number | Check Amt. | Daily Total | MTD Totals | YTD Total |
|-----------|--------------------------------|----------------|---------|--------------|------------|-------------|-------------|--------------|
| 1/02/2021 | Leonard Moss | SMOKE DETECTOR | | 2178 | \$ 35.00 | \$ 35.00 | | |
| 1/03/2021 | Walter Bowne | SMOKE DETECTOR | | 837 | \$ 35.00 | | | |
| 1/03/2021 | Santos Perez | SMOKE DETECTOR | | 604 | \$ 35.00 | | | |
| 1/03/2021 | Tammara McCargo | SMOKE DETECTOR | | 77804728661 | \$ 0.00 | | | |
| 1/03/2021 | Heather Miller | SMOKE DETECTOR | | 641 | \$ 35.00 | | | |
| 1/03/2021 | Lane Bryant # 4693 | C113 | 21-1036 | 07059811 | \$ 86.00 | \$ 191.00 | | |
| 1/05/2021 | The Mauz Group LLC | SMOKE DETECTOR | | 448 | \$ 35.00 | \$ 35.00 | | |
| 1/09/2021 | Toan Tan Dang | SMOKE DETECTOR | | 110 | \$ 35.00 | | | |
| 1/09/2021 | Suzanne Lehman | SMOKE DETECTOR | | 2286 | \$ 35.00 | | | |
| 1/09/2021 | Michael Iezzi | SMOKE DETECTOR | | 187 | \$ 35.00 | | | |
| 1/09/2021 | Tinique Pitts | SMOKE DETECTOR | | 115 | \$ 70.00 | \$ 175.00 | | |
| 1/10/2021 | Kelly Skay Gillies | SMOKE DETECTOR | | 3880 | \$ 35.00 | | | |
| 1/10/2021 | Alida/James Vail | SMOKE DETECTOR | | 8044 | \$ 35.00 | \$ 70.00 | | |
| 1/12/2021 | Kathleen/Sean Hansbury | SMOKE DETECTOR | | 1169 | \$ 35.00 | | | |
| 1/12/2021 | Oscar Navarro | SMOKE DETECTOR | | cash | \$ 35.00 | \$ 70.00 | | |
| 1/13/2021 | Plaza Azteca Sicklerville Inc. | PERMIT | 21-6381 | 2397 | \$ 54.00 | \$ 54.00 | | |
| 1/15/2021 | Red's Rolling Restaurant | PERMIT | 21-6382 | cash | \$ 54.00 | | | |
| 1/15/2021 | Jam Rock Reggae Soul | PERMIT | 21-6383 | cash | \$ 54.00 | | | |
| 1/15/2021 | Vincent Bezzese | PERMIT | 21-6384 | cash | \$ 54.00 | | | |
| 1/15/2021 | Mary Hilbert | PERMIT | 21-6385 | cash | \$ 54.00 | | | |
| 1/15/2021 | Cef Sheed's BBQ Shack | PERMIT | 21-6386 | cash | \$ 54.00 | | | |
| 1/15/2021 | Nicholas DelBono | SMOKE DETECTOR | | 47-053086029 | \$ 35.00 | | | |
| 1/15/2021 | Susan Ortiz | SMOKE DETECTOR | | Cash | \$ 35.00 | \$ 340.00 | | |
| 1/16/2021 | Hollywood Tans | E047 | 21-1031 | 4419 | \$ 86.00 | \$ 86.00 | | |
| 1/17/2021 | Beth Marks | SMOKE DETECTOR | | 309 | \$ 35.00 | \$ 35.00 | | |
| 1/18/2021 | Jose/Charmaine Roman | SMOKE DETECTOR | | MO 47-053080 | \$ 125.00 | \$ 125.00 | | |
| 1/23/2021 | Augello Team LLC/Bernadette Au | SMOKE DETECTOR | | 344 | \$ 35.00 | | | |
| 1/23/2021 | Lawrence W. Richards | SMOKE DETECTOR | | 282 | \$ 35.00 | \$ 70.00 | | |
| 1/24/2021 | Adam Dandrea | SMOKE DETECTOR | | 366 | \$ 70.00 | \$ 70.00 | | |
| 1/26/2021 | Mitchell Hassman | SMOKE DETECTOR | | 219 | \$ 35.00 | | | |
| 1/26/2021 | Mitchell Hassman | SMOKE DETECTOR | | 220 | \$ 35.00 | \$ 70.00 | | |
| 1/31/2021 | Century 21 Rauh and Johns | SMOKE DETECTOR | | 36061 | \$ 35.00 | | | |
| 1/31/2021 | Cheryl Dare-Kerr | SMOKE DETECTOR | | MO6114806356 | \$ 35.00 | | | |
| 1/31/2021 | The Mauz Group LLC | SMOKE DETECTOR | | 454 | \$ 35.00 | | | |
| 1/31/2021 | Nigel Rew | SMOKE DETECTOR | | 766 | \$ 35.00 | | | |
| 1/31/2021 | Nigel Rew | SMOKE DETECTOR | | 766 | \$ 35.00 | | | |
| 1/31/2021 | Eric/Nichol Frazier | SMOKE DETECTOR | | 1194 | \$ 35.00 | \$ 210.00 | \$ 1,636.00 | \$ 14,634.00 |

Fee receipts by type of fee:

| | | |
|----------------------|----|-------------|
| SMOKE DETECTOR | 29 | \$ 1,140.00 |
| Registration | 2 | \$ 172.00 |
| PERMIT | 6 | \$ 324.00 |
| Total for the period | 37 | \$ 1,636.00 |