

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
March 15, 2012**

The Meeting was called to order by Attorney Joseph Youssouf. The meeting is being held pursuant to the Open Public Meeting Act of 1974 and all provisions have been met.

ROLL CALL: Present: Commissioners P. Connelly, N. Linke, B. Wright, D. Walker M. Linke, J. Howard

Reorg. Meeting Section:

Election Results:

3 year Term: N. Linke (35) and B. Wright(44)

Write Ins: D. Fitzpatrick (9), S. Rampachek(1)

Question #1 Budget: Passed 40 Yes, 4 No.

Newly Re- Elected Commissioners: N. Linke and B. Wright. were sworn in by Attorney Joseph Youssouf.

The Board voted on the following offices:

Offices of the Commissioners :

Chairman : B. Wright

Vice Chair: P. Connelly

Clerk: N. Linke

Treasurer: D. Walker

Asst. Treas/Clerk: J. Howard

Resolution Scheduling Meeting Dates for the year of 2011.

April 20, May 17, June 21, July 20, Aug 16, Sept 20, Oct 19, Nov 15

Dec 21, Jan 17, 2012, Feb 21, 2012, Mar 21, 2012. Meetings will be held at 7pm.

1st. N.L. , 2nd J. H.

Resolution Official Newspaper The Newark Star Ledger and The Home News Tribune. 1st: N.L. 2nd J.H.

Resolution Official Depository PNC Bank
1st. N.L. , 2nd J.H

Resolution Board Accountant Deborah A. Fitzgerald
1st. P.C , 2nd. D.W

Resolution District Auditor Gerard Stankiewicz.
1st. D.W , 2nd. P.C

Resolution Board Attorney Joseph D. Youssouf.
1st . P.C , 2nd. N.L

Attorney Youssouf brought contract for his services and Deborah Fitzgerald.

Resolution Appointing Risk Management Consultant Oliver L.E. Soden Agency. 1st.D.W. 2nd B.W.

Question: From: B. Wright Is there a conflict since both Robert Sr. and Robert Jr are Firemen?

Answer; J. Youssouf No.

MINUTES: Commissioner B. Wright requested a motion on Febuary's Minutes.

Upon the motion made by P.C and 2nd by D.W a motion was made to accept the minutes as read.

TREASURER'S REPORT:

PNC Bank

	Checking	Savings
Bal. bt fwd.	\$19,943.18	\$246,044.74
Deposits	\$16,900.36	\$ 11,030.89

Vouchers Paid	\$ (21,433.54)	Withdrawals	\$ (16,900.36)
Totals	\$15,410.00		\$240,175.27
Grand Total cash on hand			\$255,585.27

Motion made to approve Treasurer's report 1st P.C 2nd N.L

Requisitions:

Fire Tracker text alarm \$1500.00
 Dept not ready to move on this. Just looking into it. Board gave back
 requisition to chief. To submit when dept is sure.

Auto King	Hose Reel J4	\$225.00
NJ Fire	Scott face shield	\$1100.00

Motion made to accept. 1st. D.W 2nd P.C

Line Item Transfers:

From	To	Amount
7730-00	6400-01	\$9000.00
6100-01	7195-00	\$1000.00
7440-00	7710-04	\$5200.00
6400-02	7740-00	\$1500.00
7720-00	7710-02	\$ 700.00
6100-02	6400-05	\$1500.00
7500-03	7500-01	\$ 200.00
7500-03	7800-00	\$1000.00

1st:N.L 2nd D.W. Dec 15, 2011

CORRESPONDENCE:

ATTORNEY'S REPORT:

We are on the calendar for the finance Board in April.

Audit has Started.

Boards Website must be up and running by 2-1-2013

Needed:

Mission Budget for 2010, 2011,2012

Finance Report

Audit Report for 2008,2009,2010

Policy Statement

Resolutions

For 2010,2011,2012

**Name and Addresses of all Board members
All in PDF**

**Looks like Fire District election might be going to November Bill S2
waiting to see.**

PRESIDENT STONAKER'S REPORT: None (not present)

**CHIEF STONAKER'S REPORT: Dept responded to a garage fire on
Harrison St (3-10-2012) 2 Children were taken to the hospital. Due to
asthma. And Firefighter Robbie Linke was also taken to the Hospital He
was hit in the chest with a nozzle. All released.**

**Dept has gear that is outdated what do we do with it?
J. Youssouf- Need Serial #'s and pass a resolution to either donate or
destroy.**

**Dept has new Jr Member. (J. Youssouf will bring NJ laws for Jr.
Members)**

New Member Reyneldo Saucedo 25 yrs old from Sheridan st.

J.Youssouf will prepare application for new members.

NEW BUSINESS: P.C to pick up recorder.

**OLD BUSINESS: Board agreed to hire someone to handle districts
website.**

OPEN TO THE PUBLIC; 1st P.C , 2nd. J.H

CLOSE MEETING TO PUBLIC. 1st P.C , 2nd.D.W.

CLOSE MEETING 1ST J.H 2nd B.W

Nancy Linke, Clerk

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
JAMESBURG, NJ 08831**

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/15/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$19,943.18
Deposits made since the last meeting:	\$16,900.36
Vouchers/Fees paid/Transfers since last meeting:	(\$21,433.54)
Current Reconciled Balance Remaining in PNC Checking Account:	\$15,410.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$246,044.74
Withdrawals:	(\$16,900.36)
Deposits/Interest to Savings Account (see Note 4):	\$11,030.89
Current Reconciled Balance Remaining in PNC Savings Account:	\$240,175.27
 GRAND TOTAL CASH ON HAND:	 \$255,585.27
 Total Dollar Amount of Current Month Voucher List to be Paid:	 \$22,449.87

Notes - 3/15/12 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$7,039.87) therefore a transfer FROM PNC Sav of **\$27,039.87** needs to be made in order to maintain the control balance of **\$20,000.00**.

2) Reminder: **W-9 form must be submitted with all new vendors!!!** I need the Tax ID # especially if the vendor is a sole proprietor or LLC (not needed for incorporated vendors). The ID is needed for 1099 reporting each year.

3) All bills must be submitted the **Saturday** before the monthly commissioners meeting in order to be paid that month.

4) Reflects interest earned and posted of \$45.89 on 2/29/12 as well as the insurance claims check from Highland Claims Services for replacement of the thermal imaging camera damaged on 11/29/11, \$10,985 deposited 2/21/12.

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual

January through December 2011

	Jan - Dec 11	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	15,000.00	89.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	16,500.00	81.2%
6400-00 · Professional Fees			
6400-01 · Legal Fees	21,029.31	14,000.00	150.2%
6400-02 · Accounting/Auditing Fees	8,917.51	12,000.00	74.3%
6400-04 · Medical Services	4,095.00	5,000.00	81.9%
Total 6400-00 · Professional Fees	34,041.82	31,000.00	109.8%
6400-05 · Election Expenses	2,875.52	1,500.00	191.7%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	3,699.04	6,000.00	61.7%
6500-02 · Misc Supplies(petty cash)	148.00	200.00	74.0%
Total 6500-00 · Office \Postage Exp	3,847.04	6,200.00	62.0%
Total Expense	54,164.38	55,200.00	98.1%
Net Ordinary Income	(54,164.38)	(55,200.00)	98.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	6,692.29	13,000.00	51.5%
Total 7140-00 · Truck Equipment	6,692.29	13,000.00	51.5%
7195-00 · Uniform & Equip(Firefighters)	10,880.04	10,000.00	108.8%
Total 7100-00 · Reimb for Exp & Losses	17,572.33	23,000.00	76.4%
7200-00 · Hydrant Rental Dom Water	54,726.58	56,000.00	97.7%
7400-00 · Insurance Premium	38,092.00	39,000.00	97.7%
7500-00 · Professional Services			
7500-01 · Advertising	584.66	500.00	116.9%
7500-03 · Training & Education	1,045.00	5,000.00	20.9%
Total 7500-00 · Professional Services	1,629.66	5,500.00	29.6%
7600-00 · Utilities	22,510.00	30,000.00	75.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	3,595.50	5,000.00	71.9%
7710-02 · Fuel	4,557.64	4,000.00	113.9%
7710-04 · Truck Service	18,665.84	13,500.00	138.3%
7710-05 · Equipment Testing	4,798.20	4,950.00	96.9%
Total 7710-00 · Truck Service	31,617.18	27,450.00	115.2%
7720-00 · Air Pack & Bottle Repair	894.92	1,800.00	49.7%
7730-00 · Bldg Maintenance	15,838.77	25,000.00	63.4%
7740-00 · Bldg Supplies	3,418.63	2,000.00	170.9%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	84,269.50	88,750.00	95.0%
7800-00 · Contingency	10,709.84	10,000.00	107.1%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,171.08	20,000.00	100.9%
Total 7850-00 · LOSAP Program	20,171.08	20,000.00	100.9%
8000-00 · Debt Service			
8010-01 · General Obligation Bonds-Princi	45,000.00	45,000.00	100.0%
8010-10 · Capital Lease-Principal	35,000.00	35,000.00	100.0%
8020-02 · General Obligation Bonds-Int.	1,158.75	1,159.00	100.0%
8020-10 · Capital Lease-Interest	12,347.50	12,348.00	100.0%
Total 8000-00 · Debt Service	93,506.25	93,507.00	100.0%
9600-00 · Commitments for Future Capital	0.00	26,000.00	0.0%
Total Other Expense	343,187.24	391,757.00	87.6%
Net Other Income	(343,187.24)	(391,757.00)	87.6%
Net Income	(397,351.62)	(446,957.00)	88.9%

03/15/12

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2011

Date	Num	Account	Open Balance
AUTO KING PARTS & SUPPLIES			
12/31/2011	2011-01-070	7140-01 · Fire Equipment	39.57
Total AUTO KING PARTS & SUPPLIES			39.57
DINA WALKER - PETTY CASH			
12/31/2011	2011-03-122	6500-02 · Misc Supplies(petty cash)	44.00
Total DINA WALKER - PETTY CASH			44.00
MC MASTER-CARR SUPPLY CO.			
12/31/2011	2011-01-071	7140-01 · Fire Equipment	137.53
12/31/2011	2011-01-072	7140-01 · Fire Equipment	24.33
Total MC MASTER-CARR SUPPLY CO.			161.86
TOTAL			245.43

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
as of March 31, 2012

3/15/12

Date	Num	Account	Open Balance
ACCESS HEALTH SYSTEMS			
3/14/2012	2012-01-008	6400-04 · Medical Services	135.00
Total ACCESS HEALTH SYSTEMS			135.00
ANNA ORANCZAK			
3/14/2012	2012-03-020	6400-05 · Election Expenses	125.00
Total ANNA ORANCZAK			125.00
AT&T			
3/14/2012	2012-03-021	7600-00 · Utilities	209.42
Total AT&T			209.42
AUTO KING PARTS & SUPPLIES			
12/31/2011	2011-01-070	7140-01 · Fire Equipment	39.57
Total AUTO KING PARTS & SUPPLIES			39.57
CASCADE SUBSCRIPTION SERRVICE, INC.			
3/14/2012	2012-01-004	7500-03 · Training & Education	76.00
Total CASCADE SUBSCRIPTION SERRVICE, INC.			76.00
COMCAST			
3/14/2012	2012-03-022	7600-00 · Utilities	56.07
Total COMCAST			56.07
DEBORAH A. FITZGERALD			
3/14/2012	2012-03-023	6400-02 · Accounting/Auditing Fees	352.70
Total DEBORAH A. FITZGERALD			352.70
DEER PARK			
3/14/2012	2012-02-005	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
DINA WALKER - PETTY CASH			
12/31/2011	2011-03-122	6500-02 · Misc Supplies(petty cash)	44.00
3/14/2012	2012-03-024	6500-02 · Misc Supplies(petty cash)	44.00
Total DINA WALKER - PETTY CASH			88.00
FIREFIGHTER ONE, LLC			
3/14/2012	2012-01-005	7800-00 · Contingency	11,985.00
Total FIREFIGHTER ONE, LLC			11,985.00
HOLLY FAAS			
3/14/2012	2012-03-025	6400-05 · Election Expenses	125.00
Total HOLLY FAAS			125.00
JCP&L			
3/14/2012	2012-03-026	7600-00 · Utilities	882.81
Total JCP&L			882.81
LINDA CALLAGHAN			
3/14/2012	2012-03-027	6400-05 · Election Expenses	125.00
Total LINDA CALLAGHAN			125.00
MC MASTER-CARR SUPPLY CO.			
12/31/2011	2011-01-071	7140-01 · Fire Equipment	137.53
12/31/2011	2011-01-072	7140-01 · Fire Equipment	24.33
Total MC MASTER-CARR SUPPLY CO.			161.86
MICHAEL RAMPACEK			
3/14/2012	2012-03-028	6400-05 · Election Expenses	75.00
Total MICHAEL RAMPACEK			75.00
MIDCO WASTE SYSTEMS #689			
3/14/2012	2012-02-006	7730-00 · Bldg Maintenance	290.94
Total MIDCO WASTE SYSTEMS #689			290.94

03/15/12

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 31, 2012

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
MIDDLESEX COUNTY FIRE ACADEMY			
3/14/2012	2012-01-006	7500-03 · Training & Education	420.00
Total MIDDLESEX COUNTY FIRE ACADEMY			420.00
NEW JERSEY PRESS MEDIA			
3/14/2012	2012-03-029	6400-05 · Election Expenses	46.88
Total NEW JERSEY PRESS MEDIA			46.88
NJ-AMERICAN WATER COMP.			
3/14/2012	2012-03-030	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,532.85
OLD FORGE SERVICE CENTER			
3/14/2012	2012-01-007	7710-04 · Truck Service	317.31
Total OLD FORGE SERVICE CENTER			317.31
PSE&G			
3/14/2012	2012-03-031	7600-00 · Utilities	544.53
Total PSE&G			544.53
ROY PRESS, INC.			
3/14/2012	2012-03-032	6400-05 · Election Expenses	461.25
Total ROY PRESS, INC.			461.25
SAMUEL KLEIN & COMPANY			
3/14/2012	2012-03-033	6400-02 · Accounting/Auditing Fees	1,250.00
Total SAMUEL KLEIN & COMPANY			1,250.00
VIKING TERMITE & PEST CONTROL, INC.			
3/14/2012	2012-02-007	7730-00 · Bldg Maintenance	144.75
Total VIKING TERMITE & PEST CONTROL, INC.			144.75
TOTAL			22,449.87

*includes
2011 A/P*