

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
April 19, 2011**

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

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

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

Motion made to approve March's Minutes as read 1st. J. Howard and 2nd by D. Walker .

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$15,410.00		\$240,175.27
Deposits	\$27,039.87		\$ 44.41
Vouchers Paid	\$22,449.87	Withdrawals	\$ 27,039.87
Totals	\$20,000.00		\$233,179.81
Grand Total cash on hand			\$233,179.81

Motion made to approve Treasurer's report 1st J. Howard 2nd by N. Linke

Requisitions:

Allegiance Garden Center	Red Stone /Goose Eggs	\$692.00
Granger (J4)	Helmets/jackets	\$1958.40
Firefighter 1/water rescue	30 guys	\$1200.00

Q: B. Wright – Are these jackets and helmets for the new brush truck?

A: B. Stonaker – No they are light weight yellow turnout jackets and Helmets for J4 To be used during extrication Our Regular turnout coats and helmets are too heavy to wear when using extrication equipment .

Motion made to approve requisitions 1st. B.W. 2nd D.W.

CORRESPONDENCE:

Rec'd 2011 and 2012 Budget from the State.

Rec'd letter from McManimon & Scotland –finance board approved our request for a new truck. April 11, 2012.

Rec'd JIFF update booklet.

ATTORNEY'S REPORT:

Rec'd Resolution Execution of Financing Agreements. 4-19-2012 1st. B.W., 2nd D.W.(see attached)

Rec'd and Signed Lease agreement. See attached. Mailed Fed Ex 4-20-2012 by Clerk.(see Attached)

Rec'd 5 copies of corrected Fire Protection contract, gave to Pres. . Stonaker to be signed.

Rec'd Resolution for Jr. Firefighters as per state law. 1st,B.W, 2nd D.W. 4-19-2012(see Attached)

Rec'd Application and Consent form for Jr Firefighters. (see Attached)

Rec'd Application for Adult Firefighters (See Attached)

Motion made to accept New applications: 1st N.L., 2nd D.W.

Rec'd list of old gear to be destroyed as per attorney use that as resolution. 1st B.W, 2nd J.H.

PRESIDENT LAMANTIA'S REPORT:

Guys will be redoing wood floors.

B.W. – The Board still hasn't rec'd a key for the mailbox.

A.S- Yes I will get a key for you.

D.W- Bugs?

A.S. That has been taken care of but they don't have a key to our office.

CHIEF STONAKER'S REPORT:

11 Fires for the month of march.

Rec'd a Grant for \$1263.00 from NJAWC.

B.S- will be attending a class on Disabilities Awareness.

Q: B.S. asked the board If the new Truck is done can it be taken to wildwood?

A: Board voted Yes.

NEW BUSINESS:none

OLD BUSINESS:

Rec'd Spec for Website (See Attached) Look over and Discuss at May's meeting.

OPEN TO THE PUBLIC: 1st. J.H,2nd D.W.

CLOSE MEETING TO PUBLIC: 1st. J.H,2nd D.W.

CLOSE MEETING: 1st. J.H,2nd D.W.

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 4/19/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$15,410.00
Deposits made since the last meeting:	\$27,039.87
Vouchers/Fees paid/Transfers since last meeting:	(\$22,449.87)
Current Reconciled Balance Remaining in PNC Checking Account:	\$20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$240,175.27
Withdrawals:	(\$27,039.87)
Deposits/Interest to Savings Account (see Note 4):	\$44.41
Current Reconciled Balance Remaining in PNC Savings Account:	\$213,179.81
 GRAND TOTAL CASH ON HAND:	 \$233,179.81
 Total Dollar Amount of Current Month Voucher List to be Paid:	 \$25,424.44

Notes - 4/19/12 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$5,424.44) therefore a transfer FROM PNC Sav of **\$25,424.44** 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 \$44.41 on 3/30/12.

**Jamesburg Board of Fire Commissioners
 Budgeted Appropriations vs. Actual
 January through December 2011**

FINAL

	Jan - Dec 11	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	14,000.00	95.7%
6100-02 · Clerk Pay	0.00	0.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	14,000.00	95.7%
6400-00 · Professional Fees			
6400-01 · Legal Fees	21,029.31	23,000.00	91.4%
6400-02 · Accounting/Auditing Fees	8,917.51	10,500.00	84.9%
6400-04 · Medical Services	4,095.00	5,000.00	81.9%
Total 6400-00 · Professional Fees	34,041.82	38,500.00	88.4%
6400-05 · Election Expenses	2,875.52	3,000.00	95.9%
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	61,700.00	87.8%
Net Ordinary Income	(54,164.38)	(61,700.00)	87.8%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	6,692.29	7,800.00	85.8%
Total 7140-00 · Truck Equipment	6,692.29	7,800.00	85.8%
7195-00 · Uniform & Equip(Firefighters)	10,880.04	11,000.00	98.9%
Total 7100-00 · Reimb for Exp & Losses	17,572.33	18,800.00	93.5%
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	700.00	83.5%
7500-03 · Training & Education	1,045.00	3,800.00	27.5%
Total 7500-00 · Professional Services	1,629.66	4,500.00	36.2%
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	4,700.00	97.0%
7710-04 · Truck Service	18,665.84	18,700.00	99.8%
7710-05 · Equipment Testing	4,798.20	4,950.00	96.9%
Total 7710-00 · Truck Service	31,617.18	33,350.00	94.8%
7720-00 · Air Pack & Bottle Repair	894.92	1,100.00	81.4%
7730-00 · Bldg Maintenance	15,838.77	16,000.00	99.0%
7740-00 · Bldg Supplies	3,418.63	3,500.00	97.7%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	84,269.50	86,450.00	97.5%
7800-00 · Contingency	10,709.84	11,000.00	97.4%
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	385,257.00	89.1%
Net Other Income	(343,187.24)	(385,257.00)	89.1%
Net Income	(397,351.62)	(446,957.00)	88.9%

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2012

	Jan - Dec 12	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	3,351.00	15,000.00	22.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	3,351.00	16,500.00	20.3%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	14,000.00	0.0%
6400-02 · Accounting/Auditing Fees	2,469.70	12,000.00	20.6%
6400-04 · Medical Services	4,860.00	5,000.00	97.2%
Total 6400-00 · Professional Fees	7,329.70	31,000.00	23.6%
6400-05 · Election Expenses	958.13	3,000.00	31.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	63.41	6,000.00	1.1%
6500-02 · Misc Supplies(petty cash)	44.00	200.00	22.0%
Total 6500-00 · Office \Postage Exp	107.41	6,200.00	1.7%
Total Expense	11,746.24	56,700.00	20.7%
Net Ordinary Income	(11,746.24)	(56,700.00)	20.7%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	5,936.25	13,000.00	45.7%
Total 7140-00 · Truck Equipment	5,936.25	13,000.00	45.7%
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%
Total 7100-00 · Reimb for Exp & Losses	5,936.25	23,000.00	25.8%
7200-00 · Hydrant Rental Dom Water	13,681.28	56,000.00	24.4%
7400-00 · Insurance Premium	27,285.00	39,500.00	69.1%
7500-00 · Professional Services			
7500-01 · Advertising	112.39	750.00	15.0%
7500-03 · Training & Education	1,180.00	6,000.00	19.7%
Total 7500-00 · Professional Services	1,292.39	6,750.00	19.1%
7600-00 · Utilities	7,100.80	30,000.00	23.7%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	0.00	5,000.00	0.0%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	317.31	13,500.00	2.4%
7710-05 · Equipment Testing	104.00	4,950.00	2.1%
Total 7710-00 · Truck Service	421.31	27,950.00	1.5%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	1,970.83	25,000.00	7.9%
7740-00 · Bldg Supplies	289.68	2,000.00	14.5%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
Total 7700-00 · Maint/Repairs	2,681.82	89,250.00	3.0%
7800-00 · Contingency	1,056.82	10,000.00	10.6%
7850-00 · LOSAP Program	0.00	21,000.00	0.0%
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	0.00	23,937.00	0.0%
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%
8020-03 · Lease Purchase - Int.	0.00	4,088.00	0.0%
8020-10 · Capital Lease-Interest	0.00	10,776.00	0.0%
Total 8000-00 · Debt Service	0.00	78,801.00	0.0%
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%
Total 9000-00 · Special Projects	0.00	35,000.00	0.0%
Total Other Expense	59,034.36	389,301.00	15.2%
Net Other Income	(59,034.36)	(389,301.00)	15.2%
Net Income	(70,780.60)	(446,001.00)	15.9%

04/18/12

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2012

Date	Num	Account	Open Balance
ACCESS HEALTH SYSTEMS			
4/14/2012	2012-01-011	6400-04 · Medical Services	135.00
Total ACCESS HEALTH SYSTEMS			135.00
AIR & GAS TECHNOLOGIES, INC.			
4/18/2012	2012-01-012	7140-01 · Fire Equipment	4,049.00
Total AIR & GAS TECHNOLOGIES, INC.			4,049.00
AT&T			
4/18/2012	2012-03-034	7600-00 · Utilities	207.69
Total AT&T			207.69
BETTER LIVING DEPT. STORE			
4/18/2012	2012-02-008	7740-00 · Bldg Supplies	106.15
Total BETTER LIVING DEPT. STORE			106.15
CIRCLE JANITORIAL SUPPLIES, SOUTH			
4/18/2012	2012-02-009	7740-00 · Bldg Supplies	120.97
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			120.97
COMCAST			
4/18/2012	2012-03-035	7600-00 · Utilities	56.07
Total COMCAST			56.07
DEBORAH A. FITZGERALD			
4/18/2012	2012-03-036	6400-02 · Accounting/Auditing Fees	500.00
Total DEBORAH A. FITZGERALD			500.00
DEER PARK			
4/18/2012	2012-02-010	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
FIRST RESPONDER JOINT INSURANCE FUND			
4/18/2012	2012-03-037	7400-00 · Insurance Premium	10,902.00
Total FIRST RESPONDER JOINT INSURANCE FUND			10,902.00
JAMESBURG HARDWARE & APPLIANCE			
4/18/2012	2012-02-011	7740-00 · Bldg Supplies	62.56
Total JAMESBURG HARDWARE & APPLIANCE			62.56
JCP&L			
4/18/2012	2012-03-038	7600-00 · Utilities	1,383.02
4/18/2012	2012-03-038	7600-00 · Utilities	346.02
Total JCP&L			1,729.04
MIDCO WASTE SYSTEMS #689			
4/18/2012	2012-02-012	7730-00 · Bldg Maintenance	293.45
4/18/2012	2012-02-012	7730-00 · Bldg Maintenance	294.58
Total MIDCO WASTE SYSTEMS #689			588.03
MIDDLESEX COUNTY FIRE ACADEMY			
4/14/2012	2012-01-013	7500-03 · Training & Education	84.00
Total MIDDLESEX COUNTY FIRE ACADEMY			84.00
NEW JERSEY FIRE EQUIPMENT CO.			
4/18/2012	2011-01-056	7140-01 · Fire Equipment	1,828.00
Total NEW JERSEY FIRE EQUIPMENT CO.			1,828.00
NEW JERSEY PRESS MEDIA			
4/18/2012	2012-03-039	7500-01 · Advertising	60.11
Total NEW JERSEY PRESS MEDIA			60.11
NJ-AMERICAN WATER COMP.			
4/18/2012	2012-03-040	7200-00 · Hydrant Rental Dom Water	16.10
4/18/2012	2012-03-040	7200-00 · Hydrant Rental Dom Water	16.10
4/18/2012	2012-03-040	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,565.05

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2012

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
PANTANO POWER EQUIPMENT			
4/18/2012	2012-01-014	7140-01 · Fire Equipment	59.25
Total PANTANO POWER EQUIPMENT			59.25
PSE&G			
4/18/2012	2012-03-041	7600-00 · Utilities	366.59
Total PSE&G			366.59
TOTAL			25,424.44

BANK RECONCILIATION

NAME OF CLIENT: **JAMESBURG BOARD OF FIRE COMMISSIONERS**

MONTH OF: **March-12**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

ACCOUNT #: **80-2874-0082**

BALANCE FORWARD:	29-Feb-12	\$15,410.00	BAL. PER BANK STATEMENT	\$21,414.00
			AS OF:	30-Mar-12
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 3/15/12	\$27,039.87			
TOTAL DEBITS:	\$27,039.87			
	TOTAL	\$42,449.87		
LESS CREDITS:				
VOUCHER LIST - 3/31	\$22,449.87		TOTAL IN TRANSIT:	\$0.00
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$1,414.00
TOTAL CREDITS:	\$22,449.87			
BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6672	76.00	Cascade Subscription Service	3/15/12	
6676	88.00	Dina Walker	3/15/12	
6690	1,250.00	Samuel Klein & Company	3/15/12	
TOTAL	\$ 1,414.00			

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Jamesburg Board of Fire Commissioners
Outstanding Checks
 March 2012

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	3/15/2012	6672	CASCADE SUBSCRIPTION ...	1104-00 · Cash in Checking-PNC	
Bill	3/14/2012	2012-01-004		7500-03 · Training & Education	-76.00
TOTAL					-76.00
Bill Pmt -Check	3/15/2012	6676	DINA WALKER - PETTY CA...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2011	2011-03-122		6500-02 · Misc Supplies(petty cash)	-44.00
Bill	3/14/2012	2012-03-024		6500-02 · Misc Supplies(petty cash)	-44.00
TOTAL					-88.00
Bill Pmt -Check	3/15/2012	6690	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	3/14/2012	2012-03-033		6400-02 · Accounting/Auditing Fees	-1,250.00
TOTAL					-1,250.00

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Jamesburg Board of Fire Commissioners
Monthly Check Register
 March 2012

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
3/15/2012	6668	ACCESS HEALTH SYSTEMS	L. HIBBITTS FIT TEST 1/30/12	(135.00)
3/15/2012	6669	ANNA ORANCZAK	ELECTION 2012 HELP	(125.00)
3/15/2012	6670	AT&T	LOCAL & LONG DISTANCE 2/24/12	(209.42)
3/15/2012	6671	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 12/25/11	(39.57)
3/15/2012	6672	CASCADE SUBSCRIPTION SERRVICE, INC.	ORDER #1177037 1/9/12 FIRE ENGINEERING	(76.00)
3/15/2012	6673	COMCAST	INTERNET 3/10-4/9/12	(56.07)
3/15/2012	6674	DEBORAH A. FITZGERALD	INV# 2012002 2/29/12	(352.70)
3/15/2012	6675	DEER PARK	INV# 12B7801965661 3/2/12	(4.93)
3/15/2012	6676	DINA WALKER - PETTY CASH		(88.00)
3/15/2012	6677	FIREFIGHTER ONE, LLC	THERMAL IMAGING CAMERA + VEHICLE KIT	(11,985.00)
3/15/2012	6678	HOLLY FAAS	ELECTION 2012 HELP	(125.00)
3/15/2012	6679	JCP&L	ELECTRIC 2/9/12	(882.81)
3/15/2012	6680	LINDA CALLAGHAN	ELECTION 2012 HELP	(125.00)
3/15/2012	6681	MC MASTER-CARR SUPPLY CO.		(161.86)
3/15/2012	6682	MICHAEL RAMPACEK	ELECTION 2012 HELP	(75.00)
3/15/2012	6683	MIDCO WASTE SYSTEMS #689	INV# 0689-1006381 2/12/12	(290.94)
3/15/2012	6684	MIDDLESEX COUNTY FIRE ACADEMY	INV# 12-1002-1015 1/30/12	(420.00)
3/15/2012	6685	NEW JERSEY PRESS MEDIA	INV# 0024534506 1/29/12	(46.88)
3/15/2012	6686	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 3/1/12	(4,532.85)
3/15/2012	6687	OLD FORGE SERVICE CENTER	INV# 120123008 1/23/12	(317.31)
3/15/2012	6688	PSE&G	GAS 2/24/12	(544.53)
3/15/2012	6689	ROY PRESS, INC.	INV# 49179 2/17/12	(461.25)
3/15/2012	6690	SAMUEL KLEIN & COMPANY	BUDGET 2012	(1,250.00)
3/15/2012	6691	VIKING TERMITE & PEST CONTROL, INC.	INV# 18389869 & 18390127 1/1/12	(144.75)
Total 1104-00 · Cash in Checking-PNC				(22,449.87)
TOTAL				(22,449.87)