

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
June 21, 2012**

**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 P. Connelly, N. Linke, B. Wright, D. Walker, J. Howard**

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

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

**Correction on signed contract with Firefighters.**

**Roll Call: 4 Yes 1 Abstain 1**

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
<b>Bal. bt fwd.</b>	<b>\$20,000.00</b>		<b>\$187,796.70</b>
<b>Deposits</b>	<b>\$12,005.04</b>		<b>\$ 37.00</b>
<b>Vouchers Paid</b>	<b>\$(32,451.70)</b>	<b>Withdrawals</b>	<b>\$(12,005.04)</b>
<b>Totals</b>	<b>\$ (446.67)</b>		<b>\$175,828.66</b>
 <b>Grand Total cash on hand</b>			 <b>\$175,381.99</b>

**Motion made to approve Treasurer's report 1<sup>st</sup> J.H 2<sup>nd</sup>. N. L.**

**Roll Call : 5 Yes**

**REQUISITIONS:**

<b>Mercer County Fire Acm.</b>	<b>Fire police Training</b>	<b>\$240.00</b>
<b>Honeywell Fire</b>	<b>3 Fire Coats/3 Pants</b>	<b>\$6022.30</b>
<b>Bandage Tire</b>	<b>Trailer tires</b>	<b>\$485.48</b>

**Question: N.L. who went?**

**Answer : Chief. Himself, Social Member Roger Chapdelaine, James Stonaker.**

**Question: N.L With Roger being on State disability isn't that a liability?**

**Answer: Chief No.**

**Motion made to approve 1<sup>st</sup> P.C 2<sup>nd</sup> J. H.**

**Roll Call: 5 yes**

**CORRESPONDENCE:**

**Rec'd First Responders booklet**

**Audit Report.**

**Email From Pierce Final truck inspection sometime around July 17<sup>th</sup>.  
So far Dwayne Fitzpatrick and Chief Stonaker will be going to Florida.  
Will have meeting to pick third person.**

**ATTORNEY'S REPORT:**

**A for the invoice that we received from pierce Cheryl Kennedy of Oshkosh was surprised since the Truck is paid for in full.**

**Question: D.W is it normal to prepay for entire truck?**

**Answer: J.Y Yes Cause Oshkosh owes the truck until the last Dollar is paid on the Lease.**

**April 2013 the first payment is due.**

**PRESIDENT STONAKER'S REPORT: None**

**CHIEF STONAKER'S REPORT:**

**15 Fires for the month of April.**

**Question from the Chief : How do we go about selling J3?**

**Answer J.Y by Resolution.**

**Q: P.C. can we list it on Ebay?**

**A: J.Y yes on Govdeals connect**

**J.Y Resolution is premature since we can't sell it until we receive the new truck.**

**NEW BUSINESS:**

**N.L. Still receiving bills from the hospital and squad when Albert Linke was hurt on a Fire call. 3-10-2012. B.W. spoke with Soden agency and was advised that the first bill she received was May 29, 2012. The first set of bills were handed into the Fire Dept in March, second set in April. Still unpaid.**

**N.L I think it's wrong that the Fire Dept is charged By the town for risking their lives to help others!**

**OLD BUSINESS:**

**B.W and J.H went over some of the other Fire Commissioners web site and haven't found any uniformity on the sites.**

**Should we advertise for a web designer?/ Do we really need to advertise?**

**No as per J.Y**

**Can we use the Fire Depts Website same domain?**

**Yes as per J.Y.**

**D.W. are we required to list the people that attend the meeting?**

**No as per J.Y.**

**OPEN TO THE PUBLIC: 1<sup>st</sup> J.H, 2<sup>nd</sup> N.L.**

**No Public.**

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> J.H, 2<sup>nd</sup> N.L**

**Resolution to go into Executive Session at 7:55pm 1<sup>st</sup> B. Wright, 2<sup>nd</sup>  
P.Connelly 8:09pm Back to public Session.**

**CLOSE MEETING : 1<sup>ST</sup> D.W, 2<sup>nd</sup> N.L**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 6/21/12

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$12,005.04
Vouchers/Fees paid/Transfers since last meeting:	(\$32,451.71)
Current Reconciled Balance Remaining in PNC Checking Account:	<b>(\$446.67)</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$187,796.70
Withdrawals:	(\$12,005.04)
Deposits/Interest to Savings Account (see Note 4):	\$37.00
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$175,828.66</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$175,381.99</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$34,326.34</b>

**Notes - 6/21/12 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$34,773.01) therefore a transfer FROM PNC Sav of **\$54,773.01** needs to be made in order to maintain the control balance of **\$20,000.00**. Checks for Petty Cash and for VALIC were cut after the last meeting.

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 \$37.00 on 5/31/12.

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

	Jan - Dec 12	Budget	% of Budget	
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
6100-00 · Salary & Wages				
6100-01 · Commissioners Pay	6,702.00	15,000.00	44.7%	
6100-02 · Clerk Pay	0.00	1,500.00	0.0%	
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>6,702.00</b>	<b>16,500.00</b>		<b>40.6%</b>
6400-00 · Professional Fees				
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%	
6400-02 · Accounting/Auditing Fees	2,844.70	12,000.00	23.7%	
6400-04 · Medical Services	4,995.00	5,000.00	99.9%	
<b>Total 6400-00 · Professional Fees</b>	<b>16,479.97</b>	<b>31,000.00</b>		<b>53.2%</b>
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%	
<b>Total 6500-00 · Office \Postage Exp</b>	<b>107.41</b>	<b>6,200.00</b>		<b>1.7%</b>
<b>Total Expense</b>	<b>24,247.51</b>	<b>56,700.00</b>		<b>42.8%</b>
<b>Net Ordinary Income</b>	<b>(24,247.51)</b>	<b>(56,700.00)</b>		<b>42.8%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	6,294.13	13,000.00	48.4%	
<b>Total 7140-00 · Truck Equipment</b>	<b>6,294.13</b>	<b>13,000.00</b>		<b>48.4%</b>
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%	
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>6,294.13</b>	<b>23,000.00</b>		<b>27.4%</b>
7200-00 · Hydrant Rental Dom Water	22,844.42	56,000.00		40.8%
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	2,719.00	6,000.00	45.3%	
<b>Total 7500-00 · Professional Services</b>	<b>2,831.39</b>	<b>6,750.00</b>		<b>41.9%</b>
7600-00 · Utilities	9,857.55	30,000.00		32.9%
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	512.87	5,000.00	10.3%	
7710-02 · Fuel	0.00	4,500.00	0.0%	
7710-04 · Truck Service	617.41	13,500.00	4.6%	
7710-05 · Equipment Testing	438.50	4,950.00	8.9%	
<b>Total 7710-00 · Truck Service</b>	<b>1,568.78</b>	<b>27,950.00</b>		<b>5.6%</b>
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%	
7730-00 · Bldg Maintenance	4,224.59	25,000.00	16.9%	
7740-00 · Bldg Supplies	1,211.13	2,000.00	60.6%	
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%	
<b>Total 7700-00 · Maint/Repairs</b>	<b>23,254.50</b>	<b>89,250.00</b>		<b>26.1%</b>
7800-00 · Contingency	1,056.82	10,000.00		10.6%
7850-00 · LOSAP Program				
7850-01 · LOSAP Program	19,887.33	21,000.00	94.7%	
<b>Total 7850-00 · LOSAP Program</b>	<b>19,887.33</b>	<b>21,000.00</b>		<b>94.7%</b>
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%	
<b>Total 8000-00 · Debt Service</b>	<b>0.00</b>	<b>78,801.00</b>		<b>0.0%</b>
9000-00 · Special Projects				
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%	
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>35,000.00</b>		<b>0.0%</b>
<b>Total Other Expense</b>	<b>113,311.14</b>	<b>389,301.00</b>		<b>29.1%</b>
<b>Net Other Income</b>	<b>(113,311.14)</b>	<b>(389,301.00)</b>		<b>29.1%</b>
<b>Net Income</b>	<b>(137,558.65)</b>	<b>(446,001.00)</b>		<b>30.8%</b>

06/20/12

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

Date	Num	Account	Open Balance
<b>ACCESS HEALTH SYSTEMS</b>			
6/20/2012	2012-01-019	6400-04 · Medical Services	135.00
Total ACCESS HEALTH SYSTEMS			135.00
<b>APPROVED FIRE PROTECTION CO.</b>			
6/20/2012	2012-01-020	7710-05 · Equipment Testing	104.00
Total APPROVED FIRE PROTECTION CO.			104.00
<b>AT&amp;T</b>			
6/20/2012	2012-03-053	7600-00 · Utilities	221.95
Total AT&T			221.95
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
6/20/2012	2012-01-021	7710-04 · Truck Service	245.10
6/20/2012	2012-01-022	7140-01 · Fire Equipment	118.00
Total AUTO KING PARTS & SUPPLIES			363.10
<b>BATTERIES PLUS</b>			
6/20/2012	2012-01-023	7710-01 · Radio Serv/Repair	261.87
Total BATTERIES PLUS			261.87
<b>BETTER LIVING DEPT. STORE</b>			
6/20/2012	2012-02-020	7740-00 · Bldg Supplies	283.27
Total BETTER LIVING DEPT. STORE			283.27
<b>BLUE STREAK UNIFORMS, LLC</b>			
6/20/2012	2012-01-024	7140-01 · Fire Equipment	239.88
Total BLUE STREAK UNIFORMS, LLC			239.88
<b>COMCAST</b>			
6/20/2012	2012-03-054	7600-00 · Utilities	47.04
Total COMCAST			47.04
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
6/20/2012	2012-01-025	7710-01 · Radio Serv/Repair	251.00
Total COMMUNICATIONS SPECIALISTS, INC.			251.00
<b>DEBORAH A. FITZGERALD</b>			
6/20/2012	2012-03-055	6400-02 · Accounting/Auditing Fees	187.50
Total DEBORAH A. FITZGERALD			187.50
<b>DEER PARK</b>			
6/20/2012	2012-02-021	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
6/20/2012	2012-02-022	7740-00 · Bldg Supplies	53.13
Total JAMESBURG HARDWARE & APPLIANCE			53.13
<b>JAMESBURG VOL FIRE DEPT</b>			
6/20/2012	2012-02-023	7750-00 · Fire Comp. Contract	16,250.00
Total JAMESBURG VOL FIRE DEPT			16,250.00
<b>JCP&amp;L</b>			
6/20/2012	2012-03-056	7600-00 · Utilities	881.44
6/20/2012	2012-03-056	7600-00 · Utilities	807.76
Total JCP&L			1,689.20
<b>JOSEPH D YOUSOUF, ESQUIRE</b>			
6/20/2012	2012-03-057	6400-01 · Legal Fees	8,640.27
Total JOSEPH D YOUSOUF, ESQUIRE			8,640.27
<b>MIDCO WASTE SYSTEMS #689</b>			
6/20/2012	2012-02-024	7730-00 · Bldg Maintenance	294.58
6/20/2012	2012-02-024	7730-00 · Bldg Maintenance	293.45
Total MIDCO WASTE SYSTEMS #689			588.03

06/20/12

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>NJ-AMERICAN WATER COMP.</b>			
6/20/2012	2012-03-058	7200-00 · Hydrant Rental Dom Water	35.97
6/20/2012	2012-03-058	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,613.97
<b>PSE&amp;G</b>			
6/20/2012	2012-02-059	7600-00 · Utilities	106.70
Total PSE&G			106.70
<b>RELIABLE FIRE PROTECTION</b>			
6/20/2012	2012-01-026	7710-05 · Equipment Testing	230.50
Total RELIABLE FIRE PROTECTION			230.50
<b>WILLIAM P. STONAKER</b>			
6/20/2012	2012-01-027	7710-04 · Truck Service	55.00
Total WILLIAM P. STONAKER			55.00
<b>TOTAL</b>			<b>34,326.34</b>





**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 May 2012

06/20/12

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
5/17/2012	6710	ALLEGIANCE LAWN & GARDEN	INV# 1435 5/7/12	(692.00)
5/17/2012	6711	AT&T	LOCAL & LONG DISTANCE 4/24/12	(217.24)
5/17/2012	6712	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 4/25/12	(482.05)
5/17/2012	6713	BINARY CONNECTIONS, INC.	INV# 3815 5/8/12	(1,539.00)
5/17/2012	6714	BOROUGH OF JAMESBURG SEWER UTILITY	2ND QTR 2012 SEWER FEE	(228.25)
5/17/2012	6715	BRIAN H. WRIGHT	2ND QTR 2012 COMMISSIONERS FEES	(715.00)
5/17/2012	6716	COMCAST	INTERNET & TV SVC 4/30/12	(66.44)
5/17/2012	6717	DEBORAH A. FITZGERALD	INV# 2012004 4/30/12	(187.50)
5/17/2012	6718	DEER PARK	INV# 12D7801965661 5/3/12	(4.93)
5/17/2012	6719	DINA WALKER	2ND QTR 2012 COMMISSIONERS FEES	(653.00)
5/17/2012	6720	GREAT AMERICAN FLAG COMPANY, LLC	INV# 9109-1 4/19/12	(195.00)
5/17/2012	6721	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 4/25/12	(103.00)
5/17/2012	6722	JOSEPH HOWARD	2ND QTR 2012 COMMISSIONERS FEES	(520.00)
5/17/2012	6723	NANCY LINKE	2ND QTR 2012 COMMISSIONERS FEES	(943.00)
5/17/2012	6724	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 5/10/12 & 18-0769723-8 5/1/12	(4,549.17)
5/17/2012	6725	NORTHEASTERN BUILDING SUPPLY	INV# 1204-110541 4/24/12	(70.43)
5/17/2012	6726	PATRICK CONNELLY	2ND QTR 2012 COMMISSIONERS FEES	(520.00)
5/17/2012	6727	PSE&G	GAS 4/26/12	(179.93)
5/17/2012	6728	VIKING TERMITE & PEST CONTROL, INC.	INV# 18398842 4/14/12	(139.10)
5/17/2012	6729	ANDY STONAKER - PETTY CASH	REIMBURSE EXPENSES TO FINISH FLOOR 4/12	(559.34)
5/17/2012	6730	VALIC	2011 CONTRIBUTIONS - 29 MEMBERS	(19,887.33)
Total 1104-00 · Cash in Checking-PNC				(32,451.71)
<b>TOTAL</b>				<b>(32,451.71)</b>

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

May 2012

06/20/12

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	5/17/2012	6717	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	5/16/2012	2012-03-046		6400-02 · Accounting/Auditing Fees	-187.50
TOTAL					-187.50
Bill Pmt -Check	5/17/2012	6719	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	5/16/2012	2012-03-047		6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	5/17/2012	6728	VIKING TERMITE & PEST ...	1104-00 · Cash in Checking-PNC	
Bill	5/16/2012	2012-02-018		7730-00 · Bldg Maintenance	-139.10
TOTAL					-139.10
Bill Pmt -Check	5/17/2012	6730	VALIC	1104-00 · Cash in Checking-PNC	
Bill	5/17/2012	2012-03-053		7850-01 · LOSAP Program	-19,887.33
TOTAL					-19,887.33