

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
July 22, 2010**

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,  
M. Linke B. Wright  
Absent: D. Walker

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

Upon the motion made by M. Linke and 2<sup>nd</sup> by P. Connelly a motion was made to accept the minutes as read. And to add that Board went into an executive session once meeting was closed to the Public.

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. bt fwd.	\$ 20,000.00		\$294,287.84
Deposits	\$0		\$ 132.77
Vouchers Paid	\$(10,670.04)	Withdrawals	\$ 0
Totals	\$ 9,329.96		\$294,420.61
Grand Total cash on hand			\$303,750.57

Change made to voucher list W. Stonaker to 7195(petty cash)  
Voucher addons \$4149.00 1<sup>st</sup> Responder, \$7274.94 NJAWC. Debbie will write checks on tonight.

This will change this months vouchers from \$14,285.67 to \$26,409.62.  
and Transfer from \$24,079.66 to \$37,079.66.

Motion made to approve Treasurer's report 1<sup>st</sup> N. Linke 2<sup>nd</sup> by M. Linke.

**REQUISITIONS: None**

**CORRESPONDENCE: None**

**ATTORNEY'S REPORT:**

As of July 1<sup>st</sup>, 2010 bid & Quote thrus holds have been changed to the following: Bids \$26,000.00 Quotes \$3900.00

As of July 13<sup>th</sup>, 2010 Leg. signed a hard 2% cap on municipal tax increase. Budgets will be difficult can't raise more than 2%.

Looks like Fire and school elections will be held in November. But we will have to vote on Budget in a separate election.

State also proposing to allow all agency to post all notices online instead of newspapers.

**PRESIDENT DURANDO'S REPORT:**

Vacuum was delivered. Still haven't heard anything about solar proposal.

Building upgrades will cost approx. \$300,000.00 plus the cost of a new truck.

Comment from M. Linke I think we should go over what he wants to do before we approve anything . A. Durando gave punch list of this he wants done.

President stated he's not doing any repairs to the fire house this year. He will be using the money in his budget for consultants fees.

Comment from N. Linke Don't we have to put safety sensors on the bay doors as per the insurance company. A. Durando well I don't think spending money on something I want to replace make sense. We can hang a sign to get around that. N. Linke NO the insurance company said it had to be done we are not putting signs up!

**CHIEF STONAKER'S REPORT:**

14 Fire for the month of June.

B. Wright congratulated the Department on a job well done concerning the July 3<sup>rd</sup> house fire. 1 child 10 month old Adam Gonzalez was released from the hospital and is back with family in Virginia.

Chief is working on Insurance claims.

Chief had pump on truck checked while fighting fire they went into rescue mode and left the pump on. All works fine no problems.

Dispatch is having radio issues so Helmetta is double punched with us just in case.

Fireworks this year were huge.

The chief is looking for prices to replace the chiefs truck looking at approx \$60,000. To \$70,000.

When can we purchase a new chiefs truck, Chief requested it be in next years budget.

P. Connelly You don't need a \$70,000. Truck!

Q: from M. Linke what about the alarms at the school we have 3 in 24 hours.

A: B. Wright they are fixing the problem this is all due to dust in the vents.

**NEW BUSINESS:**

**OLD BUSINESS:**

Mr. Robert Soden was at the meeting to present the quotes on life insurance for the fire fighters.

**OPEN TO THE PUBLIC: 1<sup>st</sup> N. Linke, 2<sup>nd</sup> M. Linke**

Q: T. Linke Did the house have smoke detectors?

A: B. Wright Yes

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> M. Linke, 2<sup>nd</sup> P. Connelly**

**CLOSE/ ADJOURN MEETING : 1<sup>ST</sup> M. Linke, 2<sup>ND</sup> P. Connelly**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 7/22/10

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$0.00
Vouchers/Fees paid/Transfers since last meeting:	(\$10,670.04)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	<b>\$9,329.96</b>

Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$294,287.84
Withdrawals:	\$0.00
Deposits/Interest to Savings Account (see Note 4):	\$132.77
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$294,420.61</b>

GRAND TOTAL CASH ON HAND: **\$303,750.57**

Total Dollar Amount of Current Month Voucher List to be Paid : **\$14,285.67**

*26,409.62*

**Notes - 7/22/10 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$4,955.71) therefore a transfer FROM PNC Sav of \$24,955.71 needs to be made in order to maintain the control balance of **\$20,000.00**. *\$ 37,079.66*

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 \$132.77 on 6/30/10 - PNC Bank.

## Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2010

	Jan - Dec 10	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	4,385.00	14,000.00	31.3%
6400-02 · Accounting/Auditing Fees	3,166.02	12,000.00	26.4%
6400-04 · Medical Services	4,300.00	5,000.00	86.0%
<b>Total 6400-00 · Professional Fees</b>	<b>11,851.02</b>	<b>31,000.00</b>	<b>38.2%</b>
6400-05 · Election Expenses	1,156.42	1,500.00	77.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,586.59	3,000.00	86.2%
6500-02 · Misc Supplies(petty cash)	77.29	200.00	38.6%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,663.88</b>	<b>3,200.00</b>	<b>83.2%</b>
<b>Total Expense</b>	<b>22,373.32</b>	<b>52,200.00</b>	<b>42.9%</b>
<b>Net Ordinary Income</b>	<b>(22,373.32)</b>	<b>(52,200.00)</b>	<b>42.9%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	462.88	13,455.00	3.4%
<b>Total 7140-00 · Truck Equipment</b>	<b>462.88</b>	<b>13,455.00</b>	<b>3.4%</b>
7195-00 · Uniform & Equip(Firefighters)	980.00	10,325.00	9.5%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>1,442.88</b>	<b>23,780.00</b>	<b>6.1%</b>
7200-00 · Hydrant Rental Dom Water	26,068.85	56,000.00	46.6%
7400-00 · Insurance Premium	20,306.05	39,000.00	52.1%
7500-00 · Professional Services			
7500-01 · Advertising	146.97	750.00	19.6%
7500-03 · Training & Education	(77.31)	6,500.00	(1.2)%
<b>Total 7500-00 · Professional Services</b>	<b>69.66</b>	<b>7,250.00</b>	<b>1.0%</b>
7600-00 · Utilities	12,645.70	30,000.00	42.2%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	166.50	5,000.00	3.3%
7710-02 · Fuel	231.47	4,000.00	5.8%
7710-04 · Truck Service	2,710.76	13,500.00	20.1%
7710-05 · Equipment Testing	870.05	4,950.00	17.6%
<b>Total 7710-00 · Truck Service</b>	<b>3,978.78</b>	<b>27,450.00</b>	<b>14.5%</b>
7720-00 · Air Pack & Bottle Repair	181.96	1,800.00	10.1%
7730-00 · Bldg Maintenance	4,652.64	25,000.00	18.6%
7740-00 · Bldg Supplies	0.00	3,000.00	0.0%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>25,063.38</b>	<b>89,750.00</b>	<b>27.9%</b>
7800-00 · Contingency	443.70	10,000.00	4.4%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	18,330.20	21,000.00	87.3%
<b>Total 7850-00 · LOSAP Program</b>	<b>18,330.20</b>	<b>21,000.00</b>	<b>87.3%</b>
8000-00 · Debt Service			
8010-01 · General Obligation Bonds-Princi	45,000.00	45,000.00	100.0%
8010-10 · Capital Lease-Principal	0.00	30,000.00	0.0%
8020-02 · General Obligation Bonds-Int.	2,317.50	3,476.00	66.7%
8020-10 · Capital Lease-Interest	0.00	13,695.00	0.0%
<b>Total 8000-00 · Debt Service</b>	<b>47,317.50</b>	<b>92,171.00</b>	<b>51.3%</b>
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
<b>Total Other Expense</b>	<b>151,687.92</b>	<b>394,786.00</b>	<b>38.4%</b>
<b>Net Other Income</b>	<b>(151,687.92)</b>	<b>(394,786.00)</b>	<b>38.4%</b>
<b>Net Income</b>	<b>(174,061.24)</b>	<b>(446,986.00)</b>	<b>38.9%</b>

07/20/10

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of July 31, 2010

Date	Num	Account	Open Balance
<b>ACCESS HEALTH SYSTEMS</b>			
7/19/2010	2010-01-004	6400-04 · Medical Services	105.00
Total ACCESS HEALTH SYSTEMS			105.00
<b>AT&amp;T</b>			
7/19/2010	2010-03-001	7600-00 · Utilities	231.89
Total AT&T			231.89
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
7/19/2010	2010-01-001	7140-01 · Fire Equipment	211.41
Total AUTO KING PARTS & SUPPLIES			211.41
<b>BAILEY'S SQUARE JANITORIAL SERVICES, INC.</b>			
7/19/2010	2010-02-001	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
<b>BLUE STREAK UNIFORMS, LLC</b>			
7/19/2010	2010-01-005	7195-00 · Uniform & Equip(Firefighters)	347.75
Total BLUE STREAK UNIFORMS, LLC			347.75
<b>CAMPBELL SUPPLY CO. INC.</b>			
7/19/2010	2010-01-006	7710-04 · Truck Service	225.50
7/19/2010	2010-01-006	7710-04 · Truck Service	291.78
Total CAMPBELL SUPPLY CO. INC.			517.28
<b>COMCAST</b>			
7/19/2010	2010-03-002	7600-00 · Utilities	50.03
Total COMCAST			50.03
<b>DEBORAH A. FITZGERALD</b>			
7/19/2010	2010-03-003	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
<b>DEER PARK</b>			
7/19/2010	2010-02-002	7730-00 · Bldg Maintenance	2.84
Total DEER PARK			2.84
<b>FIRETRACKER BINARY CONNECTIONS, INC.</b>			
7/19/2010	2010-01-007	6500-01 · Office Supplies	1,539.00
7/19/2010	2010-01-008	6500-01 · Office Supplies	39.00
Total FIRETRACKER BINARY CONNECTIONS, INC.			1,578.00
<b>GANNETT NJ NEWSPAPERS</b>			
7/19/2010	2010-03-004	7500-01 · Advertising	40.13
Total GANNETT NJ NEWSPAPERS			40.13
<b>GARDEN STATE TOWING ASSOC., INC.</b>			
7/19/2010	2010-01-011	7500-03 · Training & Education	75.00
Total GARDEN STATE TOWING ASSOC., INC.			75.00
<b>JCP&amp;L</b>			
7/19/2010	2010-03-005	7600-00 · Utilities	917.62
Total JCP&L			917.62
<b>MIDCO WASTE SYSTEMS #689</b>			
7/19/2010	2010-02-003	7730-00 · Bldg Maintenance	235.36
7/19/2010	2010-02-003	7730-00 · Bldg Maintenance	238.10
Total MIDCO WASTE SYSTEMS #689			473.46
<b>NEXTEL COMMUNICATIONS</b>			
7/19/2010	2010-03-007	7600-00 · Utilities	152.96
Total NEXTEL COMMUNICATIONS			152.96
<b>NJ-AMERICAN WATER COMP.</b>			
7/19/2010	2010-03-006	7200-00 · Hydrant Rental Dom Water	4,329.15
7/19/2010	2010-03-006	7200-00 · Hydrant Rental Dom Water	4,329.15
Total NJ-AMERICAN WATER COMP.			8,658.30

07/20/10

Jamesburg Board of Fire Commissioners  
Accounts Payable Voucher List  
As of July 31, 2010

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>PSE&amp;G</b>			
7/19/2010	2010-03-008	7600-00 · Utilities	93.57
Total PSE&G			93.57
<b>RELIABLE FIRE PROTECTION</b>			
7/19/2010	2010-01-009	7195-00 · Uniform & Equip(Firefighters)	263.50
Total RELIABLE FIRE PROTECTION			263.50
<b>WILLIAM P. STONAKER</b>			
7/19/2010	2010-01-010	<del>7730-00 · Bldg Maintenance</del> <i>7195- Petty Cash</i>	134.93
Total WILLIAM P. STONAKER			134.93
<b>TOTAL</b>			<b>14,285.67</b>



**BANK RECONCILIATION**

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

MONTH OF: **June-10**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

<b>BALANCE FORWARD:</b>	31-May-10	\$20,000.00	<b>BAL. PER BANK STATEMENT</b>	\$17,854.41
			<b>AS OF:</b>	30-Jun-10
<b>ADD DEBITS:</b>			<b>ADD DEPOSITS IN TRANSIT:</b>	
Online Banking Transfer				
on	\$0.00			
<b>TOTAL DEBITS:</b>	\$0.00			
	<b>TOTAL</b>	\$20,000.00		
<b>LESS CREDITS:</b>			<b>TOTAL IN TRANSIT:</b>	
VOUCHER LIST - 6/30	\$10,670.04			
ACCOUNT ANALYSIS - 6/30	\$0.00			
<b>TOTAL CREDITS:</b>	\$10,670.04			
<b>BANK BALANCE-Per General Ledger:</b>		\$9,329.96	<b>BANK BALANCE-Per Reconciliation:</b>	\$17,854.41
			<b>LESS CHECKS OUTSTANDING:</b>	
			<b>TOTAL:</b>	\$8,524.45

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6268	8,125.00	Jamesburg Vol Fire	6/17/10	
6273	123.00	William Stonaker	6/17/10	
6274	112.00	Old Forge Service	6/17/10	
6276	164.45	Postmaster - Jamesburg	6/17/10	
<b>TOTAL</b>	<b>\$ 8,524.45</b>			

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 June 2010

07/19/10

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
6/17/2010	6261	APPROVED FIRE PROTECTION CO.	INV#11106887 6/11/10	(131.25)
6/17/2010	6262	AT&T	AT&T BILL 4/24/10	(232.73)
6/17/2010	6263	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV# 46855 5/15/10	(182.00)
6/17/2010	6264	CAMPBELL SUPPLY CO. INC.	INV# R012001067:01 6/2/10	(227.86)
6/17/2010	6265	COMCAST	CABLE BILL 5/31/10	(50.05)
6/17/2010	6266	DEBORAH A. FITZGERALD	INV# 2010005 5/31/10	(287.50)
6/17/2010	6267	DEER PARK	INV# 00E7801965661 6/3/10	(4.93)
6/17/2010	6268	JAMESBURG VOL FIRE DEPT	2ND QTR 2010 CONTRACT INSTALLMENT	(8,125.00)
6/17/2010	6269	JCP&L	BILL 5/17/10	(697.13)
6/17/2010	6270	NEW JERSEY FIRE EQUIPMENT CO.	INV# 34627 1/25/10	(35.11)
6/17/2010	6271	NEXTEL COMMUNICATIONS	INV# 325901826-067 5/27/10	(152.96)
6/17/2010	6272	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 6/10/10	(14.79)
6/17/2010	6273	OLD FORGE SERVICE CENTER	INV# 100601017 6/1/10	(123.00)
6/17/2010	6274	POSTMASTER-JAMESBURG	P.O. BOX # 298 RENTAL RENEWAL - 2010	(112.00)
6/17/2010	6275	PSE&G	BILL 5/25/10	(129.28)
6/17/2010	6276	WILLIAM P. STONAKER		(164.45)
Total 1104-00 · Cash in Checking-PNC				(10,670.04)
<b>TOTAL</b>				<b>(10,670.04)</b>

07/20/10

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 June 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	6/17/2010	6268	JAMESBURG VOL FIRE DEPT	1104-00 · Cash in Checking-PNC	
Bill	6/14/2010	100608		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	6/17/2010	6273	OLD FORGE SERVICE CENT...	1104-00 · Cash in Checking-PNC	
Bill	6/14/2010	100613		7710-04 · Truck Service	-123.00
TOTAL					-123.00
Bill Pmt -Check	6/17/2010	6274	POSTMASTER-JAMESBURG	1104-00 · Cash in Checking-PNC	
Bill	6/14/2010	100614		6500-01 · Office Supplies	-112.00
TOTAL					-112.00
Bill Pmt -Check	6/17/2010	6276	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	6/14/2010	100616		7500-03 · Training & Education	-10.00
Bill	6/14/2010	100617		7710-02 · Fuel	-44.47
Bill	6/14/2010	100618		7140-01 · Fire Equipment	-39.99
Bill	6/14/2010	100619		7140-01 · Fire Equipment	-69.99
TOTAL					-164.45