



# **BOARD OF FIRE COMMISSIONERS**

**DISTRICT NO. 1**

**Township of Pittsgrove, Salem County**

**P.O. Box 111**

**Norma, NJ 08347-0111**

**Regular Meeting  
JUNE 16, 2014**

**Present:**

Louis J. Vasile, Secretary

Pat Heer, Treasurer

Elbert Johnson

Sandy Comparri, Recording Secretary

**Absent:**

Henry Mayerfeld, Chairman

Krystal Bates

Linda Kurtz, Chief

Rich Kurtz, President

Lou Vasile called the meeting to order at 7:45 pm. The flag salute and a moment of silence and reflection for the LODD and or dignitaries were held. The sunshine law was read.

**MINUTES FOR MAY 19, 2014:**

The minutes were reviewed and approved on a motion by Elbert Johnson and seconded Pat Heer

Vote: All in favor

**TREASURERS REPORT FOR JUNE 16, 2014:**

The treasurer's report was reviewed. The invoice for the computer bought by the Chief will not be paid, since it was not approved by the Commissioners. The laptop bought by the Commissioners in December of 2013 will be used in the conference room for training and the computer bought by the Chief will be used in her office.

Lou Vasile thinks asset tags should be added to all equipment.

Pat Heer feels an inventory of all equipment should be done. By doing this the Commissioners would be have a complete assets list of everything and the depreciation can be kept accordingly.

Everyone agreed an inventory should be done on everything in the building.

The Treasurer supplied the Commissioners with the quote from nat Alexander for the thermal imaging camera. She told the Commissioners Lou approved paying for the camera after the quote was sent to everyone, so Nat Alexander would not have to wait for his money.

The Treasurer informed the Commissioners while preparing the paperwork for the audit she found where Physio Control was paid twice for the camera bought last year. This happened because the invoices were two different amounts. She called Physio Control and requested the overpayment of \$ 2,398.25 to be returned. She said she did not understand why they kept the money instead of returning it.

The Treasurer told the Commissioners she received an invoice from the New Jersey State Association of Fire Districts in the amount of \$ 2,100.00 for dues owed from 2008 to 2014.

Lou Vasile said the commissioners never belonged to the state association and never wanted to belong to the state association. That was something Jim Colby was involved in. He would like the secretary to send a letter to the association asking them to stop sending their minutes and to remove the commissioners as members.

The treasurers report was approved on a motion by Pat Heer and seconded by Elbert Johnson.  
Vote: All in favor

**Correction on 2012 LOSAP Payment:**

The Secretary talked to Sharon Smith at Bowman and Company about how to do the correction to 2012 LOSAP. Sharon said just be sure to do a separate resolution for the correction. As far as the interest that would have been earned she did not see anything in the LOSAP rules that would allow for that.

**Resolution 2014-16 Correction to 2012 LOSAP:**

A motion was made by Pat Heer to approve the correction of the LOSAP for 2012 in the amount of \$ 166.89 to be dispersed in the following way:

LOSAP 2012	Pts earned	Amt pd to LOSAP	Amt s/h been pd to LOSAP	Difference
Krystal Bates	102	\$1,461.92	\$1,494.08	\$32.16
Shawn D'Agostino	57	\$882.49	\$901.91	\$19.42
Laura Gouse	69	\$1,044.19	\$1,067.17	\$22.98
Linda Kurtz	163	\$1,461.92	\$1,494.08	\$32.16
Richard Kurtz Jr.	142	\$1,461.92	\$1,494.08	\$32.16
Dan Sauder	86	\$1,273.27	\$1,301.28	\$28.01
			Total	\$166.89

This motion was seconded by Elbert Johnson.

Vote:

Louis J. Vasile - yes

Pat Heer - yes

Elbert Johnson - yes

**LOSAP for 2013:**

The Chief did supply the Treasurer with the totals to complete the 2013 LOSAP.

The Treasurer figured the following needed to be paid for 2013 LOSAP:

Member LOSAP 2013	Pts Earned	Pd. To LOSAP
Krystal Bates	140	1,520.98
Shawn D'Agostino	68	1,072.35
Linda Kurtz	195	1,520.98
Richard Kurtz Jr.	170	1,520.98
Roselynnda Montana Pace	53	862.06
Ronald Petrosky	78	1,212.55
Total		7,709.90

**Resolution 2014-17 2013 LOSAP Payment:**

A motion was made by Elbert Johnson to approve the LOSAP payment of \$ 7,709.90. this was seconded by Pat Heer.

Vote:

Louis J. Vasile - yes

Pat Heer - yes

Elbert Johnson - yes

**CHIEF'S REPORT**

24-2 and 24-5 pumps were tested along with the hose and ladders. All passed.

All packs were tested and passed.

An AED was ordered.

New batteries for the Stryker stretcher were ordered along with a mattress, since the other was ripped.

The company responded to a on Wallace Street. It was one of Henry Mayerfeld's rentals. It was a kitchen fire; two pots were left on the stove. Everything went well. Both Norma and Rosenhayn responded.

**Title Replacement:**

Lou Vasile is to take care of getting the replacement titles for all trucks. He said some of the tags are wrong and he wants to fix the tag issue while getting the new titles.

**Disclosure Form:**

Elbert Johnson has a question about the disclosure forms.

Lou Vasile explained to him disclosures need to be sent to:

1 to state of NJ

1 to Pittsgrove Township, (in the brown envelope)

1 to Salem County

**GENERATOR**

The generator is being put on hold until next month.

**Tire Recall:**

Unknown, No one from Fire Company attended the meeting

**Second Water Test:**

Unknown, No one from Fire Company attended the meeting

**LOSAP for Dan Sauder:**

This should now be able to be done since the 2013 LOSAP will be sent to VFIS.

**Wawa Credit Card:**

As Sharon Smith, auditor was reviewing the minutes for the 2013 audit; she noticed mention of getting a Wawa gift card is to purchase gas since a Wawa credit card is no longer available. As per an e-mail sent to me by Sharon on May 28, 2014 this is what she said:

“I just discussed this with Dave. While CONTINUAL use of a Wawa gift card (and I understand this is NOT your intent) for gas might be frowned upon by the DLGS, using it as a backup for emergency purposes (e.g. power goes out) would be acceptable for an organization your size. If you choose to do this, we recommend:

- (1) Document in the minutes what you’re doing and indicate that is is a backup for emergencies only.
- (2) Have the Chief keep backup for what she is purchasing with the gift card (e.g, If the gift card is for \$100, have available \$100 in Wawa gas receipts to show that the gift card was used for Wawa gas-maybe attach the individual receipts to the original voucher after the card has been used fully.)
- (3) Keep the Wawa gift card in a safe, central location.”

After the Commissioners reviewed a copy of this e-mail, Lou Vasile asked the Secretary to hold off on getting the gift card until next month. He wants Henry to see what the auditor had to say about getting the card. He wants to make sure everyone understands how this is going to work.

**E-mail addresses:**

Lou Vasile gave everyone their e-mail address for the Commissioners Website. The e-mail addresses are you first and last name @ normaComm.com.

**Tabled items:**

- Stripping of Parking lot (Henry)
- Repaving of parking lot ( Henry)
- Solar Panels (Lou)

**Correspondence:**

- The secretary gave the Commissioners a letter from Lincoln Benefits Life notifying customers of the dale of the company.

**ADJOURNMENT:**

The meeting was closed at 9:25 pm.

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Sandra M. Comparri  
Recording Secretary