

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF UPPER; DISTRICT #3**

February 22, 2016

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on February 22, 2016 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Kurt Austin**, **Jeff McAfee**, and **Jeff Pierson, Jr.** were present. Commissioner **Thomas Swenk** was unable to attend. Also present were **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, **Paul Hoster**, President of the Marmora Volunteer Fire Company, and **James Moore, Esq.** of the Serber Konschak Law Firm, Counsel to the Board.

As the first order of business, the Board discussed the results of Saturday's election, noting that **Jeff Pierson, Jr.** was elected as Commissioner, and the 2016 budget was approved, as presented. (There were 44 votes in favor of the budget, and 2 votes against the budget, inclusive of absentee ballots.) It was agreed that **Mr. DiNicolantonio** will deliver the resolution which documents the voter's consent to the amount to be raised from taxation to the Upper Township Tax Assessor.

Thereafter, the Board held its reorganization meeting, making and approving the following appointments:

| | |
|----------------|--|
| Chairman- | Robert DiNicolantonio |
| Vice Chairman- | Kurt Austin |
| Secretary- | Jeff McAfee |
| Treasurer- | Jeff Pierson, Jr. |
| Commissioner- | Thomas Swenk |
| Solicitor- | Serber Konschak Law Firm |
| Auditor- | Kenneth Yeutter, CPA |
| Newspaper- | Ocean City Sentinel-Ledger (primary) Cape May County Herald (secondary) |
| Bank- | Ocean City Home Bank |
| Meeting Dates- | Various Mondays, as advertised |
| Meeting Time- | 5:00 p.m. |

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held November 30, 2015.

Mr. Bohrer presented a financial report, including a list of checks to be approved, signed and distributed. The checks were approved as presented. Mr. Bohrer noted that the checking account

MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF UPPER; DISTRICT #3

February 22, 2016
(continued)

is in "the negative", until he can redeem two (2) Certificates of Deposit to cover the negative balance. He also stated that this is routine in the beginning of a year, until such time that current year funds are received from the township.

Mr. Bohrer also reviewed the 2015, end-of-year financial statements, but he reminded the Board that these are subject to audit by the outside auditor.

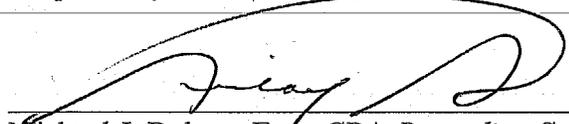
Mr. Moore updated the Board on the question of whether the Vehicle lease and Building lease should be consolidated before being presented to the State of New Jersey, Local Finance Board. He will have a definitive answer/suggestion at the next meeting.

Mr. Bohrer reminded the Board that the next meeting (in May) is that at which the insurance agent attends. Therefore, the commissioners should begin to consider any changes to insurance coverage, if any.

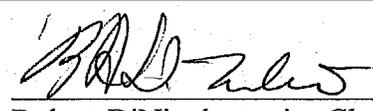
Mr. Newman provided a detailed summary of the volunteer fire company's 2015 operating and financial activities, noting that the number of runs was down, but that the man-hours were up from the prior year. From a financial perspective, **Mr. Newman** noted that almost \$24,000 was raised from fund drives and coin drops, this amount exceeding that spent on non-firefighting events such as the installation dinner, holiday appreciation party and the like. Stated differently, all funds received from the Board can be traced to firefighting activities. **Mr. Newman** indicated that the volunteer fire company incurred a large expenditure to repair the concrete pad at the firehouse, at a cost of almost \$26,000 but was able to do so from its own funds. **Mr. Newman** also distributed the volunteer fire company's 2016 budget, noting that it does not include any extraordinary expenditure. The Board thanked him for his thorough report and the volunteer fire company's outstanding services to the community. **Mr. Newman's** reports are attached to the minutes hereto.

There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,


Michael J. Bohrer, Esq., CPA *Recording Secretary*

Approved and Submitted,


Robert DiNicolantonio, *Chairman*



MARMORA VOLUNTEER FIRE CO.

40 TUCKAHOE ROAD P.O. Box 127

MARMORA, N.J. 08223

Business (609) 390-3555

Fax (609) 390-3568

www.marmorafire.com

Jay Newman, *Chief*
Jeff McIntyre, *Deputy Chief*
Russell Barham, *Deputy Chief*
Jeff Pierson Sr, *Deputy Chief Admin.*
Don Tomlinson, *Safety Officer*

Paul Hoster, *President*
Mike Endicott, *Vice President*
Steve Becotte, *Treasurer*
Katie Austin, *Secretary*
Austin Evans, *Corresp.Secretary*

February 17, 2016

To: Upper Township Board of Fire Commissioners, District #3

From: Jay Newman, Chief Marmora Volunteer Fire Company

Subject: Report of Operations 2014

Gentlemen,

It is my pleasure to present to you this letter and additional documents outline our operations for the 2015 calendar year. Compared to the past several years, this year seemed as "normal" as you can get.

This year we responded to 207 emergency calls, down slightly from last year's 219 calls. Attached you will find our list of activities, including emergency calls, training, meetings and equipment maintenance activities. Man hours were up this year for emergencies however topping 2,661 man hours to last year's 2,242.

This year's emergency responses included many interesting responses. On February 12th we were requested to assist the Avalon Fire Department at the scene of a large house on fire on one of the finger lagoons. Seems pretty normal? Not quite. Temperatures were in the 0 to 5 above range and the wind was blowing about 20mph steady with 35 mph gusts. Our equipment and men operated on the scene for several hours. They were ice covered when they got done but recovered nicely with no damage or injuries.

On March 22nd we were dispatched to assist the Somers Point Fire Department at an Apartment Complex on Somers Point-Mays Landing Road. Units operated on the scene for several hours assisting with roof ventilation.

On July 28th we were called to assist the Tuckahoe Fire Company with a well involved structure fire on Polplar Ave in Tuckahoe.

On September 24th we responded to a fatal MVA on Tuckahoe Rd. between Church and Butter Roads. Despite a fatality in one of the vehicles, our crews worked to remove the entrapped victim in the other vehicle. She is still recovering but expected to make a full recovery.

Other activities of note included the publicizing of our new lower ISO rating. This continues to save our residents money on their fire insurance premiums. In March several members attended the annual awards ceremony for the 200 Club of Atlantic and Cape May Counties. Four of our members: Deputy Chief Jeff McIntyre, Captain DJ Young, Firefighter Matt Long and FF Mark Newman were awarded valor awards by the 200 Club for their efforts in rescuing a trapped truck driver in the water beneath the Garden State Parkway Bridge.

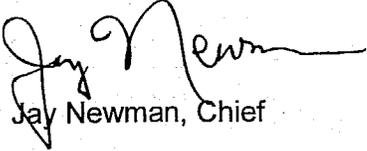
As stated in my last report, a truck committee was formed to look into replacing our 1998 first out Engine. We have purposely slowed down the work of this committee so that we can pay down further our apparatus debt. We should start moving forward again with the new engine.

Our membership remains strong with around 50 active members, 25 very active. This year we graduated 5 members from firefighter I, and 4 from firefighter II. Several members also attended multiple different firematic schools and seminars. One area of concern came up this year as for the first time in recent memory, we have no junior members. We hope to address that in the near future.

Our budget went well again this year. At this time our compiled financial statements are being put together by our accountant. You will see that once again, our fund raising efforts greatly exceeded the money spent on company personnel.

Thank you for your continued cooperation and as usual, please do not hesitate to contact me with any questions.

Respectfully Submitted,


Jay Newman, Chief

12:21 PM

02/22/16

Accrual Basis

Marmora Volunteer Fire Company
Profit & Loss Budget vs. Actual
 January through December 2016

| | Jan - Dec 16 | Budget |
|--|-------------------|-------------------|
| Income | | |
| 4100 · Fire Commission/Township Funds | | |
| 4105 · Building Lease | 0.00 | 65,000.00 |
| 4110 · Contract | 0.00 | 295,000.00 |
| 4116 · Commissioners - Sm. Loose Equip | 0.00 | 0.00 |
| 4120 · Vehicle Lease | 0.00 | 80,000.00 |
| Total 4100 · Fire Commission/Township Funds | 0.00 | 440,000.00 |
| 4150 · Garden State Parkway Income | 1,580.00 | 3,000.00 |
| 4200 · Fund-raising Income | | |
| 4205 · Coin Drop | 0.00 | 4,000.00 |
| 4210 · Fund Drive | 15,056.50 | 15,000.00 |
| Total 4200 · Fund-raising Income | 15,056.50 | 19,000.00 |
| 4300 · Member Dues | 0.00 | 150.00 |
| 4400 · Memorials | 0.00 | 500.00 |
| 4700 · Miscellaneous Income | 0.00 | 100.00 |
| 9000 · Fire Safety Fund Income | 0.00 | 25,000.00 |
| Total Income | 16,636.50 | 487,750.00 |
| Expense | | |
| 6000 · Administration | | |
| 6005 · Accounting Fees/Audits | 0.00 | 2,200.00 |
| 6015 · Assessments & Taxes | 803.25 | 3,000.00 |
| 6025 · Computer Expenses | 1,269.94 | 7,500.00 |
| 6026 · Cable and Internet | 257.56 | 2,000.00 |
| 6035 · Length of Service/Pension | 0.00 | 50,000.00 |
| 6040 · Office Supplies | 0.00 | 1,000.00 |
| 6045 · Postage and Delivery | 0.00 | 250.00 |
| 6050 · Telephone | 435.91 | 3,000.00 |
| 6051 · Copier Lease | 236.00 | 1,500.00 |
| 6090 · Insurance Repairs/Replace | 0.00 | 100.00 |
| Total 6000 · Administration | 3,002.66 | 70,550.00 |
| 6100 · Fire Prevention | 0.00 | 1,000.00 |
| 6200 · Buildings & Grounds | | |
| 6205 · Building & Grounds Maintenance | 0.00 | 2,000.00 |
| 6208 · Lawn Care | 0.00 | 3,500.00 |
| 6209 · Building Maintenance Supplies | 0.00 | 1,500.00 |
| 6210 · HVAC Building Repairs | 615.00 | 1,000.00 |
| 6211 · Plumbing Building Repairs | 0.00 | 1,500.00 |
| 6212 · Electrical Building Repairs | 0.00 | 1,000.00 |
| 6213 · Generator Service | 800.00 | 1,000.00 |
| 6214 · Building Fire Supression/Alarms | 0.00 | 2,000.00 |
| 6215 · Security/Camera Systems | 0.00 | 1,000.00 |
| 6220 · Memorial Up Keep | 0.00 | 500.00 |
| 6225 · Natural Gas | 455.69 | 4,500.00 |
| 6230 · Electric | 1,966.30 | 15,000.00 |
| 6235 · Water | 589.78 | 4,000.00 |
| Total 6200 · Buildings & Grounds | 4,426.77 | 38,500.00 |
| 6300 · Capital Expenditures | | |
| 6301 · New Truck Purchase ¹⁵⁴⁵ | 0.00 | 64,000.00 |
| 6307 · Building Lease | 159,091.73 | 160,000.00 |
| Total 6300 · Capital Expenditures | 159,091.73 | 224,000.00 |
| 6400 · Communications | | |
| 6405 · Communication Maintenance | 0.00 | 1,000.00 |
| 6425 · Communications Purchases | 0.00 | 5,000.00 |
| Total 6400 · Communications | 0.00 | 6,000.00 |
| 6500 · Company Personal | | |
| 6505 · Christmas Party | 150.00 | 2,000.00 |
| 6510 · Company Picnic | 0.00 | 1,000.00 |
| 6520 · Installation Dinner | 8,128.70 | 12,000.00 |
| 6525 · Uniforms | 0.00 | 10,000.00 |

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02/22/16

Accrual Basis

Marmora Volunteer Fire Company Profit & Loss Budget vs. Actual January through December 2016

| | Jan - Dec 16 | Budget |
|---|--------------------|-------------------|
| 6530 - Welfare | 72.50 | 1,000.00 |
| 6535 - Fitness Program | 0.00 | 1,000.00 |
| 6540 - 200 Club Breakfast | 0.00 | 1,000.00 |
| Total 6500 - Company Personnel | 8,351.20 | 28,000.00 |
| 6600 - Equipment | | |
| 6605 - Equipment Maintenance | | |
| 6606 - Pump & Ladder Test | 0.00 | 2,000.00 |
| 6607 - Jaws Contract | 0.00 | 3,500.00 |
| 6608 - Cascade Contract | 0.00 | 2,000.00 |
| 6609 - Hose Testing | 0.00 | 2,500.00 |
| 6611 - SCBA Flow Test | 0.00 | 2,500.00 |
| 6612 - Fire Extinguisher | 0.00 | 500.00 |
| 6613 - AED | 2,412.38 | 2,000.00 |
| 6614 - Gear Maintenance | 0.00 | 1,000.00 |
| 6617 - SCBA Fit Test | 0.00 | 1,500.00 |
| 6618 - Crash Recovery License Fee | 530.00 | 700.00 |
| Total 6605 - Equipment Maintenance | 2,942.38 | 18,200.00 |
| 6650 - Equipment Purchases | | |
| 6651 - 1530 Purchases | 0.00 | 1,000.00 |
| 6652 - 1550 Purchases | 0.00 | 1,000.00 |
| 6653 - 1570 Purchases | 0.00 | 1,000.00 |
| 6654 - 1545 Purchases | 0.00 | 1,000.00 |
| 6660 - Turnout Gear | 0.00 | 15,000.00 |
| 6669 - Company Approved Capital Purch | 0.00 | 50,000.00 |
| Total 6650 - Equipment Purchases | 0.00 | 69,000.00 |
| Total 6600 - Equipment | 2,942.38 | 87,200.00 |
| 6700 - First Responder | 0.00 | 1,000.00 |
| 6800 - Fund-raising | | |
| 6805 - Coin Drop | 0.00 | 200.00 |
| 6810 - Fund Drive | 0.00 | 1,200.00 |
| Total 6800 - Fund-raising | 0.00 | 1,400.00 |
| 6900 - Training | | |
| 6910 - Training Expenses | 730.00 | 7,000.00 |
| 6915 - Training Publications | 0.00 | 500.00 |
| 6916 - Junior Program | 0.00 | 500.00 |
| 6920 - Tuition | 965.00 | 3,000.00 |
| 6900 - Training - Other | 711.20 | |
| Total 6900 - Training | 2,406.20 | 11,000.00 |
| 7000 - Vehicle Maintenance | | |
| 7005 - Vehicle Fuel | 555.94 | 4,000.00 |
| 7010 - Repairs & Maintenance | | |
| 7011 - 1511 Repairs & Maint | 278.06 | 800.00 |
| 7012 - 1512 Repairs & Maint | 0.00 | 800.00 |
| 7013 - 1530 Repairs & Maint | 448.00 | 3,000.00 |
| 7014 - 1545 Repairs & Maint | 0.00 | 3,000.00 |
| 7015 - 1550 Repairs & Maint | 0.00 | 3,000.00 |
| 7016 - 1570 Repairs & Maint | 0.00 | 3,000.00 |
| Total 7010 - Repairs & Maintenance | 726.06 | 13,600.00 |
| 7050 - Tools & Supplies | 72.00 | 1,500.00 |
| Total 7000 - Vehicle Maintenance | 1,354.00 | 19,100.00 |
| Total Expense | 181,574.94 | 487,750.00 |
| Net Income | -164,938.44 | 0.00 |

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02/22/16
Accrual Basis

Marmora Volunteer Fire Company Profit & Loss Budget vs. Actual January through December 2016

| | \$ Over Budget | % of Budget |
|--|----------------|-------------|
| Income | | |
| 4100 · Fire Commission/Township Funds | | |
| 4105 · Building Lease | -65,000.00 | 0.0% |
| 4110 · Contract | -295,000.00 | 0.0% |
| 4116 · Commissioners - Sm. Loose Equip | 0.00 | 0.0% |
| 4120 · Vehicle Lease | -80,000.00 | 0.0% |
| Total 4100 · Fire Commission/Township Funds | -440,000.00 | 0.0% |
| 4150 · Garden State Parkway Income | -1,420.00 | 52.7% |
| 4200 · Fund-raising Income | | |
| 4205 · Coin Drop | -4,000.00 | 0.0% |
| 4210 · Fund Drive | 56.50 | 100.4% |
| Total 4200 · Fund-raising Income | -3,943.50 | 79.2% |
| 4300 · Member Dues | -150.00 | 0.0% |
| 4400 · Memorials | -500.00 | 0.0% |
| 4700 · Miscellaneous Income | -100.00 | 0.0% |
| 9000 · Fire Safety Fund Income | -25,000.00 | 0.0% |
| Total Income | -471,113.50 | 3.4% |
| Expense | | |
| 6000 · Administration | | |
| 6005 · Accounting Fees/Audits | -2,200.00 | 0.0% |
| 6015 · Assessments & Taxes | -2,196.75 | 26.8% |
| 6025 · Computer Expenses | -6,230.06 | 16.9% |
| 6026 · Cable and Internet | -1,742.44 | 12.9% |
| 6035 · Length of Service/Pension | -50,000.00 | 0.0% |
| 6040 · Office Supplies | -1,000.00 | 0.0% |
| 6045 · Postage and Delivery | -250.00 | 0.0% |
| 6050 · Telephone | -2,564.09 | 14.5% |
| 6051 · Copier Lease | -1,264.00 | 15.7% |
| 6090 · Insurance Repairs/Replace | -100.00 | 0.0% |
| Total 6000 · Administration | -67,547.34 | 4.3% |
| 6100 · Fire Prevention | -1,000.00 | 0.0% |
| 6200 · Buildings & Grounds | | |
| 6205 · Building & Grounds Maintenance | -2,000.00 | 0.0% |
| 6208 · Lawn Care | -3,500.00 | 0.0% |
| 6209 · Building Maintenance Supplies | -1,500.00 | 0.0% |
| 6210 · HVAC Building Repairs | -385.00 | 61.5% |
| 6211 · Plumbing Building Repairs | -1,500.00 | 0.0% |
| 6212 · Electrical Building Repairs | -1,000.00 | 0.0% |
| 6213 · Generator Service | -200.00 | 80.0% |
| 6214 · Building Fire Supression/Alarms | -2,000.00 | 0.0% |
| 6215 · Security/Camera Systems | -1,000.00 | 0.0% |
| 6220 · Memorial Up Keep | -500.00 | 0.0% |
| 6225 · Natural Gas | -4,044.31 | 10.1% |
| 6230 · Electric | -13,033.70 | 13.1% |
| 6235 · Water | -3,410.22 | 14.7% |
| Total 6200 · Buildings & Grounds | -34,073.23 | 11.5% |
| 6300 · Capital Expenditures | | |
| 6301 · New Truck Purchase 1545 | -64,000.00 | 0.0% |
| 6307 · Building Lease | -908.27 | 99.4% |
| Total 6300 · Capital Expenditures | -64,908.27 | 71.0% |
| 6400 · Communications | | |
| 6405 · Communication Maintenance | -1,000.00 | 0.0% |
| 6425 · Communications Purchases | -5,000.00 | 0.0% |
| Total 6400 · Communications | -6,000.00 | 0.0% |
| 6500 · Company Personel | | |
| 6505 · Christmas Party | -1,850.00 | 7.5% |
| 6510 · Company Picnic | -1,000.00 | 0.0% |
| 6520 · Installation Dinner | -3,871.30 | 67.7% |
| 6525 · Uniforms | -10,000.00 | 0.0% |

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02/22/16

Accrual Basis

Marmora Volunteer Fire Company Profit & Loss Budget vs. Actual January through December 2016

| | \$ Over Budget | % of Budget |
|---|--------------------|---------------|
| 6530 · Welfare | -927.50 | 7.3% |
| 6535 · Fitness Program | -1,000.00 | 0.0% |
| 6540 · 200 Club Breakfast | -1,000.00 | 0.0% |
| Total 6500 · Company Personnel | -19,648.80 | 29.8% |
| 6600 · Equipment | | |
| 6605 · Equipment Maintenance | | |
| 6606 · Pump & Ladder Test | -2,000.00 | 0.0% |
| 6607 · Jaws Contract | -3,500.00 | 0.0% |
| 6608 · Cascade Contract | -2,000.00 | 0.0% |
| 6609 · Hose Testing | -2,500.00 | 0.0% |
| 6611 · SCBA Flow Test | -2,500.00 | 0.0% |
| 6612 · Fire Extinguisher | -500.00 | 0.0% |
| 6613 · AED | 412.38 | 120.6% |
| 6614 · Gear Maintenance | -1,000.00 | 0.0% |
| 6617 · SCBA Fit Test | -1,500.00 | 0.0% |
| 6618 · Crash Recovery License Fee | -170.00 | 75.7% |
| Total 6605 · Equipment Maintenance | -15,257.62 | 16.2% |
| 6650 · Equipment Purchases | | |
| 6651 · 1530 Purchases | -1,000.00 | 0.0% |
| 6652 · 1550 Purchases | -1,000.00 | 0.0% |
| 6653 · 1570 Purchases | -1,000.00 | 0.0% |
| 6654 · 1545 Purchases | -1,000.00 | 0.0% |
| 6660 · Turnout Gear | -15,000.00 | 0.0% |
| 6669 · Company Approved Capital Purch | -50,000.00 | 0.0% |
| Total 6650 · Equipment Purchases | -69,000.00 | 0.0% |
| Total 6600 · Equipment | -84,257.62 | 3.4% |
| 6700 · First Responder | -1,000.00 | 0.0% |
| 6800 · Fund-raising | | |
| 6805 · Coin Drop | -200.00 | 0.0% |
| 6810 · Fund Drive | -1,200.00 | 0.0% |
| Total 6800 · Fund-raising | -1,400.00 | 0.0% |
| 6900 · Training | | |
| 6910 · Training Expenses | -6,270.00 | 10.4% |
| 6915 · Training Publications | -500.00 | 0.0% |
| 6916 · Junior Program | -500.00 | 0.0% |
| 6920 · Tuition | -2,035.00 | 32.2% |
| 6900 · Training - Other | | |
| Total 6900 · Training | -8,593.80 | 21.9% |
| 7000 · Vehicle Maintenance | | |
| 7005 · Vehicle Fuel | -3,444.06 | 13.9% |
| 7010 · Repairs & Maintenance | | |
| 7011 · 1511 Repairs & Maint | -521.94 | 34.8% |
| 7012 · 1512 Repairs & Maint | -800.00 | 0.0% |
| 7013 · 1530 Repairs & Maint | -2,552.00 | 14.9% |
| 7014 · 1545 Repairs & Maint | -3,000.00 | 0.0% |
| 7015 · 1550 Repairs & Maint | -3,000.00 | 0.0% |
| 7016 · 1570 Repairs & Maint | -3,000.00 | 0.0% |
| Total 7010 · Repairs & Maintenance | -12,873.94 | 5.3% |
| 7050 · Tools & Supplies | -1,428.00 | 4.8% |
| Total 7000 · Vehicle Maintenance | -17,746.00 | 7.1% |
| Total Expense | -306,175.06 | 37.2% |
| Net Income | -164,938.44 | 100.0% |