

DELTRAN TOWNSHIP FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING  
JUNE 26, 2018

The regular meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening June 26, 2018 at the Fire District office.

The Vice President called the meeting to order at 7:30 pm.

The Vice President announced that this meeting is being conducted within the provisions of N.J.S.10-4.6 to N.J.S. 10:4-41 titled Open Public Meetings and that the time and place has been posted on the bulletin board of the Municipal Buildings and was advertised in the Burlington County Times on February 22, 2018.

Other members of the Board and appointed persons present were: Commissioners James Bauer, James Turcich, and Joseph Parento. Also present were Chief John Martino, Battalion Chief #231 Forman SHEMELEY, Battalion Chief #232 Kevin Peak, President #231 Tony Quaciari, President #232 John Matzer, Fire Official Walt Bauer, Solicitor Carmen Saginario, and Insurance Broker Ryan Jones. Commissioner Charles Kendra and Deputy Chief Joseph Cunningham were excused.

James Turcich made a motion, which was seconded by Joseph Parento to approve May 22, 2018 regular meeting minutes. The Board was polled. All AYES. The motion was carried.

COMMUNICATIONS

Any communications that were received have been distributed to the Board members.

SECRETARY

James Bauer said that we advertised for the part-time clerical position at the district office and received many applications, we will start the next phase of the hiring process.

CHIEF

John Martino reported that the truck committee met with another vendor representative, and will meet with other vendors before making a decision which manufacturer to pursue.

DEPUTY CHIEF

Deputy Chief Cunningham submitted a written report. (attached)

BATTALION CHIEF #231

Battalion Chief SHEMELEY reported that #2315 has some slight body damage from a minor accident that Commissioner Parento will repair.

### BATTALION CHIEF #232

Battalion Chief Peak submitted a written report which is attached and also reported the following items: PX Trax Inventory for #232 vehicles are completed. This includes the 2 pumpers and the rescue. Boom repairs and ladder rack repairs are completed on the Sqrut. This includes the remote for the boom, the blue track lighting on the boom and the leaking cylinder on the ladder rack.

B/C Peak, Lt. Cunningham, Chief Engineer Francis, and Commissioner Parento went to Cotner Trailer to look at and get better ideas for the new rehab trailer.

OFFICER'S REPORT- no report.

FIRE OFFICIAL-a written report was submitted. (attached)

### SOLICITOR'S REPORT

Solicitor Saginario reported a quiet month.

### APPARATUS OFFICER

Commissioner Parento reported that #2315 will go to EES to repair the outriggers. #2315 ladder testing was completed and passed. Fire & Safety installed the new step, tail pipe and bracket that was damaged on #2324. The new remote control was installed on #2324. #2328 is currently at the township getting the light and siren work done.

### FIRE EQUIPMENT

The 5" hose that was ordered came in and is at Station #231. The 4 new sump pumps that were ordered came in, 2 for each station. The hose and new fittings were also ordered for the pumps but were not received. The department SCBA flow testing and hydro testing will be completed soon. Commissioner Parento is looking into getting new hoses for the gas and fuel pumps. He also reported that he made 10 gas and 10 diesel keys for the pumps, we are down to 1 gas key.

### STATION PRESIDENT'S REPORT

#231- no report.

#232- no report.

### STATION TRUSTEE REPORT

#232- Chris Taranto received three paint quotes to paint the bay. The lowest quote was selected, and the painter was notified. The company needs to choose a color.

#231- The electrician and door company will have come out to look at the bay door where #2311's is housed. We are still having door opening problems. Marc Taylor reported that the meeting room's rear door FOB activates but the latch does not release the door lock.

INSURANCE – a written report was submitted. (See attached)

EMERGENCY SQUAD- no report.

MASTER PLAN

James Bauer reported that the officers held a meeting with a general discussion.

BUILDING & GROUNDS

#232- no report.

#231- no report.

PUBLIC RELATION

The department was invited to the Fourth of July Parade in Riverton.  
Nation Night Out will be held Tuesday, August 7 at Community Park.

OFFICE SPACE & EQUIPMENT

Commissioner Turcich reported that he is currently looking replacing some office furniture and is working with two distributors. The fire district audit was completed. Deputy Chief Cunningham and Commissioner Turcich attended a NJ pension seminar.

CHIEF'S DINNER/BUSINESS RECOGNITION- no report.

FIRE PREVENTION- no report.

EMERGENCY MANAGEMENT-(attached report)

UNIFORMS

Angela Bauer reported that most of the Class B uniforms were handed out to members on the list to receive them. There are some uniforms on back order.

SAFETY- no report.

WEB PAGE- no report.

GRANT

Deputy Chief Cunningham reported that we have not heard any news about the Safer Grant.

BILLS FOR PAYMENT

James Turcich made the motion, which was seconded by Joe Parento to pay all bills present. The Board was polled. All AYES. The motion was carried.

TREASURER'S REPORT

James Turcich made the motion, which was seconded by James Bauer to accept the Treasurer's report. The Board was polled. All AYES. The motion was carried.

James Turcich made the motion, which was seconded by Joe Parento to accept Audit Resolution (2018-11). The Board was polled. All AYES. The motion was carried. The group affidavit form/audit review certificate was signed by the Board. The synopsis of the audit will be advertised.

Deputy Chief Cunningham was appointed Entity Administrator for the System for Award Management (SAM). The purpose of registering with the government for SAM is to obtain an identification number so in the future the fire district may apply for any grants.

#### OLD BUSINESS

- 1) Hurricane Irene FEMA reimbursement payment.
- 2) Gov.deals: old FM vehicle, SCBA equipment, some radios.

#### NEW BUSINESS

Last month Deputy Chief Joe Cunningham announced that he was chosen to be the New Jersey Director of the Eastern Division of the International Fire Chiefs Association. He has made the decision to accept the position.

#### PUBLIC COMMENTS

Chuck Kendra is now at a rehab facility going well.

FF Kate Gunson asked if the duty crews for the month of October could wear DFD breast cancer awareness t-shirts. She showed a sample t-shirt to the Board. The Board agreed. More discussion to follow.

#### EXECUTIVE SESSION

James Bauer made a motion, which was seconded by Joe Parento to enter into closed session under N.J.S.A. 10:4-12 to discuss personnel matters. It was stated that the matters to be discussed will be made public when the interests of the District no longer exist to retain the matters as confidential.

#### COMMISSIONERS COMMENTS- no comments from the Board.

Vice President Kinney asked if anyone had any further business to discuss, hearing none; James Bauer made a motion that was seconded by James Turcich to adjourn the meeting at 9:15 pm. The Board was polled. The motion was approved unanimously.

Respectfully submitted,

*Angela Bauer*  
Angela M. Bauer  
Clerk of the Board

**DELRAN FIRE DISTRICT NO. 1  
RESOLUTION 2018-11**

**WHEREAS, N.J.S.A.40A:5A-15** requires the governing body to each Fire District to cause an annual audit of its accounts to be made, and

**WHEREAS,** the annual audit report for the fiscal year ended December 31, 2017 has been completed and filed with the Division of Local Government Services pursuant to **N.J.S.A.40A:5A-15** , and

**WHEREAS, N.J.S.A.40A:-17,** requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit entitled **“General Comments”** and **“Recommendations,”** in accordance with **N.J.S.A.40A:5A-17.**

**NOW, THEREFORE BE IT RESOLVED,** that the governing body of the Delran Township Fire District No. 1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2017, and specifically has reviewed the sections of the audit report entitled **“General Comments”** and **“Recommendation,”** and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the District is hereby directly to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by the certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 26, 2018.**

  
\_\_\_\_\_  
Secretary

6/26/18  
\_\_\_\_\_  
Date

**DELRAN TOWNSHIP FIRE DISTRICT #1  
900 CHESTER AVENUE  
P.O. BOX 1007  
DELRAN, NJ 08075**

**GROUP AFFIDAVIT FORM**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Delran Township Fire District #1 being of full age and being duly sworn according to law, upon our oath deposes and say:

We are duly elected members of the Delran Township Fire District #1.

We certify, pursuant to NJSA 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2017, and specifically the sections of the audit report entitled "General Comments" and Recommendations."

Charles S. Kendra, Sr.

Absent

David R. Kinney

David R. Kinney

James C. Bauer

James C. Bauer

James T. Turcich

James T. Turcich

Joseph F. Parento III

Joseph F. Parento III

Sworn to and subscribed before me  
This 26<sup>nd</sup> day of June 2018

Angela M. Bauer  
Angela M. Bauer  
Notary Public of New Jersey

**ANGELA M. BAUER  
NOTARY PUBLIC OF NEW JERSEY  
MY COMMISSION EXPIRES DEC. 13, 2021  
I.D.# 2382676**

DELRAN TOWNSHIP FIRE DISTRICT #1  
COUNTY OF BURLINGTON

As required by N.J.S.A. 40A:5A-15, the following is a synopsis of the audit of the financial statement and supplementary data for the year ended December 31, 2017.

**BALANCE SHEET  
DECEMBER 31, 2017**

	<b>2017</b>
Assets:	\$ 1,362,981
Cash	
Accounts receivable	<u>677</u>
Total Assets	<u>\$ 1,363,658</u>
Liabilities & Fund Balances:	
Liabilities:	
Accounts Payable	\$ 34,217
Deferred Revenue	<u>8,909</u>
Total Liabilities	<u>43,126</u>
Fund Balances:	
Restricted for:	
Capital Projects	301,607
Designated for Subsequent Year's Expenditures	110,000
Unassigned	<u>908,925</u>
Total Fund Balances	<u>1,320,532</u>
Total Liabilities & Fund Balances	<u>\$ 1,363,658</u>

DELRAN TOWNSHIP FIRE DISTRICT #1  
 STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCES  
 GOVERNEMENTAL FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 2017

	2017
Miscellaneous Revenues:	
Permit Fees & Penalties	\$ 14,880
Registration Fees	39,629
Investment on Investments	1,472
Other	83,631
Supplemental Fire Services	<u>5,162</u>
Total Miscellaneous Revenues	<u>144,774</u>
 Total Revenues	 <u>144,774</u>
 Amount to be Raised by Taxation to Support the District Budget	  <u>2,205,770</u>
 Total Anticipated Revenues	  <u>2,350,544</u>
 Expenditures:	
Administration	240,017
Cost of Operations	1,068,279
Capital Outlay	129,615
Debt Service	<u>544,001</u>
Total Expenditures	<u>1,981,912</u>
 Excess/(Deficiency) of Revenues Over/(Under) Expenditures	  <u>368,632</u>
 Fund Balance, January 1	  <u>951,900</u>
 Fund Balance, December 31	  <u>\$ 1,320,532</u>

No recommendations were made for the year ended December 31, 2017.

The above synopsis was prepared from the report of the audit of Delran Township Fire District No. 1 as of December 31, 2017.

This report of audit, submitted by Holman Frenia Allison, P.C., Certified Public Accountants, is on file at the Office of Delran Township Fire District No. 1, 900 Chester Avenue, Delran, New Jersey and may be inspected by any interested person.



**DELRAN FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION  
MONTHLY REPORT: June 26, 2018**

In May, there were 54 inspections / re-inspections, and 17 home resale/rental inspections.

**Plan Review:** Paradise Sneakers (old PNC Bank property)

**Planning Board:** Attended the meeting (Paradise Properties)

**Zoning Board:** Attended the meeting, Universal Church at 1105 Fairview St., & Bee Dee Associates at 79 Hartford Road.

**Fire Prevention:** Sent out bid request, due back by June 29

**Open House:** October 20, 2018. Chris Taranto started going over his notes from last year. Are we doing it at both firehouses this year.

**National Night Out:** Tuesday, August 7<sup>th</sup>, at the Community Park on Hartford Road. They took out the fireworks. At the last meeting I gave Councilman Tyler Burrell information to give the food trucks that may be cooking on site.

**Fire Investigation:** none

**County Fire Marshal Meeting:** The 2015 fire code goes into effect July 1, 2018. Books should be available from the International Codes Council the week of July 8<sup>th</sup>, books can be preordered now. The electronic version of the code may not be available until 8 weeks after July 1, 2018. Therefore, the Firehouse inspection program will not have the code before Labor Day. The Division of Fire Safety said we would have to hand write the violation on the paper forms like we did in the 1970's before we had computers, until Firehouse received the new code.

**O.E.M. County meeting** was last week. They had a day and evening meeting. Talked about Hurricane preparedness, shelters and reverse 911 systems.

*Walt Bauer*

cc:

Chuck Kendra, President	Chief Martino
Dave Kinney	Deputy Cunningham
Jim Turcich	Battalion Shemely
Joe Parento	Battalion Peak
Jim Bauer	A. Bauer Clerk of the Board



## DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

Office: 856-461-5474 Fax: 856-461-9005 *Emergencies Dial 9-1-1*

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June 26<sup>th</sup> Comish Meeting

June 26, 2018

Battalion Chief Report

Submitted by: Battalion Chief Kevin F. Peak

Email and text updates have gone very well. Not receiving any kickbacks for any member as far as it being a bad address. Thank you very much for everyone's extreme patience in this matter.

PX Trax Inventory for 232 Vehicles are completed. This includes the 2 pumpers and the rescue. All inventory will be forwarded off to Jim Turcich for forwarding to the vendor.

Boom repairs and ladder rack repairs are completed on the Sqrut. This includes the remote for the boom, the blue track lighting on the boom and the leaking cylinder on the ladder rack.

Stations had a joint drafting drill with S2324 and L2315. This was done for drivers of all levels of those that may not have ever drafted with the Sqrut. All testing went well and operations ran great!

232 had 2 members (Jason Pope and Logan Lee) graduate from the Middle school and 4 members (Tim Horner, Nick Lee, Dakota Heizman, Jimmy Chung) and graduate from the High School. Our members were in attendance for these two events.

Myself, Lt, Cunningham Jr., Chief Cunningham Sr, Chief Engineer Francis, and fire Commishoner Parento went out to Cotner Trailer to look at and get better ideas for the new Rehab Trailer. It was a very good trip and was able to take a lot out of it and get a lot of questions answered.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'K. Peak', is written over a white background.

Kevin F. Peak

Battalion Chief

Delran Fire Department; Station 232



# DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

856-461-5474 Fax 856-461-9005

*Emergencies Dial 9-1-1*

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## Deputy Chief's report June 2018:

1. The Department received some of the class B Uniforms that were ordered. Some are still on back ordered.
2. The 5" hose that was ordered came in and is at station 231.
3. The new remote control was installed on 2324.
4. Fire and Safety installed the new step, tail pipe and bracket that was damaged on 2324
5. The 4 new sump pumps that were ordered came in. 2 for each station hose and new fittings were also ordered for the pumps just waiting for these items to come in.
6. The department SCBA flow testing and hydro testing will be getting done within the next couple of weeks.
7. 2315 ladder testing was completed and passed. Still having problems with the outriggers EVT Parento Contacted Sutphen about it.
8. 2328 is currently at the township getting the light and siren work done.
9. Commissioner Parento was looking into getting new hoses for the gas and fuel pumps

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deputy Chief Joe Cunningham Sr.', with a long horizontal flourish extending to the right.

Deputy Chief Joe Cunningham Sr.

Delran Fire Department

**DELRAN TWP. FIRE DISTRICT #1**  
**INSURANCE REPORT**

May 22, 2018 – June 26, 2018

May 30th:

- We inquired about the status of the Binning WC claim, and there was no change

June 13th:

- We requested that the JIF overnight Work Comp ID cards to your attention

June 26th:

- Email went out from the JIF to all members regarding changes in Financial Responsibility criteria for underground storage tanks. Separate policies are now needed for any UST.

No other claims were reported, and no other Certificates of Insurance were issued in this period.

**Delran Township Fire District #1**  
**Check Register**  
**For the Period From Jun 1, 2018 to Jun 30, 2018**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
2017-01	6/30/18	Jacob Arocho	10000	
2017-02	6/30/18	Kristen Bozarth	10000	
2017-03	6/30/18	Sean Mills	10000	
2017-04	6/30/18	Adam F. Mochernuk	10000	
2017-05	6/30/18	Jessica Potter	10000	
2017-06	6/30/18	Pete Rodan	10000	
25101V	6/13/18	Jacob Arocho	10000	-97.00
25115V	6/13/18	Kristen Bozarth	10000	-569.00
25179V	6/13/18	Sean Mills	10000	-149.00
25181V	6/13/18	Adam F. Mochernuk	10000	-395.00
25191V	6/13/18	Jessica Potter	10000	-415.00
25195V	6/13/18	Pete Rodan	10000	-335.00
25504	6/13/18	Burlington County BCIT	10000	800.00
25505	6/13/18	Burlington Overhead Door Co.	10000	275.00
25506	6/13/18	Campbell Supply Co., Inc.	10000	2,838.50
25507	6/13/18	Donovan's Automotive, Inc	10000	80.57
25508	6/13/18	Jim Dunphy's Landscaping	10000	150.00
25509	6/13/18	Flagg's Pest Control	10000	170.00
25510	6/13/18	John's Lawn Service	10000	5,437.00
25511	6/13/18	Napa Auto Parts	10000	401.11
25512	6/13/18	N/J American Water Co.	10000	746.17
25513	6/13/18	New Jersey/American Water Co.	10000	12,862.35
25514	6/13/18	Penn Power Systems	10000	505.25
25515	6/13/18	Public Service Elec & Gas	10000	2,778.94
25516	6/13/18	PSTrax.Com	10000	3,100.00
25517	6/13/18	Restaurant Supply	10000	3,856.99
25518	6/13/18	RollNRack	10000	499.00
25519	6/13/18	Rush Uniforms	10000	126.95
25520	6/13/18	Sprint/Nextel Communications	10000	900.47
25521	6/13/18	Stokley's, Inc.	10000	842.00
25522	6/13/18	James T. Turcich	10000	1,539.46
25523	6/13/18	Verizon	10000	462.82
25524	6/26/18	A-2-Z Emblems	10000	11,256.47
25525	6/26/18	Barlow Chevrolet	10000	1,425.49
25526	6/26/18	Bevan Security Systems	10000	300.00

**Delran Township Fire District #1**  
**Check Register**  
**For the Period From Jun 1, 2018 to Jun 30, 2018**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
25527	6/26/18	Burlington County Treasurer	10000	1,245.00
25528	6/26/18	Capehart & Scatchard, P.A.	10000	2,925.00
25529	6/26/18	Comcast Cable	10000	858.45
25530	6/26/18	Continental Fire & Safety	10000	1,113.00
25531	6/26/18	Curry Office Supply	10000	638.65
25532	6/26/18	Treasurer - State of NJ	10000	91.00
25533	6/26/18	DeLage Landen Financial Servic	10000	1,016.61
25534	6/26/18	Delran Fire Co. #1	10000	5,000.00
25535	6/26/18	Delran Fire Co. #2	10000	5,000.00
25536	6/26/18	Ditmars, Perazza & Co., LLP	10000	1,600.00
25537	6/26/18	Erin Cleaners	10000	9.20
25538	6/26/18	Fire Hooks Unlimited	10000	2,250.00
25539	6/26/18	Flagg's Pest Control	10000	170.00
25540	6/26/18	Heritage Business Systems	10000	11.58
25541	6/26/18	Hutchinson	10000	1,462.50
25542	6/26/18	Joie - Budget Printing	10000	36.00
25543	6/26/18	Municipal Emergency Services	10000	1,599.16
25544	6/26/18	Midlantic Fire , LLC	10000	640.00
25545	6/26/18	Midstate Mobile Radio	10000	72.00
25546	6/26/18	Nat Alexander Co.	10000	2,063.00
25547	6/26/18	NJ State Fire Chiefs Assoc	10000	25.00
25548	6/26/18	Pedroni Fuel Co.	10000	1,275.28
25549	6/26/18	Atlantic Tomorrow's Office	10000	1,415.50
25550	6/26/18	TGI	10000	51.23
25551	6/26/18	Walter A. Bauer	10000	104.56
<b>Total</b>				<b>80,067.26</b>