

**Commercial Township Fire Commissioners  
District #1  
Minutes of January 19, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubarb  
Treasurer Mike Rodgers  
Commissioner Bob Hyson  
Secretary Gary Hollinger

**Fire Company Members Present:**

Dep. Chief Bob Hoffman Jr

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

A deposit of \$1,500 was issued to Plowman's for replacing the windows in the kitchen.

No new info was available for purchasing a new well

**New Business:**

Resolution 2016-1 A resolution to amend the 2016 budget was read aloud and approved by all commissioners present. The approved amended budget will be submitted to the state for approval. The annual budget presented reflects total revenues of \$276,144 which includes the amount to be raised by taxation of \$212,244 and total appropriations of \$276,144.

Petitions for Commissioner were received from John Hoffman and Gary Hollinger

The annual budget and commissioner election will be held at the fire hall on 2-20-16 from 1400-2100.

The agreement to fight fires was signed by all responsible parties from the Board and the Port Norris Fire Dept.

**Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2005**

**Commercial Township Fire Commissioners  
District #1  
Minutes of February 16, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Vice Chairman Christy Rhubart  
Treasurer Mike Rodgers

**Fire Company Members Present:**

Dep. Chief Bob Hoffman Jr  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Rhubart, All voted in favor.*

**Old Business:**

No scheduled date for Plowman's to replace the windows in the kitchen however it will be after the Spring Dinner.

As soon as the permits are obtained work will start on a new well. Well is scheduled to be completed by the 1<sup>st</sup> week in March.

Reminder of the District election on February 20, 2016 at the Fire hall. All commissioners present voted in favor of pay Brian Errickson and Iris Burt \$100 each to act as election judges

### **New Business:**

After completing a PEOSHA inspection they found a handrail needs to be installed at the top of the stairs and pump, ladder and hose testing needs to be updated

LOSAP info / money has been sent out to Lincoln Financial for distribution.

Grant has been submitted to the Firefighters Assistance Program for 17 SCBA with spare tanks.

All commissioners voted in favor of purchasing a HT1250 portable radio for Deputy Chief Bob Hoffman Jr.

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2000**

**Commercial Township Fire Commissioners**

**District #1  
Minutes of March 15, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman John Hoffman  
Treasurer Mike Rodgers  
Commissioner Bob Hyson

**Fire Company Members Present:**

N/A

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**REORGANIZATION**

Chairman Christy Rhubart  
Vice Chairman John Hoffman  
Treasurer Mike Rodgers  
Secretary Gary Hollinger  
Commissioner Bob Hyson

**APPROVED RESOLUTIONS**

- #2016-2 = Set meeting dates / times
- #2016-3 = Newspapers for publications
- #2016-4 = Approved Banks
- #2016-5 = Contract with the Port Norris Fire Co.
- #2016-6 = BOFC Cash Management Plan
- #2016-7 = Appointment of Ed Duffy as solicitor
- #2016-8 = BOFC Cash receipts procedures
- #2016-9 = BOFC Reorganization
- #2016-10 = Appointment of Nighlinger, Colavita & Volpa as Auditor

**Old Business:**

With the exception the variable frequency drive the new well is complete.

Portable radio for Deputy Chief Hoffman has been ordered

A handrail has been installed at the top of the stairwell

### **New Business:**

Rodgers reported that the vouchers for quarterly disbursements have been signed and returned to the township for payment

### **Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2020**

## **Commercial Township Fire Commissioners**

### **District #1**

### **Minutes of April 25, 2016 Meeting**

### **MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

### **Commissioners Present:**

Chairman Christy Rhubart  
Vice Chairman John Hoffman  
Treasurer Mike Rodgers  
Secretary Gary Hollinger

Commissioner Bob Hyson

**Fire Company Members Present:**

N/A

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

With the exception the variable frequency drive the new well is complete.

Portable radio for Deputy Chief Hoffman has been ordered

**New Business:**

Received a tank evaluation form from woodruff energy for the diesel tank located on the west side of the fire hall. Woodruff recommended a vent alarm be installed on the tank. All commissioners vote in favor of having woodruff install a vent alarm on the tank. Gary will contact woodruff to have it installed.

**Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2040**

**NO MEETING HELD MAY 2017**

**NO MEETING HELD JUNE 2017**

**NO MEETING HELD JULY 2017**

**NO MEETING HELD AUGUST 2017**

**Commercial Township Fire Commissioners  
District #1  
Minutes of September 20, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Chairman Christy Rhubarb  
Treasurer Mike Rodgers  
Secretary Gary Hollinger

**Fire Company Members Present:**

Deputy Chief Bob Hoffman Jr  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Rhubarb, All voted in favor.*

**Old Business:**

All inside work for the well is complete. There is still some work outside of the fire hall to be completed

Portable radio for Deputy Chief Hoffman was received and is working properly

Spoke to Woodruff in ref the vent alarm and they stated we do not need to install one at this time.

### **New Business:**

Rodgers reported the fax line is not working. Hollinger to call Verizon to have them come out and look at it.

A brief discussion was held in ref to applying for a fleet gas card from Wawa. No action was taken. Hollinger will also inquire with the County if it is possible to fuel up at the Port Norris Yard.

Mike asked the Fire Co. officers present to submit a list of needs at next month meeting so future purchases can be planned out.

Motion to accept Arron Harden Jr membership application made by Hollinger seconded by Rhubart and all voted in favor of the motion

Motion made by Rhubart to purchase 4 new radio pagers seconded by Rodgers all voted in favor of the motion

Motion made by Hollinger to purchase new turnout gear for Arron Harden Jr seconded by rhubart all voted in favor of the motion

### **Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor Of paying all submitted bills.

**No further business meeting was adjourned at 2039**



**Commercial Township Fire Commissioners  
District #1  
Minutes of October 18, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Chairman Christy Rhubart  
Vice Chairman John Hoffman  
Treasurer Mike Rodgers  
Secretary Gary Hollinger  
Commissioner Bob Hyson

**Fire Company Members Present:**

Deputy Chief Bob Hoffman Jr  
Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Rhubart, All voted in favor.*

**Old Business:**

All inside work for the well is complete. Outside work including the hydrant has not been completed

Gary is going to contact Bill Bates to come down on a Monday night for gear sizing.

No new info on obtaining a gas card from Wawa

### **New Business:**

Discussion was held re purchasing new SCBA since the ones we currently have are approaching end of life. Bob Hoffman is going to contact a rep to come to the FH and demonstrate the newest SCBA so we can decide which SCBA we will purchase to replace them

### **Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2020**

## **Commercial Township Fire Commissioners District #1 Minutes of November 15, 2016 Meeting**

### **MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

#### **Commissioners Present:**

Chairman Christy Rhubart  
Vice Chairman John Hoffman  
Treasurer Mike Rodgers  
Secretary Gary Hollinger

#### **Fire Company Members Present:**

Deputy Chief Bob Hoffman Jr

Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Rhubart, All voted in favor.*

**Old Business:**

No new info on obtaining a gas card from Wawa

No new info on the purchase of new SCBA

Bill Bates came down and took measurements for the members that needed gear

Minitor 6 pagers are in and have to be programmed hope to have by the end of the week.

**New Business:**

J.Hoffman made a motion to purchase 6 Scott 4500 SCBA packs with a spare tank. Motion was seconded by C.Rhubart and all voted in favor of the motion. With above motion all present voted to adopt resolution 2016-14 a resolution to adopt State Contract #A-80961 being Scott 4500 SCBA.

J.Hoffman reported that he obtained info for a grant writer from B.Whilden for us to use in the future.

G.Hollinger introduced the 2017 Fire District budget which calls for total revenues of \$230,500 of which \$216,000 is to be raised by taxation. All voted in favor of the 2017 budget.

**Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2101**

**Commercial Township Fire Commissioners  
District #1  
Minutes of December 20, 2016 Meeting**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County

**Commissioners Present:**

Vice Chairman John Hoffman  
Treasurer Mike Rodgers  
Secretary Gary Hollinger  
Commissioner Bob Hyson

**Fire Company Members Present:**

Safety Officer Dean Berry

*Motion to approved minutes from previous meeting with no corrections by Treasurer Rodgers and Seconded by Commissioner Hyson, All voted in favor.*

**Old Business:**

No new info on obtaining a gas card from Wawa

New SCBA are in and are in service

Bill Bates came down and took measurements for the members that needed gear

Minitor 6 pagers are in and are being reprogrammed

Hyson asked the status of the well Hoffman reported the well is done waiting on the hydrant to complete the fill site.

### **New Business:**

G.Hollinger read aloud the 2017 Fire District budget for adoption which calls for total revenues of \$230,500 of which \$216,000 is to be raised by taxation. All voted in favor of the 2017 budget.

Resolution 2016-15 A resolution to move monies between line items was introduced by Treasure Rodgers. Resolution was seconded by Hollinger all Commissioners present voted in favor of adopting the resolution

A discussion was held in reference to reimbursing FD members who attend training classes. No action was taken.

### **Treasurer Report:**

Treasurer Mike Rodgers and Chairman Rhubart [Compliance Commissioner] reviewed all bills, purchase orders and checks for the month and submitted a bill list which was read aloud for all present.

After the bill list was read all Commissioners voted in favor  
Of paying all submitted bills.

**No further business meeting was adjourned at 2039**