

2020

Gloucester Township Fire District No.4

Fire District Budget

<http://www.gdfd4.org>

and

<http://www.blackwoodfire.org>

Department Of



**Community
Affairs**

Division of Local Government Services

2020 FIRE DISTRICT BUDGET

Certification Section

2020

Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By:  Date: 12/18/19

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2020 PREPARER'S CERTIFICATION

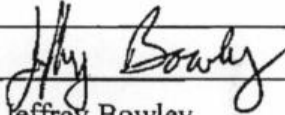
Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to statute in that: all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Jeffrey Bowley		
Title:	CPA		
Address:	27 W Church Street Blackwood, NJ 08012		
Phone Number:	(856) 228 8006	Fax Number:	(856)228 3269
E-mail address:	Jeff.bowley@jwbco.net		

2020 PREPARER'S CERTIFICATION OTHER ASSETS

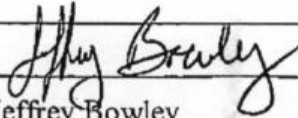
Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A: 2-1 et. seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A: 14-78.6.

Preparer's Signature:			
Name:	Jeffrey Bowley		
Title:	CPA		
Address:	27 W Church Street Blackwood, NJ 08012		
Phone Number:	(856) 228 8006	Fax Number:	(856) 228 3269
E-mail address:	Jeff.bowley@jwbco.net		

2020 APPROVAL CERTIFICATION

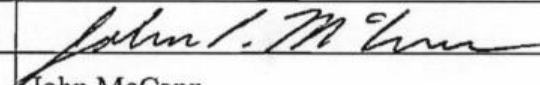
Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 20th day of November, 2019

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	John McCann		
Title:	Treasurer		
Address:	14 Central Ave Blackwood, NJ 08012		
Phone Number:	(856) 227 7037	Fax Number:	(856)227 2494
E-mail address:	wfini@gtfd4.org		

FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address: http://www.gtfdd.org and http://www.blackwoodfire.org

All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Michael R Jones

Title of Officer Certifying compliance

Commissioner

Signature



2020 FIRE DISTRICT BUDGET RESOLUTION

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

WHEREAS, the Annual Budget for the Gloucester Township Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 20, 2019; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.)

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,943,913, which includes an amount to be raised by taxation of \$1,690,116, and Total Appropriations of \$1,943,913; and

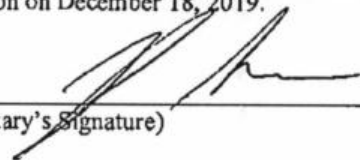
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 20, 2019 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 18, 2019.



 (Secretary's Signature)

11-20-2019

 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
John C. McLann	X			
Michael R Jones	X			
John Cready	X			
David J. Vahmani				X

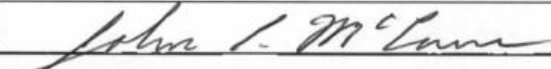
2020 ADOPTION CERTIFICATION

Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the 18th day of December, 2019.

Officer's Signature:			
Name:	John McCann		
Title:	Treasurer		
Address:	14 Central Ave Blackwood, NJ 08012		
Phone Number:	(856) 227 7037	Fax Number:	(856)227 2494
E-mail address:	wfini@gdfd4.org		

2020 ADOPTED BUDGET RESOLUTION

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

WHEREAS, the Annual Budget for the Gloucester Township Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2020 and ending December 31, 2020, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 18, 2019; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.)

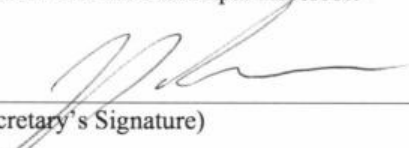
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,943,913, which includes amount to be raised by taxation of \$1,690,116, and Total Appropriations of \$1,943,913; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 20, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2020 and ending December 31, 2020, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,943,913, which includes amount to be raised by taxation of \$1,690,116, and Total Appropriations of \$1,943,913; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February (only if required) to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

12/20/19
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
John Brady				X
Michael E. Jeter	X			
John C. McCann	X			
David Vannoni	X			

2020 FIRE DISTRICT BUDGET

Narrative and Information Section

2020 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Answer all questions below. Attach additional pages and schedules as needed.

1. When is the Fire District's annual election? (February and/or November) If November, was the resolution submitted to the Division? **Yes**
2. Complete a brief statement on the 2020 proposed Annual Budget and make comparison to the 2019 adopted budget. **See Appendix C**
3. **Explain any variances over +/-10% for each line item.** Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. **See Appendix A, B and C**
4. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation, the use of the Restricted and Unrestricted Fund Balance(s) and how they are complying with the Property Tax Levy Cap. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget. **See Appendix C**
5. Does the Fire District plan on exceeding the Levy Cap? If so, please provide a statement with the reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum. **See Appendix C**
6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2020 proposed operating budget, explain the reason and purposes of the appropriation. **N/A**
7. Complete a brief statement on the Annual Budget's proposed capital appropriations including debt service for the proposed budget year and for future years. **N/A**
8. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14-78.6, then explain the reasons for the occurrence of the deficit. **N/A**
9. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts. **See Appendix C**

10. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$650,619,600
Proposed Tax Rate per \$100 of Assessed Valuation	\$0.249

11. Is the Fire District providing for a first-year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof? **N/A**

No	x	Yes		If yes, how much is appropriated?	\$
----	---	-----	--	-----------------------------------	----

If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount? **N/A**

No		Yes	
----	--	-----	--

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/
PARTIAL ASSESSMENTS**

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: Gloucester Twp (15)

County: Camden (04)

Fire District Code: F04

Total Number of Fire Districts: 6

File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.

1. **For reference only:** Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

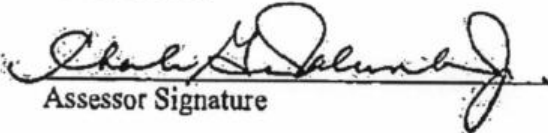
\$ 650,619,600 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) **minus** the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). **Do not include** Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 163,900 (2a)

— \$ 0 (2b)

= \$ 163,900 (2c)


Assessor Signature

10/15/19
Date

TAX COLLECTOR

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

.249 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 408.11 (4)


Tax Collector Signature

10/15/19
Date

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2020 to December 31, 2020
2020 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Appendix C

1. Brief Statement on 2020 proposed Annual Budget and comparisons to 2019.

The Fire Districts 2020 budget is in line with prior years and does not reflect many changes that create a +/- 10% variance. The Fire District continues to reserve funds for the purchase of a new fire apparatus in 2020. Of note, is the continued expansion of the joint services agreement with Fire District # 2. With the services agreement the Fire District is providing a 24 hour a day, 365 day per year fully staffed fire engine. The Fire District has increased shared costs as a result. The operational costs of insurance and utilities continue to increase at high rates. The Fire District has two safer grants in place for 2020.

2. Explanation of Variances

Explanation of 2020 Revenue Schedule - variances of +/- 10%

1. Bank Interest: An increase in interest rates and a larger unrestricted fund balance has allowed the districts interest earning potential to increase.

Explanation of 2020 Appropriations Schedule - variances of +/- 10%

1. Salaries & Wages (from Appendix B): The Fire District has added two salaried fire fighters in the last two years. A majority of the salaries and benefits were covered under the safer grants, but now the district is responsible for carrying the additional costs. There were also raises given.

Explanation of Variances on 2020 Appendix A of +/- 10%

1. Administrative Operating Expenses Miscellaneous: The Fire District rarely incurs miscellaneous expenses and as such they are lowering the budget amount.
2. Fuel and materials expense: The Fire District's fire calls are down and the number of fire vehicles responding is also less. As a result, there is less fuel consumption.
3. Training and Education: The Fire District reduced the 2019 budget by several thousand but based on 2019 spending it was determined that number was too low as a result of increased training costs.
4. Promotions: In an effort to keep fire prevention costs down the Fire District has lowered the promotions budget. The Fire District was also given a smoke house and expects there to be more hands-on activities.
5. Reimbursements – Clothing and Food: The Fire District is working with the fire company to put in place a volunteer firefighter incentive program. The additional costs are to fund the program.
6. Office Equipment: The Fire District computers and office equipment are all updated and there is less of need for updated equipment in 2020.

7. Building Maintenance and Repair: The Fire District has completed major repairs to both buildings are the last couple of years and expects reduced repair and maintenance costs.

3. Proposed Impact

The impact of the proposed budget will push the amount to be raised by taxation to the maximum allowable increase without going over. By continuing to utilize the maximum amount of taxation the fire district is able reserve funds to be used for future capital outlays and appropriations. This gradual increase will help prevent the need for a large increase in the budget in future years for the purchase of new equipment and vehicle. As a result, of staying within the maximum amount to be raised by taxation, the district has budgeted to utilize \$118,047 in fund balance to cover additional costs. There are no budgeted expenses for capital appropriations in the 2020 year. However, \$130,00 has been allocated to the reserve for future capital outlays.

The district has a track of consistently increasing unrestricted fund balance and the current year amount to be utilized is no reason for alarm.

4. Property Tax Levy Cap

See answer to number 2 above. The fire district is not exceeding the levy cap.

5. Cash Deficit:

N/A, the fire district does have a cash deficit.

6. Duly Incorporated Organization

Yes, the fire district covers the costs of all fire equipment, vehicles, first aid and supplies used by the district to respond to emergencies. The Blackwood Volunteer Fire Company is given access to the equipment and supplies, but there are no specific amounts given to the organization for their own spending. Any supplies needed to service the district are purchased by the fire district and approved by the board of fire station # 4.

FIRE DISTRICT CONTACT INFORMATION 2020

Please complete the following information regarding this Fire District. **All** information requested below must be completed.

Name of Fire District:	Board of Fire Commissioners Gloucester Township Fire District No.4		
Address:	14 West Central Avenue		
City, State, Zip:	Blackwood	NJ	08012
Phone: (ext.)	(856) 227 7037	Fax:	(856) 227 2494
Fire District E-mail:			

Preparer's Name:	Jeffrey Bowley, CPA		
Preparer's Address:	27 W Church St		
City, State, Zip:	Blackwood	NJ	08012
Phone: (ext.)	(856) 228 8006	Fax:	(856) 228 3269
E-mail:			

Chairman:	David Vannoni		
Phone: (ext.)	(856) 228 7037	Fax:	(856) 227 2494
E-mail:	dvannoni@gtfd4.org		

Secretary/Treasurer:	John McCann		
Phone: (ext.)	(856) 228 7037	Fax:	(856) 227 2494
E-mail:	wfini@gtfd4.org		

Name of Auditor:	Catherine Hess, CPA		
Name of Firm:	Bowman & Company		
Address:	601 White Horse Pike		
City, State, Zip:	Voorhees Township	NJ	08043
Phone: (ext.)	(856) 435 6200	Fax:	(856) 435 0440
E-mail:	chess@bowmanllp.com		

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: **5**
- 2) Provide the number of alternate voting members of the governing body: **0**
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District.*
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? N/A *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.*
- 6) Was the Fire District a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, or employee? No
 - b. A family member of a current or former commissioner, officer, or employee? No
 - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
 - a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool." **See Appendix D**
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? **No** *If "yes," attach explanation including amount paid.*
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? **No** *If "yes," attach explanation including amount paid.*
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? **Yes, the Fire District contracts with Fire District #2 for Engine 822 to provide additional coverage. Enclosed is the cost sharing agreement.**
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? **Yes** *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? **Yes, see Appendix D** *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Appendix D

8. Vehicle Listing

Year	Make	Model	Designation
1994	Murray	Pumper LDH	Motor Pool
1994	Murray	Pumper LDH	Motor Pool
1997	Murray	Rescue HVY	Motor Pool
2002	Spartan	Aerial	Motor Pool
2007	Ford	Service	Motor Pool
2008	Dodge	Chief's Car	Motor Pool
2008	Dodge	Chief's Car	Motor Pool
2016	Ford	Fire Prevention	Motor Pool

13. LOSAP Answers:

- A) It was implemented in 1999
- B) In 2019 there were 23 volunteer members eligible.
- C) The total number of volunteers vested is 27 and the total number of volunteers in the program is 52.
- D) Based on an automatic increase.
- E) The total current year budget is \$46,000
- F) Yes

FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS
Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Complete the attached table for all persons required to be listed per #1-2 below.

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the Fire District with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial official as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year 2020.

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Fire District either by function or by physical location.

Fire District Schedule of Commissioners and Officers (Continued)

Gloucester Township Fire District #4
Camden County

Position	Reportable Compensation from Fire District (W-2/ 1099)				Average Hours per Week Dedicated to Position	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column N in Column N	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
	Commissioner	Former Officer	Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)						
1	David Vannoni	Chairman	1 x							\$ 5,000
2	Michael Jones	Vice-Chairman	1 x							\$ 5,000
3	John McCann	Treasurer	1 x							\$ 5,000
4	John Grady	Secretary	1 x							\$ 5,000
5	TBD	Commissioner	1 x							\$ 5,000
6										-
7										-
8										-
9										-
10										-
11										-
12										-
13										-
14										-
15										-
Total:										\$ 25,000
										\$ -
										\$ -
										\$ -
										\$ 25,000

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: 0

Schedule of Health Benefits - Detailed Cost Analysis

Gloucester Township Fire District #4
Camden County

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)	Retirees - Health Benefits - Annual Cost	
									Single Coverage	Parent & Child
Active Employees - Health Benefits - Annual Cost										
Single Coverage	2	\$ 10,537	\$ 21,074	1	\$ 11,114	\$ 11,114	\$ 9,960	89.5%	#DIV/0!	
Parent & Child	1	21,073	21,073	2	22,228	44,456	(23,383)	-52.6%	#DIV/0!	
Employee & Spouse (or Partner)	4	29,871	119,484	3	33,229	99,687	19,797	19.9%	#DIV/0!	
Family			(19,856)			(27,384)	7,528	-27.5%	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)	7		141,775	6		127,873	13,902	10.9%	#DIV/0!	
Commissioners - Health Benefits - Annual Cost										
Single Coverage									#DIV/0!	
Parent & Child									#DIV/0!	
Employee & Spouse (or Partner)									#DIV/0!	
Family									#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)	0			0					#DIV/0!	
Subtotal										
Retirees - Health Benefits - Annual Cost										
Single Coverage									#DIV/0!	
Parent & Child									#DIV/0!	
Employee & Spouse (or Partner)									#DIV/0!	
Family									#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)	1	55,000	55,000	2	40,776	81,552	(26,552)	-32.6%	#DIV/0!	
Subtotal	1		55,000	2		81,552	(26,552)	-32.6%	#DIV/0!	
GRAND TOTAL	8		\$ 196,775	8		\$ 209,425	\$ (12,650)	-6.0%		

Is medical coverage provided by the SHBP (Yes or No)?
Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes
Yes

2020 FIRE DISTRICT BUDGET

Financial Schedules Section

2020 Budget Summary

Gloucester Township Fire District #4 Camden County

	<u>2020 Proposed Budget</u>	<u>2019 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
REVENUES AND FUND BALANCE UTILIZED				
Total Fund Balance Utilized	\$ 118,047	\$ 121,716	\$ (3,669)	-3.0%
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
Total Interest on Investments & Deposits	4,400	2,000	2,400	120.0%
Total Other Revenue	-	-	-	#DIV/0!
Total Operating Grant Revenue	4,450	4,450	-	0.0%
Total Revenues Offset with Appropriations	<u>126,900</u>	<u>133,800</u>	<u>(6,900)</u>	-5.2%
Total Revenues and Fund Balance Utilized	253,797	261,966	(8,169)	-3.1%
Amount to be Raised by Taxation to Support Budget	<u>1,690,116</u>	<u>1,618,919</u>	<u>71,197</u>	4.4%
Total Anticipated Revenues	<u>1,943,913</u>	<u>1,880,885</u>	<u>63,028</u>	3.4%
APPROPRIATIONS				
Total Administration	174,788	177,404	(2,616)	-1.5%
Total Cost of Operations & Maintenance	1,466,225	1,404,681	61,544	4.4%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	126,900	133,800	(6,900)	-5.2%
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (P.L.1997,c.388)	46,000	45,000	1,000	2.2%
Total Capital Appropriations	130,000	120,000	10,000	8.3%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
Total Appropriations	<u>1,943,913</u>	<u>1,880,885</u>	<u>63,028</u>	3.4%
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	#DIV/0!

2020 Revenue Schedule

Gloucester Township Fire District #4 Camden County

	2020 Proposed Budget	2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	\$ 118,047	\$ 121,716	\$ (3,669)	-3.0%
Restricted Fund Balance	-	-	-	#DIV/0!
Total Fund Balance Utilized	118,047	121,716	(3,669)	-3.0%
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	#DIV/0!
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	#DIV/0!
Emergency Assistance (N.J.S.A. 40A:14-26)			-	#DIV/0!
Municipal Assistance (N.J.S.A. 40A:14-34)			-	#DIV/0!
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	#DIV/0!
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	#DIV/0!
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	#DIV/0!
Rental Income			-	#DIV/0!
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	#DIV/0!
Asset #2			-	#DIV/0!
Asset #3			-	#DIV/0!
Asset #4			-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List Accounts Separately)</i>				
Bank Interest	4,400	2,000	2,400	120.0%
Investment Account #2			-	#DIV/0!
Investment Account #3			-	#DIV/0!
Investment Account #4			-	#DIV/0!
Total Interest on Investments & Deposits	4,400	2,000	2,400	120.0%
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	#DIV/0!
Other Revenue #2			-	#DIV/0!
Other Revenue #3			-	#DIV/0!
Other Revenue #4			-	#DIV/0!
Total Other Revenue	-	-	-	#DIV/0!
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)	4,450	4,450	-	0.0%
Other Grant #1			-	#DIV/0!
Other Grant #2			-	#DIV/0!
Other Grant #3			-	#DIV/0!
Other Grant #4			-	#DIV/0!
Other Grant #5			-	#DIV/0!
Total Operating Grant Revenue	4,450	4,450	-	0.0%
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	#DIV/0!
Annual Registration Fees	13,900	13,800	100	0.7%
Penalties and Fines	4,000	4,000	-	0.0%
Other Revenues	14,000	14,000	-	0.0%
Total Uniform Fire Safety Act	31,900	31,800	100	0.3%
<u>Other Revenues Offset with Appropriations (List)</u>				
Smoke Detector Fees	7,000	7,000	-	0.0%
Safe Grant Fire Fighter #4	88,000	95,000	(7,000)	-7.4%
Other Offset Revenues #3			-	#DIV/0!
Other Offset Revenues #4			-	#DIV/0!
Total Other Revenues Offset with Appropriations	95,000	102,000	(7,000)	-6.9%
Total Revenues Offset with Appropriations	126,900	133,800	(6,900)	-5.2%
TOTAL REVENUES AND FUND BALANCE UTILIZED	\$ 253,797	\$ 261,966	\$ (8,169)	-3.1%

2020 Appropriations Schedule

Gloucester Township Fire District #4 Camden County

	2020 Proposed Budget	2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ 55,000	\$ 54,400	\$ 600	1.1%
Commissioners	\$ 25,000	\$ 25,000	-	0.0%
Fringe Benefits	39,588	37,704	1,884	5.0%
Total Administration - Personnel	<u>119,588</u>	<u>117,104</u>	<u>2,484</u>	<u>2.1%</u>
<i>Administration - Other (List)</i>				
See Appendix A	55,200	60,300	(5,100)	-8.5%
Other Admin Expense #2			-	#DIV/0!
Other Admin Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Administration - Other	<u>55,200</u>	<u>60,300</u>	<u>(5,100)</u>	<u>-8.5%</u>
Total Administration	<u>174,788</u>	<u>177,404</u>	<u>(2,616)</u>	<u>-1.5%</u>
<i>Cost of Operations & Maintenance - Personnel</i>				
Salary & Wages	470,384	417,807	52,577	12.6%
Fringe Benefits	426,291	417,674	8,617	2.1%
Total Operations & Maintenance - Personnel	<u>896,675</u>	<u>835,481</u>	<u>61,194</u>	<u>7.3%</u>
<i>Cost of Operations & Maintenance - Other (List)</i>				
See Appendix B	569,550	569,200	350	0.1%
Other Operations & Maintenance Expense #2			-	#DIV/0!
Other Operations & Maintenance Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Operations & Maintenance - Other	<u>569,550</u>	<u>569,200</u>	<u>350</u>	<u>0.1%</u>
Total Operations & Maintenance	<u>1,466,225</u>	<u>1,404,681</u>	<u>61,544</u>	<u>4.4%</u>
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	124,900	131,800	(6,900)	-5.2%
Fringe Benefits	-		-	#DIV/0!
Total Appropriations Offset with Revenue - Personnel	<u>124,900</u>	<u>131,800</u>	<u>(6,900)</u>	<u>-5.2%</u>
<i>Appropriations Offset with Revenue - Other (List)</i>				
UFSA Suppression	1,000	1,000	-	0.0%
USFA Prevention	1,000	1,000	-	0.0%
Other Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Appropriations Offset with Revenue - Other	<u>2,000</u>	<u>2,000</u>	<u>-</u>	<u>0.0%</u>
Total Appropriations Offset with Revenue	<u>126,900</u>	<u>133,800</u>	<u>(6,900)</u>	<u>-5.2%</u>
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	#DIV/0!
Equipment			-	#DIV/0!
Materials & Supplies			-	#DIV/0!
Total Duly Incorporated First Aid/Rescue Squad Associations	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Emergency Appropriations & Deferred Charges (List)</i>				
Emergency Appropriation #1			-	#DIV/0!
Emergency Appropriation #2			-	#DIV/0!
Emergency Appropriation #3			-	#DIV/0!
Deferred Charge #1 (cite statute)			-	#DIV/0!
Deferred Charge #2 (cite statute)			-	#DIV/0!
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	#DIV/0!
Total Deferred Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	46,000	45,000	1,000	2.2%
Total Capital Appropriations	130,000	120,000	10,000	8.3%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	<u>\$ 1,943,913</u>	<u>\$ 1,880,885</u>	<u>\$ 63,028</u>	<u>3.4%</u>

2020 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Appendix A

	2020 Proposed Budget	2019 Current Year Final Budget	\$ Diff	% Diff
Admin - Other				
ELECTION	\$2,000	\$2,000	\$0	0.0%
OFFICE EXPENSES	\$6,500	\$7,000	(\$500)	-7.1%
PROFESSIONAL FEES	\$46,200	\$50,700	(\$4,500)	-8.9%
MISCELLANEOUS	\$500	\$600	(\$100)	-16.7%
Total Admin Operating Expenses	\$55,200	\$60,300	(\$5,100)	-8.5%
Cost of Operations - Operating				
ADVERTISING	\$1,200	\$1,200	\$0	0%
INSURANCE	\$35,900	\$35,700	\$200	0.6%
MAINTENANCE AND REPAIRS	\$126,800	\$129,900	(\$3,100)	-2.4%
FEES AND PERIODICALS	\$1,100	\$1,100	\$0	0.0%
RENTAL CHARGES	\$208,400	\$197,000	\$11,400	5.8%
FUEL & MATERIALS EXPENSE	\$10,300	\$12,600	(\$2,300)	-18.3%
TRAINING & EDUCATION	\$13,200	\$11,200	\$2,000	17.9%
UNIFORMS	\$18,500	\$18,500	\$0	0.0%
UTILITIES	\$27,900	\$27,400	\$500	1.8%
PROMOTIONS	\$14,000	\$16,000	(\$2,000)	-12.5%
REIMBURSEMENTS - CLOTHING & FOOD	\$25,500	\$15,000	\$10,500	70.0%
SFS GRANTS	\$4,450	\$4,500	(\$50)	-1.1%
TELEPHONE	\$12,800	\$12,900	(\$100)	-0.8%
Total Additional Operating Expenses Operations	\$500,050	\$483,000	\$17,050	3.5%
Cost of Operations - Other Assets, Non-Bondable				
NEW FIRE EQUIPMENT	\$30,000	\$30,000	\$0	0.0%
COMMUNICATION EQUIPMENT	\$3,800	\$4,000	(\$200)	-5.3%
OFFICE EQUIPMENT	\$1,500	\$3,000	(\$1,500)	-100.0%
SHOP EQUIPMENT	\$1,200	\$1,200	\$0	0.0%
COMPUTER EQUIPMENT	\$10,000	\$10,000	\$0	0.0%
MAPS/COMPRESSORS	\$2,000	\$2,000	\$0	0.0%
BUILDING MAINTENANCE AND REPAIR	\$16,000	\$31,000	(\$15,000)	-93.8%
AIR PACKS/ HOSES	\$5,000	\$5,000	\$0	0.0%
Total Additional Cost of Operations Other Assets	\$69,500	\$86,200	(\$16,700)	-19.4%
Total Cost of Operations and Maintenance	\$569,550	\$569,200	\$350	0.1%

2020 Schedule of Salaries and Benefits

Gloucester Township Fire District #4
Camden County

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	2020 Proposed		PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 Proposed Budget Fringe Benefits
			Budget Salary & Wages	PERS Contribution					
Administrative Clerk	1	\$ 51,000	\$ 51,000	\$ 6,388		\$ 23,000	\$ 10,200	\$ 39,588	
Administrative OT	1	3,600	3,600						
Temporary Secretary	1	400	400						
Position #4									
Position #5									
Position #6									
Position #7									
Position #8									
Total Administration			\$ 55,000	\$ 6,388	\$ -	\$ 23,000	\$ 10,200	\$ 39,588	

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2020 Proposed		PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 Proposed Budget Fringe Benefits
			Budget Salary & Wages	PERS Contribution					
See Appendix B	1	\$ 470,384	\$ 470,384		\$ 117,791	\$ 187,000	\$ 121,500	\$ 426,291	
Position #2									
Position #3									
Position #4									
Position #5									
Position #6									
Position #7									
Position #8									
Position #9									
Position #10									
Position #11									
Position #12									
Position #13									
Position #14									
Total Operation & Maintenance			\$ 470,384	\$ -	\$ 117,791	\$ 187,000	\$ 121,500	\$ 426,291	

Salary Offset by Revenue Positions (List Individually)	Number of Staff	Annual Wages	2020 Proposed		PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 Proposed Budget Fringe Benefits
			Budget Salary & Wages	PERS Contribution					
Fire Official - UFD	1	\$ 36,900	\$ 36,900						
Fire Fighter # 4	1	53,000	53,000						
Fire Fighter # 5	1	35,000	35,000						
Position #4									
Position #5									
Position #6									
Position #7									
Position #8									
Total Offset by Revenue			\$ 124,900	\$ -	\$ -	\$ -	\$ -	\$ -	

Total Administration, Operations & Offset by Revenue

	\$ 650,284	\$ 6,388	\$ 117,791	\$ 210,000	\$ 131,700	\$ 465,879
--	------------	----------	------------	------------	------------	------------

2020 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2020 to December 31, 2020

Appendix B

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Fire Official - UFA	1	\$ 82,358	\$ 82,358					\$ -
Fire Official Overtime and Longevity	1	11,900	11,900					-
Captain	1	127,102	127,102					-
Captain - Overtime and Longevity	1	11,700	11,700					-
Fire Apparatus Mechanic	1	98,615	98,615					-
Mechanic - Overtime and Longevity	1	8,800	8,800					-
Fire Fighter # 3	1	60,725	60,725					-
Fire Fighter # 3 - Overtime and Longevity	1	5,400	5,400					-
Fire Fighter # 4	1	3,462	3,462					-
Fire Fighter # 4 - Overtime and Longevity	1	5,100	5,100					-
Fire Fighter # 5	1	16,620	16,620					-
Fire Fighter # 5 - Overtime and Longevity	1	4,600	4,600					-
Fire Fighter # 6	1	1	1					-
Fire Fighter # 6 - Overtime and Longevity	1	1	1					-
Employee Separation Agreement	1	4,000	4,000					-
Part Time Inspector	1	5,000	5,000					-
Fringe Benefits	5				117,791	187,000	121,500	426,291
Overtime & Substitutes	1	25,000	25,000					-
	1							-
Total Operation & Maintenance			\$ 470,384	\$ -	\$ 117,791	\$ 187,000	\$ 121,500	\$ 426,291

2020 Proposed Capital Budget

Gloucester Township Fire District #4
Camden County

CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

List Project Separately	Asset Type	Improvements	Time of General	Date of Approval	Affirmative	2020 Proposed Budget	2019 Adopted Budget	
			Election February or November		Vote Percentage			
Station #2 Improvements								
Capital Improvement #2			11/08/18	12/19/18	100%	\$ -	\$ 120,000	
Capital Improvement #3								
Capital Improvement #4								
Capital Improvement #5								
Capital Improvement #6								
Capital Improvement #7								
Total Capital Improvements							-	120,000

DOWN PAYMENTS/CAPITAL FINANCED IMPROVEMENTS (N.J.S.A. 40A:14-85)

List Project Separately	Asset Type	Date of Local	Date of Voter Approval	Affirmative	2020 Proposed Budget	2019 Adopted Budget	
		Finance Board Approval		Vote Percentage			
Capital Improvement #1							
Capital Improvement #2							
Capital Improvement #3							
Capital Improvement #4							
Capital Improvement #5							
Capital Improvement #6							
Capital Improvement #7							
Total Down Payments							-
Total Capital Improvements & Down Payments							-
RESERVE FOR FUTURE CAPITAL OUTLAYS							130,000
TOTAL CAPITAL APPROPRIATIONS							\$ 130,000
Capital Appropriations Offset with Restricted Fund							
Capital Appropriations Offset with Grants							
Capital Appropriations Offset with Unrestricted Fund							

Debt Service Schedule - Principal

Gloucester Township Fire District #4
Camden County

	Date of		Date of Local	Current Year	2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
	Approval	% of Voter Approval										
General Obligation Bonds												
General Obligation Bond #1												\$
General Obligation Bond #2												
General Obligation Bond #3												
General Obligation Bond #4												
Total Principal - General Obligation Bonds												
Bond Anticipation Notes												
BAN #1												
BAN #2												
BAN #3												
BAN #4												
Total Principal - BANS												
Capital Leases												
Capital Lease #1												
Capital Lease #2												
Capital Lease #3												
Capital Lease #4												
Total Principal - Capital Leases												
Intergovernmental Loans												
Intergovernmental #1												
Intergovernmental #2												
Intergovernmental #3												
Intergovernmental #4												
Total Principal - Intergovernmental Loans												
Other Bonds or Notes Payable												
Other Bonds or Notes #1												
Other Bonds or Notes #2												
Other Bonds or Notes #3												
Other Bonds or Notes #4												
Total Principal - Other Bonds or Notes												
TOTAL PRINCIPAL ALL OBLIGATIONS												

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund
 Capital Appropriations Offset with Grants
 Capital Appropriations Offset with Unrestricted Fund

Debt Service Schedule - Interest

Gloucester Township Fire District #4
Camden County

	Current Year (2019)	2020	2021	2022	2023	2024	2025	Thereafter	Total Interest Payments Outstanding
General Obligation Bonds									
General Obligation Bond #1									\$
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
Total Interest - General Obligation Bonds	-	-	-	-	-	-	-	-	-
Bond Anticipation Notes									
BAN #1									
BAN #2									
BAN #3									
BAN #4									
Total Interest Payments - BANS	-	-	-	-	-	-	-	-	-
Capital Leases									
Capital Lease #1									
Capital Lease #2									
Capital Lease #3									
Capital Lease #4									
Total Interest Payments - Capital Leases	-	-	-	-	-	-	-	-	-
Intergovernmental Loans									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
Total Interest Payments - Intergovernmental	-	-	-	-	-	-	-	-	-
Other Bonds or Notes Payable									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
Total Interest Payments - Other Bonds or Notes	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OBLIGATIONS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet. Enter the interest payment due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund					
Capital Appropriations Offset with Grants					
Capital Appropriations Offset with Unrestricted Fund					

2020 Fund Balance Reconciliation

Gloucester Township Fire District #4 Camden County

UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2019 (1)	\$ 488,524
Less: Utilized in 2019 Adopted Budget	121,716
Proposed balance available	366,808
Estimated results of operations for the year ending December 31, 2019	120,000
Anticipated balance December 31, 2019	486,808
Less: Fund Balance utilized in 2020 Proposed Budget	118,047
Plus: Accrued Unfunded Pension Liability (1)	1,249,347
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	1,210,246
Proposed balance after utilization in 2020 Proposed Budget	\$ 2,828,354

RESTRICTED FUND BALANCE

Beginning balance January 1, 2019 (1)	\$ 188,000
Less: Utilized in 2019 Adopted Budget	-
Proposed balance available	188,000
Estimated results of operations for the year ending December 31, 2019	120,000
Anticipated balance December 31, 2019	308,000
Less: Restricted Fund Balance used in 2020 Proposed Budget for Capital Purposes	-
Less: Restricted Fund Balance released via Referendum Resolution	-
Proposed balance after utilization in 2020 Proposed Budget	\$ 308,000

(1) This line item must agree to audited financial statements.

TOWNSHIP OF GLOUCESTER FIRE DISTRICT NO. 4
 Balance Sheet
 Governmental Funds
 December 31, 2018

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
ASSETS:					
Cash and Cash Equivalents	\$ 864,707.51				\$ 864,707.51
Due from Special Revenue Fund	31,568.75				31,568.75
Intergovernmental Accounts Receivable:					
Federal		\$ 31,558.75			31,558.75
Accounts Receivable	6,605.52				6,605.52
Total Assets	\$ 902,871.78	\$ 31,558.75	\$	\$	\$ 934,430.53
LIABILITIES AND FUND BALANCES:					
Liabilities:					
Accounts Payable	82,321.59				\$ 82,321.59
Payroll Payable	22,310.50				22,310.50
Due to General Fund		31,558.75			31,558.75
Total Liabilities	104,632.09	31,558.75			136,190.84
Fund Balances:					
Restricted:					
Future Capital Outlays	188,000.00				188,000.00
Assigned:					
Designated for:					
For Subsequent Year's Expenditures	121,716.00				121,716.00
Unassigned	488,523.69				488,523.69
Total Fund Balances	798,239.69				798,239.69
Total Liabilities and Fund Balances	\$ 902,871.78	\$ 31,558.75	\$	\$	(Continued)

Note 10: POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (CONT'D)**Sensitivity of the net OPEB Liability to Changes in the Discount Rate**

The Fire District's proportionate share of the net OPEB liability as of June 30, 2018, the Plan's measurement date, calculated using a discount rate of 3.87%, as well as using a discount rate that is 1% lower or 1% higher than the current rates used, is as follows:

	1% Decrease <u>(2.87%)</u>	Current Discount Rate <u>(3.87%)</u>	1% Increase <u>(4.87%)</u>
Fire District's Proportionate Share of the Net OPEB Liability	\$ 1,419,939.00	\$ 1,210,246.00	\$ 1,042,749.00

Sensitivity of the net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The Fire District's proportionate share of the net OPEB Liability as of June 30, 2018, the Plan's measurement date, using a healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rate used, is as follows:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Fire District's Proportionate Share of the Net OPEB Liability	\$ 1,009,539.00	\$ 1,210,246.00	\$ 1,469,990.00

Note 11: RISK MANAGEMENT

The Fire District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

Property and Liability Insurance - The Fire District maintains commercial insurance coverage for property, liability, and surety bonds.

New Jersey Unemployment Compensation Insurance - The Fire District has elected to fund its New Jersey Unemployment Compensation Insurance under the "Contribution Method". Under this plan, a contribution method rate is established annually for the Fire District's share on unemployment tax. This rate is based on cost experience for all government employers.

Insurance - The Fire District has policies through VFIS. This provider insures the Fire District with the following coverages:

- Workers' Compensation
- Commercial Auto Liability
- Commercial Package:
 - Property
 - Casualty
 - Professional Liability
 - Crime
 - Umbrella Liability
- Accident and Sickness
- Auto Physical Damage
- Public Officials

Note 8: PENSION PLANS (CONT'D)Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Cont'd)

Police and Firemen's Retirement System - At December 31, 2018, the Fire District's and State of New Jersey's proportionate share of the PFRS net pension liability was as follows:

Fire District's Proportionate Share of Net Pension Liability	\$ 1,249,347.00
State of New Jersey's Proportionate Share of Net Pension Liability Associated with the Fire District	<u>169,703.00</u>
	<u>\$ 1,419,050.00</u>

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The total pension liability was calculated through the use of updated procedures to roll forward from the actuarial valuation date to the measurement date of June 30, 2018. The Fire District's proportion of the net pension liability was based on a projection of the Fire District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers and the State of New Jersey, actuarially determined. For the June 30, 2018 measurement date, the Fire District's proportion was .0092327772%, which was an increase of .0023161983% from its proportion measured as of June 30, 2017. Likewise, at June 30, 2018, the State of New Jersey's proportion, on-behalf of the Fire District, was .0092327772%, which was an increase of .0023161983% from its proportion, on-behalf of the Fire District, measured as of June 30, 2017.

At December 31, 2018, the Fire District's proportionate share of the PFRS pension expense, calculated by the Plan as of the June 30, 2018 measurement date is \$226,868.00.

At December 31, 2018, the State's proportionate share of the PFRS pension expense, associated with the Fire District, calculated by the Plan as of the June 30, 2018 measurement date is \$20,101.00. This on-behalf expense has been recognized by the Fire District in the government-wide financial statements.

Deferred Outflows of Resources and Deferred Inflows of Resources - At December 31, 2018, the Fire District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources			Deferred Inflows of Resources		
	PERS	PFRS	Total	PERS	PFRS	Total
Differences between Expected and Actual Experience	\$ 2,408.00	\$ 12,710.00	\$ 15,118.00	\$ 851.00	\$ 5,170.00	\$ 6,021.00
Changes of Assumptions	20,811.00	107,240.00	128,051.00	40,381.00	320,186.00	360,567.00
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	-	-	1,185.00	6,835.00	8,020.00
Changes in Proportion and Differences between Fire District Contributions and Proportionate Share of Contributions	68,650.00	450,780.00	519,330.00	226,289.00	-	226,289.00
Fire District Contributions Subsequent to the Measurement Date	3,190.00	45,132.00	48,322.00	-	-	-
	<u>\$ 94,959.00</u>	<u>\$ 615,862.00</u>	<u>\$ 710,821.00</u>	<u>\$ 268,506.00</u>	<u>\$ 332,191.00</u>	<u>\$ 600,697.00</u>

2020 Referendums

Gloucester Township Fire District #4
Camden County

	2020 Proposed Budget Amount	Requested
Summary of Referendum Line Items		
Total Referendum Line Items	\$ -	\$ -

Tax Levy Requested minus Maximum Allowable Levy
 As this page is adjusted this amount changes, should = \$0
 (For Reference Purposes Only - from Levy Cap Summary based on
 information provided by the district - see instructions.)

	2020 Proposed Budget Amount	Requested
Summary of Release of Restricted Fund Balance Referendum Line Items		
Total Release of Restricted Fund Balance	\$ -	\$ -

2020 Levy Cap Summary

Gloucester Township Fire District #4
Camden County

LEVY CAP CALCULATION				
Prior Year Amount to be Raised by Taxation for Fire District Purposes	1,618,919	\$		
Changes in Service Provider (+/-)	-			
DLGS Approved Adjustments	-			
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation	1,618,919			
Plus: 2% Cap Increase	32,378			
ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS	<u>1,651,297</u>			
<i>Exclusions</i>				
Shared Service Exclusion	-			
Change in Total Debt Service Appropriation	-			
Allowable Pension Increases	27,411			
Allowable Increase in Health Care Costs	-			
Changes in LOSAP Contributions (+/-)	1,000			
Extraordinary Costs due to a "Declared" Emergency	-			
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays	10,000			
Total Exclusions	<u>38,411</u>			
Less: Cancelled or Unexpended Referendum Amounts	-			
Increase in Ratable Valuation (New Construction/Additions)	163,900	\$		
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	408		\$0.249	
ADJUSTED TAX LEVY	<u>1,690,116</u>			
Amount Utilized from Levy Cap Bank from 2017	-			
Amount Utilized from Levy Cap Bank from 2018	2,534			
Amount Utilized from Levy Cap Bank from 2019	3,300			
Maximum Tax Levy Before Referendum	1,695,950			
Amount Proposed for Levy Cap Referendum	-			
MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION	<u>\$ 1,695,950</u>			
CAP BANK CALCULATION				
Amount to be Raised by Taxation	1,690,116	\$		
Cap Bank Available from Prior Year (2017) for 2020 Budget	-			
Cap Bank Available from Prior Year (2018) for 2020 Budget	-			
Revised Cap Bank from Prior Year (2019) Available for 2020 Budget	-			
Cap Bank Available from Prior Year (2019) for 2020 Budget	(2,534)			
Revised Cap Bank from Prior Year (2019) Available for 2021 Budget	-			
Cap Bank Available from Prior Year (2019) Available for 2021 Budget	(3,300)			
Cap Bank from Current Year (2020) Available for 2021 Budget	0			
Cap Bank Available from 2020 for 2021 Budget	<u>\$ 5,834</u>			

2020 Levy Cap Exclusion Calculations

Gloucester Township Fire District #4
Camden County

PENSION CONTRIBUTION CALCULATION

2020 Proposed Budget PERS Contribution Appropriated	6,388
2020 Proposed Budget PERS Contribution Appropriated	117,791
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2020 Base Amount	124,179
2019 Adopted Budget PERS Contribution	6,504
2019 Adopted Budget PERS Contribution	90,264
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2019 Base Amount	96,768
Pension Contribution Exclusion	\$ 27,411

LOSAP CALCULATION

2020 Proposed Budget LOSAP Appropriation	\$ 46,000
2019 Adopted Budget LOSAP Appropriation	45,000
LOSAP Exclusion (+/-)	\$ 1,000

DEBT SERVICE CALCULATION

2020 Proposed Budget Total Debt Service Appropriation	\$ -
2020 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	-
2020 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	-
2020 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	-
2020 Base Amount	-
2019 Adopted Budget Total Debt Service Appropriation	-
2019 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2019 Adopted Budget Capital Appropriation Offset from Grant Fund	-
2019 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	-
Debt Service Exclusion	\$ -

CAPITAL APPROPRIATION CALCULATION

2020 Proposed Budget Total Capital Appropriation	\$ 130,000
2020 Proposed Budget Capital Appropriation Offset from Restricted Fund	-
2020 Proposed Budget Capital Appropriation Offset from Grant Revenue	-
2020 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	-
2020 Base Amount	-
2019 Adopted Budget Total Capital Appropriation	130,000
2019 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2019 Adopted Budget Capital Appropriation Offset from Grant Revenue	-
2019 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	120,000
Capital Expenditure Exclusion	\$ 10,000

HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2020	0.0%
2020 Proposed Budget Administration Health Insurance Appropriation	\$ 23,000
2020 Proposed Budget Operations & Maintenance Health Insurance Appropriation	187,000
2020 Proposed Budget Group Health Insurance	210,000
2019 Adopted Budget Administration Health Insurance Appropriation	23,000
2019 Adopted Budget Operations & Maintenance Health Insurance Appropriation	206,000
2019 Adopted Budget Group Health Insurance	229,000
Net Increase (Decrease)	(19,000)
Net Increase Divided by 2019 Amount Budgeted = % Increase	0.00%
SFY 2020 State Health Average 0% Less 2% = % Increase Added to Current Levy	0.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	0.00%
% Increase Inside Cap * 2019 Expended = Added Amount Inside Cap	\$ -
% Increase Exclusion * 2019 Expended = 2020 Appropriation Added to Levy	\$ -
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ -
2020 Increase in Appropriation	\$ -

2019.07

INTERLOCAL AGREEMENT
FOR
"24/7 CAREER STAFF COVERAGE"
ADDENDUM A2 - COST SHARING

This Inter-Local Agreement Addendum A2 is made on this 13th day of March, 2019 by and between the Boards of Fire Commissioners of Gloucester Township Fire Districts #2 and #4 (hereinafter referred to as the "Fire Districts"). This addendum replaces and supersedes Addendum A2 dated June 21, 2018.

WHEREAS, the Fire Districts have entered into a 24/7 career staff inter-local services agreement, and
WHEREAS, the Fire Districts have agreed to equally share the costs of the program, and
NOW THEREFORE the Fire Districts have agreed to the following cost share arrangements:

1. Fire District 4 will provide the following reimbursement to Fire District 2 for the 24/7 use of Engine 822 as Engine 88:
 - a. One half of the fuel, maintenance, tire and battery replacement costs.
 - b. \$1,200.00 per month as compensation for wear and tear and resale depreciation, effective January 1, 2019.

1. In the event that a District 4 apparatus is used as Engine 88 in place of Engine 822 due to maintenance, mechanical breakdown or other event, a pro-rated amount of \$39.45 per day or \$1.64 per hour will be deducted from the money owed.

2. Fire District 4 agrees to reimburse Fire District 2 one half of any costs incurred for supervision of Platoon C. Supervision costs shall be defined as hourly Acting Officer Compensation or, in the case of a member being promoted, the difference between the member's current salary and the salary earned as a result of the promotion. In the event that a District 4 employee serves as a Platoon C supervisor, District 2 will reimburse District 4 via the same procedure.

3. The Fire Districts agree to reimburse each other for any personnel costs incurred as a result of a shift vacancy caused by the absence of a member of the opposing district. As an example, a District 4 career firefighter works an overtime shift resulting from the absence of a District 2 firefighter. In that situation, District 4 will pay their employee, and bill District 2 for the cost. The same procedure will apply to the use of substitutes.

4. Each district will bill the opposing district on a quarterly basis for any costs incurred, and each district agrees to pay the invoice not later than the second meeting following the presentation of the request. 5. Billing disputes will be handled via the Conflict Resolution Procedure outlined in Addendum A3.

DATED: 3/13/19

George H. Genzel
Chairman - Fire District #2
Kevin Donahue
Secretary - Fire District #2

David J. Vannoni
Chairman - Fire District #4
Richard Jones
John Grady
Secretary - Fire District #4

2019-24

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, GLOUCESTER TOWNSHIP FIRE DISTRICT # 4,
CAMDEN COUNTY, NEW JERSEY
TO ADOPT JOINT ADMINISTRATIVE POLICIES 19-001, 19-002 AND 19-003

WHEREAS, in 2018, Gloucester Township Fire Districts 2 and 4 entered into a Career Firefighter Shared Services Program for the 24/7 staffing of fire apparatus, and

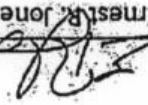
WHEREAS, The Fire Districts recognize the need for the creation of certain policies to govern the Operation of the shared services program, and

WHEREAS, The Fire Commissioners have been presented with Joint Administrative Policies 19-001 Policy Creation/ Enforcement, 19-002 Leave Time, and 19-003 E88 Platoons, Schedule and Supervision and,

WHEREAS, The Fire Commissioners have reviewed the policies and agree that adoption of the same is in the best interest of the Fire District.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 4 have officially adopted Joint Administrative Policies 19-001, 19-002 and 19-003, with an effective date of Sunday, March 17, 2019.

DATED: February 20, 2019

BY:  Ernest R. Jones, Secretary
20 Feb 2019

GLoucester Township Fire Districts #2 and #4									
CAREER STAFF SHARED SERVICES PROGRAM									
JOINT ADMINISTRATIVE POLICY									
TITLE:		Policy Creation / Enforcement							
NEW	X	DATE:		INITIAL	J.A.P 19-001		DATE:	3/17/2019	REVIS
REVIS		DATE:		6 MONTHS	1 YEAR	2 YEARS	OTHER	As needed	Chairman George Genzel – GTFD2 Commissioner E.R. Jones – GTFD 4
NUMBER		2		ISSUING AUTHORITY:					
OF PAGES:		2							

1. Purpose

To establish a policy for the creation of Joint Administrative Policies applicable to GTFD 2 and GTFD 4 career staff members participating in the Career Staff Shared Services Program (hereinafter referred to as the Engine 88 Program) between Gloucester Township Fire District #2 and Gloucester Township Fire District #4.

II. Scope

Approved Joint Administrative Policies shall apply to all full time career firefighters employed by Gloucester Township Fire District #2 or Gloucester Township Fire District #4 and assigned to the Engine 88 Program. Where noted, the policies shall also apply to any non-career firefighters assigned to or riding with the Engine 88 crew.

III. Definitions

Blended Platoon:

A platoon staffed by members of both districts.

Districts:

Gloucester Township Fire District #2 and Gloucester Township Fire District #4.

Employing District:

The district employing a particular firefighter.

Immediate Supervisor:

District 2 Captain / Acting Captain – GTFD 2 Commissioner assigned as the Personnel Director or his/her designee.

District 4 Captain / Acting Captain – GTFD 4 Commissioner assigned as the Personnel Director.

All Others – Captain / Acting Captain of Assigned Platoon.

Non-Blended Platoon:

A platoon staffed by firefighters employed by the same fire district.

- VI. Revisions
 - a. Revisions to existing policies will follow the same procedure outlined for policy creation.
 - b. Upon approval, the policy heading will note the revised policy status and date.

- V. Enforcement
 - a. Enforcement of approved policies will be the responsibility of the immediate supervisors described in the Definitions Section of this policy.
 - b. Violations shall be handled via accepted progressive discipline practices, and shall be subject to the grievance procedures outlined in the employing districts collective bargaining agreement.
 - c. Violations which require formal discipline will be forwarded to the Fire District 2 Administrator for District 2 employees and the District 4 Commissioner assigned as the Personnel Director for District 4 employees.

- IV. Policy Creation
 - a. The Districts recognize the need for the creation of Joint Administrative Policies for proper and efficient management of the Engine 88 Program.
 - b. Said policies shall follow the format of this template, and shall be numbered with the year of creation, followed by a three digit sequential number (i.e. 18-001).
 - c. Draft policies will be created by the Fire District 2 Administrator, in cooperation with the Platoon Supervisors.
 - d. Upon creation, a draft version of the policy will be shared with Joint Operations Committee members for review and comment.
 - e. The policy will then be presented to each of the Districts for approval and adoption by Resolution.
 - f. The Districts will have the option to approve the policy, deny approval, or return the policy to the Joint Operations Committee for further editing.
 - g. Once a policy is approved by both districts, it will be shared with affected personnel by the employing district, and a log documenting receipt of the policy will be retained.
 - h. An identical log of approved Joint Administrative Policies will be maintained by each district.

1. Purpose
 To establish a policy for the granting of requested leave time for all categories except Sick Leave, which will be covered by a separate policy.

II. Scope
 This policy shall apply to all full time career firefighters employed by the Districts and assigned to the Engine 88 Program.

III. Definitions
 Leave Time: Excused absence from scheduled duty time based on all leave time categories specified in the applicable collective bargaining agreement, with the exception of Sick Leave.

Districts: Gloucester Township Fire District #2 and Gloucester Township Fire District #4.

Employing District: The district employing a particular firefighter.

Immediate Supervisor: District 2 Platoon Supervisors – GTFD 2 Commissioner assigned as the Personnel Director or his/her designee.
 District 4 Platoon Supervisor – GTFD 4 Commissioner assigned as the Personnel Director.
 All Others – Captain / Acting Captain of Assigned Platoon.

Next Level Supervisor: District 2 employees – GTFD 2 Commissioner assigned as the Personnel Director or his/her designee.
 District 4 Employees – GTFD 4 Commissioner assigned as the Personnel Director.

GLoucester Township Fire Districts #2 AND #4		CAREER STAFF SHARED SERVICES PROGRAM		JOINT ADMINISTRATIVE POLICY	
TITLE:		Leave Time			
NEW	REVISED	DATE:	ISSUE	INITIAL	REVISED
x		3/17/2019			
ORDER #:		J.A.P 19-002		DATE:	ISSUE
				3/17/2019	
POLICY REVIEW SCHEDULE:		3 MONTHS	6 MONTHS	1 YEAR	2 YEARS
NUMBER OF PAGES:		3		Chairman George Genzel – GTFD 2 Commissioner E.R. Jones – GTFD 4	
AS NEEDED		OTHER			

Sick Leave:
Leave time granted to members due to illness, as specified in the applicable collective bargaining agreement. Not covered by this policy.

IV. Policy

- a. The Districts recognize the need to afford employees the opportunity to utilize leave time as identified in the collective bargaining agreement.
- b. The Districts also recognize the need to maintain adequate on-duty staffing to ensure the safe and efficient delivery of emergency services to the citizens we protect.
- c. The Districts have determined that the minimum on-duty staffing for each platoon shall be three (3) firefighters. The Districts also recognize that there may be training, special details, or other factors requiring the need for additional firefighters on a particular shift.
- d. To ensure that approval of requested leave time does not result in less than minimum staffing, the following procedure shall be followed:
 - i. The member requesting leave is encouraged to review the shared online Engine 88 calendar to ensure there is adequate staffing before submitting a leave request.
 - ii. The member will then submit a Leave Time Request to their Platoon Captain / Acting Captain, who will ensure that approval of the request will not result in less than minimum staffing or otherwise interfere with the operational needs of the districts.
 - iii. If the request will not result in a staffing shortage or otherwise interfere with the operational needs of the districts, the Platoon Captain / Acting Captain is authorized to approve the request.
 - iv. If the request will result in a staffing shortage and/or interfere with the operational needs of the districts, the Captain / Acting Captain shall deny the request.
 - v. In extenuating circumstances, the employee denied requested leave time may forward the denied request to the next level supervisor for further review. The next level supervisor has the authority to approve the leave request.
 1. Both the next level supervisor granting the leave request and the firefighter granted leave will be responsible for notifying the Captain / Acting Captain of the firefighter's assigned platoon of the approved leave time.
 2. The next level supervisor will be responsible for ensuring a qualified firefighter is scheduled to fill the shift vacancy to comply with the minimum staffing needs identified in Section IV.c.
 3. The employing district will be responsible for any costs associated with approval of leave time that results in the need for overtime or use of a substitute.

- Record Keeping
- a. Approved Leave Time will be documented on the shared online calendar by the supervisor approving the request.
 - i. Employees are prohibited from entering their own leave time on the calendar unless specifically authorized by their Platoon Supervisor.
 - b. Approved leave slips will be forwarded to the employing district's designated administrative representative, who will update the employee's leave time bank.
 - c. Updated leave time balances will be forwarded to each employee at or near the beginning of each new work cycle.

V.

GLOUCESTER TOWNSHIP FIRE DISTRICTS #2 AND #4 CAREER STAFF SHARED SERVICES PROGRAM JOINT ADMINISTRATIVE POLICY						
TITLE:	E88 Platoons, Schedule and Supervision – Appendix A				NEW	REVISED
					X	
ORDER #:	J.A.P 19-003A	INITIAL ISSUE DATE:	3/17/2019	REVISED ISSUE DATE:		
POLICY REVIEW SCHEDULE:	3 MONTHS	6 MONTHS	1 YEAR	2 YEARS	OTHER	
					Transfer of personnel	
NUMBER OF PAGES:	1	ISSUING AUTHORITY:	Chairman George Genzel – GTFD 2 Commissioner E.R. Jones – GTFD 4			

I. Purpose

To document the Captain / Acting Captain, Assistant Supervisor and assigned personnel for each platoon.

II. Scope

Applies to all full time career firefighters employed by the Districts and assigned to the Engine 88 Program.

III. Assignments:

A Platoon:

Fire Marshal Kenneth Young -	Acting Captain
Firefighter Nicholas Procopio -	Assistant Platoon Supervisor
Firefighter Richard Knight	
Firefighter Nicholas Ritz Jr.	
Firefighter Robert Lindell	

B Platoon:

Captain Frank Reiss -	Captain
Fire Marshal Pete Urso -	Assistant Platoon Supervisor
FAM William Prendergast	
Firefighter Raymond Woods	

C Platoon:

Firefighter Albert Adomanis -	Acting Captain
Firefighter Nicholas Giambri -	Assistant Platoon Supervisor
Firefighter Brandon O'Connor	
Firefighter Joseph Brogan	

- e. Ensure that minimum staffing needs are met, addressing staffing deficiencies by promptly notifying the next level supervisor and assisting with locating a qualified firefighter to fill the vacancy.
- f. If necessary, a member of the off going platoon will be held over to cover the shortage until a replacement can be found.
 - i. If no member volunteers for the hold over, the junior firefighter will be assigned to the vacancy.
 - ii. Under no circumstances will members be scheduled to work more than thirty-six (36) hours without at least twelve (12) hours of unscheduled time between shifts.
- g. Managing the daily activities of assigned firefighters to ensure completion of all scheduled tasks, while ensuring the platoon is prepared at all times to promptly respond to calls for service.
- h. Prompt communication with the District Chiefs or their designee if extended calls for service or other circumstances affect the ability of Engine 88 to respond to calls for service.
- i. Serving as the Engine 88 Company Officer during calls for service.
- j. Assigning the Engine 88 riding positions at the start of each shift, and adjusting as needed during the shift.
- k. Approving Leave Time I.A.W. JAP 18-002.
- l. Ensuring that firefighters assigned to their platoon engage in regular training to maintain proficiency in firefighting tasks, and complete all mandatory annual training.
- m. Completion of reports for any calls for service during the shift.
- n. Completion of the Shift Change Report.
- o. Briefing the oncoming Platoon Supervisor of any matters of importance.

VI. Firefighter Responsibilities:

- a. Report promptly for all scheduled shifts, unless granted leave time, sick leave or approved off-site training.
 - i. If leave time is approved by someone other than the Captain / Acting Captain of the firefighters assigned platoon, the firefighter is responsible for notifying their platoon Captain / Acting Captain of the leave time as soon as possible after the leave time is approved. Notification shall be made by positive contact via phone, acknowledged text message or acknowledged e-mail.
- b. Be properly groomed and attired in the uniform of the day, mentally and physically prepared to perform the duties of a firefighter.
- c. Assist with all tasks assigned by the Platoon Supervisor.
- d. Maintain a constant state of readiness for calls for service.
- e. Promptly respond to all calls for service, under the direction of the Platoon Supervisor.
- f. Engage in training whenever possible to maintain a high level of proficiency in firefighting tasks, complete all mandatory annual training.
- g. Show personal initiative in maintaining facilities, apparatus and equipment in a high state of cleanliness and readiness for service.

GLOUCESTER TOWNSHIP FIRE DISTRICTS #2 AND #4						
CAREER STAFF SHARED SERVICES PROGRAM						
JOINT ADMINISTRATIVE POLICY						
TITLE:	E88 Platoons, Schedule and Supervision				NEW	REVISED
					x	
ORDER #:	J.A.P 19-003	INITIAL ISSUE DATE:	3/17/2019	REVISED ISSUE DATE:		
POLICY REVIEW SCHEDULE:	3 MONTHS	6 MONTHS	1 YEAR	2 YEARS	OTHER	
					As needed	
NUMBER OF PAGES:	3	ISSUING AUTHORITY:	Chairman George Genzel – GTFD 2 Commissioner E.R. Jones – GTFD 4			

I. Purpose

To document the structure, schedule and supervision of the Engine 88 program.

II. Scope

This policy shall apply to all full time career firefighters employed by the Districts and assigned to the Engine 88 Program, and to any non-career firefighters assigned to or riding with Engine 88.

III. Definitions

Districts:

Gloucester Township Fire District #2 and Gloucester Township Fire District #4.

Employing District:

The district employing a particular firefighter.

I.A.W.:

In accordance with

Supervisory Pool:

The Captain / Acting Captain and Assistant Supervisor of each platoon.

Next Level Supervisor:

District 2 employees – GTFD Commissioner assigned as the Personnel director or his/her designee.

District 4 Employees – GTFD 4 Commissioner assigned as the Personnel Director.

IV. Policy

- a. Effective July 8, 2018, the Districts expanded the career firefighter hours to provide a staffed fire apparatus 24 hours a day, seven days a week. The staffed apparatus is identified as Engine 88.

- e. Ensure that minimum staffing needs are met, addressing staffing deficiencies by promptly notifying the next level supervisor and assisting with locating a qualified firefighter to fill the vacancy.
- f. If necessary, a member of the off going platoon will be held over to cover the shortage until a replacement can be found.
 - i. If no member volunteers for the hold over, the junior firefighter will be assigned to the vacancy.
 - ii. Under no circumstances will members be scheduled to work more than thirty-six (36) hours without at least twelve (12) hours of unscheduled time between shifts.
- g. Managing the daily activities of assigned firefighters to ensure completion of all scheduled tasks, while ensuring the platoon is prepared at all times to promptly respond to calls for service.
- h. Prompt communication with the District Chiefs or their designee if extended calls for service or other circumstances affect the ability of Engine 88 to respond to calls for service.
- i. Serving as the Engine 88 Company Officer during calls for service.
- j. Assigning the Engine 88 riding positions at the start of each shift, and adjusting as needed during the shift.
- k. Approving Leave Time I.A.W. JAP 18-002.
- l. Ensuring that firefighters assigned to their platoon engage in regular training to maintain proficiency in firefighting tasks, and complete all mandatory annual training.
- m. Completion of reports for any calls for service during the shift.
- n. Completion of the Shift Change Report.
- o. Briefing the oncoming Platoon Supervisor of any matters of importance.

VI. Firefighter Responsibilities:

- a. Report promptly for all scheduled shifts, unless granted leave time, sick leave or approved off-site training.
 - i. If leave time is approved by someone other than the Captain / Acting Captain of the firefighters assigned platoon, the firefighter is responsible for notifying their platoon Captain / Acting Captain of the leave time as soon as possible after the leave time is approved. Notification shall be made by positive contact via phone, acknowledged text message or acknowledged e-mail.
- b. Be properly groomed and attired in the uniform of the day, mentally and physically prepared to perform the duties of a firefighter.
- c. Assist with all tasks assigned by the Platoon Supervisor.
- d. Maintain a constant state of readiness for calls for service.
- e. Promptly respond to all calls for service, under the direction of the Platoon Supervisor.
- f. Engage in training whenever possible to maintain a high level of proficiency in firefighting tasks, complete all mandatory annual training.
- g. Show personal initiative in maintaining facilities, apparatus and equipment in a high state of cleanliness and readiness for service.



FEMA

Mr. Frank P Reiss
Gloucester Twp. Fire District 4
P.O. Box 541
Blackwood, New Jersey 08012-2901

Re: Award No. EMW-2017-FH-00436

Dear Mr. Reiss:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$250,968.00. As a condition of this award, you are required to contribute a cost match in the amount of \$96,204.00 of non-Federal funds. The Federal share is \$154,764.00 of the approved total project cost of \$250,968.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. **PLEASE NOTE:** your recruitment period has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

Summary Award Memo

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2017-FH-00436
GRANTEE: Gloucester Twp. Fire District 4
DUNS NUMBER: 103742557
AMOUNT: \$250,968.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

13-FEB-19 to 12-FEB-22

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$124,977.00
Fringe Benefits	\$125,991.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
indirect Charges	\$0.00
Total	\$250,968.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Nancy Cannon at nancy.cannon@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2017-FH-00436	2. AMENDMENT NO. 0	3. RECIPIENT NO. 22-2123166	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX03041N2018T
6. RECIPIENT NAME AND ADDRESS Gloucester Twp. Fire District 4 14 W. Central Ave Blackwood New Jersey, 08012-2901	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Arlyce Powell 202-786-9523	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Frank P Reiss	PHONE NO. 8562277731	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 13-FEB-19	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:13-FEB-19 To:12-FEB-22	

Budget Period
From:13-MAY-18 To:29-SEP-18

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.083	2018-F7-C211-P4310000-4101-D	\$0.00	\$154,764.00	\$154,764.00	\$96,204.00
TOTALS			\$0.00	\$154,764.00	\$154,764.00	\$96,204.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)

Rosalie Vega

DATE
09-AUG-18

Award Status

Congratulations! Your grant application has been selected for an award. Please review the award package by clicking the link below. Once you have reviewed the award package and are ready to accept the award, the **Primary Point of Contact** must select the "Accept Award" button below, enter the password, check the certification box, and then press the **Accept/Reject Award** button at the bottom of the screen.

Awards made under the **Hiring of Firefighters Category** require the support of your governing body prior to acceptance of the award. Therefore, by accepting this award you are confirming that you have discussed this award with your local officials and that there is a clear understanding of the long-term obligations (such as staffing level requirement and no layoffs) of a SAFER grant and that both the department and governing body are committed to fulfilling the requirements of this grant immediately upon acceptance.

If you wish to decline this award, the **Primary Point of Contact** must enter details on the reason for the declination then select the **Reject Award** option, enter the password, check the certification box, and press the **Accept/Reject Award** button at the bottom of the screen.

Please note that you will have thirty (30) days from the **Award Notification Date** below to either **Accept Award** or **Reject Award**. If no action is taken within thirty (30) days the system will retract this notification; if you need additional time please contact the AFG Help Desk at 1-866-274-0960 for instructions.

If you have any additional questions, please contact the AFG Help Desk at 1-866-274-0960.

[View Award Package](#) [Print Award Package](#)

Award Number: EMW-2017-FH-00436

Award Amount: \$154,764

Award accepted by Frank P Reiss on 09/20/2018.

Comments:

Motion to accept grant award was passed at the regular meeting of the Board of Fire Commissioners, Gloucester Twp. Fire District 4, on 9/19/2018.

8/24/2018

Mail Center

To: fpr9982
Date: 08/24/2018
Subject: Award Notification (Application Number: EMW-2017-FH-00436)
From: firegrants@dhs.gov

Congratulations!

Your grant application submitted under the Grant Programs Directorate's (DHS) FY 2017 Staffing for Adequate Fire and Emergency Response Program has been approved for award. Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Frank P Reiss
Gloucester Twp. Fire District 4
P.O. Box 541
Blackwood , New Jersey 08012-2901

Re: Grant No.EMW-2016-FH-00516

Dear Mr. Reiss:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$153,214.00. As a condition of this award, you are required to contribute a cost match in the amount of \$95,243.00 of non-Federal funds. The Federal share is \$153,214.00 of the approved total project cost of \$248,457.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. **PLEASE NOTE:** your recruitment period has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take

Award Package

8/23/2017

Award Package

you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 540-504-2883. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Bridget Bean
Acting Assistant Administrator for Grant Programs

**SUMMARY OF ASSISTANCE ACTION
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANTS
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2016-FH-00516
GRANTEE: Gloucester Twp. Fire District 4
DUNS NUMBER: 103742557
AMOUNT: \$248,457.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

04-FEB-18 to 03-FEB-21

Amount Awarded

The amount of the award is detailed in the attached Obligor Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$122,526.00
Fringe Benefits	\$125,931.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00

Total \$248,457.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Nancy Cannon at Nancy.Cannon@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

National Environmental Policy Act

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) Grants

GRANTEE: Gloucester Twp. Fire District 4

PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) - Hiring

AGREEMENT NUMBER: EMW-2016-FH-00516

AMENDMENT NUMBER:

TABLE OF CONTENTS

Article I	Assurances, Administrative Requirements and Cost Principles
Article II	Acknowledgement of Federal Funding from DHS
Article III	Activities Conducted Abroad
Article IV	Age Discrimination Act of 1975
Article V	Americans with Disabilities Act of 1990
Article VI	Best Practices for Collection and Use of Personally Identifiable Information (PII)
Article VII	Title VI of the Civil Rights Act of 1964
Article VIII	Civil Right Act of 1968
Article IX	Copyright
Article X	Debarment and Suspension
Article XI	Drug-Free Workplace Regulations
Article XII	Duplication of Benefits
Article XIII	Energy Policy and Conservation Act
Article XIV	Reporting Subawards and Executive Compensation

Article XV	False Claims Act and Program Fraud Civil Remedies
Article XVI	Federal Debt Status
Article XVII	Fly America Act of 1974
Article XVIII	Hotel and Motel Safety Act of 1990
Article XIX	Limited English Proficiency (Civil Rights Act of 1964, Title VI)
Article XX	Lobbying Prohibitions
Article XXI	Non-supplanting Requirement
Article XXII	Patents and Intellectual Property Rights
Article XXIII	Procurement of Recovered Materials
Article XXIV	Contract Provisions for Non-federal Entity Contracts under Federal Awards
Article XXV	SAFECOM
Article XXVI	Terrorist Financing E.O. 13224
Article XXVII	Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)
Article XXVIII	Trafficking Victims Protection Act of 2000
Article XXIX	Rehabilitation Act of 1973
Article XXX	USA Patriot Act of 2001
Article XXXI	Use of DHS Seal, Logo and Flags
Article XXXII	Whistleblower Protection Act
Article XXXIII	DHS Specific Acknowledgements and Assurances
Article XXXIV	System of Award Management and Universal Identifier Requirements
Article XXXV	Animal Welfare Act of 1966
Article XXXVI	Protection of Human Subjects
Article XXXVII	Incorporation by Reference of Notice of Funding Opportunity
Article XXXVIII	Acceptance of Post Award Changes
Article XXXIX	Prior Approval for Modification of Approved Budget
Article XL	Disposition of Equipment Acquired Under the Federal Award
Article XLI	Environmental Planning and Historic Preservation Screening

I. Assurances, Administrative Requirements and Cost Principles

Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances - Non-Construction Programs. Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

2 C.F.R. Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards*, as adopted by DHS at 2 C.F.R. Part 3002.

II. Acknowledgement of Federal Funding from DHS.

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. Activities Conducted Abroad.

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

V. Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

VI. Best Practices for Collection and Use of Personally Identifiable Information (PII)

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

VII. Title VI of the Civil Rights Act of 1964

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

VIII. Civil Rights Act of 1968

All recipients must comply with Title VIII of the *Civil Rights Act of 1968*, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 *et seq.*), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see 24 C.F.R. § 100.201).

IX. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

X. Debarment and Suspension

All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

XI. Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R. Part 3001.

XII. Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

XIV. Reporting Subawards and Executive Compensation**a. Reporting of first-filer subawards.**

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

- i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.frsr.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received-

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sem.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. in the subrecipient's preceding fiscal year, the subrecipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.
3. *Subaward*:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. *Subrecipient* means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. *Salary and bonus*.
 - ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.
 - v. *Above-market earnings on deferred compensation which is not tax-qualified*.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XV. False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of 31 U.S.C. § 3729, which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812, which details the administrative remedies for false claims and statements made.

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B, Item number 17 for additional information and guidance.

XVII. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XVIII. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225.

XIX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XX. Lobbying Prohibitions

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

XXI. Non-supplanting Requirement

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

XXII. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 209 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.

XXIII. Procurement of Recovered Materials

All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXIV. Contract Provisions for Non-federal Entity Contracts under Federal Awards

a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

XXV. SAFECOM.

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

XXVI. Terrorist Financing E.O. 13224

All recipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

XXVII. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

XXVIII. Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at 2 CFR § 175.15.

XXIX. Rehabilitation Act of 1973

All recipients of must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

XXX. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

XXXI. Use of DHS Seal, Logo and Flags

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or

reproductions of flags or likenesses of Coast Guard officials.

XXXII. Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

XXXIII. DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

XXXIV. System of Award Management and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the

final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. Definitions

For purposes of this award term:

1. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).

- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient* means an entity that:
- a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

XXXV. Animal Welfare Act of 1966

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

XXXVI. Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

XXXVII. Incorporation by Reference of Notice of Funding Opportunity

The Notice of Funding Opportunity for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Notice of Funding Opportunity.

XXXVIII. Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov.

XXXIX. Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater

than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

XL. Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

XLI. Environmental Planning and Historic Preservation Screening

SAFER-funded activities that involve the installation of equipment (such as permanently mounted LED/electronic signs) not specifically excluded from a FEMA Environmental and Historic Preservation (EHP) Review per the Grant Programs Directorate (GPD) Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency- website at:
<https://www.fema.gov/library/viewRecord.do?id=6996>

In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1. AGREEMENT NO. EMW-2016-FH-00516
 2. AMENDMENT NO. 0
 3. RECIPIENT NO. 22-2123166
 4. TYPE OF ACTION AWARD
 5. CONTROL NO. WX02696N2017T
 6. RECIPIENT NAME AND ADDRESS Gloucester Twp. Fire District 4
 14 W. Central Ave
 Blackwood
 New Jersey, 08012-2901
 7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate
 500 C Street, S.W.
 Washington DC, 20472
 POC: Adyca Powell 202-786-9523
 8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch
 500 C Street, S.W., Room 723
 Washington DC, 20472

9. NAME OF RECIPIENT PROJECT OFFICER Frank P Reiss
 10. NAME OF PROJECT COORDINATOR Catharine Patterson
 11. EFFECTIVE DATE OF THIS ACTION 04-FEB-18
 12. METHOD OF PAYMENT SF-270
 13. ASSISTANCE ARRANGEMENT Cost Sharing
 14. PERFORMANCE PERIOD From:04-FEB-18 To:03-FEB-21
 Budget Period From:02-MAY-17 To:30-SEP-17

PHONE NO. 1-866-274-0960

15. DESCRIPTION OF ACTION
 a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE)	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.083	2017-F6-C211-P4310000-4101-D	\$0.00	\$153,214.00	\$153,214.00	\$95,243.00
TOTALS			\$0.00	\$153,214.00	\$153,214.00	\$95,243.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
 N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
 N/A

DATE N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
 Marie Rosalie Isabel Vega

DATE 01-AUG-17



Applicants: [Award Us](#)

[Direct Deposit Form 1182A](#)

[Return to Subsys Page](#)

[Log Out](#)

Award Status

[View Award Package](#) [Print Award Package](#)

Award Number: EMW-2016-FH-00516

Award Amount: \$153,214

Award Notification Date: 08/11/2017

Award accepted by Frank P. Reiss on 08/23/2017.

Comments:

Resolution passed by the Board of Fire Commissioners, Gloucester Township Fire District #4, on August 18, 2017. Resolution #2017-41.