

Minutes of the BOFC District # 4 Meeting of June 26th, 2012

The June 26th, 2012 meeting of the District # 4, Board of Fire Commissioners was opened by President Dwayne Jensen, commissioners in attendance were, Roman, Pawol, Hughes, and Klose. The accountants and attorney were not present for this meeting, the pledge of allegiance was said followed by a moment of silence.

Minutes of the Previous Meeting:

Mr. Pawol, read the minutes of the previous meeting, Mr. Roman, made a motion to accept the report as read, seconded by Mr. Hughes, all were in favor.

Treasures Report:

Mr. Hughes, read the treasures report, Mr. Roman, made a motion to accept the report as read and to pay all bills, seconded by Mr. Pawol, all were in favor.

Buildings & Grounds:

Mr. Jensen, reported that the Board wants to get a estimate to move the emergency generator over to the wall about 12 inches ,to make room for the fire fighters to enter the rescue truck without banging the doors against the generator.

Also Mr. Jensen, reported that he has spoken to the area kids about hanging out on the fire house property and doing vandalism to the red trailer and to the rear door of the building. Mr. Jensen, told the kids that they are no longer permitted on the fire house property at any time from now on.

Fire Prevention:

No Report.

Insurance:

Mr. Jensen, reported that the vehicle insurance policy has increased \$ 843.00 do to the change in policy by removing the 1998 Ford/KME rescue truck and adding the new 2013 KME rescue chassis.

Also a letter has been received from the Selective Insurance Company, on the Kitchen Automatic Extinguishing System. They want to know what actions have been taken in respects to updating the system to current standards.

Fire Hydrants:

Mr. Klose, reported that the Middlesex Water Company, has sent a crew out to cut down the tall weeds blocking three hydrants in Fire District #4.

Trucks & Equipment:

Mr. Jensen, reported that command 435 has had the wiring and Led lights installed, Truck 425 had the aerial boom tested and passed with a few minor issues. All ground ladders were also tested and passed, they will only need the new heat sensor stickers applied.

The rebuilt Hurst combi rescue tool has been installed on rescue truck 4.

The radio communications company will come out to the fire house to install the radio in the new Kme rescue chassis on Thursday June 28th.

The MES Company is scheduled to test all of the SCBA equipment on Monday July 2nd at 8:00 am .

Fire Company:

Mr. John Manna, asked if the new life insurance company sent forms to us on beneficiaries for the death benefit. Mr. Roman, said that he will make a phone call and find out more information from VESOLIFE.

Finance:

_____ Nothing to report.

Old Business:

_____ Nothing to report.

New Business:

Mr. Pawol, read a new resolution accepting the 2011 Audit Review of Fire District No. 4, Mr. Hughes , made a motion to accept the audit review, seconded by Mr. roman, all were in favor.

Fire Chief:

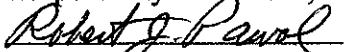
_____ No report.

Public:

_____ Nothing to report.

Adjournment; Motion to adjourn, Mr. Jensen, seconded by Mr. Roman, all were in favor, meeting adjourned at 7:30 p.m.

Respectfully Submitted,


Robert J. Pawol, Secretary

Fire District #4

Board of Fire Commissioners

DISTRICT NO. 4

P. O. BOX 84, SMITH STREET
KEASBEY, NEW JERSEY 08832

June 26, 2012

State of New Jersey
Department of Community Affairs
Division of Local Government Services
101 South Broad Street
PO Box 803
Trenton, NJ 08625-0803

RE: 2011 Audit - Corrective Action Plan

Dear Sir/Madam,

A copy of the auditor's comments and recommendations is included in the 2011 audit as filed by the Fire District.

Listed below are the comments or corrections or corrective action plans made by the Board of Fire Commissioners:

1. Recording Transactions

Management disagrees with the characterization of material weakness in regards to recording transactions. The Board entered into a lease agreement, approved by the Local Finance Board, in late 2011. The lease provided the "commencement date of the lease is when the lessee's obligation begins". It is management's opinion that the commencement date is in November 2012. No funds were released to the Board or on the Board's behalf. In November 2011, the lessor placed an amount aside in an "internal escrow" to be used for this project. The lessor, not the Board, held both the lease liability and the internal escrow to satisfy the liability. We believe the transaction should be correctly reported on our general ledger in 2012, not 2011.

Our corrective action plan is to enter the transaction on our general ledger in 2011 in accordance with the auditor's recommendation because it is a timing issue now.

We agree that greater care will be taken in the future to summarize the discussions and transactions of the Board.

2. Accounts Payable Processing -

- a.) When a vendor receipt is unavailable to be attached to a voucher, the Board will make a notation on the voucher explaining the reason receipt is unavailable.
- b. & c.) The Board will take greater care in ensuring that at least 2 signatures appear on each approved voucher for payment.

3. Risk Management -

- a.) The Surety Bond has been updated with the insurance company to include the all members of the Board with higher limits of coverage.
- b.) The Board has reviewed all insurance policies to ensure that the Board is the named policy holder/owner. This item was corrected in 2010.
- c.) The Board obtained quotes from various insurance carriers to ensure that the proper coverage is in place at the best price. The Board changed insurance carriers in 2011. The Board intends to review policies and request quotes from carriers every 2 – 3 years.

3. Capital Assets -

- a.) The Board is aware of the need to complete an updated Capital Asset listing. Taking a physical inventory of all capital assets is on the agenda to be completed by year end.
- b.) As soon as the physical inventory is completed by the Board a schedule of asset depreciation can be completed. Anticipated completion date is by year end.

If additional information is needed regarding the above items, please call the office anytime at 732-634-4930.

Sincerely,

John Ur
Board Accountant

RESOLUTION

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

WHEREAS, the annual audit report for the year ended December 31, 2011 has been completed and filed with the Municipal Clerk pursuant to *N.J.S.A. 40A:5A-15*, and

WHEREAS, *N.J.S.A. 40A:5A-17*, requires that the governing body of each fire district to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specially reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with *N.J.S.A. 40A:5A-17*.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Woodbridge Fire District No. 4, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the year ended December 31, 2011, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations, " and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 26, 2012.

Robert J. Pawol
SECRETARY

6-26-12
DATE

RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
HUGHES	✓			
PAWOL	✓			
ROMAN	✓			
KLOSE	✓			

Keasbey Fire District # 4
JUNE 2012 BILL LIST
 May 23 through June 26, 2012

Date	Num	Name	Memo	Amount
Columbia - Voucher				
05/24/2012	11099	K.M.E. FIRE APPARATUS	RESCUE TRUCK RE-CHASSIS PROJECT	-34,839.00
06/26/2012	11105	ACE WALCO PEST CON...	Bi-Monthly Pest Control Service	-66.44
06/26/2012	11106	AT&T	Account #0555388451001 - Long Distance	-111.14
06/26/2012	11107	ELIZABETHTOWN GAS	Acct# 0488199640 4/20/12 to 5/21/12	-129.92
06/26/2012	11108	NEW JERSEY FIRE EQUI...	Facemasks, shoulder hood, gloves NJ State Contact # A80961	-2,264.64
06/26/2012	11109	POLAND SPRING	5 Gallon Water & Supplies	-47.00
06/26/2012	11110	POSTMASTER	Annual PO Box Fee	-100.00
06/26/2012	11111	PSE&G	Acct# 67 041 530 04 - Electric	-1,052.21
06/26/2012	11112	VERIZON	Phone Bill - 732-738-4343	-254.58
06/26/2012	11118	BOARD OF FIRE COMM...	Dispatch - June 2012	-3,229.00
06/26/2012	11114	CASAZZA & UR, PUBLIC ...	Monthly Fee - June 2012	-1,041.66
06/26/2012	11115	JOHN MANNA	Janitor - June 2012	-400.00
06/26/2012	11116	MIDDLESEX WATER CO	Account #3605116364 Hydrant Bill - June 2012	-3,857.25
06/26/2012	11117	GARY BATISTA	Kitchen Caretaker - June 2012	-50.00
06/26/2012	11119	CHRIS J. VECCHIARELLI,...	2011 Audit Preparation	-8,750.00
06/26/2012	11120	CONTINENTAL FIRE & S...	1 - Roll of Protecto Wrap	-64.50
06/26/2012	11121	INSIDE AIR	Balance Due - Install Fujitsu ductless system	-3,900.00
06/26/2012	11122	VERIZON WIRELESS	Acct# 682435717-00001 - Cell Phones	-122.44
06/26/2012	11123	VESOLIFE	Policy #G-2276-278 Volunteer Life Insurance Policy - July 2012	-138.68
06/26/2012	11124	RICHARD MAY	Janitor - Primary Election June 5, 2012 Evening Shift	-125.00
06/26/2012	11125	STAPLES CREDIT PLAN	Acct# 601110007029788 - Office Supplies	-156.93
06/26/2012	11126	THOMAS BARRY	Janitor - Primary Election June 5, 2012 Morning Shift	-125.00
06/26/2012	11127	HOWELL RESCUE SYST...	1 - Used Hurst HT16MOC Combi Tool	-3,350.00
06/26/2012	11128	Kyle Koperwahts	Sand & Paint Bell Gong & Bell Front Side Lawn	-100.00
06/26/2012	11129	STANDARD WASTE SER...	Garbage Removal - June 2012	-66.00
06/26/2012	11130	VERIZON COMMUNICATI...	Account #8958008661 - Online	-55.36
06/26/2012	11131	VERIZON WIRELESS	Acct# 682435717-00001 - Cell Phones	-127.63
06/26/2012	11132	APOLLO FLAG CO.	Flags	-426.40
06/26/2012	11133	TK Electrical LLC	Remove Wiring of old HVAC units and Reconnect to New Units	-435.00
06/26/2012	11135	FIRST PRIORITY EMERG...	Conversion of 2000 Expedition to Chief's Vehicle	-7,314.00
06/26/2012	11136	FIRST PRIORITY EMERG...	1992 Seagrave Pumper Repairs	-1,198.50
06/26/2012	11137	FIRST PRIORITY EMERG...	2005 KME Pumper Repairs	-1,100.00
06/26/2012	11138	PRUDENTIAL INS CO	Volunteer Life Insurance - Policy #15153 - Final Balance Due ...	-129.88
Total Columbia - Voucher				-75,128.16
TOTAL				-75,128.16

BOARD OF FIRE COMMISSIONERS

DISTRICT NO. 4

420 SMITH ST, PO BOX 84
KEASBEY, NEW JERSEY 08832

June 26, 2012

Treasurer's Report

BEGINNING BALANCE	\$ 251,271.15
Deposits	109,855.50
Interest	78.32
Payroll	(2,854.15)
Payroll Tax Adjustment	(333.87)
Disbursements & Adjustments	<u>(75,128.16)</u>
ENDING BALANCE	\$ 282,888.79